

# **OCKLEY DRAMATIC SOCIETY**

## **HEALTH AND SAFETY POLICY 2024 ('The Policy')**

### **General statement of intent**

People are the most important asset to this Society. We are committed to doing everything that is reasonably practicable to ensure the health, safety and welfare of our members, visitors, helpers and audiences, to protect them from personal injury and to prevent damage to property. We are also committed to assessing foreseeable risk.

We ask our members always to consider the health and safety of themselves and others affected by their actions when representing and attending Ockley Dramatic Society. We monitor and review processes to continually improve the culture and management of health and safety within our Society.

The Ockley Dramatic Society Committee ('Committee']) has adopted this Health and Safety Policy in order to help members keep to a minimum any risk to themselves or others. It is intended as a statement of best practice and neither Ockley Dramatic Society nor the Committee accept any liability for inadvertent failure by any member to comply with this Policy.

*Date: 22<sup>nd</sup> October 2024*

*Review date: October 2025*

# Responsibilities

Overall responsibility for health and safety within our Society rests with the entire membership.

The Committee will discuss any risks or areas of concern which they perceive, or which are highlighted to them and will review the Policy regularly in light of any changes to our activities or regulations.

There is a duty on all members of Ockley Dramatic Society:

- To take reasonable care for health and safety of themselves and other people who may be affected by their actions.
- Use protective clothing and equipment where it is provided.
- To correctly use any items provided and not to use equipment unless they have been trained in its use.
- Report all concerns, accidents, injuries or near misses to a member of the Committee as soon as possible.

Blatant disregard for health and safety rules and procedures by members will be taken very seriously.

## Arrangements

### Venues

Ockley Dramatic Society hires venues for its activities and does not own any premises.

## Risk Assessment

This will be carried out by a nominated member to assess the risks of every set prior to performances and a record kept of the outcome. If a health and safety problem is noticed that cannot immediately be put right, it must be reported to the Committee to determine the appropriate actions to be taken.

## Emergency Procedures – Fire and evacuation

Responsibility for ensuring that a fire risk assessment and emergency plan for the venue is in place rests with the owners of the venue, which is the Ockley Village Hall Committee for our usual venue. A copy of this assessment, and any change to emergency procedures will be available to the Ockley Dramatic Society Committee via their representative on the Ockley Village Hall Committee.

If an evacuation of the premises is required during rehearsals or performance, all persons present on the premises should leave the building in an orderly manner as quickly as possible by the nearest fire exit and assemble in the Village Hall car park.

All emergency exit routes must be checked prior to all performances to ensure the escape routes are clear and doors and gates to assembly point are unlocked. Responsibility for the check having been carried out, prior to audience being admitted, rests with the designated individual for a production. The FOH team are responsible for ensuring the escape routes are kept clear once the audience are admitted.

## **Accidents**

All members of Ockley Dramatic Society will take reasonable care for health and safety of themselves and others around them in order to minimise the risk of accidents.

ODS aim to prevent accidents as far as is reasonably practicable, therefore members should always consider that they:

- Must warn others of any danger.
- Must not leave equipment/ areas in dangerous condition.
- Must not use defective equipment.
- Should lift loads in the correct manner and with appropriate help.
- Must not use equipment unless they have been trained to do so.

An accident book is provided at our usual venue by the Ockley Village Hall Committee. This should be completed for ALL accidents occurring on the Village Hall premises.

Any accidents and property damage, or near misses which could have resulted in these, should be reported to a Committee member as a matter of urgency.

More serious incidents will require an investigation to be undertaken. It should be remembered that some accidents may be legally reportable.

The basic steps to undertake following an accident are:

- Care for the injured person, including contacting the emergency services where necessary.
- Control of the accident scene if it is safe to do so.
- Investigate promptly and undertake improvement actions where necessary.

## **First Aid**

A first aid box is provided at our usual venue by the Ockley Village Hall Committee and its location is clearly signed within the hall.

## **Safe use of Equipment and materials**

All equipment owned by ODS, including hand/power tools, lights, lighting desks, sound systems, ladders should be maintained in good order and condition such that they do not present a risk to health and safety. All members of ODS should be responsible in their use of equipment and not attempt to operate equipment which they do not know how to use.

All portable electrical equipment belonging to ODS will be tested by a qualified electrician on a regular basis and an appropriate record kept as confirmation.

ODS are not responsible for formal maintenance of equipment not under their ownership.

All equipment (whether owned by ODS or not) should be visually inspected by members prior to use.

Any unsafe equipment should be taken out of use for disposal or repair and a member of the Committee notified immediately.

Adequate instruction and supervision should be given to inexperienced members when undertaking tasks involving an element of risk. Power tools must not be used by those under the age of 18 without adequate supervision.

### **Working at height**

Work from ladders and stepladders should be light duty and of short duration. Ladders/stepladders should be inspected prior to use to ensure they are not defective and are adequate for the proposed purpose.

People should not undertake ladder work alone and should have a work partner securing the ladder on the ground.

### **Stage**

The stage area should always be kept as clean and tidy as possible and exits from the stage should always be maintained free from obstruction.

### **Safe handling and use of potentially hazardous substances**

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

### **Statement**

The Committee has adopted this Health and Safety Policy in order to help members keep to a minimum any risk to themselves or others. It is intended as a statement of best practice and neither Ockley Dramatic Society nor the Committee accept any liability for inadvertent failure by any member to comply with this Policy.

### **Definitions and Abbreviations**

ODS: Ockley Dramatic Society

The Society: Refers to the Ockley Dramatic Society

Society year: For the purposes of this document the society year is deemed to run from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Address** Ockley Village Hall, Stane Street, Ockley, Surrey RH5 5SY