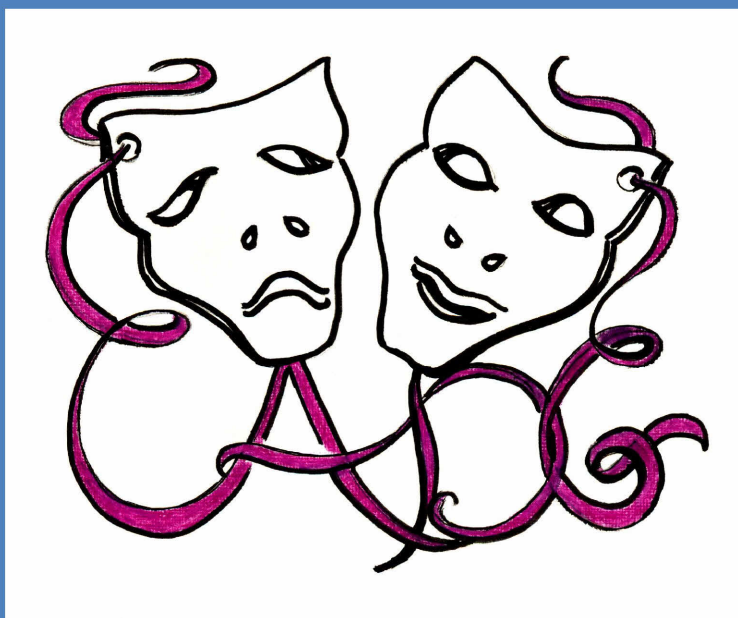


# CURDRIDGE AMATEUR DRAMA GROUP

Production Health and Safety File



# Document Control Sheet

<b>Rev.</b>	<b>Date revised</b>	<b>Brief Description of change</b>	<b>Reason for change</b>	<b>Authorised</b>
0	Jan2019 Initial			
1	Nov 2020	Corona Virus safety advice	Current Pandemic	M Pitt
2 Highlighted	September 2021	Evacuation of Wheel chair users	RR Fire procedure does not identify	M Pitt
3 Highlighted	December 2023	Revised address for Minor injuries treatment. Additional Risk Assessment identified	Update from NHS  Following Rationalising of Storage Shed	M Pitt
4 Highlighted in grey	November 2024	Additional Medical Equipment on location	Installed by Venue	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 Curdridge 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

