



Heckington Players

## **Heckington Players Health and Safety Policy**

***Updated February 2025***

Heckington Players Amateur Dramatics Society (ADS), as a voluntary organisation, will take all practicable steps to ensure that everybody involved in our activities, including our volunteers, third party contractors/organisations and audiences, is kept safe

### **Statement of intent**

We will take steps to:

- Prevent accidents
- Manage Health and Safety Risks in our environment
- Provide clear instructions
- Provide protective clothing or equipment
- Consult with key team leaders (Construction, Stage management, Lighting, Sound, Front of House and Director and Designer) re Health and Safety)
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Implement Emergency Procedures e. g. evacuation, fire procedures
- Review and revise this Policy regularly (every two years)

### **Responsibilities for health and safety**

#### **Overall and final responsibility for health and safety:**

Everybody has a responsibility for their own health and safety and that of others. Overall responsibility for the implementation of this policy rests with the Heckington Players ADS Committee.

#### **Day-to-day and performance responsibilities for ensuring this policy is put into practice:**

Heckington Players ADS Committee and (for performances) specifically the Front of House Manager, Technical Manager and the roles of Stage Manager, Assistant Stage Manager(s), Producer and Other roles as required.

#### **To ensure health and safety standards are maintained/improved, the above people have responsibility in the following areas:**

- Safety
- Contributing to and following risk assessments
- Consulting volunteers
- Ensuring volunteers have their own suitable attire and equipment for the tasks they are doing (e.g. footwear, gloves, etc)
- Monitoring, recording and reporting accidents
- Following emergency procedures, fire and evacuation

#### **All volunteers, members and third-party contractors/organisations should:**

- co-operate with the Heckington Players ADS Committee on health and safety matters



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- use equipment or protective clothing provided for the tasks they are carrying out (e.g. footwear, gloves, etc)
- take reasonable care of their own health and safety and those of others
- report all health and safety concerns, including near misses to an appropriate person (as detailed above).

### **Arrangements for health and safety - Risk assessment Training Consultation Evacuation**

#### **Risk Assessment:**

- We will complete a relevant risk assessment for all activity and specifically each performance, and take actions to avoid or mitigate risks
- We will review risk assessments for each event/performance on a regular basis or when changes to conditions or working environment happen

#### **Training:**

- We will give volunteers clear instructions and arrange/signpost training when appropriate e. g working at height, first aid

#### **Consultation:**

- We will consult volunteers, members, third party contractors/organisations and audiences regularly on Health and Safety matters as they arise and formally when reviewing Policy

**Review date: *February 2027***