

## **WOODCOTE AMATEUR DRAMATIC SOCIETY**

### **Health and Safety Policy and Procedures**

WADS regards the promotion of Health & Safety measures to be a priority for all members. WADS' safety policy is to do all that is reasonably practical to protect members from personal injury, to prevent damage to property and to protect visitors and the general public from foreseeable risk so far as they have reason to come into contact with WADS or its activities.

WADS will take all reasonably practical steps to:

1. Provide a safe place to carry out its activities.
2. Review and revise this policy as necessary to deal with changing circumstances and to comply with regulations.
3. Ensure items supplied are safe and provide information, instruction and training as necessary.

#### **RESPONSIBILITIES OF MEMBERS**

There is a general duty on every member to report to a member of the Committee all matters which they consider to be a hazard to health and safety and all members must:

1. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions.
2. Co-operate with the Committee in all matters of health and safety.
3. Use correctly any items provided by the Committee in accordance with training and instructions.
4. Not interfere with or misuse anything provided for health and safety.

#### **ARRANGEMENTS**

##### **Accidents**

1. In the event of an accident beyond the ability of any First Aider present to deal with, an ambulance should be called immediately.
2. All accidents must be recorded in the Accident book, which is kept in the WADS cupboard, and countersigned by a member of the Committee.

##### **First Aid Boxes**

A First Aid Box is available in the WADS cupboard at all times.

##### **Fire Prevention and Emergency Procedures**

1. During performances the Front of House team will be responsible for ensuring emergency procedures are followed.

##### **Ladders and Stepladders**

Working at heights is inherently dangerous, particularly if both hands are required to complete a job. Work from ladders and stepladders should be light duty and short duration only, the following key points should be noted:

1. Before use ensure the ladder is not defective – check for warping (or distortion of metal), splits, missing treads or rungs.
2. Ensure the ladder is of adequate length to provide safe working.
3. Always stand the ladder on a firm, level base and have someone securing the foot of the ladder.
4. Never over-reach.

5. Always set ladders at the correct angle. One metre out for every four metres in height.
6. Access ladders must project at least 1.1 metres (5 rungs) above any landing place.
7. When using ladders, look out for overhead obstructions.
8. No children under the age of 16 will be allowed in the lighting loft
9. A ladder register should be maintained and checked annually

#### Stage Area

1. The stage area should always be kept as clean and tidy as possible.
2. Temporary cables must not be run through the fire doors, nor must these doors be prevented from closing.
3. Cups, glasses or any other food or drink are not allowed on stage area, except when required as part of a performance.
4. The Producer should check the dressing room and any other areas being used to ensure facilities and fixtures are in safe working order.
5. Practical flame retardant maintenance should be applied to all scenery including cloth, draperies, gauze-cloths, floral decorations, hangings, curtains and all fabric.
6. The stage area should not be congested with scenery or properties and the exits leading from the stage should be maintained free from obstruction.

#### Manual Handling

Before carrying out a task which requires manual handling, the following should be considered:

1. The nature of the load (e.g. is it heavy, bulky, hard to grasp?)
2. The nature of the task (e.g. do you have to reach, bend, stoop, stretch, twist? How often?)
3. The nature of the working environment (e.g. are there uneven or slippery floors or stairs? Is it hot, cold or poorly lit?)
4. Individual capability (e.g. does the job require unusual height or strength? Can you safely do it, especially if you are pregnant or have a health problem?)

#### Property

Any property used such as weapons must be locked away after each rehearsal or performance by the Properties Manager if one is in place or else the Producer.

All weapons should be made incapable of causing serious injury.

#### Risk Assessment

This will be carried out by a nominated member to assess the risks of every set prior to performances and the check list will be kept on file by the Secretary. Risk assessment involves addressing the following questions:

1. What could go wrong?
2. How likely is such an event?
3. What could happen if such an event occurred?
4. What are the associated risks?
5. Are the risks acceptable to WADS?
6. How can the risks be reduced?

If a health and safety problem is noticed that cannot immediately be put right, it must be reported by the person responsible for Set Building in order that a risk assessment may be carried out.