

Health and safety policy

This is the statement of general policy and arrangements for:

Faringdon Dramatic Society
(Name of company)

Overall and final responsibility for health and safety is that of:

The Committee
(Name of employer)

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Current chairperson (or other nominated person with H&S training)

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	The committee	FDS will allow only members with appropriate expertise/training to take the lead in managing practical activities relating to performances (e.g. set building/lighting/ stage management/ flash explosives etc.)
To provide adequate training to ensure employees are competent to do their work.	The committee	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	The committee	
To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: www.communities.gov.uk/firesafety .	The committee/FoH manager/Bar manager/Stage manager	FoH manager/Bar manager/Stage manager will oversee safe evacuation of designated areas or responsibility in event of evacuation.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	The committee	FDS will undertake to ensure that appropriate steps are taken at all times to maintain safe conditions.

Health and safety law poster is displayed:	Responsibility of Faringdon Junior School as we hire their premises.		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor Tel: 0845 300 9923	With FoH Manager		
Signed: (Employer)	FDS Committee	Date:	11/01/2012
Subject to review, monitoring and revision by:	FDS Committee	Every:	12 months or sooner if work activity changes

Employers with five or more employees should have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to www.hse.gov.uk/risk

For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: hse.infoline@connaught.plc.uk.

Combined risk assessment and policy template published by the Health and Safety Executive 09/09

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Company name: **Faringdon Dramatic Society**

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips hazards on Stage or Performance area	Adults and children may be injured if they trip over objects, or slip on spillages. Adults and children may be injured lofting heavy objects	<ul style="list-style-type: none"> ■ General good 'housekeeping'. ■ No trailing leads or cables. ■ Backstage crew keep all stage areas clear ■ Backstage lighting when possible ■ All cast informed of potential dangers ■ Sharp implements to be handled carefully and stored appropriately ■ Training in lifting heavy objects given 	<ul style="list-style-type: none"> ■ Ensure continuing good 'housekeeping' by stage crew especially with spills. ■ 	Stage manager and crew to monitor.	From now on	
'Explosives' on Stage & In Auditorium	Adults and children may be injured if they are too close to explosive devices Audience and cast with epilepsy or heart conditions may be adversely affected	<ul style="list-style-type: none"> ■ Devices set up by appropriately trained expert ■ Cast and crew given clear instructions ■ Devices clearly positioned and marked on stage ■ Clear warnings to be put in programme and FoH area 	<ul style="list-style-type: none"> ■ 	Stage manager and crew to monitor.	From now on	
Slips, trips hazards in changing rooms (classrooms)	Adults and children may be injured if they trip over objects.	<ul style="list-style-type: none"> ■ All cast reminded to keep floors and gangways clear of clothing/shoes etc ■ Adult supervisors in children's changing rooms. 	<ul style="list-style-type: none"> ■ 	All committee to monitor	From now on	
Slips, trips and hazards in Auditorium	Adults and children may be injured if they trip over objects, or slip on spillages.	<ul style="list-style-type: none"> ■ All areas well lit, including stairs. ■ No trailing leads or cables around sound and lighting desk or band area ■ These areas clearly marked out and boarded ■ Any cables taped to floor with yellow/black tape. ■ Refreshments served and eaten in hall at appropriate tables 	<ul style="list-style-type: none"> ■ Ensure continuing good 'housekeeping' in general by FoH team. ■ Ensuring all food remains are removed and any floor spillages cleared up immediately 	FoH manager Bar manager and team to monitor	From now on	

Risk assessment

Working at height	Stage crew working up ladders for lighting	<ul style="list-style-type: none"> ■ Specialist lighting expert brought in to set up. ■ Second person at bottom of ladders for stability 	■		From now on	
Accidents during set build	Set builders may damage themselves on sharp equipment eg srewdrivers, drills, saws etc.	<ul style="list-style-type: none"> ■ All crew aware of need for personal safety. 	■		From now on	
Manual handling	Adults may receive injuries during scenery movements	<ul style="list-style-type: none"> ■ All stage crew aware of need for safe lifting and handling of sets and equipment 	■		From now on	

Assessment review date: 01/01/13 (usually within one year, or earlier if working habits or conditions change)

For information specific to your industry please go to www.hse.gov.uk.

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