

CURDRIDGE AMATEUR DRAMA GROUP

Production Health and Safety File



Document Control Sheet

Rev.	Date revised	Brief Description of change	Reason for change	Authorised
0	Jan2019 Initial			
1	Nov 2020	Corona Virus safety advice	Current Pandemic	M Pitt
2	September 2021	Evacuation of Wheel chair users	RR Fire procedure does not identify	M Pitt
3	December 2023	Revised address for Minor injuries treatment. Additional Risk Assessment identified	Update from NHS Following Rationalising of Storage Shed	M Pitt
4	November 2024	Additional Medical Equipment on location	Installed by Venue	M Pitt
5 Highlighted in grey	June 2026	1Additional A&E services added 2Additional Risk Assessment- 3Extreme weather 4Plan of RR Fire extinguishers & emergency exits	Changes made from Rev.4	M Pitt

Production Health & Safety File Overview

Curdrige Amateur Drama Group understands that there is no legal obligation to comply with Health and Safety legislation but wishes and intends to follow all relevant H & S advice and procedures.

This file is composed of two sections:

Section 1: '**Production Health & Safety File**' This contains general H&S documentation and information applicable to all Club activities.

Section 2: '**Appendix to Production Health & Safety File**' This contains documentation and information relating to a specific production. Note: if additional risk assessments are considered necessary for this production, then these should be filed in this section.

(Section 2 will require completing for each production).

Both sections to be read together to form the Health & Safety File for a specific Production.

HEALTH & SAFETY POLICY

The Curdrige Amateur Drama Group

GENERAL STATEMENT OF INTENT

The Club believes that excellence in the management of health and safety is an essential element within its theatrical productions – a good health and safety record goes hand in hand with excellence in performance.

People are the most important asset to this Club, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the Club believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and artistic considerations. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the Club is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the Club will strive to go beyond the requirements of legislation.

The Club is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are: -

- To provide adequate control of the Health and Safety risks arising from our theatrical, production and artistic activities;
- To consult with our voluntary Club members on matters affecting their Health & Safety;
- To provide and maintain safe systems of work and equipment;
- To ensure safe handling and use of hazardous substances;
- To provide information, instruction and supervision for all Club members, sub-contractors, and general theatre staff;
- To ensure all Club members, sub-contractors, and general theatre staff are competent to do their tasks, and to give them adequate training;
- To prevent accidents;
- To maintain safe and healthy working conditions;
- To provide a safe environment for audience members and visitors that attend our productions; and
- To review and revise this policy at regular intervals.

Signed: _____

Position: _____
Chairperson

Date: _____
September 2021

▶ Organisation

Overall responsibility for health and safety is that of:

➔ The Club Committee

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

➔ Stage Manager and/or Production Director (for all rehearsals up to and including final dress rehearsal).

↻ Duties of Club Members

All Club members are required to:

- Co-operate with the Club Committee on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to the Stage Manager or Production Director.

Non-compliance with health and safety rules and procedures can result in members being asked to appear before the committee to explain their actions, and where necessary the committee reserves the right to ask them to leave the Club where deemed appropriate.

▶ Arrangements for Implementation

All Club policies and procedures in relation to health and safety are regarded as supplementary to this policy.

↻ Risk Assessment

In accordance with our commitment to the safe running of our theatrical, production and artistic activities, the Club will carry out risk assessments of all actions or omissions that present a risk to its members or other persons directly or indirectly involved for example audience members and sub-contractors. These risk assessments will be carried out in line with NODA SAFE guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activities.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by:

➡ Stage Manager or Production Director with the advice of the Stage Manager.

Approval for the required action to remove or control risks will be given by the:

➡ The Club Committee

Risk Assessments will be kept in:

- ➡
- a. The Production Health & Safety File for Generic Risks
 - b. Production Appendix for Specific Production Risks.

🔄 **Production Health & Safety File**

The Club operates a documented Production Health & Safety File provided by our health and safety consultants, NODA SAFE, who are our competent advisers on all aspects of health and safety. They can be contacted at any time for advice on 0845 257 6632 or via email at nodasafe@noda.org.uk

The health and safety management system is the responsibility of:

➡ The Stage Manager

🔄 **Consultation with Club Members**

The Club will consult with its members in accordance with our commitment to the safe running of our theatrical, production and artistic activities

Consultation with Club Members will be provided in:

➡ Pre-Production Meetings

🔄 **Safe Use of Production Equipment & Materials**

The Club will ensure that all production equipment & materials are suitable and without risks to health and safety, in accordance with the societies commitment to providing the safe running of our theatrical, production and artistic activities

Responsibility for identifying all production equipment & materials needing maintenance is that of:

➡ Stage Manager

Any problems with production equipment & materials should be reported to:

➡ Stage Manager

Responsibility for checking that new production equipment & materials meets health and safety standards before it is purchased is that of:

➡ The Club Committee

🔄 **Safe Handling and Use of Potentially Hazardous Substances**

The Club will assess and control health risks from exposure to hazardous substances. Only approved products will be used in our productions.

Responsibility for identifying all hazardous substances that need assessing:

➡ Stage Manager

Hazardous Substance Assessments will be carried out by:

➡ Stage Manager

Approval for the required action to remove or control risks will be given by:

➡ The Club Committee

Hazardous Substance Assessments will be kept in:

➡

The Production Health & Safety File

➡ Accidents, First Aid and Work-Related Ill-Health

The depth of an accident investigation will depend on the seriousness of the incident and this in turn will indicate the type of approach to be taken. For minor injuries or incidents such as cuts or bruising that do not result in any time lost from the production or a member of the public / student being taken to hospital, a brief description of the incident along with the injured parties' details will need to be entered into the Accident Book. In the case of a more serious injury or incident a more in-depth investigation will be required.

The procedure for such an accident investigation is as follows:

- Care for injured person(s) including contacting emergency where necessary
- Control hazards/secure accident site, if safe to do so
- Notification of the incident to NODA Safe, who will advise of appropriate action to take.
- Investigate promptly

First aid box(es) are kept in:

➡ Both kitchens, (to the main hall and behind the stage).

The appointed person(s)/ first aider(s) is/are:

➡ See Production Appendix.

All accidents and work-related ill-health are recorded on the accident report sheets, which are kept in:

➡ Production Health & Safety File

Responsibility for reporting accidents, diseases and dangerous occurrences to NODA Safe is that of:

➡ Stage Manager

➡ Monitoring

To check our production conditions, and ensure our safe working practices are being followed, we will:

➡ Undertake pre-production checks

➡ Emergency Procedures – Fire and Evacuation

Responsibility for ensuring that a fire risk assessment and emergency plan for the venue is in place is that of:

➡ The Stage Manager/Production Director during rehearsals.

Escape routes are checked by/every:

➡ Stage Manager daily and prior to audience members being permitted onto the premises. Evacuation procedures will be those set down by The Reading Rooms Trustees. A copy of which is included in this Production Health & Safety File.

In the event of an emergency person(s) responsible for roll call and giving any necessary information to the fire officer are:

➡ The Stage Manager/Production Director during rehearsals.

➡ Visitors

The Club acknowledges its responsibility to ensure the health and safety of all persons who come into contact either directly or indirectly with its theatrical, production and artistic activities- this includes visitors to Club premises i.e. audience members and contractors.

In particular adequate signage and information notices will be used to ensure that visitors are informed of any particular hazards or emergency arrangements, which they may encounter during their time at the premises, and to inform them of any precautions that they should take.

General Information

Venue for Rehearsals & Performances

The Curdridge Reading Rooms

Reading Room Lane

Curdridge, SO32 2HE

Contact: Facilities Manager: Becky :07704208703 Email:curdridgereadingroom@gmail.com

Nearest Accident & Emergency Dept.

Southampton General Hospital

Tremona Road,

Southampton,

SO16 6YD

Tel. 02380777222

OR

Royal Hampshire County Hospital

Romsey Road, Winchester,

Hampshire SO22 5DG

Tel. 01962 863535

NHS Walk in Centre Opening Hrs. 7:30am-10:00 pm W/E 8:00am-10:00pm

Phone NHS 111 first to evaluate symptoms and appointment time

Fanshawe Wing

Royal South Hants Hospital

Brintons Terrace

Southampton SO14 0YG

Hampshire

SO14 0YG

Tel: 0333 200 1820

Opening Hours

8am - 10pm

Readings Room

De-Fabulate Equipment is available on the outside wall of the main kitchen. Just follow the instructions posted

Date of Assessment: Nov 2020 Rev 1	Production: Generic Risks	Stage Manager: See Production Appendix
Dates of Performances/Rehearsals: See Production Appendix	Duration of Performances/Rehearsals: See Production Appendix	
Assessor: Mike Pitt	Job Title:	

Activity / Show Element:	Hazards involved: [e.g. Slips, trips falls from set, fire hazards, injury from props, electric shock...]	Persons in danger: [e.g. Cast & crew, public etc]	Generic Control Measures (All Productions)	Are these controls sufficient Y/N	If not please complete additional controls specific to your production that need to be put into place.
Working at Heights	<p>Falls from height when:</p> <p>Changing and adjusting stage lights</p> <p>Erecting stage scenery/props</p> <p>Height differences between stage levels</p> <p>Objects falling</p>	Cast & crew	<ul style="list-style-type: none"> Working at height to be carried out using step ladders, these are to be situated on a level surface and to be securely held by at least 1 assistant when working at height. All equipment erected and checked by qualified / competent person. When working at height the risk of falling objects to be minimised by ensuring that only those tools and equipment absolutely necessary to complete the task are taken up the ladder. 		All tools and equipment necessary for the task should be carried in a pouch or pouches worn by the person carrying out the task.

Activity / Show Element:	Hazards involved: [e.g. Slips, trips falls from set, fire hazards, injury from props, electric shock...]	Persons in danger: [e.g. Cast & crew, public etc]	Generic Control Measures (All Productions)	Are these controls sufficient Y/N	If not please complete additional controls specific to your production that need to be put into place.
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<p>Working at Heights - continued</p>	<p>Falls from height when working</p> <p>Persons/items fall from gantry area</p> <p>Changing and adjusting stage lights</p> <p>Erecting stage scenery/props</p> <p>Using scaffolding as part of scenery/structure</p> <p>Height differences between stage levels</p> <p>Objects falling</p>	<p>Cast & crew</p>	<ul style="list-style-type: none"> • Theatre has specific risk assessments detailing safe arrangements for adjusting lights, working on gantry, use of access equipment such as ladders and telescope and other related activities. • Venue have trained technicians who are competent in working at height. • Equipment provided which is suitable to the individual users to enable safe access to theatre areas (e.g. mobile tower access scaffold, stepladders, ladders and mobile elevated working platforms). • All access equipment is suitable for purpose, checked before use and readily available. • Access equipment is restricted to those competent in it's safe use. • Access to backstage/gantry and other areas is restricted at all times and especially when stage is set for production. • Mark stage edge and differing levels with hazard tape. 		
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Erecting Scenery	Moving and Handling of large flats	Cast and crew	<ul style="list-style-type: none"> Scenery flats and other are stored in another building outside the venue. These require carrying All scenery will be stored in the wings and will be accessible to only trained and competent crew. All scenery will be secured using either braces or by means of attachment to the flying rig. Where moving and handling of large pieces of scenery, group handling and lifting techniques will be used. Students will be supervised by a member of staff / theatre technician 		
The use of naked flame / smoking on stage	General Use of Live Flame – Risk of Fire	Cast, Crew and Audience	<ul style="list-style-type: none"> Smoke detectors will be used in the theatre Safety instructions will be in place and briefed to all persons involved, prior to use. No flames larger than a match/candle/lighter permitted Fire extinguishers positioned in the theatre. All scenery and cloths will be flame checked using the appropriate fluid – this to be done before every production – and re- applied if the production is running for more than a week. 		

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			<ul style="list-style-type: none"> • Induction of cast and crew with safe methods of use and prohibitions explained. 		
Use of Pyrotechnics – Fire / explosion due to incorrect detonation	Burns from contact with/ too close to detonations & risk of fire. Ear damage due to proximity to pyrotechnic – specifically maroons and explosions,	Cast, Crew and Audience	<ul style="list-style-type: none"> • All use of pyrotechnic effects to be carried out in accordance with ABTT CoP “Pyrotechnics & smoke effects” by trained personnel only. • Only material supplied by a recognised manufacturer will be used (e.g. Le Maitre), and all safety clearances. Parameters and procedures for use will be strictly adhered to including use by dates. • No pyrotechnic effects will be used in performance without prior technical rehearsal. • No effect will be detonated unless the operator has a clear sight of the effect. • Sound operators – will liaise with technicians using the pyrotechnic so that no explosions are detonated with the sound channels open. • All scenery and cloths will be flame checked using the appropriate fluid – this to be done before every production – and re- applied if the 		

Activity / Show Element:	Hazards involved: [e.g. Slips, trips falls from set, fire hazards, injury from props, electric shock...]	Persons in danger: [e.g. Cast & crew, public etc]	Generic Control Measures (All Productions)	Are these controls sufficient Y/N	If not please complete additional controls specific to your production that need to be put into place.
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			<p>production is running for more than a week.</p> <ul style="list-style-type: none"> Induction of cast and crew with safe methods of use and prohibitions explained. 		
<p>Use of smoke and haze machines</p>	<p>Slip hazard due to spilt water</p> <p>Injury from moving heavy machine (when full of water)</p> <p>Electric shock</p> <p>Slips trips and follows</p>	<p>Cast, Crew and Audience</p>	<ul style="list-style-type: none"> All use of smoke machines to be carried out in accordance with ABTT CoP "Pyrotechnics & smoke effects" Spillages of water must be mopped up immediately The area around the nozzle of the machine, which will inevitably become hot, should be marked with white tape. Machines should be allowed to cool before moving. Machine should be PAT tested prior to setting up and then on a periodic basis Induction of cast and crew with safe methods of use and prohibitions explained. Placement of machine will be marked with white tape and all cast and crew made aware of location. 		
<p>Get in /</p>	<p>Manual Handling of scenery and equipment</p>	<p>Crew & Some Cast</p>	<ul style="list-style-type: none"> All crew and cast will be briefed by the stage manager prior to the Get In / Get Out 		

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<p>Get out of venue</p>	<p>Fatigue</p> <p>Slips, trips and falls</p> <p>Electric Shock</p>		<ul style="list-style-type: none"> • Specific roles will be allocated based on role and experience • The stage manager will plan and communicate the order of the Get In / Get Out to relevant crew. • The stage manager will control the procedure and liaise with the venue to ensure that safe practices are adhered to. • Regular breaks will be taken • There will be access to welfare facilities including drinking water. • Access to the Get In / Get Out will be restricted to authorised persons only. 		
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Activity / Show Element:	Hazards involved: [e.g. Slips, trips falls from set, fire hazards, injury from props, electric shock...]	Persons in danger: [e.g. Cast & crew, public etc]	Generic Control Measures (All Productions)	Are these controls sufficient Y/N	If not please complete additional controls specific to your production that need to be put into place.
<p>Costume Storage</p> <p>Access to costume store is via a deep ill- lit staircase to the first floor of the venue.</p> <p>There is some evidence of possible health risk to members entering the store from dampness entering the room. There is also evidence of rodent infestation.</p>	<p>Slips, falls, carrying costumes health Issues: presence of airborne spores Presence of rodent urine and faeces which may cause harmful diseases.</p>	<p>Backstage crew, Cast, Costumiers</p>	<ul style="list-style-type: none"> • Extreme care when ascending/descending staircase always use handrail. • Only carry costumes with one hand. • Ensure light at top of staircase is illuminated. • Door to room to be kept door open whilst members are within • Absolute minimum time to be spent in room • Minimum of two club members to access the room at any one time. 		
<p>Theatrical Makeup</p> <p>Actors require make up to fulfil their characters appearance.</p>	<p>Possible skin reaction to makeup</p>	<p>Cast</p>	<ul style="list-style-type: none"> • Makeup artists to check with actor whether there is any knowledge of previous reaction to theatrical makeup. • Alternative makeup products should be considered. 		
<p>Front of House</p> <p>FOH staff greeting and assisting members of the audience.</p>	<p>Possible confrontation with members of the audience</p> <p>Controlling audience in the event of an emergency exit from venue.</p>	<p>FOH staff, members of public</p>	<ul style="list-style-type: none"> • FOH staff to adopt an appropriate attitude to help resolve problem or dispute with member of audience. • Adopt a helpful and pleasant approach to all members of the audience. • Keep calm and avoid panicking at all costs. 		

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			<ul style="list-style-type: none"> • Audience should be guided to the exits in an orderly fashion. • Ensure sufficient FOH staff are present to carry out evacuation of auditorium in a safe and timely fashion. 		
Bar & Kitchen Duties	<p>Slipping on wet floor, Glassware Carrying heavy loads Operating dish washer and hot water urns. Sharp knives and other kitchen implement kept in drawers. Operating ovens and hobs.</p> <p>Carrying drinks from bar to dressing room after performance, this involves carrying a tray of full glasses around the outside of the building possibly at night and through three doors.</p>	FOH staff	<ul style="list-style-type: none"> • Keep floor as dry as possible • Don't try to carry too many glasses at once, use glass carriers if available • Read operating instructions before using • Knives kept in drawers should be placed with blades pointing to the back of the drawer. • Be aware that blunt knives are as dangerous as sharp ones and should be used responsibly. • Always check appliances are safe to operate, and note whether warning lights are on/ off before attempting to touch oven doors rings etc. Always assume they are on until checked. • Two people are required, one to carry tray and other to look for trip hazards and open doors. Weather protection may be required. 		
Setting the Auditorium	<p>Removing/placing chairs from/onto chair carriers, Trapping fingers when folding/unfolding chairs</p>	Crew, FOH staff	<ul style="list-style-type: none"> • Do not try to carry more than two chairs at a time. • Keep fingers well away from folding mechanism • Carrying chair carriers out of auditorium to storage area by exterior wall. Requires two people 		

Activity / Show Element:	Hazards involved: [e.g. Slips, trips falls from set, fire hazards, injury from props, electric shock...]	Persons in danger: [e.g. Cast & crew, public etc]	Generic Control Measures (All Productions)	Are these controls sufficient Y/N	If not please complete additional controls specific to your production that need to be put into place.
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			<p>of sufficient ability to carry carriers and a third to guide, point out trip hazards and hold doors open. (<i>Note this operation will involve working in dark conditions. Guider to have a working torch available</i>).</p> <ul style="list-style-type: none"> Chair carriers to be chained and padlocked to fixing on external wall. These items are available from Reading Rooms Manager. 		
Car Parking Duties	Collision with moving vehicles, Working at night.	FOH, Backstage crew	<ul style="list-style-type: none"> All members assigned to this duty to be briefed by FOH Manager as to procedure, timing of attendance and possibility of other users attending another function happening at the same time. All members to wear a fluorescent waistcoat and to carry a working torch. Avoid dispute conflicts with drivers. Be as conspicuous as possible. 		
Coronavirus Pandemic HM Govt. has declared a pandemic risk within the UK.	Preventing the spreading Corvid- 19 disease within the community.	All members, Cast, crew, FOH staff Audience	<ul style="list-style-type: none"> All club and audience members to comply with current HM Govt. and local Health Auth. guidelines and recommendations. The following requirements are subject to change when advised by the above authorities. All members and audience will provide their contact details, on attendance sheet, on entering the Reading Rooms premises. These attendance details to be submitted to the Reading Rooms Trust for 		

Activity / Show Element:	Hazards involved: [e.g. Slips, trips falls from set, fire hazards, injury from props, electric shock...]	Persons in danger: [e.g. Cast & crew, public etc]	Generic Control Measures (All Productions)	Are these controls sufficient Y/N	If not please complete additional controls specific to your production that need to be put into place.
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			<p>information. Attendance sheets to be provided for all meetings, social events, rehearsals, pre- and post-production work, productions.</p> <ul style="list-style-type: none"> • Face masks to be worn at all times. • Hand sanitation fluid to be available at entrance to the premises. • Where possible all club and audience members should maintain a distance of 2metres. • Regular hand washing. 		
<p>Scenery Store/shed</p>	<p>Slipping, falling, use of ladder, falling materials, carrying materials, climbing, minor injury to hands, feet and especially figures.</p>	<p>Backstage crew/helpers</p>	<ul style="list-style-type: none"> • Awareness of trip hazards -high door step threshold • Ensure ladder to mezzanine level is securely positioned between floor and upper level • Two min. people to be present at store whenever materials are to be extracted of placed • Unwanted material for production to be stored outside shed to provide more space within shed & returned as quickly as possible to avoid causing an obstruction to users accessing Skinners Field • Only in exceptional circumstances should the banister be lowered for the removal of large pieces of furniture. • Protective gloves must be worn when moving heavy items of scenery. • Large flats (i.e. 3m by .6m & above) 		

Activity / Show Element:	Hazards involved: [e.g. Slips, trips falls from set, fire hazards, injury from props, electric shock...]	Persons in danger: [e.g. Cast & crew, public etc]	Generic Control Measures (All Productions)	Are these controls sufficient Y/N	If not please complete additional controls specific to your production that need to be put into place.
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			Must be carried by two people. However, in windy weather, this limit should be reduced on the advice of the Lead Set Constructor.		
Extreme Weather	Excessive high/low temperatures. Rain.	All members	Sun protection cream, hats, loose clothing. Warm clothing, hats, gloves. Suitable wet weather clothing		Director/Stage Manager to decide whether to proceed.

Is the production adequately controlled to reduce risk of injury?

Yes / No

Further Action Required:

Signed: Position Date

Ladders & Steps Risk Assessment

Hazards involved: [e.g. Falls from height, lifting access equipment, overbalancing etc...]	Persons in danger: [e.g. Cast & crew, public etc]	Generic Control Measures When Using Ladders & Steps	Are these controls sufficient Y/N	If not please complete additional controls specific to the way in which you intend on using the ladders and / or steps.
Falls of persons from ladder / steps	Cast & crew	<ul style="list-style-type: none"> • Ladders / steps are subject to routine inspection before use to check for defects. Defective ladders should be taken out of use immediately. • All cast and crew must have received appropriate information on the safe use of ladders and steps (refer to attached safety brief for ladders and steps). • Short duration works only (maximum 15 minutes) • Light work only, an additional person may be needed to ensure that the ladder remains stable and / or to pass you work equipment or materials. • No working off the top two steps (top three steps for swing-back/double-sided stepladders) unless you have a safe handhold on the steps • No side-on working off a step ladder. • No overreaching – users belt buckle (navel) should stay within the stiles with both feet on the same rung or step throughout the task. 		

Hazards involved: [e.g. Falls from height, lifting access equipment, overbalancing etc...]	Persons in danger: [e.g. Cast & crew, public etc]	Generic Control Measures When Using Ladders & Steps	Are these controls sufficient Y/N	If not please complete additional controls specific to the way in which you intend on using the ladders and / or steps.
Ladders or steps slipping	Cast & crew	<ul style="list-style-type: none"> • The ground base for ladder use must be firm and level. • The ladder must be of sufficient length to extend 1.05m above the step-off point when used as access to a scaffold / platform. • The correct angle of rest for a ladder is 75 degrees, or a base to height ratio of 1:4. • Ladders must be secured against slipping, by tying at the top or at the bottom. Ladders may only be footed as a sole precaution against movement if less than 3m high. • Safety locks to prevent movement when in use (steps) should be utilised at all times. 		



Is the use of a ladders and steps adequately controlled to reduce risk of injury?

Yes / No

Further Action Required:

Signed: Position Date

Reading Room Managers

Fire procedures

All groups and hirers accept responsibility for the safe and proper functioning of the Reading Room fire precautions and procedures. Each group/hirer must nominate one person who will be present for the duration of the letting and who acts as the responsible person.

Duties of the responsible person

A Ensure you understand your duties and responsibilities

B Bring the fire precautions to the notice of the group on each occasion the group meets.

At each meeting the responsible person should:

- 1 Make a list of those present
- 2 Remind everyone of the location and operation of the fire alarm.
- 3 Remind everyone of the positions of the emergency exits and the muster point under the car park light.
- 4 Check all emergency exits are ready to be used.
- 5 The location and use of the fire extinguishers. The responsible person should read the instructions to at least one other person at each letting who would feel confident to use the extinguisher if appropriate
- 6 Remind everyone of the location of the telephone and identify other attendees with mobile 'phones

In the event of a fire and the alarm being sounded the building should be evacuated by the nearest safe exit and the responsible person should:

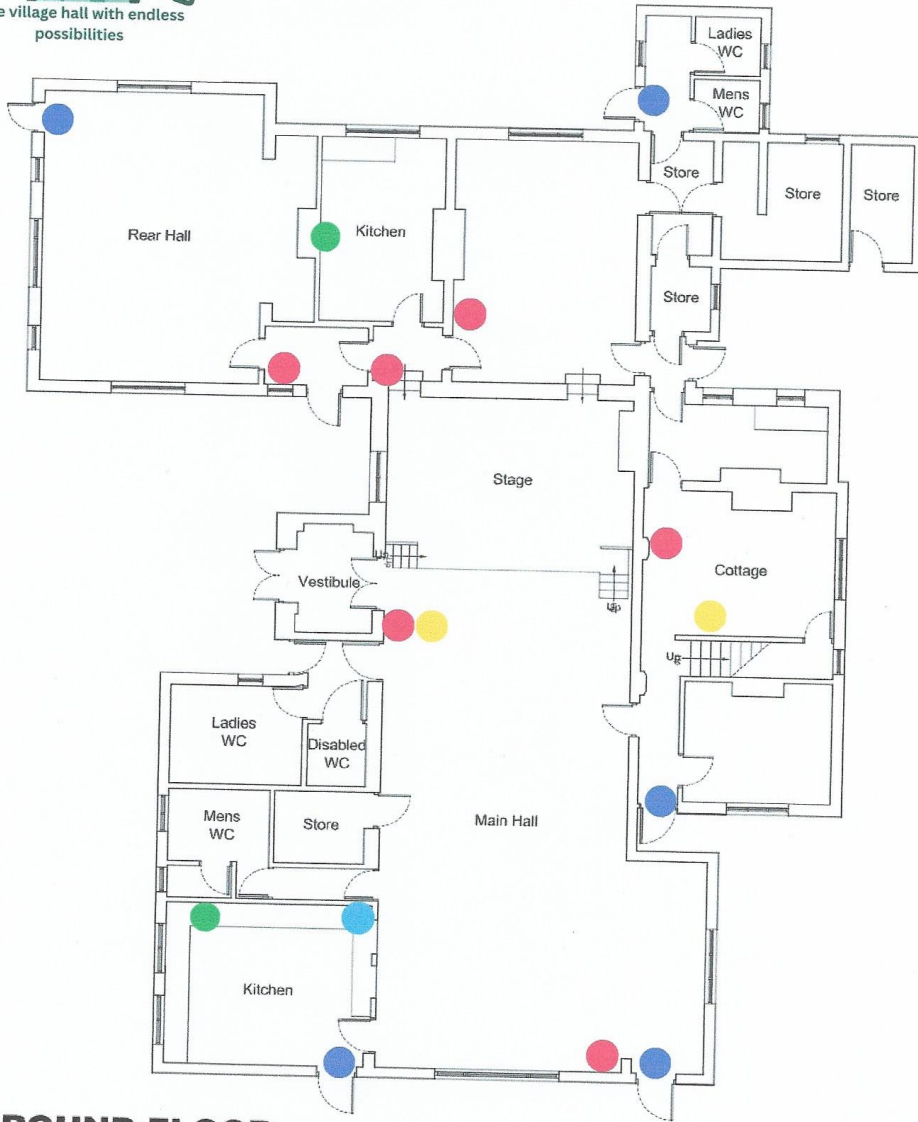
- 7 Check the attendance list
- 8 **Provided it is safe to do so**, carry out a final search to ensure everyone has left the building.
- 9 Ensure nobody re-enters the building
- 10 Dial 999 and ask for the fire brigade
- 11 When the fire brigade arrives report to the senior officer that all persons are safely accounted for.
- 12 Report the event to managers as soon as possible

PLEASE NOTE THAT THE READING ROOM MANAGERS DO NOT EXPECT ANYONE TO FIGHT A FIRE. THE TOP PRIORITY IS PERSONAL SAFETY.

Please be reminded that the Reading Rooms is a non smoking building.



Fire Extinguishers & Fire Exit Locations



PLANS 1:100

GROUND FLOOR

- Water Fire Extinguisher
- CO2 Fire Extinguisher
- Fire Blanket
- Manual Fire Alarm
- Fire Exit

In addition to the Reading Rooms Fire Procedures set out above, the following additional procedures form part of the CADG Emergency Evacuation Protocol (*refer to the Blue Book*).

1. Where the audience is likely to include wheelchair users, a member of the FOH staff shall be appointed to specifically ensure that these wheelchair users and their carers are given priority to exit the building by the main exit at the front of the hall. Wheelchair users should **not** use the emergency exits to the rear of the hall, unless the main exit is unusable.
2. Wheelchair users, accompanied by their carers should proceed to the RVP in the carpark to be counted.



Food Hygiene and Safety

1. Keep all perishables ingredients in the fridge or cool box
2. All frozen meat to be de-frosted
3. Wash hands before handling food to avoid any cross- contamination. If handling raw food, wash hands before touching ready-to-eat.
4. If a BBQ is used, is it enough to cook?
5. Use food thermometers to make sure food is cooked through.
6. Have 2 sets of tongs 1 for raw, and 1 for cooked meat.
7. Treat raw chicken with care. Tongs used for cooked chicken to be kept separate from raw chicken and other meats
8. Do not leave fresh food in full sunlight. Pick a shady spot for tables.
9. Any left-over fresh meat should be refrigerated or put into cool box.
10. Have bucket of water handy if using a BBQ.

FIRST AID NEEDS RISK ASSESSMENT Rehearsals

Points for consideration:	Comment:					
1. Main Hazards and likely injuries?	See Appendix to H&S Production Health & Safety File					
2. Maximum number of Society members on site?	See Appendix to H&S Production Health & Safety File					
3. Distance to emergency assistance (ambulance, hospital etc)	See General Information					
4. Is the rehearsal area spread out over a large area or multi-floored etc?	No					
5. Do you have: Inexperienced Society members/Persons with disabilities or special health problems	See Appendix to H&S Production Health & Safety File					
6. Do you have any children – if so, how many and of what ages?	See Appendix to H&S Production Health & Safety File					
7. If there is a trained first aid, what happens if they are not there?	Contact NHS Dial 101					
8. Are there arrangements in place for public/visitors?	N/A					
9. Is the rehearsal room part of occupied premises?	Yes					
10. Overall Assessment of the level of risk at this site (tick the appropriate box)	HIGH					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">HIGH</td> <td style="width: 33%; text-align: center;">MED</td> <td style="width: 33%; text-align: center;">LOW</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	HIGH	MED	LOW	<input type="checkbox"/>	<input type="checkbox"/>
HIGH	MED	LOW				
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Guidance:

Whilst the Health and Safety Executive no longer regulate or approve training providers, they still inspect organisations and investigate in the event of a reportable incident. New guidance was issued in December 2013 by HSE.

Whilst the published HSE First Aid guidelines are written for employers, they do refer to volunteers and represent a very robust source of good practice guidance for volunteers and NODA Safe are very happy to offer guidance to any individual NODA member or society about their particular local circumstances.

NODA Safe assessment of the guidance for the majority of NODA members:

Description of venue	Number of Volunteers present at rehearsal or at a show	First Aid provision suggested
LOW Hazard i.e. most Theatre venues	Fewer than 25	At least one appointed person

Note: Contact details of First Aider are given on Production Contact Sheet in the Appendix to Production Health & Safety File.

Assessment Conducted By: _____

Date: _____

Signature: _____

ACCIDENT REPORT FORM

Person injured: -

Full name: -

Home Address: -

Age

Sex

Occupation

The Accident

Date and time of the accident: -

Where did the accident occur **and what in your opinion, was the cause of the accident?** (give full details)

Injury and/or damage

Describe fully the nature and extent of the injury and damage resulting to the injured person.

If machinery or equipment was involved, what was it, was it in use and was there any defect in it?

Witness(es)

Give full names of witness(es), if any: -

Name

Address

First Aid Treatment

Was first aid rendered and, if so, by whom?

Was the injured person taken to a doctor or hospital for further treatment? If yes, give details.

To whom and when was the accident reported to?

Comments by the stage manager or producer/director to prevent recurrence: -

Is this a major accident: Y/N

If yes please contact NODA safe on 0845 257 6632 or email Nodasafe@noda.org.uk for further guidance.

Signature:

Name and position of person completing this form: -

Date

REPORTS SHOULD BE SENT TO _____ AS SOON AS POSSIBLE

AFTER THE ACCIDENT

<p>Car Parking Duties</p>	<p>Collision with moving vehicles, Working at night.</p>	<p>FOH, Backstage crew</p>	<ul style="list-style-type: none"> • All members assigned to this duty to be briefed by FOH Manager as to procedure, timing of attendance and possibility of other users attending another function happening at the same time. • All members to wear a fluorescent waistcoat and to carry a working torch. • Avoid dispute conflicts with drivers. • Be as conspicuous as possible. 	
<p>Coronavirus Pandemic (Whilst HM Govt. has declared a pandemic risk within the UK).</p>	<p>Preventing the spreading Corvid-19 disease within the community.</p>	<p>All members, Cast, crew, FOH staff Audience</p>	<p>All club and audience members to comply with current HM Govt. and local Health Auth. guidelines and recommendations. The following requirements are subject to change when advised by the above authorities.</p> <p>All members and audience will provide their contact details, on attendance sheet, on entering the Reading Rooms premises. These attendance details to be submitted to the Reading Rooms Trust for information. Attendance sheets to be provided for all meetings, social events, rehearsals, pre- and post-production work, productions.</p> <p>Face masks to be worn at all times.</p> <p>Hand sanitation fluid to be available at entrance to the premises.</p> <p>Where possible all club and audience members should maintain a distance of 2metres.</p> <p>Regular hand washing.</p>	

Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy Number	FJ460292/FN0102
1. Name of policyholder	Curdrige Amateur Dramatic Group
2. Date of commencement of insurance policy	1 November 2025
3. Date of expiry of insurance policy	1 November 2026

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Zurich Insurance Company Ltd (Authorised Insurer)



Tim Bailey
Chief Executive Officer of Zurich Insurance Company Ltd, UK Branch

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.



Stage
Manager

Name

Appendix to Production Health and Safety Health File

Performance Dates: *Insert dates*

Rehearsal Venue: The Reading Rooms, Curdridge

Performance Venue: The Reading Rooms, Curdridge

This induction will be undertaken with all cast, crew and production personnel of *Name of production*

	YES	NO	N/A
1. Rehearsal venue information			
a) Emergency procedures – including the fire exits, assembly points, fire call points	√	<input type="checkbox"/>	<input type="checkbox"/>
b) Welfare facilities – toilets, kitchen,	√	<input type="checkbox"/>	<input type="checkbox"/>
c) Rehearsal space house rules – horse play, running, sensible shoes, etc	√	<input type="checkbox"/>	<input type="checkbox"/>
d) Known hazards pointed out – provision for slips, trips and falls.	√	<input type="checkbox"/>	<input type="checkbox"/>
e) Key personnel for the society	√	<input type="checkbox"/>	<input type="checkbox"/>
f) First aid box and first aiders	√	<input type="checkbox"/>	<input type="checkbox"/>
2. Performance Venue Information.			
a) Emergency procedures – including the fire exits, assembly points, fire call points	√	<input type="checkbox"/>	<input type="checkbox"/>
b) Performance space house rules – horse play, running, sensible shoes, working in the dark, listening to stage management during the run, signing in and out	√	<input type="checkbox"/>	<input type="checkbox"/>
c) Known hazards – ensure tour of all known hazards – cables, scenery, lighting, special effects, trap doors, edge of stage, completion of risk assessments and any control measures that they need to be aware of and be a part of.	√	<input type="checkbox"/>	<input type="checkbox"/>
d) Orientation tour of the theatre space – even if they have performed there before. Routes to exits, routes to dressing rooms, all children to be accompanied by chaperones.	√	<input type="checkbox"/>	<input type="checkbox"/>
3. Key Personnel – from the theatre – introduce cast and crew to theatre manager, stage manager, technical staff etc.	√	<input type="checkbox"/>	<input type="checkbox"/>
4. Key events for the Technical, Dress Rehearsal, Band Call – including times and their responsibilities.	√	<input type="checkbox"/>	<input type="checkbox"/>
5. First aiders and First Aid Box Location.	√	<input type="checkbox"/>	<input type="checkbox"/>
6. Accident Reporting procedure and location of accident book / forms	√	<input type="checkbox"/>	<input type="checkbox"/>
7. Ensure that all cast and crew complete the production induction form	√	<input type="checkbox"/>	<input type="checkbox"/>

Stage Manager name: ***Insert Name***

Signature:

Date:

Sign-In Sheet: *Insert Name of Production*

CAST

Please Initial against your name on entering the venue

Last Name	First Name	Character	Date															

Production Contact Sheet

Insert Name of Production

Character Name	Position	Last Name	First Name	Contact number	Adult or Junior	Email Address	Parent/Guardian Number
	Director						
	Producer						
	Stage Manager						
	ASM						
	Lighting Designer/Op						
	Sound Designer/Op						
	Prompt						
	Musical Director						
	Props						
	Set Design						
	Set Construction						
	Sound Equipment						
	Lighting Equipment						
	First Aider						
	First Aider						
	Chaperone						
	Chaperone						
	Stage Crew						
	Stage Crew						
	Stage Crew						
	Stage Crew						
	Stage Crew						

Production Name **Insert Name of Production**

Stage
Manager

Date of Production **Insert Dates**

Director

Production Initial Actions (3-6 Months Before Production)	✓ or N/A when addressed	COMMENTS <i>State action to be taken as appropriate</i>
1. Book Venue (please state Venue Details in Comments Box and Contact Detail)	✓	
2. Arrange meeting with production staff at Venue (date and details and any outcomes in Comments box)	N/A	
3. Ask Venue to supply Theatre Risk Assessment, Fire Risk Assessment, Public and Employer Liability Insurance). Copies seen and filed in production folder – any issues contact NODA Safe on 0845 257 6632 or email nodasafe@noda.org.uk	✓	
4. Check on Society Insurance Certificates – copies filed in production folder	✓	
5. Hold initial production meeting with director, producer, lighting / sound / ASM and any other significant persons – follow Production Overview Form		
6. Complete Production meeting notes		
7. When rehearsals start – ensure that induction is completed for all cast and crew (special checking should be centred around new members) as per SM Induction Checklist.		
8. Any other notes		

Production Intermediate Actions (1 Month Before Production)	✓ or N/A when addressed	COMMENTS <i>State action to be taken as appropriate</i>
9. Review previous production meeting Notes		
10. Hold Production meeting with director, producer, lighting / sound / ASM and any other significant persons – follow production meeting checklist.		
11. Complete production meeting notes		
12. Check with Venue for any significant changes since Risk Assessments received - amend accordingly and note in comments box		
13. Complete Production Risk Assessment – as per guidance from NODA SAFE - contact 0845 257 6632 for further assistance.		
14. Significant findings and additional controls required communicated to director, producer and if required the venue		
15. Review and update production Overview Form		

Production – one week before	✓ or N/A when addressed	COMMENTS <i>State action to be taken as appropriate</i>
16. Check that Risk Assessments have been completed and all controls are in place		
17. Hold a briefing with stage crew – outline hazards and risks, programme of events, work schedule, risk assessments and controls.		
18. Brief Cast at rehearsal venue with outline of programme of events when at the performance venue. Times, requirements, briefing etc.		

Dress / Technical Rehearsal	✓ or N/A when addressed	COMMENTS <i>State action to be taken as appropriate</i>
19. Check that Risk Assessments have been completed and controls are in place		
20. Ensure that sign in sheets to venue are completed		
21. Carry out a hazard spotting exercise around the performance and backstage areas		
22. Check venue for fire provision; firefighting equipment & designated fire wardens have been appointed.		
23. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place		
24. Brief Stage Crew on duties and show them around the theatre – pointing out any hazards and controls. First aid and Fire Provision. Also remind them of their responsibilities		
25. Carry out cast, orchestra briefing as per S/M Induction Checklist		
26. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment.		
27. Complete Show report and file in production file		

Performance 1	✓ or N/A when addressed	COMMENTS <i>State action to be taken as appropriate</i>
28. Check that Risk Assessment have been completed and controls are in place		
29. Ensure that sign in sheets to venue are completed		
30. Carry out a hazard spotting exercise around the performance and backstage areas		
31. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place		
32. Check venue for fire provision; firefighting equipment & designated fire wardens are in place.		
33. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment.		
34. Complete Show report and file in production file		

Performance 2	✓ or N/A when addressed	COMMENTS <i>State action to be taken as appropriate</i>
35. Check that Risk Assessment have been completed and controls are in place		
36. Ensure that sign in sheets to venue are completed		
37. Carry out a hazard spotting exercise around the performance and backstage areas		
38. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place		
39. Check venue for fire provision; firefighting equipment & designated fire wardens are in place.		
40. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment.		
41. Complete Show report and file in production file		

Performance 3	✓ or N/A when addressed	COMMENTS <i>State action to be taken as appropriate</i>
42. Check that Risk Assessment have been completed and controls are in place		
43. Ensure that sign in sheets to venue are completed		
44. Carry out a hazard spotting exercise around the performance and backstage areas		
45. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place		
46. Check venue for fire provision; firefighting equipment & designated fire wardens are in place.		
47. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment.		
48. Complete Show report and file in production file		

Performance 4	✓ or N/A when addressed	COMMENTS <i>State action to be taken as appropriate</i>
49. Check that Risk Assessment have been completed and controls are in place		
50. Ensure that sign in sheets to venue are completed		
51. Carry out a hazard spotting exercise around the performance and backstage areas		
52. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place		
53. Check venue for fire provision; firefighting equipment & designated fire wardens are in place.		
54. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment.		
55. Complete Show report and file in production file		

Performance 5	✓ or N/A when addressed	COMMENTS <i>State action to be taken as appropriate</i>
56. Check that Risk Assessment have been completed and controls are in place		
57. Ensure that sign in sheets to venue are completed		
58. Carry out a hazard spotting exercise around the performance and backstage areas		
59. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place		
60. Check venue for fire provision; firefighting equipment & designated fire wardens are in place.		
61. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment.		
62. Complete Show report and file in production file		

Performance 6	✓ or N/A when addressed	COMMENTS <i>State action to be taken as appropriate</i>
63. Check that Risk Assessment have been completed and controls are in place		
64. Ensure that sign in sheets to venue are completed		
65. Carry out a hazard spotting exercise around the performance and backstage areas		
66. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place		
67. Check venue for fire provision; firefighting equipment & designated fire wardens are in place.		
68. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment.		
69. Complete Show report and file in production file		

ADDITIONAL COMMENTS

Not used.