

HEALTH & SAFETY POLICY

Adopted date: 16th April 2025

Review undertaken by: APS Secretary

Policy Review Period: Two years or whenever changes of legislation are introduced.

Next review date: September 2028

Signature of Reviewer:



Signature of Chairperson:



INTRODUCTION

Amateur Players of Sherborne (APS) is committed to high standards in Health and Safety.

In particular APS will:

- provide adequate control of the health and safety risks arising from its work activities;
- maintain safe and healthy working conditions;
- ensure the safe maintenance of plant and equipment;
- provide a safe environment for its members, patrons and audiences;
- provide information, instruction and supervision for members;
- strive to prevent accidents;
- review this policy every two years and revise as necessary.

RESPONSIBILITIES

The Committee is responsible for

- ensuring the implementation of the Health & Safety Policy
- monitoring and reviewing the work of all individuals working within or on the exterior of the theatre.
- ensuring that there are regular inspections of the theatre;
- ensuring equipment is checked by competent individuals as required;
- ensuring that the agreed Fire Policy and procedures are carried out;
- providing appropriate protective equipment and encouraging its use
- investigating accidents, and reporting accidents to the committee where appropriate;
- ensuring the Health and Safety Policy and practices are reviewed on a bi- annual basis;
- monitoring and advising other roles which have specific Health and Safety responsibilities

Before embarking on construction, maintenance or repair work, **all individuals commencing work** are responsible for:

- ensuring risk assessments are completed
- taking reasonable care of their own safety;
- adhering to safe working practices.

The Theatre Manager is responsible for the safety and wellbeing of the audience and FOH/Bar staff on a show night. Only Members who have received the necessary training are permitted to carry out this role.

The Stage Manager is responsible for the safety and wellbeing of cast and crew during rehearsals and show nights and should identify all production specific risks and produce a production specific risk assessment to complement the general risk assessment. When the Stage Manager is not present **the Director** will be responsible.

The Lead Set Builder is responsible for the safety and wellbeing of everyone involved in construction or painting of the set, and in dismantling it on get out.

All APS Members have a responsibility to:

- co-operate with the above roles on Health and Safety matters;
- make themselves aware of escape routes from the theatre;
- make themselves aware of the location of the First Aid box and the accident book kept therein;
- not interfere with anything provided to safeguard their health and safety;
- report all health and safety concerns to **the Committee**.

ACCIDENTS AND FIRST AID

All accidents to members, patrons or the public will be recorded in the accident book. This will be kept in the first aid box which is stored in the kitchen.

RISK ASSESSMENTS

Effective risk assessment is a central part of creating a safe working environment. It involves the careful examination of the theatre to identify anything which could cause harm to individuals and ensures that sufficient precautions have been taken to prevent harm.

The aim is to reduce risk and prevent accidents. The five steps to effective risk assessment are:

1. Identify the hazard – ignore the trivial and concentrate on the significant.
2. Decide who might be harmed and how.
3. Assess the risk and whether existing precautions are adequate. Assess whether the hazard can be removed, or the risk reduced. If the risk is high, stop that activity.
4. Record the findings on the risk assessment forms.
5. Review the assessments at least annually.

If further action is required resulting from a risk assessment, this will be organised by the Committee.

SAFE PLANT AND EQUIPMENT

The Committee is responsible for arranging inspection of all buildings and fixed equipment including:

- electrical and heating installations, including all stage lighting and lanterns;
- fixed wiring
- hot water boilers;
- bar equipment;
- kitchen equipment;
- portable electrical appliances.

Responsibility for repair and improvement of issues identified will depend upon the nature of the problem and will be decided on by the Committee.

SAFE WORKING PRACTICE

Anyone working at height, or with power tools, must ensure that they are accompanied by at least one other APS member throughout the duration of the activity.

Mains powered tools must not be used on ladders.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The implementation of findings from a fire risk assessment will be the responsibility of the Committee. Fire extinguishers will be 'serviced' annually by a suitably qualified person (company)

MONITORING

There will be a regular review of all Health and Safety matters by the Committee, at each Committee Meeting.

AMATEUR PLAYERS OF SHERBORNE

REPORT OF ACCIDENT/INJURY FORM

INSTRUCTIONS Use this form, to report all accidents, injuries, or unplanned events which could have resulted in an injury, to either an APS volunteer or member of the general public.



PERSON WHO HAS BEEN HURT OR INJURED

DATE OF REPORT

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THEIR ADDRESS/CONTACT DETAILS

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LOCATION OF INCIDENT

DATE OF INCIDENT

TIME

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WITNESSES *if any*

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INCIDENT DESCRIPTION *Continue overleaf if necessary.*

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What could have been done to prevent this injury / near miss?

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Details of any injury sustained *If a near miss, how could you/they have been hurt?*

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MEDICAL TREATMENT GIVEN?		FIRST AID APPLIED ON SITE/OR ENTER NAME OF HOSPITAL OR GP ATTENDED BELOW	
☐	YES	☐	NO
DATE OF VISIT	TIME OF VISIT	<i>Delete as appropriate</i>	
		TAKEN TO HOSPITAL/AMBULANCE/ARRANGING OWN TRANSPORT OR APPOINTMENT	

YOUR NAME (IF REPORTING INCIDENT)			
SIGNATURE OF INJURED PERSON	DATE	SIGNATURE OF WITNESS OR PERSON REPORTING INCIDENT	DATE