



Wigton Theatre Club
The John Peel Theatre
Station Road
Wigton
Cumbria CA7 9AE

Health and Safety Policy

Incorporating Lone Working Policy

Reviewed: April 2024

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Approved by	Committee 3 rd April 2024
Next Review Due	April 2025 or whenever a fundamental change in operations takes place



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General Health & Safety Policy Statement

- We consider the Health and Safety of our members, volunteers, users and visitors to be of the greatest importance and are committed to continual improvements in safety performance and compliance with all our legal obligations.
- We ensure that all equipment used by our members is safe.
- We ensure that the public at large are protected from danger or risks to health as a result of our activities.
- Members are required to work safely, to comply with instructions, and to wear personal protective equipment wherever stipulated.
- Visitors and contractors are required to comply with specific regulations and procedures to ensure their safety whilst in the Theatre.
- The effectiveness of the overall policy is regularly reviewed and steps taken to ensure that any necessary corrective actions are in place.

Site Description

The John Peel Theatre is situated on a junction between Station Road, and Redmayne Court.

The theatre consists of three separate entities as follows;

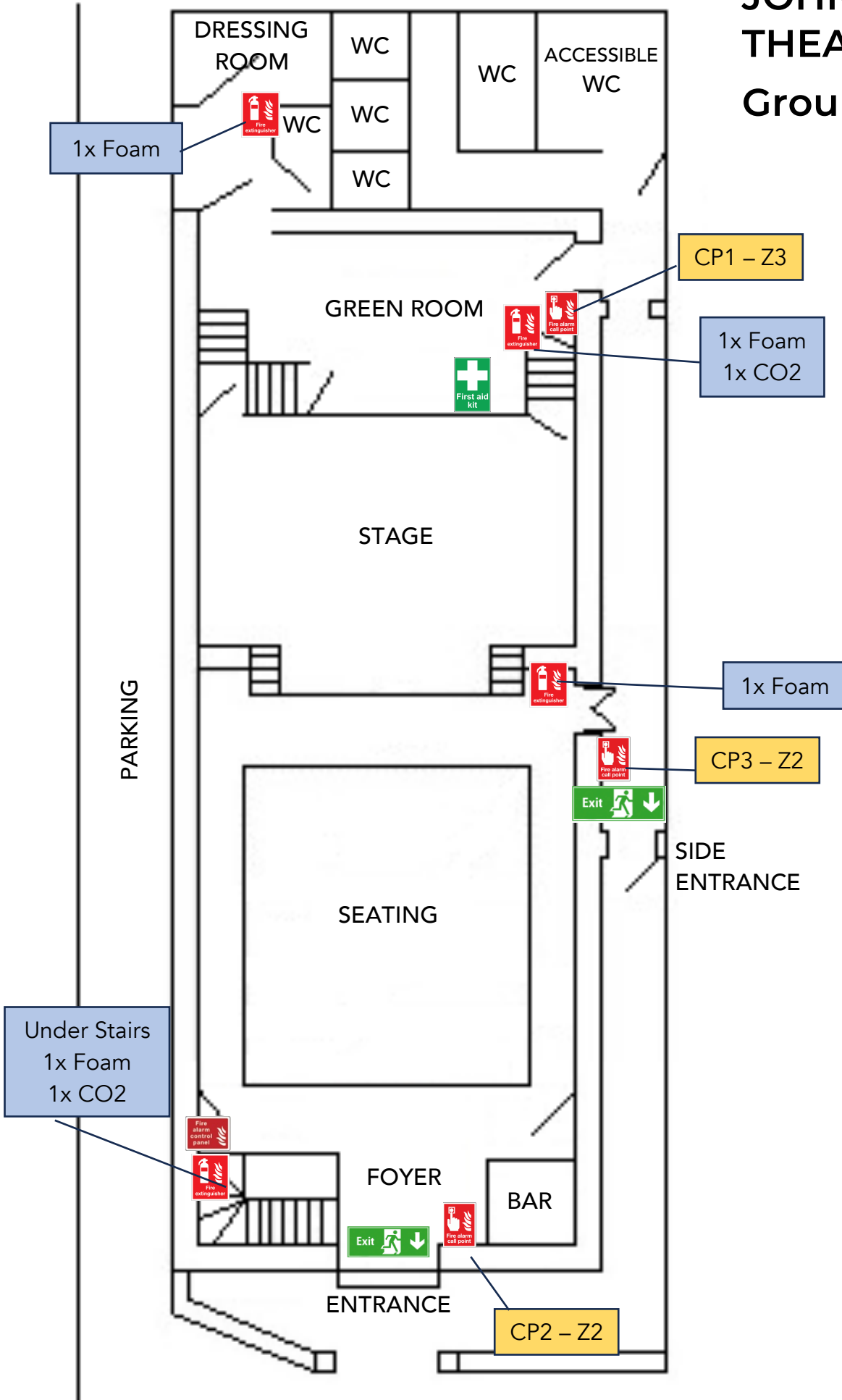
1. A two-story ex-chapel building which houses the following;
 - a) 91-seater auditorium
 - b) Reception area with bar
 - c) Technical mezzanine floor
 - d) Stage area with wings either side plus an elevated prompt gallery
 - e) Under-stage storage area
 - f) A loft housing the costume/props storage area
 - g) A backstage holding room referred to as the **Green Room**
 - h) A changing room and separate toilet adjacent to the *Green Room*
 - i) An upper changing room/ office at the top of a stairwell
 - j) An upstairs storage cupboard under the stairs in the upper changing room/ office.
 - k) Gender non-specific designated toilet area
 - l) Designated Disabled/ general use toilet
 - m) An access corridor that runs adjacent to and full length of the auditorium
2. A hardcore standing of open land, full length and directly adjacent to north wall of Theatre, which has metal perimeter posts and access at either end.
3. A piece of grassland equal to the width of the building at the east end of the theatre that extends back 3 metres to a shrub fence.



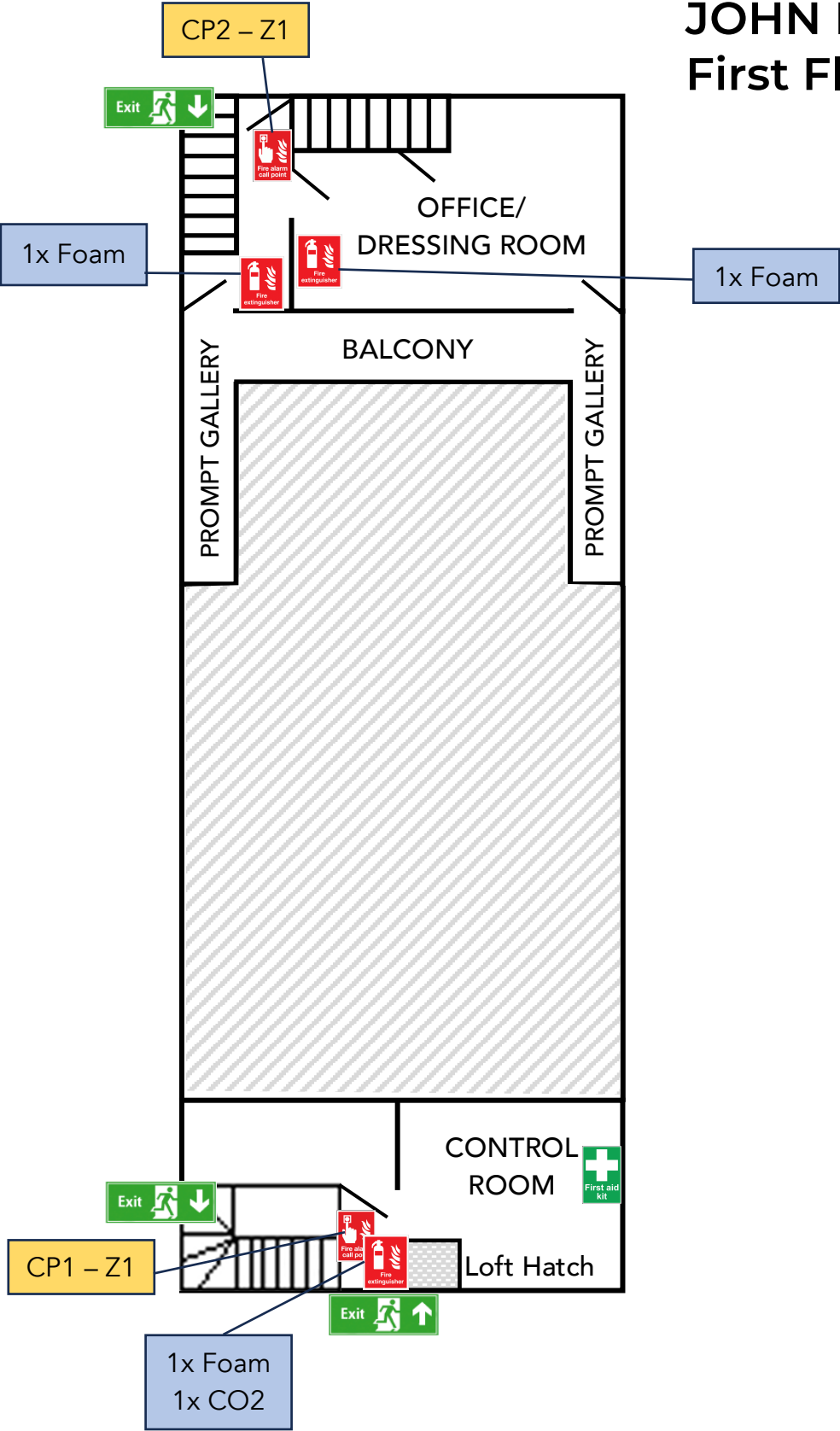


Floor Plans IN COOP CARPARK

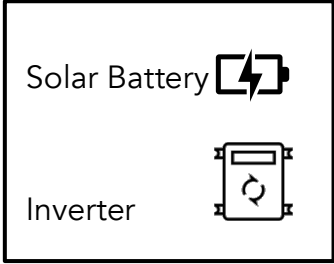
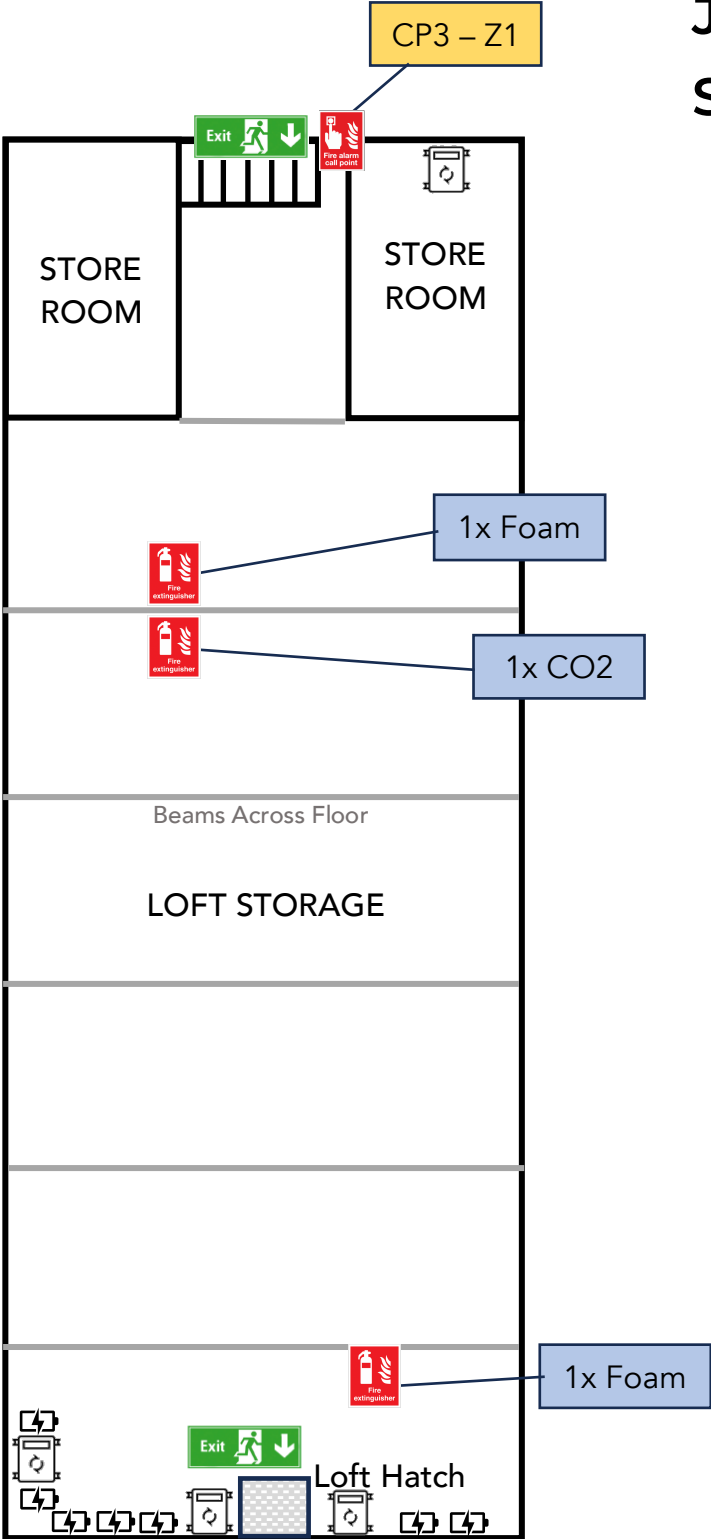
JOHN PEEL THEATRE Ground Floor



JOHN PEEL THEATRE First Floor



JOHN PEEL THEATRE Second Floor



Our Responsibilities

The responsibility for Health and Safety rests with the Trustees and the Committee of Wigton Theatre Club. They will appoint a member (or members) to be in charge of compliance with legislation, Insurance conditions, licence conditions and will arrange for regular inspections of fire equipment.

Wigton Theatre Club recognises and accepts responsibility as the theatre owner for providing, as far as is reasonably practicable, a safe and healthy work place and working environment for all of its members, volunteers and visitors.

Wigton Theatre Club is aware of the statutory Health and Safety regulations governing conditions for all its site users. It is greatly concerned that accidents and injuries should not occur and that all Health and Safety precautions that exist under the Health and Safety Act 1974 and associated legislation, should be such to minimise the risk of accidents and thereby avoid unnecessary injury.

The statutory requirements will be considered the minimum safety standard acceptable within the theatre.

It is equally the responsibility of everyone connected with the operation, members, occasional visitors and users to take reasonable care for the health and safety of himself/herself and any other person who may be affected by their acts or omissions within the operation.

Wigton Theatre Club will appoint a competent person (Health and Safety Officer - HSO) and a support team of trustees to review the effectiveness and operation of this Health and Safety policy on a regular basis and to implement improvements and additions as required. The HSO will hold at least level 2 Health and Safety training.

Wigton Theatre Club will ensure that all members, volunteers and visitors are made aware of the safety implications in this assessment and will be issued with all supplementary information relating to the safe operation of any particular activities within their roles as a member, volunteer or visitor.

The Health and Safety of all members, visitors and users is of paramount importance and can only be effectively maintained with the co-operation and support of all concerned.

However, the ultimate responsibility for Health and Safety within the John Peel Theatre is with the Trustees.

Fire Safety

We address and carry out our duties and responsibilities on fire safety in all our activities in a proper manner. We will rehearse our fire safety procedures twice a year or whenever there is a major gathering of members and test the equipment at recognised or officially recommended time scales.

All members, visitors and contractors/ sub-contractors must sign into the building on arrival using the Envoy app on the sign in iPad. They must sign out when they leave. All trained fire marshals will have access to this app.

During performances, an attendance report will be printed and added to the fire marshal's clipboard.

Existing members are updated on fire safety procedures as a result of the annual audit or on the recommendations made either by the local fire safety officer or following any incident that found the existing procedures to be inadequate.

Visitors are instructed verbally in the fire safety drill prior to every performance. The instructions should concern fire exits and assembly points to be used in the event of an incident.

Contractors and Sub Contractors are made aware of our Fire Safety Policies and should be made familiar with the emergency exits and assembly points that are relevant to their area of work.

The Health and Safety Officer and support group responsible for fire safety inspections must:

- Regularly remind members in the building of the need to remain alert to the potential of a fire and what they must do in the case of an outbreak or rehearsal for such an outbreak.
- Check on a significantly regular basis that all fire exits are clearly illuminated and kept clear of obstructions.
- Check that all fire exits are unlocked when the theatre is occupied.
- A count of attendees is carried out so that a register can be taken in the event of an incident.
- A notice is clearly displayed indicating the location of the nearest public telephone and they must ensure that at least one member present has a mobile phone on the premises.
- Check that all fire extinguishers are still inside their expiry date and are of the correct designation for the area of use. Any extinguishers that are out of date or wrong type must be changed as soon as possible.
- Ensure that fire drills take place on an irregular frequency and that such drills are treated in a proper manner by all concerned.
- Be the main contact (or nominate a substitute) for calling a Fire Service and act as liaison.

- In the event of an incident, or a rehearsal, they should be responsible for carrying out a count of all who have evacuated the premises and inform the fire service if anyone is missing and a possible location.

In the event of a fire the Front of House manager is nominally responsible for the bar area, the auditorium, the toilets and the technical box. They must ensure that the audience (and members) leave the building through a safe exit in an orderly manner.

In the event of a fire the Stage Manager is responsible for stage, wings, *Green Room*, workshop, dressing rooms and props rooms.

In the event of a fire the person responsible for the outbreak location should evacuate the area to the assembly point then raise the alarm or nominate someone else to do so.

Special Circumstances When the Fire Alarm Needs to be Disabled

In the event of smoke being used on stage the auditorium smoke detectors may be disabled provided that:

- a) The Front of House Manager acts as fire marshal number 1 and appoints an assistant fire marshal that keeps a constant check on the auditorium for signs of fire. If a fire is detected he/she will break the glass in the foyer and their assistant will supervise the evacuation of the building in the normal way.
- b) A second fire marshal, probably the Stage Manager and an appointed assistant are designated to keep close watch on the *Green Room* and under the stage to ensure all fire doors are closed and to break the glass in the *Green Room* should it be necessary.
- c) The said fire marshals would accompany the cast, crew and audience out of the building.

Under no circumstances should fire marshals or anyone else, other than a firefighter in the course of their duties, re-enter the building once an evacuation has taken place until authorised to do by the Fire Service.

No attempt should be made to fight the fire unless it is safe to do so.

Danger is not only from flames but also from heat, smoke, harmful gas and lack of oxygen.

Regular Checks

The Nominated Responsible Person is tasked with overseeing the testing the following equipment:

- The **fire alarm** once a week – checking a different call point each week in rotation. This check should also include a check of the smoke detectors.
- The emergency lighting once a week.
- The **illuminated fire exit signs** once per month and prior to every performance.
- Inspection of **fire extinguishers** on a weekly basis.
- Servicing of the **fire alarm system** and **extinguishers** on an annual basis.

The Nominated Responsible Person carries out an audit of the Health and Safety Procedures on an annual basis and reports back to the Committee on the relevance of any changes or updates necessary.

The NRP will examine any feedback on Health and Safety raised during the year as soon as it is raised. They must then decide if it requires immediate action or can wait until the next meeting.

The NRP must be trained to carry out all audits in a thorough and professional manner.

All records of audits must be kept within the building and should be readily accessible to all members of the Club.

First Aid

The Theatre Club takes first aid seriously although it is our policy to prevent accidents in the first place.

The group has a first aid kit available in the *Green Room* and its location is indicated by a green cross on the cupboard door. There is another smaller first aid kit located in the tech control room. There is an obligation to have at least one trained First Aider on site during any activity on the site.

The theatre has its own landline telephone and there is also at least one member present who has a mobile phone on the premises.

Details of any incident that requires First Aid, however trivial, are recorded in the accident book located in the *Green Room*. The entries should be made by the responsible person treating the injured immediately after treatment has been carried out so that the incident is still fresh in their minds.

Note; The accident book is a specially prepared and bound document with consecutively numbered and referenced pages such that any torn-out pages can be easily detected.

Reporting of Accidents & Incidents, incl. RIDDOR

- In the event of any person sustaining an injury that requires treatment, the appropriate entry must be made in the accident book by the person themselves or the First Aider treating them.
- Any reports must be completed, if possible, by the person involved in the incident or the person treating the injured party.

All accidents or incidents, however minor, must be recorded in the Accident/Incident Reporting Book which is situated prominently in the *Green Room*.

For any serious accidents or incidents, including any incidents with visitors, please also notify a member of the committee as soon as practicable.

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

The committee will report on all accidents and incidents and ensure that RIDDOR notifications are complied with.

Further information about RIDDOR can be found <https://www.hse.gov.uk/riddor/>.

Control of Substances Hazardous to Health (COSHH)

Wigton Theatre Club recognises its responsibilities to COSHH.

Sometimes substances are easily recognised as harmful. Common substances such as paint, bleach or dust from natural materials can also be harmful.

We restrict access to COSHH- by keeping it in a locked cupboard and only giving key people access to it. People with access to the COSHH cupboard will have been given appropriate information and training.

We reduce the risk by limiting the amount of COSHH items we stock e.g., one type of cleaning agent. We store all COSHH items in their original containers and never decant them into unlabelled containers. We hold COSHH data sheet for every item we stock.

We have a COSHH risk assessment which is completed by a competent person, before the use of any potentially harmful substances in order to mitigate any risks, including provision of PPE.

If COSHH is spilled, we refer to data sheet for process to clean it up. We never mix COSHH.

<http://www.hse.gov.uk/coshh/basics/index.htm>

Lone Working & Workplace Security Policy

Lone Working in The Building

Lone working is discouraged and avoided whenever possible. However, the voluntary nature of the organisation means that people often have to work at the theatre when they can fit it in to their personal schedules. If people are working alone in the theatre or if only two or three people are working in the theatre but in separate areas, the mag-lock on the side door must be engaged to avoid entry by any unauthorised persons. The front door should also be locked.

If lone working as a committee member, message the WhatsApp Committee Chat when you arrive/leave.

If lone working as a non-committee member, message a committee member when you arrive/leave.

If people have been working as a group, those leaving building must ensure that the side door mag-lock is engaged if only two people remain in the building.

Where people are working on their own they must try to avoid any activity that is deemed a particular risk, e.g. working at height or with power tools. People working alone in the theatre must ensure that they access to a charged working phone in the area they are working in, in case of an incident so that they can call for help.

Valuables, such as money, should be kept to a minimum on site and always locked away.

In the event of being confronted by an intruder, try to identify the best way for you to escape and only when in a safe place call the police. Do not try to tackle intruders on your own.

Lone working 1-1 with a child is to be avoided whenever possible. Policy and procedures for this are covered in our Safeguarding Policy.

Lone Working in The Control Room

The theatre's control room is fairly isolated from the rest of the theatre and has minimal foot traffic during normal operation. It is also almost sound proof. For these reasons, during workshops and rehearsals, the hatch in the control room (which opens into the auditorium) must be open whenever there is only one person working in the control room. It must also be open if there is only one adult working in the text box e.g. one adult supervising a child member under 18. This way if there is an accident or illness in the control room, a call for help can be more easily heard in the auditorium.

As it forms part of fire insulation in the control room, it must be closed at the end of every session before leaving the control room.

Lone Working After 9 pm

Routine lone working after 9 pm at night is discouraged and should be avoided whenever possible.

If this is not possible, the lone worker must inform the designated person – **Kate Jensen** on **07899 901195** to let them know that they will be working after 9 pm. The lone worker must make sure that the designated person has their mobile phone number. The person working alone must inform the designated person when they leave the building. If they have not left the building by 10:30 pm the designated person will first try to contact the lone worker by phone (on both their personal mobile and the theatre landline) and will come to the building if they cannot get in touch by phone.

General Theatre Safety

Attendance Requirements

The Theatre Club recognises that not all its members are able to attend meetings, rehearsals productions or events. It encourages members to notify the organisers (Production Director, Secretary or Committee member responsible) at least by telephone that they will not be able to attend, particularly to rehearsals.

The Theatre Club asks its Production Director to provide a detailed rehearsal schedule that includes the names or characters of the production that will be required to attend the particular rehearsal. This schedule should be available to those responsible for Health and Safety so that in the event of an incident we can check who is in the building.

All members just sign into the building using the Envoy app on the sign-in iPad. They must sign out if they leave the rehearsal early or at the end of the rehearsal. They must sign in using their proper first and second name so that they can be identified on the records. The envoy app forms part of our fire evacuation register.

Rehearsal Requirements

The Director and Stage Manager appointed for any specific production are responsible for ensuring that props, staging and other stage furniture are safe for use.

Members are instructed to know where fire extinguishers and fire exits are located. Members are instructed to obey fire drill Instructions.

Members have been made aware that the theatre has its own landline telephone and there is also at least one member present who has a mobile phone on the premises.

Public Performance Arrangements/ Front of House (FOH)

The Front of House manager is tasked with ensuring that all members of that team are clearly identified and understand each other's roles.

The Front of House team must be made aware of the duties expected of them and the Fire Rules have been shown and explained to them.

Front of House staff are requested to wear the identifying sweatshirts whilst on FOH duties.

The Front of House team are responsible for ensuring that the theatre patrons have valid tickets and where necessary are responsible for raffle tickets, refreshments and programmes. The Front of House team are responsible for conducting theatre patrons to their seats in a safe and courteous manner. They are instructed to exercise special care when patrons are infirm or disabled and may need to use the alternative disabled entrance.

The Front of House team manage the doors and will decide when to open to the public, when to close the doors and when to reopen them at the end of a production.

During the performance of a production Wigton Theatre Club expects members of the Front of House team to be located in the auditorium so that they can promptly deal with any incident that arises.

Once the performance starts, the Front of House Manager is responsible for printing the scan (attendance) report from TicketSource and adding it to the fire marshal's clipboard. This must be updated with latecomers.

The designated Front of House Manager will be on radio with the Stage Manager and technical crew during any live performances.

Visiting Companies & Artists

When dealing with visiting theatre companies, artists or other or potential users of the theatre, Wigton Theatre Club expects those members involved to ensure that all our Health and Safety procedures and policies are strictly adhered to. Visitors will be provided with a copy of our Health and Safety Policy.

Using Contractors

Wigton Theatre Club will carry out their duties and responsibilities in a proper manner and will ensure that any contractors or subcontractors that work within the theatre know and are fully conversant with all aspects of our Health and Safety policy.

Contractors will have to display their own Health and Safety policy and a suitable risk assessment for their specific jobs.

Where appropriate, suitable COSHH assessments will be expected to be made available to the Health and Safety Officer (or their nominated deputy).

Wigton Theatre Club will nominate a responsible liaison person to ensure that communication between the Club and the Contractor are informative and regular.

Dressing Rooms

The Theatre Club will ensure that all dressing rooms are clean prior to use, during productions and immediately after use. Members are asked to help by removing any litter or refuse that may have accumulated during their use.

Provision of clothing rails and coat hangers will be Club responsibility but members are instructed to look after their costumes by hanging them up neatly after use.

Allocation of dressing rooms will be the responsibility of the Production Director.

Children

Children are defined as any person under the age of 18.

Wigton Theatre Club has a named Designated Safeguarding Lead DSL and Deputy DSL.

Wigton Theatre Club already has a Safeguarding Policy which is readily available on the website and in the *Green Room*.

Licensed chaperones with appropriate DBS checks and suitable training will be nominated to look after children involved in a production during performances.

During rehearsals and workshops there will always be at least two suitable DBS checked adults present to supervise children. Children will be supervised in the building following rehearsals and workshops until they are picked up by their parent/carer.

Our Health and Safety Policy applies to all children as well as all adult members.

Wigton Theatre Club respects the limits of children's physical powers and notes the length of their concentration period.

During children's workshops, the theatre phone must be in the auditorium with the member of support staff so that children can be contacted by parents in case of emergency.

On-Stage & In the Wings

Wigton Theatre Club recognises that on-stage and in the wings, can be hazard areas due to props being to hand as well as low levels of lighting.

The production director must point out to the cast and backstage crew their responsibilities with regard to Health and Safety.

It is regarded by the committee as good practice to insist on the following;

- Not remaining in the wings when not on cue for going on stage.
- Not to move about in blackouts unless directed to do so.
- Be aware of others and risks during scene changes
- The authority of the Stage Manager and Chaperones during performances.

Ladders & Platforms

The Work at Height Regulations

The purpose of [The Work at Height Regulations 2005](#) is to prevent death and injury caused by a fall from height.

Any work at height activity, e.g. use of scaff tower, harnesses, covering both theatre rigging & clearing gutters etc. must be properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning.

HSE have produced guidance to help you comply with the law, see [Working at height: A brief guide](#) for more information.

Wigton Theatre Club is aware that one of the major causes of injury is falls from heights. Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. It therefore has a procedure covering the inspection and use of access equipment.

Any member tasked with working at height on ladders should have had ladder training.

It is important that all members tasked with working on ladders are aware of the correct procedure for inspecting and climbing ladders.

No theatre club members should be using scaffolding or elevated platforms without the appropriate qualifications as dictated by [PASMA](#).

All ladders, scaffolding and elevated work platforms must only be used for the purpose intended and must not exceed their safe working load.

All height working equipment must meet, as a minimum, the British standard and be visually checked for faults or damage before every use.

The Balcony & Prompt Galleries

While these areas are technically 'at height', they have sufficient railings to act as sufficient fall protection. However, children should only be on the balcony for the express purpose of performance (and related rehearsals) and only ever under the supervision of a Chaperone (during performances) or an appropriate supervising adult (during rehearsals).

Stage & Stage Trapdoors

In order to minimise the risk of a fall from the stage, the front edge of the stage and edges of the apron are marked with white tape. There is also a raised lip at the front of the stage. Care and attention should be taken by persons working on the stage in order to avoid becoming too close to the edge of the stage.

Trapdoors are opened for as minimal period as necessary for the purpose of working between the stage and under stage areas and for special effects during performances. Access to the area whilst the trapdoor is in use is strictly limited to persons who have been briefed and are aware of the trap door.

In the case that the trapdoor needs to be open for an extended period, where unwitting persons may access the area, the trapdoor will either be supervised or have sufficient barriers in place to prevent a fall.

Standing on Chairs

Chairs must not be used to reach anything at height or undertake any repairs, including changing light bulbs. A ladder should always be used.

Manual Handling

Manual handling is a significant cause of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

Main areas of risk will be in building or moving heavy objects through processes including: set construction and deconstruction; moving scenery, furniture and props; and restocking the bar.

All should be careful when undertaking any manual handling activity and follow tips outlined in appendix 1.

Electrical Safety

The Club will arrange for Portable Appliance Testing (PAT) of all electrical appliances on an annual basis and an Electrical Installation Condition Report (EICR) every 5 years.

All fixed electrical installations are the responsibility of a nominated Electrical Contractor whose contact details are on the notice board in the *Green Room*.

Other than changing a fuse, members must contact the above Electrical Contractor and ask them to carry out the work.

Members of the Club who lead the technical team are authorised to carry out any electrical connections and disconnections of portable or transportable equipment. (e.g. stage lighting, electrical recording equipment, computers, fridges etc, so long as they are competent to do so.

Faulty leads, plugs or equipment must be reported to a committee member or the Nominated Responsible Person immediately and should not be used but placed in safe place until it can be repaired or renewed.

Any personally owned electrical items brought in by members for use in the building must be PAT tested before they are used.

Lifting Operations & Lifting Equipment Regulations (LOLER)

These Regulations place duties on people and companies who own, operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or not.

In our theatre, the only equipment covered under LOLER is the lighting rigging and curtain rails. These are tested annually by an appropriately qualified engineer. The theatre does not ordinarily undertake lifting operations. However, if this was likely to change or there was the

need to undertake ad-hoc lifting operations, this would be risk assessed and managed by the theatre's technical manager with suitable experience.

Environment

Access

Certain areas of the building have limited access to both Members of Wigton Theatre Club and visitors / hires. The theatre (including backstage and the control room) should not be accessed by visitors / hires unless a duty manager is present and has given permission. Other areas of the building, such as the control room, prompt galleries and loft are not available for general access, including by Members, unless authorised to do so.

Technical building equipment, e.g. boilers, air ducts, etc. should not be accessed without authority from the Building Manager.

Activity Related Stress

Before undertaking any activity that may cause undue stress, mentally or physically, undertake an assessment and try and eliminate or mitigate any likely triggers. If the trigger cannot be mitigated, consider whether you should undertake the activity.

If anyone is concerned that any activity they are undertaking is causing them undue stress, stop undertaking the activity and notify a relevant person immediately. This may be a member of a committee, or a Director or the Stage Manager, etc.

Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time. For anyone covered by the Regulations we will follow advice on the Health and Safety Executive (HSE) website.

<https://www.hse.gov.uk/msd/dse/assessment.htm>.

Noise & Noise Restrictions

The Control of Noise at Work Regulations 2005 (Noise Regulations 2005) require employers to prevent or reduce risks to health and safety from exposure to noise at work. The Regulations do not apply to:

- members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places;
- low-level noise that is a nuisance but causes no risk of hearing damage.

It is not anticipated that anyone will be exposed to significant noise, but where there may be any loud noises on stage, e.g. gunshots, a warning notice will always be given.

Ear defenders can be made available to anyone who is using particularly loud equipment for a period of time. Please talk to a member of the committee if there are any concerns.

Alcohol, smoking & drugs

Alcohol, purchased on site, may be consumed in the bar or other designated areas only. Bar staff reserve the right to refuse to serve anyone they believe to be incapacitated through alcohol in line with the Licensing Act 2003.

No one may smoke or take illegal drugs on the premises.

No one must use power tools or work at height having consumed alcohol, taken illegal drugs or prescription drugs that may impact on your safety in such circumstances. No one may be involved in any activity that requires focus and concentration, and using equipment, e.g. set build, whilst under the influence of drugs or alcohol.

Food Storage

All food must be stored in sealed containers. This is to reduce the attraction of mice or other rodents and to ensure basic hygiene is maintained. In the bar, plastic boxes are provided for crisps, nuts, chocolates, etc.

Anyone using other rooms in the building should ensure they place any empty food packets or containers in the bins provided and seal any unfinished food packets if leaving them. This includes sweets in dressing rooms or backstage during show week.

Building Temperature

Temperatures in the indoor workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a 'reasonable' temperature in the workplace. The [Approved Code of Practice](#) suggests the minimum temperature in a workplace should normally be at least 16 degrees Celsius. A meaningful legal figure is not given at the upper end of the scale, but we will aim to maintain a reasonable temperature wherever possible.

Cleanliness & Tidiness

Members and visitors are asked to tidy up after themselves and ensure that items are stored safely in the specified place in the building. If there is a large mess that requires additional or specialist cleaning the committee must be notified immediately. If personal property is left behind and not claimed within 4 weeks we reserve the right to dispose of as appropriately as possible.

Hot Water and Hot Surfaces

All hot surfaces such as heaters and hot plates are appropriately labelled with yellow, hot surface warning signs.

All hot water taps in the building are fed by thermostatically controlled water heaters. Hot water taps are all labelled with yellow, hot water warning signs, in case of the water heaters malfunctioning.

Slippery Floors

Notices must be used when floor cleaning is taking place to alert building users to potential slippery floors.

If there is a spillage anywhere for any reason it must be wiped up immediately and made dry. Front of House staff to check foyer and auditorium for spillages during the interval and at the end of each production.

Broken Glass

Broken glass must be swept up immediately and placed safely (wrapped) in the rubbish bin. It must not be placed in the recycling bin or empty bottle repository in the bar. Broken glass must not be handled directly.

Trailing Wires

Wires should never be left trailing. This includes for technical equipment (computers, phones lighting, sound, etc.) as well as kettles, etc. If wires cannot be kept tight they should be secured and highlighted as a potential hazard, e.g. with yellow strips.

Linked Documents and Policies:

- Safeguarding Policy
 - Fire Safety Policy
 - Fire Evacuation Procedures
 - COSHH Policy
 - Venue Risk Assessment
 - Fire Risk Assessment
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Appendix 1: Good Practice in Manual Handling

For any lifting activity

Always take into account:

- individual capability
- the nature of the load
- environmental conditions
- training
- work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

If you need to move heavy items or equipment

- Consider whether you can use a lifting aid,
- Think about storage
- Reduce carrying distances where possible

Good handling technique for lifting

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance.

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.