

HEALTH AND SAFETY POLICY

A: POLICY COMMITMENT

Sedos is committed to ensuring the HEALTH, SAFETY and WELFARE of its volunteer community and the visitors to any activity it hosts including the shows that it performs. This commitment entails:

- the provision and maintenance of a healthy and safe environment at the Sedos rehearsal, workshop and show production spaces (currently at the Bridewell Theatre and any other place where the society rehearses, operates or performs, together the '**Sedos Premises**'), as well as safe equipment, systems of operation and performing and rehearsing conditions;
- compliance, where appropriate, with the Health and Safety at Work Act 1974;
- the provision of appropriate and comprehensive information, instruction, training and supervision with the aim of producing safe theatre making methods and procedures and a safe show production environment;
- making provision for first aid facilities;
- ensuring adequate fire precautions are implemented and maintained;
- providing arrangements for ensuring the safe use, handling, storage and movement of articles and substances;
- making adequate provision for consultation and participation in measures aimed at promoting health and safety at the Sedos Premises;
- ensuring that suitable risk assessments are undertaken so that hazards are identified and that associated risks are eliminated or controlled;
- establishing procedures to monitor, review and, as necessary, amend this Policy and the health and safety arrangements;
- ensuring that competent people are appointed to assist us in making the Sedos volunteer experience a safe and healthy one, including where appropriate bringing in specialists from outside Sedos; and
- ensuring that every Sedos volunteer is expected to co-operate with us, to enable the goals and protections intended by this Policy to take effect.

- This Policy will be reviewed annually or more frequently if there are significant changes to our work, activities or practices.

B: RESPONSIBILITY

The Trustees will:

- be responsible for the effective implementation of this Policy; and
- ensure that the implementation of this Policy (including training) receives financial support appropriate to the resources of Sedos.

The Sedos Management Committee will:

- appoint and arrange requisite training for one or more “Competent Person(s)” in compliance with Section 2(c) below who may or may not be on the Management Committee. At the most recent update of this policy, the Competent Persons have not been specifically identified;
- ensure this Policy is publicly available and brought to the attention of all Sedos volunteers;
- ensure the Sedos Premises are regularly inspected to check that the health and safety measures are being maintained (including the introduction of, as appropriate, any additional safety measures, repairs or remedial measures deemed to be necessary from these inspections);
- ensure that accidents and dangerous occurrences are reported and properly investigated;
- ensure that an adequate supply of personal protective equipment is available when necessary;
- identify where improvements such as further training or revision of current working practices may be appropriate to prevent recurrence.

The Competent Person(s):

- accept their appointment as a Competent Person and be familiar with this Policy;
- shall be responsible for keeping a log of all material accidents and incidents that occur at a Sedos Premises or that are directly related to a Sedos activity occurring outside of a Sedos Premises (the “**Incident Logbook**”) which shall be kept in electronic format on the Sedos Google sharefile;

- should have the skills, knowledge and experience to be able to recognise hazards at the Sedos Premises and will take the lead on putting sensible controls in place to protect society members, audiences and others from harm; and
- does not necessarily need to have formal qualifications or training save that relevant training should be made available to the Competent Persons at the cost of Sedos if requested or deemed required by the Management Committee or Trustees.

In respect of a particular production or activity undertaken by Sedos (whether at a Sedos Premises or otherwise) the Management Committee shall ensure that the production team/activity organisers (being in the case of a Sedos show a “**Director**”, a “**Producer**” or a “**Stage Manager**” and in respect of any other Sedos activity, an “**Organiser**”):

- are aware of the identity of the Competent Persons who can be consulted regarding any particular or unusual HSE risks;
- include such persons that the Management Committee reasonably considers are:
 - competent to ensure compliance with this Policy in the performance of all aspects of that production/activity;
 - have at a sufficient level of responsibility within such group to as to be able to direct others to comply with this Policy; and
 - that regularly attend such activities.

Such persons do not need to be Competent Persons, however the Management Committee should have due regard to productions/activities with a heightened level of HSE risk, where appointing a Competent Person to oversee high risk activities may be appropriate.

C: RISK ASSESSMENT

As at the date of this Policy, Sedos has identified the following areas where there may be health and safety risks to Sedos volunteers and where Sedos owes a duty of care to the Sedos volunteers to take sensible measures to tackle those risks so far as reasonably practical:

- Management of the Sedos Premises;
- Running rehearsals for Sedos shows;
- Running other Sedos events, such as SEDANCE, SECHOIR, SIMPROV and other performance workshops;
- Set-building, prop building and costume making;
- Organising get-ins and get-outs at the Sedos Premises; and

- Performing Sedos shows.

This Policy sets out the arrangements for implementing health and safety measures, in respect of potential risks for each of these identified areas of risk.

D: ARRANGEMENTS

Access/Egress

- Safe and adequate access and egress will be maintained at all times at the Sedos Premises.
- Means of escape will be checked on a regular basis.
- Fire exits will be clearly marked and free from obstruction at all times.
- The Management Committee or Producer/Organiser will be responsible for communicating basic security arrangements to any Sedos volunteers or members of the public who are using the Sedos Premises and ensuring that these are implemented, as far as is reasonably practicable.
- All Sedos volunteers will be responsible for the basic security of the Sedos Premises, whilst they are on the Sedos Premises including, as appropriate but not limited to, front door codes, internal door codes, building alarm codes, allocation of keys, closing and locking doors, closing windows, checking the identity of any person or persons before they enter the Sedos Premises.

Accident Investigation

- In all situations where an accident occurs, the accident shall be logged in the Incident Logbook by a Competent Person and an accident investigation will take place.
- The most senior Sedos person on the Sedos Premises will collate an accurate and complete account of the incident which will include a clear description of the sequence of events, identifying the immediate and underlying causes of the incident, as well as notes of the immediate corrective action and provide this to the Competent Person.
- The accident report will be presented to the Management Committee for review and subsequent corrective action (if needed), as soon as practically possible.

Accident Prevention

- The majority of injuries for those working in the theatre relate to work at height and manual handling. These are addressed below.

Control of Hazardous Substances

- All hazardous chemicals used for Sedos productions will be clearly labelled, shall be subject to regular assessment and shall be stored and handled in accordance with all relevant laws and best practice.
- The Producer of each Sedos show (or where relevant the Organiser of a Sedos activity) will be responsible for the assessment and ensuring that the safe handling instructions (set out in Annex B) is brought to the attention of all Sedos volunteers working with such hazardous chemicals.
- The safe handling instructions shall be prominently displayed on any cabinet in which hazardous chemicals are held.
- All volunteers must read and understand the safe handling statement, before undertaking any activity involving any hazardous chemicals. Appropriate PPE shall be used if the relevant risks cannot otherwise be reduced to an acceptable level.
- Any accident involving hazardous chemicals shall be logged in the Incident Logbook.

Illness

- Sedos has a commitment to taking reasonable and proportionate steps towards protecting the health of the volunteers and its audience.
- Volunteers should not be compelled to attend in-person Sedos activities where they are sick or are at risk of making others sick and a culture should be fostered where refraining from attending in-person Sedos activities when sick is encouraged and supported.
- Where possible, reasonable steps should be put in place to allow those who are sick but are important to the conduct of the relevant Sedos activity to attend virtually. For example, video conferencing links into rehearsals or meetings.
- Sedos shall at all times comply with government guidance with regards to health matters.

Driving Vehicles

- Where Sedos volunteers are driving vehicles for Sedos productions, they should only use vehicles which are properly licenced and safe and meet the requirements of the Road Traffic Act.
- When moving scenery and related equipment, they should always ensure that the load is secure and stacked correctly.
- They should not use a mobile phone while driving.

Electrical Equipment

- Particular care should be paid to the handling of any electrical equipment brought on to the Sedos Premises.
- In particular, inspections and tests will be carried out by a qualified electrician, at suitable intervals, to ensure the safety and integrity of the installation.
- Additionally, all portable electrical apparatus, plant, tools, extension leads, etc. will be labelled with a unique identification number and periodically examined and tested by a competent person, in accordance with Portable Appliance Testing (PAT).
- Each Sedos Premises will keep a register of all examinations, tests and any necessary repairs carried out on both the installation and portable apparatus, which are owned or leased by Sedos.

Emergency Procedures

- The Management Committee will ensure all volunteers are informed about the procedures for evacuation of Sedos Premises in the event of an emergency, either directly or by requiring the Director, Producer or Organiser of any Sedos Activity explain those procedures to volunteers as and when appropriate.
- The Director and Producer of any Sedos show will work with the Bridewell Theatre staff to ensure that all rules for the evacuation of the Bridewell Theatre, in the event of an emergency, are disseminated and observed.
- The Sedos Front of House volunteers will also be briefed by the Bridewell Theatre staff on the procedures for evacuation of the Bridewell Theatre, in the event of an emergency during a public performance.

Fire

- The Management Committee will commission a fire risk assessment for any Sedos Premises that Sedos is primarily responsible which shall be reviewed annually.
- At least one Competent Person will receive Fire Prevention training from an appropriate external body, and this person or persons will become the designated Competent Person (or persons) for assessing fire prevention and procedures on any Sedos Premises that Sedos is primarily responsible.
- A Competent Person (or persons) would not be expected to fight a fire, unless they feel safe to do so.
- The Competent Person (or persons), will monitor fire prevention procedures at Sedos Premises that Sedos is primarily responsible and make sure that these are being adhered to by all volunteers at all times, as far as is reasonably practicable.
- The Competent Person (or persons) will oversee any changes to the fire prevention procedures and suggest any alterations that may need to be made and will arrange

and implement all fire safety training and fire evacuation practises at regular intervals and when appropriate.

- Directors, Producers, Stage Managers and Organisers shall be directed to ensure that participants in Sedos activities are aware of the emergency procedures, emergency exits and gathering points at any Sedos Premises in which a Sedos activity is conducted. Without limitation to the foregoing, the Stage Manager and Producer of each Sedos show will work with the Bridewell Theatre staff to ensure that fire safety disciplines and procedures are complied with, when participating in a show in the Bridewell Theatre.
- All escape routes at any Sedos Premises that Sedos is primarily responsible will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment at Sedos Premises that Sedos is primarily responsible will be regularly serviced and maintained. If any volunteer notices defective or missing equipment, they must report it immediately to a Competent Person or member of the Management Committee.
- Any other safety systems will be checked regularly in conjunction with building management to ensure correct operation, where necessary, e.g. alarms, emergency lighting.

First Aid

- Sedos will pay for any Competent Person who wishes to receive First Aid training (a three day course) from an appropriate external body in order to become the designated First Aider and deemed competent to administer First Aid at Sedos Premises, in the event of injury or illness to any person or persons. This does not require that a trained first aider be present at every Sedos activity.
- Sedos will ensure that First Aid kits, which are fit for purpose, are fully stocked and available at the Sedos Premises for use by Sedos volunteers.

‘Get in’ and ‘Get out’ rules for electrics

- All ‘get in’ and ‘get out’ activities in relation to electrical equipment (including but not limited to all lighting and sound equipment) shall be supervised by a competent and experienced person.
- All equipment should be checked and tested before rigging.
- All equipment must be clamped to a bar with regulation fittings and chained.
- All accessory equipment (i.e., barndoors and frames) used by Sedos on equipment that is owned by Sedos must be securely attached. To the extent that accessory equipment used by Sedos on equipment not owned by Sedos is not securely attached, extra care should be taken to ensure such equipment is used safely and

the owner of such equipment should be informed of this. Sedos should not use any accessory equipment to the extent there is a material risk that using such accessory equipment may cause harm to any person.

- Cabling should be taped to the bars and kept clear from the floors and flying equipment.
- Phases must not be crossed on the bars and FOH positions.
- All equipment below head height must be clearly marked with white tape.
- Cabling must be kept clear of the audience and all exposed parts safely covered.
- All flying of counterweights must be done by a person familiar with the system and the bars must never be under or over weighted.
- No alcohol is allowed to be consumed by persons actively participating in a get in or get out.
- All cables must be taped down.

Lone Working

- Instances of working alone at a Sedos Premises will be exceptional and must be approved by the Management Committee or a Competent Person prior to each occurrence.

Maintenance of equipment

- All specialist systems (lifts, fire and security alarms, emergency lighting) will be maintained by an external specialist who will undertake all inspections and tests at regular intervals as contracted.
- The Producer and/or Technical Supervisor, on any Sedos show, will be responsible for the maintenance of all equipment that has been categorised as 'for use in the production'.
- The Management Committee will be responsible for the maintenance of all equipment that has been categorised as Sedos property.

Manual Handling

- Reducing the amount and severity of manual handling, as well as ensuring safe conditions for essential manual handling are key priorities for Sedos. Directors, Producers, Stage Managers and Organisers shall thoroughly assess situations in which manual handling and lifting are necessary and where necessary, will be responsible for making sure that all relevant Sedos volunteers have received basic instruction on manual handling techniques.

- Assessment will consider the tasks, the loads, the working environment and the volunteers involved and will endeavour to reduce the risk of injury so far as is reasonably practicable. Proper assistance and instruction will be present for any hazardous lifting operation.
- Any Personal Protective Equipment that is requested in order to limit the risk of accident or injury during any manual handling task will be provided by Sedos.

Protective Equipment

- All Sedos volunteers engaging in activities for Sedos or on Sedos Premises will be provided with Personal Protective Equipment (PPE) on request or when risk assessment of a task has deemed PPE to be essential.
- Any person or persons who are asked to use PPE to perform any task or tasks must comply and use all PPE provided for the duration of that task.
- All PPE owned by Sedos must be kept in a reasonable condition for use, so it can be used to full effect as protective equipment.

Special Effects

- The Producer and/or Technical Supervisor on any given Sedos show will ensure that any special effects used in a show such as pyrotechnics and smoke are safe to handle, safely used under their guidelines (including storage) and cause no harm or side effects to public or Sedos volunteers.

Power Tool and Work Equipment Use

- The Management Committee shall ensure that all volunteers are fully informed of all working equipment and its use. All volunteers will be fully trained in respect of any particular work equipment before the use of such work equipment, including power tools.
- Risk assessments will be carried out to assess the hazards presented by the work equipment and identify any precautions which are needed to ensure the health and safety of volunteers.
- Volunteers must ensure that precautions required for the safe operation of work equipment are used in accordance with training or instructions received.
- Volunteers shall ensure that work equipment shall be stored and handled in accordance with all relevant laws and best practice
- Any accident involving work equipment must be logged in the Incident Logbook.

Working at Height

- Sedos recognises that nominated and approved volunteers may be required to work at height using equipment provided by the Theatre or, on occasion, during performance.
- Sedos is aware that one of the major causes of injury is falls from height. Therefore no volunteer may work at height unless:
 - safety checks on access equipment (ladders, scaffolding etc.) are carried out regularly and prior to each use; and
 - use of working at height equipment is limited to those that are trained and competent in their use.
- If a performer is required to work at height as part of the performance then, in addition to the above:
 - a Competent Person shall be engaged to discuss the particular work required to ensure such working at height is done safely as possible;
 - the performer shall be properly advised by a Competent Person, Stage Manager or other relevant competent person of the risks involved with working at height in the manner intended; and
 - all reasonable precautions should be taken to ensure the safety of the performer including giving the performer appropriate time to practice with appropriate PPE and other safety precautions and not requiring the performer to undertake any work at height that they are not comfortable with conducting.
- Safety checks on access equipment (ladders, scaffolding) must be carried out regularly.
- Under no circumstances should any Sedos volunteer undertake any work at height whilst alone in a Sedos Premises.
- There is a legal hierarchy for selecting equipment for work at height, based on using the safest possible method of work that can reasonably and practicably be used in the circumstances:
 - Do not work at height – use auto focus or bounce focus lights, bring scenery items down to ground level for adjustment etc
 - Work from an existing place of work – use gantries, bridges or catwalks, a trampoline system or similar.
 - Work positioning – use fixed length lines to prevent falls, MEWPs
 - Fall mitigation – use airbags, nets, inertia reel harnesses (which require a rescue plan)

- Systems of work – use ladders, Tallescopes, Zargees etc
- Further information on working at height can be found in the ABTT [Code of Practice for the selection and use of temporary access equipment for working at heights in theatres.](#)

Special Groups at Risk

- Sedos takes seriously the protection of special groups which may be at risk. All volunteers shall comply with the separate Sedos Safeguarding Policy.

Approved: 10 March 2022

ANNEX A – RISK REGISTER

Significant Risk Assessment Register

Company name: Stock Exchange Dramatic and Operatic Society (“SEDOS”)

Premises: N/A General Risk Register for Sedos Activities with consideration of Theatre Deli and the Bridewell Theatre (the “Premises”)

Completed by: Dan Saunders (Trustee) & Adam Coppard (“Reviewers”)

Date assessment was carried out: 24 January 2022

Date of next review: January 2023

How was the risk assessment done?

The Reviewers followed the advice at www.hse.gov.uk/simple-health-safety/risk/.

To identify the hazards, they:

- considered and walked around the premises currently regularly used by Sedos (Theatre Deli and Bridewell Theatre), noting things that might pose a risk and discussing mitigations;
- consulted other members of the Board of Trustees and Management Committee to obtain input of possible significant risks or past accidents; and
- consulted risk registers of other performing arts organisations to identify risks specific to theatre rehearsal and performance.

They noted what was already being done to control the risks and recorded any further actions required. They published the following risk assessment to the SEDOS website to encourage members to help put the actions into practice.

The Reviewers (or other suitable members of the Board of Trustees and/or Management Committee members) will review the risk assessment whenever there are any significant changes such as new equipment or activities.

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take periodically to control the risks? | Who needs to carry out the action? | If periodically repetitive, how often does the action need to be taken? |
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| General Premises Risk | | | | | |
| Doorways/ Exits | <p>If fire exits are not clear from obstruction and clearly signposted it is a fire risk to visitors.</p> <p>If fire doors are not operating properly (e.g. on automatic closers) or are left propped open it is a fire risk to visitors.</p> | <p>Items are not stored in such a way as to obstruct fire exits.</p> <p>Clear signage is posted to all fire exits.</p> <p>Fire doors are installed, are kept closed when not in use and use automatic closers.</p> | <p>Ensure users of the Premises are informed that they are not to leave fire doors propped open or store any items in a way that would obstruct fire exits.</p> <p>Arrange of owners to fix any automatic closers if they are damaged.</p> | Management Committee led by the committee member responsible for the relevant Premises | Ongoing |
| Electrical | There are multiple floor and wall electrical sockets that are regularly used by visitors. Failure in proper upkeep and | Ensuring that electrical appliances are used and stored properly. | Ensure regular portable appliance testing. | Management Committee led by the committee member responsible for | To be in line with Premises requirements. |

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| | <p>use could lead to shock or other injury.</p> <p>Specifically for sockets in-floor, misuse of the covers may lead to cabling being ripped apart leaving exposed wires.</p> | <p>Regular portable appliance testing where necessary.</p> <p>Visual inspection before use of electrical items.</p> | | the relevant Premises | |
| Kitchen | <p>Hot water from the kettle or taps could lead to burns.</p> <p>See above regarding electrical hazards.</p> <p>Poor food hygiene could lead to sickness or pest infestation.</p> | <p>Ensuring the kitchen is kept clean and hygienic. Periodic emptying of the fridge and minimal storage of food on a long term basis.</p> <p>Mouse traps used.</p> | N/A | Management Committee led by the committee member responsible for the relevant Premises | Ongoing |
| Trip Hazards | <p>Members and visitors may be injured if they trip on items not properly stored or marked including any trailing cables.</p> <p>There is uneven flooring in various places in the Premises leading to trip</p> | <p>Maintaining general good housekeeping.</p> <p>Ensuring all areas are well lit, including stairs.</p> <p>Ensuring there are no trailing leads or cables unless marked.</p> | Ensure that each group using a space within the Premises is aware of the requirement to avoid creating trip hazards, mark any cabling laid and routinely tidy up after the use of | Management Committee led by the committee member responsible for the relevant Premises | Tidying of main rehearsal and performance spaces to take place following every rehearsal/performance. |

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| | hazards that may cause injury. | Rehearsal areas clear when not in direct use. Ensuring all items are not stored in places that could lead to an unnecessary trip hazard. | any of the spaces within the Premises. | | |
| Slip Hazards | Members and visitors may be injured if they slip on a dance floor surface or on any spillages not cleaned up. | Cleaning products available to clean up any spillages or slip hazards. Appropriate footwear required for use of the dance floor and other slippery surfaces. | N/A | Management Committee led by the committee member responsible for the relevant Premises | Tidying of spaces and other slip areas to take place following every rehearsal/use. Spillages to be promptly cleaned up. Leaders of dance classes and rehearsals to ensure appropriate footwear is used. |

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| Fire | <p>Without clear mitigations to fire risk, visitors may be harmed in the event of a fire.</p> <p>Due to a high level of variation who visits the Premises, even regular fire drills for visitors to the Premises may not be adequate to make a majority of visitors aware of evacuation procedures.</p> | <p>Fire alarm tests performed regularly by building managers.</p> <p>Session leaders for activities in the Premises are made aware of the fire evacuation procedures and are responsible for ensuring that such information is disseminated to visitors.</p> <p>Fire prevention procedures and equipment at Premises are monitored and exits and fire evacuation procedures are explained to visitors.</p> | <p>Regular discussions with third party building management as to fire prevention and fire safety matters.</p> <p>Periodic review of fire prevention procedures and equipment.</p> | <p>Management Committee led by the committee member responsible for the relevant Premises</p> | <p>To be reassessed regularly in line with Premises policy.</p> |
| Lighting | <p>Low/insufficient lighting may exacerbate slip and trip hazards as well as adding to risk of collision in performance activities and exacerbating trip and slip hazards.</p> | <p>Regular checking and fixing of any deficient lighting.</p> | <p>Regular checking of lighting at Premises.</p> | <p>Management Committee led by the committee member responsible for the relevant Premises</p> | <p>Ongoing</p> |
| Lone Working | <p>People working at the Premises (in particular, the</p> | <p>Policy that instances of working alone will be</p> | <p>Ensure that relevant people</p> | <p>Management Committee and</p> | <p>Ongoing</p> |

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| | build space or with electrical equipment) by themselves will have limited ability to obtain help in the event of an accident. | exceptional and must be approved by the Management Committee or a Competent Person prior to each occurrence. | are aware of the policy not to work alone in the Premises without first assessing the risks involved. | Production Group. | |
| <u>Performance and Performance Related Activities Risk</u> | | | | | |
| Rehearsal/ Performance Injury | During rehearsal of any performance activity, participants may get injured. | Care is taken by production teams to mitigate any risk of injury at rehearsal on a case by case basis. | N/A | Production Team of the relevant activity/show and the relevant participants. | To be applied at each rehearsal /performance |
| Heavy Lifting (including Get In/Get Out) | Visitors are regularly asked to participate in the “get in and get out” of sets, props and costumes used in theatrical performances. This includes heavy lifting, navigating doorways and the main stairs with heavy and/or awkwardly shaped objects and/or moving hazardous substances and breakable glass equipment. | Care is taken by production teams to mitigate any risk of injury at rehearsal on a case by case basis. Get in/get out is co-ordinated by a responsible person on the production team (usually the producer or stage manager) to minimise risk of injury. All cast and crew trained in Manual Handling dangers and techniques for avoiding injury. Time will be allocated to practice lifting items where required. Team Lifting | N/A | Production Team of the relevant activity/show and the relevant participants. | At each “get in/get out” and at all times lifting of heavy objects is required. |

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| | | and lifting aids to be used as required. | | | |
| Dance Injury | During any dance activity, participants may get injured. | Care is taken by production teams/dance instructors to mitigate any risk of injury at rehearsal on a case by case basis. | N/A | Production Team/dance instructors and the relevant participants. | At each dance class or rehearsal. |
| Choreographed Fight Injury | During any rehearsal or performance of any choreographed fight activity, participants may get injured. | <p>Care is taken by production teams to mitigate any risk of injury which may include the involvement of a trained fight choreographer if deemed necessary.</p> <p>If a production is expecting to employ theatrical fighting they are expected to employ all reasonable safety precautions including, if required, involving an experienced fight choreographer.</p> | N/A | Production Team of the relevant activity/show and the relevant participants. | At each time fight choreography is learned, practiced or performed. |
| Prop Manufacturing | During the building and preparation of costumes, participants may get injured using the equipment or materials involved, including | Properly experienced users are appointed to these conduct activities and supervise others. | N/A | The relevant users. | Ongoing |

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| | power tools and hazardous substances. | Where dangerous tools or hazardous substances are used; these should be risk assessed separately and appropriately; and the person using should be comfortable in their use. | | | |
| Working at height | Both performers and set designers may be required to “work at height”. which term includes activities on ladders, partially or fully build pieces of set, standing on tables and chairs and standing on or climbing constructed steel-deck and/or scaffolding. Falls from any height can cause bruising, fractures and other injuries. | HSE Policy has specific guidelines regarding working at height (see policy). Care is taken by production teams/competent individuals to operate in such a way as to mitigate any risk of injury. Safety checks on access equipment (ladders) are carried out regularly. | Any teams wishing to work at height should carry out their own risk assessment based on the individual circumstances. | Production Team of the relevant activity/show and the relevant participants. | Ongoing |
| <u>Build Space/Construction Risk</u> | | | | | |
| Power Tool/Tool Usage | Power tools of varying kinds are routinely used in the Build Space for the making of set and props. Improper use or use by people not properly trained or supervised in their | Tools used may be designated as “high risk” resulting in such tools only being used by people who are competent in their use of these tools and should | Where tools have maintenance schedules suggested by the manufacturer these should be | The Production Group and the relevant competent user of the tools. | Ongoing |

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| | use could lead to accident or injury. | never be used in lone working scenarios. Usage information about tools is available to users. | followed and all tools should be maintained and assessed regularly. | | |
| Power Tool Storage | Improper storage of power tools could lead to accident or injury to people or property. | Ensuring that power tools are unplugged and stored away when not in use. Members are routinely warned not to enter the build space or interact with power tools without a competent person present. | N/A | The Production Group and the relevant users. | Ongoing |
| Hazardous Substance Use | Hazardous substances of varying kinds including paint, solvents, resin, hot glue and varnish are routinely used in the making of set and props. Improper use or use by people not properly trained or supervised in their use could lead to accident or injury. | Users of hazardous substances are to assess the risk when in use and users must be competent in their use. | N/A | The Production Group and the relevant users. | Ongoing |

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| Hazardous Substance Storage | Improper storage of hazardous substances could lead to accident or injury to people or property. | <p>All flammable substances are stored in flammable storage lockers.</p> <p>All hazardous substances are properly labelled.</p> <p>Members are routinely warned not to enter the build space or interact with hazardous substances without a competent person present.</p> | Regular assessment of any expired or unneeded hazardous substances and proper disposal of such substances. | The Production Group and the relevant users. | Ongoing |
| Heavy Lifting | Building set and moving stored set around the space and during “get in/get out” may require lifting of heavy objects which may lead to injury. | <p>Care is taken by production teams/relevant individuals to mitigate any risk of injury on a case by case basis by giving and following proper instruction on lifting of heavy objects.</p> <p>Suitable numbers of people are involved in the get in/get out to minimise the workload on individuals.</p> | N/A | The relevant users. | Ongoing |
| Semi-constructed set or props | Construction of certain set or prop items may take multiple days and may not be able to | Care is taken by production teams/relevant individuals to mitigate any risk of injury on | N/A | The relevant users. | Ongoing |

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| | be stored in a secure space in between building sessions. Tampering or “testing” semi-constructed set or prop items by unauthorised people who are attending the Premises may lead to injury or accident. | a case by case basis by securing and labelling any semi-constructed set and props. | | | |
| COVID and Infectious Disease Risk | | | | | |
| COVID-19 | Attendance at the Premises during the ongoing pandemic has a risk of spreading the virus among visitors. Please see separate COVID risk assessment for further details. | Please see separate COVID risk assessment and policy for details. | Please see separate COVID risk assessment and policy for details. | Management Committee an Nominated Person in Charge for COVID related matters and the users of the space. | Please see separate COVID risk assessment and policy for details. |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

ANNEX B – SAFE HANDLING STATEMENT

<https://www.hse.gov.uk/pubns/priced/chemicals-poster.pdf>

Safe Handling of Chemicals

Chemicals can

- cause you and others harm
- cause skin allergies and asthma
- cause skin burns and eye damage

DO

Store chemicals safely:

- ✓ keep clean, cool, dry
- ✓ keep chemicals in their original containers
- ✓ secure storage to prevent access by vulnerable people

DON'T

- ✗ mix chemical products
- ✗ use chemicals if you are not trained to use them safely
- ✗ leave chemical products unattended



Read the label and follow instructions



Keep the workplace well ventilated



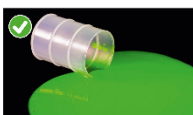
Use personal protective equipment, as required



Practice good hand care – remove contamination promptly, wash hands after use



Know what to do if you accidentally spill the chemical on yourself or others



Report any dangers, spills or damaged containers and clear up spills straight away



Don't store chemicals in bottles or containers designed for other uses (for example food and drink containers)



Don't store chemicals in unmarked containers



Don't place heavy containers on high shelves

Do you know the signs?



Hazardous to the Environment



Serious Health Hazard



Corrosive



Acute Toxicity



Health Hazard



Flammable



Further information
www.hse.gov.uk/coshh
www.hse.gov.uk/coshh/industry/cleaning.htm

Health and Safety Executive

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