Crowthorne Amateur Theatrical Society

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CATS 002 HEALTH AND SAFETY GENERAL POLICY STATEMENT

The Committee of the Society being the elected responsible body for the Society declares that in all matters affecting health and safety, as it affects members and volunteers, it encourages all participants in activities to observe proper procedures in health and safety.

It has appointed Geraint Morris as its Health and Safety Officer who is responsible for ensuring that in all matters affecting Health and Safety they will encourage, train and monitor participants' awareness of their duties and responsibilities to themselves and others in health and safety matters.

Signed (Chairman):

Date: 20/11/07

CATS 003 APPOINTMENT AND TRAINING OF SAFETY PERSONNEL

The Society recognises that the health and safety of its members, property and external persons is paramount. It appoints a member of the Society to have the responsibility for health and safety matters within the Society. The appointee reports directly to the Chairman of the Society and/or its Officers.

The Society has appointed **Geraint Morris** as its Health and Safety Officer. It also appoints a nominated representative as required.

The Society realises that the appointee mostly needs to have an administrative background, an analytical mind and the ability and tenacity to work to a tight timetable in the preparation, elaboration and fulfilment of the agreed health and safety programme. Such expertise is essential to ensure that the system is properly monitored and analysed on a regular basis. In addition the incumbent is seen as a diplomat, as they needs to have the ability to enforce health and safety policy in the Society that performs its activities as a hobby. They also needs to be able to have constructive dialogue with external bodies and persons who may have differing views on the health and safety issues that need to be addressed by the Society in the fulfilment of its objectives. The Society also recognises that it is a bonus to have an incumbent with a technical background as this aids the understanding of some of the more complex issues of hazard avoidance. However this expertise is not necessary in the running of an established health and safety programme.

Training for the incumbent is achieved by a number of routes, the principal one of which is attendance at a recognised introductory course for health and safety. In addition training needs, as they arise or are identified, are satisfied within the limits of the Society's resources. In such cases training is often extended across more than one financial year. Advantage is taken of courses organised by the NODA Area Committee, ROSPA, First Aid organisations and so on.

All training is recorded and regularly monitored as part of the annual audit arrangements.

CATS 004 FIRE SAFETY

We address and carry out our duties and responsibilities on fire safety in all our activities in a proper manner. We provide information on and training in and rehearsal of fire safety procedures in the following areas of our activities:

New members

New members are provided with written information on fire safety in the joining pack (see also CATS 017) that is given to them by a Committee member when they are accepted as members of the group.

Existing members

Existing members are provided with information on the updates to fire safety procedures as necessary. These updates are prepared either as a result of the annual audit (see also CATS 023), or on recommendations made either by the local fire safety officer or following any incident that found the existing procedures to be inadequate.

Procedures during Rehearsal:

The Health and Safety Officer of the group or, in their absence, their nominated representative is responsible for ensuring that:

- From time to time, reminding all persons in the building of the need to remain alert to the potential of a fire and what they must do in the case of an outbreak or rehearsal for such an outbreak.
- Marked exits are kept clear of all obstructions such as chairs, boxes etc. They shall remind members of their duties in this regard and that they shall assist in these activities.
- Ensuring members are aware of the designated fire assembly point for each venue used by the Society.
- In the case of an actual emergency nominate a person, normally other than him/herself to contact the fire brigade and receive feedback from that nominated person that contact with the fire brigade has been made.
- Carry out a check of all attendees so as to account to the fire brigade for any missing persons and their possible location.

Procedures within the performance location(s):

The Health and Safety Officer of the group or, in their absence, their nominated representative familiarises him/herself with the location of fire exits and the assembly points to be used.

Members of the Society familiarise themselves with the fire safety arrangements in the building.

As an additional precaution, the Health and Safety Officer of the group or, in their

absence, their nominated representative instructs their members, all Society backstage staff, front of house staff and cast members to sign the register (see CATS 020) which is prepared for use in the building.

The Health and Safety Officer of the group or, in their absence, their nominated representative ensures that all persons in the performance location are informed verbally of the fire exit locations and assembly points before the start of any performance run.

CATS 005 FIRST AID

The Society has a permanent first aid kit that meets the requirements of content and size for the number of group members. A first aid kit is kept at the rehearsal locations as appropriate.

The Society ensures that suitable persons have been trained to administer first aid.

The Society will attempt to ensure that at least one of its first aid team is present at every rehearsal, performance or other event.

The Society ensures sufficient persons have been trained in first aid to cover the size of the Society and its various activities so as not to place too much of an onus on one or more individuals who may wish to participate in the activities of the Society on a fairly active basis.

The members of the Society are made aware of the names and identity of its trained first aiders by general introduction of them to all members.

In the case of an actual emergency, the Health and Safety Officer or their nominated representative will nominate a person, normally other than him/herself to contact the ambulance service and receive feedback from that nominated person that contact with the ambulance service has been made.

Details of any incident that requires first aid, however trivial, are recorded in the accident book. The person completing the accident book shall take statements from the victim and any witnesses that shall be signed by them and appended to the appropriate page(s) in the accident book.

The policy of the Society is prevention of accidents in the first place. To this end the Society expects its members to work in a safe manner and in accordance with procedures set down in other documentation in this manual.

CATS 006 REHEARSAL REQUIREMENTS

Members are instructed to attend rehearsals wearing appropriate clothing and footwear.

Members are reminded that they should be aware of all fire regulations for the building.

Members are instructed not to park in front of fire exits or place any obstruction in front of fire exits, outside or inside the building.

Members are instructed to work safely with props.

CATS 007 GET-IN/GET-OUT ARRANGEMENTS

A. GET-IN ARRANGEMENTS

A.1. FRONT OF HOUSE TEAM/AUDITORIUM/HALL
The front of house team is managed by a Society-appointed Front of House Manager

The front of house team for the Society is identified by the pinning of a badge depicting the Society name.

The front of house team is responsible for ensuring that patrons have valid tickets. They are also responsible for the sale of raffle tickets, refreshments and programmes.

In the case if emergencies, the front of house team have been instructed to act in a responsible manner in accordance with the procedures set out in CATS 004 Fire Safety and/or CATS 005 First Aid.

A.2 STAGE

The Stage Manager is responsible for ensuring that the stage crew, prompt and properties work in a safe manner, with regard for the safety of persons and property around them.

A.3 ON-STAGE AND IN THE WINGS

The Stage Manager is responsible for ensuring that procedure CATS 010 (Onstage and in the wings) is understood and practised by the persons to whom it applies.

The Nominated Health and Safety Representative or their nominated deputy is responsible for ensuring that all persons to whom the procedure CATS 010 applies have been instructed in its use or application.

A.4 DRESSING ROOMS

The Stage Manager is responsible for ensuring that procedures CATS 008 (Dressing Rooms) and CATS 009 (Children) are properly understood and carried out by the persons concerned.

B. GET-OUT ARRANGEMENTS

B.1. FRONT OF HOUSE TEAM/ AUDITORIUM/HALL

The front of house team is responsible for the safe exit of patrons after each performance.

B.2 STAGE AND DRESSING ROOMS

The requirements set out in A.2 and A.4 shall be followed.

CATS 008 DRESSING ROOMS

CLEANLINESS

The Society works on the premise that clean dressing rooms make for pleasant surroundings and a disease-free environment for its members.

It details one member placement to ensure that each dressing room is tidy before use, and is clean and tidy at the conclusion of the run of performances.

Members are encouraged to keep dressing rooms tidy, to dispose of all rubbish in the bins provided, and to use the ashtray provided outside the entrance to the dressing rooms.

ALLOCATION OF DRESSING ROOMS AND LOCATION OF ARTISTES

The Society will allocate dressing rooms to the acting members of the Society as appropriate.

ALCOHOL

The Society bans the consumption of alcohol in any form backstage.

CATS 009 CHILDREN

General

For the purposes of this procedure, the Society defines a child as a person aged from 5 to 16 years of age.

The Society's Health and Safety Policy and the actions and responsibilities contained in its Health and Safety Manual shall apply to children.

Although the Health and Safety Officer is responsible overall for the fulfilment of the Society's Health and Safety Policy, they may, at their discretion, appoint a specific person or persons to oversee the Health and Safety of Children as defined above.

The Health and Safety Officer or their nominated representative is responsible for ensuring that children either in rehearsal, on-stage, in dressing rooms or engaged on Society related activities are trained to carry out their duties and responsibilities to the best of their abilities, and protected from hazardous situations that might affect their overall safety.

Adults in the Society should be made aware of the need for them to exercise special care and attention when performing with children, respect the limits of their physical powers and note the length of their concentration period.

CATS 010 ON-STAGE AND IN THE WINGS

The Society recognises that the stage and its wings can be hazard areas in which many hazardous situations could occur such as falling scenery bars or tools, tripping over electrical cables and inadequate lighting. Consequently it instructs its Health and Safety Officer or their nominated representative to ensure that they has carried out a proper risk analysis of the activities and situations that present themselves or could present themselves in the areas concerned. The Risk Assessment is carried out using the criteria for risk assessment value given in CATS 015 and is retained as a separate record for future reference.

The Health and Safety Officer or their nominated representative ensures that all persons who are required to be in the wings or on-stage before, during and after a performance have been properly instructed in their responsibilities.

CATS 011 FRONT OF HOUSE

The Society recognises that its front of house team could be subject to hazards in the fulfilment of their duties whilst in the venue. The Society also recognises that the responsibility for ensuring the safety of its front of house team may jointly or separately rest with the management of the venue.

The Health and Safety Officer or their nominated representative is responsible for ensuring that the front of house team are trained to carry out their duties and responsibilities to the best of their abilities, and are protected from hazardous situations that might affect their overall safety.

CATS 012 TALLESCOPES, LADDERS AND SCAFFOLDING

The Society recognises that members of the Society may be required to work with all or some of the access and working at height equipment either provided at the performance venue, hired in for the performance or belonging to the Society or one of its members.

Any person using equipment belonging to the group or one of its members should take responsibility for their own actions to ensure the safety of themselves and other members.

The Health and Safety Officer or their nominated representative is responsible for ensuring that:

- access to the working area is limited to approved personnel only.
- the equipment whether owned by the venue, hired in or provided by the Society meets the minimum requirements as laid down in the respective British or European Standard (see details below*).
- protective equipment such as hard hats are made available to Society personnel.

* BS 1129:1990 Specification for portable timber ladders, steps, trestles and lightweight stagings
* BS 2037:1994 Specification for portable aluminium ladders, steps, trestles and lightweight stagings
* BS 7905-2:2000 Specification for design and manufacture of aluminium and steel trusses and towers
* BS 7906-2:2000 Code of practice for use of aluminium and steel trusses and towers
* BS 7909:1998 Code of practice for design and installation of temporary distribution systems delivering a. c. electrical supplies for lighting, technical services and other entertainment related purposes
* BSEN 131-1:1993 (Ladders) Specification for terms, type, functional areas
* BSEN 131-2:1993 (Ladders) Specification for requirements, testing marking (replaces most of the BSs above but the BS Specifications have been included as many venues still have equipment manufactured to the old BS Specifications)
* BSEN 397:1995 Specification for industrial safety helmets

CATS 013 LOLER REQUIREMENTS (The Lifting Operations and Lifting Equipment Regulations 1998)

The Society recognises that certain aspects of LOLER refer to their activities as an amateur theatrical group.

The Society should minimise risks associated with the defined equipment in use as a first priority

Any lifting operations should be carried out sensibly and the capabilities of the member carrying out the operations.

The Society recognises that a wide range of equipment comes under the jurisdiction of the regulations such as: Eye Bolts, Chains, Ropes, Elevating Platforms etc.

CATS 014 PUWER REQUIREMENTS (The Provision and Use of Work Equipment Regulations 1998)

The Society recognises that certain aspects of PUWER refer to their activities as an amateur theatrical group.

As appropriate, the Health and Safety Officer or their nominated representative ensures that persons who are members of the Society who need to use equipment as defined in the regulations, are aware of or carry out, as appropriate, the following precautions:

- Eliminate risks associated with the defined equipment in use as a first priority.
- In cases where the risk cannot be fully eliminated other measures are taken to reduce the risk to a minimum and personnel are warned of the residual risks in the use of the equipment. Such measures shall be reduced by the use of appropriate guarding (fixed or removable), the use of appropriate personal protective equipment and the equipment carries suitable warning signs.
- Safe systems of work shall be documented and followed by the personnel concerned and, as appropriate, personnel receive training in the use and understanding of the safe systems of work.
- That the equipment is used for the purpose intended.

The Society recognises that a wide range of equipment comes under the jurisdiction of the regulations such as: staple guns, electric screwdrivers, electric saws, electric drills, hammers, handsaws etc.

The Health and Safety Officer or their nominated representative is responsible for ensuring that equipment under the jurisdiction of the regulation, whether owned by the Society or the personal property of the person(s) using it, is:

- Of adequate strength and stable for the intended use
- If applicable, positioned and installed to minimise risks
- Used safely (the work is organised and carried out by competent persons)
- Given on-going examination by competent persons
- Suitable for use (used for its proper purpose, used under the conditions it should be used, conforms to any relevant European Directive in regard to CE marking, such as covered by the Machinery Directive, Electromagnetic Compatibility Directive etc)
- Maintained so as to be safe and not put persons' health at risk

All equipment must be used with due care.

Any member using such equipment must be responsible for their own safety, and that of others.

If any member is unsure of how to safely use equipment, they must seek advice, work under supervision, or not use the equipment.

CATS 015 RISK ASSESSMENT

Our approach to risk assessment is based on a simple process that examines the hazards and risks associated with our activities, be they, in rehearsal, in the theatre or hall or elsewhere. Firstly, we distinguish between a hazard and a risk by using and applying the definitions given below.

Hazard
A hazard is its potential to cause harm.

Risk
A risk is the likelihood that it will harm you in the actual circumstances presented by the hazard.

This depends on:

- the hazard(s) that have been identified
- how it (they) is (are) controlled
- who is exposed
- their involvement at the time

Risk assessment

The examination of a series of situations to determine each situation's potential to do harm.

We look at the hazard/risk situations in terms of probability and severity.

Any risk has a **probability** and a **severity**.

We categorise **probability** as being:

A Always happens
B Nearly always happens
C Often happens
D Doesn't happen very often
E Hardly ever happens

We categorise **severity** as being:

1 Loss of life
2 Severe injury
3 Serious injury
4 Minor injury
5 Little effect

Clearly what is meant by the terms used is subjective but the intention is to give a series of yardsticks that can be used to further the investigation.

We examine each situation where there is a hazard/risk situation to a person or property and apply a probability factor from A to E and a severity factor from 1 to 5 to each of them as a probability/severity factor in the following form:

Example: Probability **A** and Severity **4** = Probability/Severity Factor **A4**

Each situation and its assessed probability/severity factor is recorded in the risk assessment register.

We rank any assessed probability of A to C and any assessed severity of 1 to 3 as significant and apply corrective measures to minimise their occurrence. This means that any probability/severity factor from A1 to C3 requires action on our part by the use of a variety of remedies. Depending on the circumstances of the situation these remedies could be re-design, protection, training, warning signs etc.

The measures and remedies taken are recorded in the risk assessment register.

We rank any assessed probability of D to E and any assessed risk of 4 to 5 as not being significant and only apply remedial measures where necessary. These remedial measures would be of an insignificant nature. However should the occurrences suggest that the probability/severity factor needs amending, we carry out a further risk assessment as detailed above to establish whether the probability/severity factor needs to be re-classified.

All such analyses and amendments are recorded in the risk assessment register.

CATS 016 TRAINING NEEDS AND COURSES

The Society recognises that all its members may from time to time require off-the-job or on-the-job training in the health and safety aspects of the Society's activities.

The Society also recognises that the persons responsible for Health and Safety in the Society (viz. the Health and Safety Officer and all of their nominated representatives) require specific consideration of identified training needs. In this instance it may, as appropriate, employ outside help both to assess the training needs and in the fulfilment of their specific training needs.

CATS 017 NEW RECRUITS

The Society recognises that new recruits are particularly at risk especially those who have not belonged to an amateur theatrical group before.

The Committee ensures each new member is given a membership pack, which includes the Society's Constitution, Health and Safety Policy, Child Protection Policy, and general information sheet.

The Society ensures that recruits who have had some or considerable experience of amateur theatre, in that they have been or are still members of other groups, receive the same membership pack as new recruits.

CATS 018 INFORMATION TO MEMBERS

The Society recognises that its main activity is that of preparing for and performing amateur theatrical productions and is very aware that communicating matters of health and safety to members is often considered to be of little importance by the members against the overall scheme of things.

It is the responsibility of the Health and Safety Officer or their nominated representative to communicate information to members. When the message is of a particularly serious or important nature, it is communicated to members by the Chairman of the Society.

It uses several means to communicate with members on health and safety issues, including:

- Information given to members at appropriate times in the rehearsal, normally at coffee break
- Training courses
- Committee agenda item
- One-to-one discussions
- Email messages to members
- Notice board
- Handouts
- Telephone calls to specific members
- Informal discussions
- Letters to members

CATS 019 SAFE SYSTEMS OF WORKING

The Society recognises that its main activity is that of preparing for and performing amateur theatrical productions and is very aware that members are often working under pressure and time restraints to put on a production.

The Society utilises the procedures laid down in this manual as the means to ensure that all members adhere to a safe system of working.

In those instances where unsafe systems of working have been identified or an incident has occurred which suggests that its cause was an unsafe system of working, the Health and Safety Officer or their nominated representative investigates the cause(s) and institutes procedures to minimise the risk of it occurring again.

Where deemed necessary, such as in cases of inebriation, drug taking, incompetence etc., incidences of unsafe systems of working identified as having been caused by one of the example conditions given above, are brought to the attention of the committee for further action. Such incidences are treated very seriously by the Society.

CATS 020 SIGN-IN SIGN-OUT

The Society uses a sign-in and sign-out register for all cast and crew during dress rehearsals and performances.

The register contains the name of each and carries the date and the venue.

Each member is required to use their normal signature to sign-in and sign-out.

CATS 021 ACCIDENT BOOK

The Society uses the Health and Safety Executive's Accident Book to record all incidents that happen during events that are organised by the Society and in which members of the Society participate.

Incidents are recorded which involve a member of the Society or members of the public at any event organised by the Society.

Each complete accident book is numbered starting from 01.

Each book is maintained and stored by the Health and Safety Officer or their nominated representative when not in use.

The current book accompanies the Health and Safety Officer or their nominated representative to each function organised by the Society in which Society members participate.

Each report is numbered above the tear-off point and with the same number on the actual record.

The report is completed, where possible by the person to whom the incident occurred. In cases where the injuries make it impossible for the person to whom the incident occurred to make the entry, then a competent bystander is required to complete the details required of the report.

The Health and Safety Officer or their nominated representative tears off the record and files it away in a safe location.

In those cases where the accident is considered to be reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995) then the Health and Safety Officer or their nominated representative completes Form: F2508 (HSE form entitled: Reporting of an injury or dangerous occurrence).

The Society reports accidents in accordance with RIDDOR that involve:

- Loss of life or major injury
- Fractures (other than to fingers, thumbs or toes)
- Amputations
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burns
- Injury resulting from electric shock or electrical burns leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Injuries leading to hypothermia, heat induced illness or requiring resuscitation or requiring admission to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent

- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
- Any injuries to people not at a function organised by the Society as a result of an accident “arising out of or in connection with the function organised by the Society”, where they are taken to hospital from the scene of the accident

Reportable accidents are notified to the Local Authority, within 10 (ten) days of the occurrence by the Health and Safety Officer or their nominated representative.

Records of reportable accidents are maintained and kept by the Health and Safety Officer or their nominated representative for at least 3 (three) years after the incident in a form that is easily and quickly retrievable for those in authority who need or wish to see the report.

CATS 022 ELECTRICAL SAFETY

The Society has identified four categories of electrical equipment that are subject to its procedures under electrical safety

Fixed Equipment - only removable if the fixings are removed
Transportable Equipment - normally spends its time in one place but can be moved when the need arises, e.g. refrigerator
Portable Equipment - movable from its location, e.g. computer, kettle
Hand Held Equipment - electric drills etc

All electrical equipment owned by the Society, hired or the personal property of a member of the Society used on Society activities is subject to annual inspection and testing by a competent authority. At the conclusion of each inspection and test the said equipment is then labelled to show its inspected status. The label includes the name or mark of the inspecting authority, the date that the test was carried out and the date for the next inspection together with the signature of the tester.

Any equipment that fails to pass the inspection is removed to prevent use.

Equipment is stored and maintained in a safe working condition between inspections.

The Society keeps records of all inspections together with a register of each individual piece of equipment.

Each piece of equipment is given an identifying reference that is permanently affixed to the piece of equipment.

In those cases where it would be uneconomic to employ an outside body to perform the inspections the Society uses the following procedure:

- Ensures that inspections are carried out by a technically qualified member of the Society
- Disconnects the equipment and checks that such disconnections do not affect other equipment or cause the disconnected equipment being inspected to fail
- Checks any flex or trailing leads for good condition
- Checks the plug for security of cable to plug, no signs of overheating, no signs of damage and can continue to be used with safety
- Does the equipment work, can it be switched on and off properly, no signs of damage and can it be used safely?
- As required perform an earth leakage/continuity test and check that the impedance between the earth pin and the metal case of the appliance is less than 0.1ohm
- As required, perform an insulation test. However electronic components can be damaged in this situation. The Society therefore favours and uses a visual inspection to confirm this test.
- Sockets are checked for signs of overheating and loose connections. An earth impedance test is carried out in accordance with the current IEE Wiring Regulations

CATS 023 ANNUAL AUDIT

The Committee, with the Health and Safety Officer or their nominated representative, carries out an annual audit of the safety manual and the procedures contained in it with the objective of checking that the contents are relevant. The Society keeps records of the results of the audit.

The Health and Safety Officer or their nominated representative records the results of the audit.

The Health and Safety Officer or their nominated representative agrees a plan of action, if necessary with the Committee, to deal with the points revealed in the audit.

The Health and Safety Officer or their nominated representative keeps a constant eye on the feed back from the audits in order to maintain a high profile on the need to make the amendments as revealed in the audit.