

# **Tiptree Amateur Dramatic Society**

## **HEALTH AND SAFETY POLICY**

Tiptree Amateur Dramatic Society regards the promotion of Health & Safety measures to be a priority for all members. TADS 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 TADS or its activities.

TADS will take all reasonably practical steps to:

- a. Provide a safe place to carry out its activities
- b. Review and revise this policy as necessary to deal with changing circumstances and to comply with regulations
- c. 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:

- a. Take reasonable care for the health and safety of themselves and of other persons who may be affected by that persons actions
- b. Co-operate with the committee in all matters of health and safety
- c. To use correctly any items provided by the committee in accordance with training and instructions
- d. Not to interfere with or misuse anything provided for health and safety

## **ARRANGEMENTS**

### **Accidents**

- a. In the event of an accident beyond the ability of any First Aider present to deal with, an ambulance should be called immediately
- b. All accidents must be recorded in the Accident book, which is to be kept with the director in charge and counter-signed by a member of the committee

### **First Aid Boxes**

Boxes will be available backstage and in the kitchen area during performances and in close proximity during meetings

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

1. During performances members and helpers are required to "sign in" (book to be positioned in the main entrance) when entering the building and sign-out when leaving to ensure having a record of everyone present inside the building at any one time
2. During performances the Front of House team will be responsible for ensuring emergency procedures are followed.  
Procedures will be those recommended by the venue management.

### 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

### 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 the stage area, except when required as part of a performance
4. The director should check the dressing room and any other areas being used to ensure facilities and fixtures are in safe working order
5. All scenery including cloths, draperies, gauze-cloths, floral decorations, hangings, curtains and all fabric decorations should be maintained flame retarded.  
A suitable flame retardant spray will be made available
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 (eg: is it heavy, bulky, hard to grasp?)
2. The nature of the task (eg: do you have to reach, bend, stoop, stretch, twist? How often?)
3. The nature of the working environment (eg: are there uneven or slippery floors or stairs? Is it hot, cold, windy or poorly lit?)
4. Individual capability (eg: 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 in place, or else the Director

All sharp weapons must be made blunt as to make them incapable of causing serious injury

### Risk Assessment

This will be carried out by the person responsible for Set Building to assess the risks of every set prior to performances and 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 TADS?
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