



Steel Valley Beacon Arts

Company No: 12845448

Charity No: 1192514



Health and Safety Policy and Procedures

The **Mission** of Steel Valley Beacon Arts is to offer the opportunity to anyone in our area to develop their performing arts skills in a safe inclusive environment in order to create quality theatre productions for our community.

The **Vision** of Steel Valley Beacon Arts is to be an excellent example of community theatre; working together, building individual and group confidence and self-esteem to provide quality entertainment in the community.

The purpose and scope of this policy statement

The purpose of this policy statement is to:

- set out the overarching principles that guide our approach to health and safety
- ensure that we operate in line with our values and within the law when undertaking our activities and events

The policy applies to the Board of Trustees, members of staff and volunteers acting on behalf of Steel Valley Beacon Arts, members participating in our activities and events and their families and the general public when attending our performances.

We believe that

- health and safety is essential to the governance and sustainable operation of Steel Valley Beacon Arts

We recognise that

- the identification, assessment and management of health and safety risks is linked to the achievement of Steel Valley Beacon Arts' objectives
- all areas of risk need to be assessed
- the principle results of risk identification, evaluation and management will need to be reviewed and considered by the Board of Trustees and the Production Team
- the Board of Trustees are responsible for overseeing activities and ensuring this policy is upheld, with a lead Trustee identified
- we need to respect and observe Health and Safety guidelines set by those venues we use to deliver our activities and events.

We will undertake health and safety management by:

- appointing a nominated Health and Safety Lead for each production from within the Production Team
- ensuring a risk assessment is in place for each activity and production by venue
- ensuring members of staff, volunteers, members and the general public are aware of their responsibilities when participating in our activities and events
- the Health and Safety Trustee regularly reviewing and assessing the risks Steel Valley Beacon Arts faces for activities and events with the nominated Health and Safety leads.

The nominated Health and Safety Lead will let staff and volunteers know the boundaries and limits set following the risk assessment to make sure there is a clear understanding of the risks that can and cannot be accepted.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that relates to Health and Safety in England.

Supporting documents

This policy statement should be read alongside our organisational policies and procedures, including:

- Role description for the nominated Health and Safety Lead
- Code of conduct for staff and volunteers
- Behaviour code of conduct for children and young people
- Safeguarding Policy
- Safeguarding Procedures
- Chaperoning Procedures

Roles and responsibilities

Everyone is responsible for adhering to the health and safety guidelines put in place by Steel Valley Beacon Arts and reporting any non-compliance to the nominated Health and Safety Lead.

The nominated Health and Safety Lead are responsible for briefing all participants in an activity or event on the expected level of behaviour. If any unsafe practices observed the Lead will call a halt to activities until the problem is resolved.

For each production there will be a Production Team consisting of:

- Artistic Director
- Producer
- Stage Manager
- Cast (performers)
- Stage Crew (Scenery, Lighting, Sound, Props, Make Up)

- Chaperones
- Front of House

The Stage Manager is responsible for the Stage Crew throughout the production. The Stage Crew must follow the instructions of the Stage Manager during productions.

The Producer is responsible for the Chaperones, Cast and Front of House teams. They must follow the directions of the Producer during productions.

Chaperones are responsible for those cast members within their care at all times during productions.

Identifying our risks

A risk assessment will be developed and documented, using this template, for each activity and event.



H&S Risk
Assessment Template

Risk assessments are 'living documents' and should regularly be reviewed and updated.

Monitoring risk

The nominated Health and Safety Lead will maintain the document on behalf of Steel Valley Beacon Arts, consulting the lead Trustee to ensure all relevant mitigation action has been undertaken.

The Secretary will retain copies of risk assessments on behalf of the organisation.

Following each production a lessons learnt review will be undertaken to capture improvement actions for future activities and events.

Monitoring Attendance

Steel Valley Beacon Arts will maintain an accurate register of everyone attending their rehearsals and productions. Everyone will be asked to sign in and out.

The attendance register will form the basis of our Health and Safety and Safeguarding measures.

Accident Reporting

An Accident Book will be held by the on duty First Aider and used to record details of all accidents occurring at any activity or event organised on behalf of Steel Valley Beacon Arts.

All accidents should be reported to the on duty First Aider.

Steel Valley Beacon Arts will make every effort to avoid accidents, therefore it is essential that everyone:

- must not work on equipment without authority
- must not fail to warn others of danger
- must not leave equipment in a dangerous condition
- must not use defective equipment
- must not use the wrong type of, or inappropriate, equipment
- must lift loads in the correct manner and with the appropriate number of people
- must not abuse alcohol or drugs

First Aid

A qualified First Aider should be on duty at all Steel Valley Beacon Arts activities and events. They will have access to a stocked First Aid kit.

The on duty First Aider will have access to the emergency contact numbers for all members and volunteers participating in an activity or event.

If following a risk assessment the need for additional first aid equipment or special instructions is identified, these will be addressed ahead of the activity / event taking place.

Fire Safety

Steel Valley Beacon Arts will follow all local fire safety instructions.

The nominated Health and Safety lead should ensure all participants have been briefed on what to do in the event of a fire and a fire drill will form part of the rehearsal schedule.

If following a risk assessment the need for additional fire safety equipment or special instructions is identified, these will be addressed ahead of the activity / event taking place.

Control of Substances Hazardous to Health (COSHH)

If following a risk assessment the need for additional precautions or special instructions is identified, these will be addressed ahead of the activity / event taking place.

Equipment safety

All equipment used by Steel Valley Beacon Arts must be in good order and condition. Any concerns should be notified to the Stage Manager immediately.

Manual handling

All Stage Crew must have a working knowledge of good manual handling procedures. Protective clothing, such as hats, boots and gloves, will be worn by everyone if deemed necessary by the Stage Manager. The Stage Manager will provide advice on lifting upon request.

Working at Heights

Where there is an activity being undertaken above head height, appropriate safety measures will be put in place. These activities must be documented in the relevant risk assessment.

Lighting

Whenever lights are being hung from brackets or ceiling mounts, the Lighting Crew will ensure that:

- the lights are in good condition
- the mounting brackets are secure and adequate size bolts are used
- a secondary mounting point is used to attach a safety chain
- all cables are in good condition and adequately secured to appropriate mounting point
- all adapters will be in good condition and inspected for electrical and mechanical faults prior to use

Electrical power safety

All power rating will be calculated to ensure that no lighting channel, overall power supply or plug rating is overloaded. This will be documented in a rigging plan submitted to the Stage Manager.

All cables will be adequately rated to ensure that they can take the power.

Sound

The Sound Crew will ensure that all speakers, cables and microphones are in good condition and that mounting brackets for speakers are secure.

COVID 19

Steel Valley Beacon Arts will comply with all measures set down by the UK Government for Health and Safety during the pandemic and put into practices the measures put in place by those venues we use.

Contact details

Trustee with lead interest for Health and Safety

Name: **Laura Twomey**
Phone/email: 07908 634675 / laura.twomey@btinternet.com

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on 9th August 2020.

Signed: *Laura Twomey*

Date: 9th August 2020

Annex 1: Scoring the likelihood and impact of a risk

Likelihood

Score	Likelihood of the risk occurring
1	Rare: not likely to happen or will only happen in exceptional circumstances
2	Unlikely: not expected to happen, but there is a remote possibility that it will occur
3	Possible: may occur on some occasions, but not frequently
4	Likely: is likely to occur or will happen on more occasions than not
5	Certain: likely to occur in the majority of cases

Impact

Score	Level of impact	Possible consequences if risk occurs
1	Insignificant	<ul style="list-style-type: none"> no impact on activities no impact on reputation complaint unlikely litigation risk remote
2	Minor	<ul style="list-style-type: none"> slight impact on activities slight impact on reputation complaint possible litigation possible
3	Moderate	<ul style="list-style-type: none"> some disruption to activities potential for adverse publicity – avoidable with careful handling complaint probable litigation probable
4	Significant	<ul style="list-style-type: none"> activities disrupted adverse publicity not avoidable (local) complaint probable litigation probable
5	Major	<ul style="list-style-type: none"> activities interrupted for significant time major adverse publicity not avoidable resignation of Board member loss of membership confidence

Calculating the score

The initial risk score is calculated by multiplying the likelihood score by the impact score.