



Cosmopolitan Players Health and Safety Policy

1. HEALTH AND SAFETY GENERAL POLICY STATEMENT

Cosmopolitan Players will throughout this document be referred to as COS. The COS Committee have developed this guide to help observe proper procedures in health and safety to help mitigate stresses and dangers so that involvement in COS is enjoyable and safe. We all have a duty to try and avoid accidents to ourselves or others, so please take some time to read this policy. This policy will be checked regularly to make sure that our health and safety objectives are achieved and maintained.

2. APPOINTMENT OF SAFETY PERSONNEL

COS has a designated Health & Safety Officer who will throughout this document be referred to as H&S Officer. The H&S Officer will keep an overall watch on the policies set out below, and will help to maintain proper standards

COS members will help the H&S Officer as the need arises. Those helpers may receive special instructions and may deputise for the H&S Officer.

At every COS event the COS H&S Officer or their deputy will be present. In the case of an independent venue their appointed H&S Officer will liaise with the COS H&S Officer.

Members must abide by any instructions given by the H&S Officer. The COS H&S Officer may, on occasion, need to remove a member from rehearsal/s or performance/s or other COS activities if that member's behaviour may cause a risk to the safety of themselves or others.

3. INFORMATION

3.1 Member's Information

We ask that members provide us with any information that they feel may be relevant to the health and safety of themselves or others. This information should be provided on a health and safety form to be completed at the first production rehearsal / event, (this information will be treated as confidential unless indicated otherwise by the member).

3.2 Special Circumstances

Due to the nature of some productions, especially where a historical context is relevant, glasses or other aids may require special consideration.

3.3 Alcohol and Smoking

No alcohol may be consumed during any rehearsal, backstage or on stage. All buildings that COS use for rehearsals and performances have no smoking policies that must be followed.

3.4 Infectious diseases

In respect of infection control during an epidemic, pandemic or other reason, all members must adhere to any isolation requirements as deemed necessary by a medical professional or Government regulation

4. CHILDREN

COS defines a child as a person aged under 18 years of age. If a production or event requires children to be present the committee will appoint a Designated Safeguarding Officer to oversee their safety in accordance with the COS Safeguarding Policy.

The Designated Safeguarding Officer is responsible for informing children and their guardians about our H&S procedures.

Adult members are reminded of the need to exercise special care and attention when performing with children.

5. SIGNING-IN AND OUT

COS uses a sign-in and sign-out register for rehearsals and performances. Each member is required to sign-in and sign-out personally, plus Sub-contractors, such as lighting and sound personnel etc.

6. REHEARSAL REQUIREMENTS

6.1) Safety at Rehearsal

The H&S Officer is responsible for keeping any risk assessments up to date and checking that temporary props and staging are safe to use. Members are also responsible for their own safety and if anyone feels uncomfortable using temporary props or staging this will be taken into consideration. Members are asked to attend rehearsals wearing suitable clothing and footwear and special care should be taken when wearing specialised footwear, for example very high heels or tap shoes etc.

6.2) Fire instructions

The H&S Officer should be aware of Risk Assessments at all venues occupied for rehearsals or performances by COS and all members must know the location of the fire extinguishers, fire exits and the assembly point(s). In the case of emergencies, including any fire drills, everyone will follow instructions given by the H&S Officer and will report to the H&S Officer at the assembly point. H&S Officer must give the signing in sheet to the relevant Fire Officer or appointed person at the assembly point. Members are asked not to obstruction any fire exits, outside or inside the building.

6.3) Accident/Incident recording – (See Section 16)

7. PRODUCTION VENUES

7.1 Dressing Room

If at any time there are any issues regarding the dressing rooms, eg visual or audible links, lighting, plumbing etc, or any other problem, the Production Manager should be informed.

All members are asked to keep their dressing room tidy at all times and to ensure at the end of the production the dressing room is left tidy with all rubbish in the bins provided.

7.2 Personal Electrical Equipment

Any electrical appliance e.g. Hair dryers/straighteners/hair rollers, fans etc brought to the theatre must have an up to date PAT tested sticker. This can be obtained either by the individual or there will be a designated date and time before going into the theatre when a professional electrician will be available to carry any PAT testing at no cost to the members.

All plugged in appliances must be disconnected whilst not in use and especially at the end of each performance when members leave the building.

7.3 The Wardrobe Manager will supervise the storage of costume packing cases and will give instruction at the end of the production regarding costume collection.

8. ON-STAGE AND IN THE WINGS

The Stage Manager is responsible for COS stage crew and performers and should liaise with the Production Manager and relevant Theatre Staff regarding all procedures.

The H&S Officer will consult with the Stage Manager, Theatre staff and contractors and ensure a risk assessment is undertaken. Any special arrangements will be written down as amendments to these procedures for use in any specific circumstances.

Where the theatre has carried out its own risk assessment, the H&S Officer/Production Manager will liaise closely with the theatre.

All members attending a performance venue must be given a tour of the building.

In the case of emergencies, cast and crew will follow instructions given by the Theatre staff, and will report to the Stage Manager who will submit the signing in form to the Fire Officer or appointed person at the assembly point.

9. FRONT OF HOUSE

The COS Front of House Manager manages the COS Front of House Team and liaises with the theatre staff so that each has identified themselves to each other and each party has understood the respective roles of the parties concerned.

Before each performance, the Front of House Team must sign in on arrival and be given fire and emergency procedure information before the production starts and they must sign out on leaving. In the case of an emergency COS will follow instructions given by the Theatre staff and the Front of House Manager must give the signing in sheet to the relevant Fire Officer or appointed person at the assembly point.

10. ORCHESTRA

The H&S Officer/Production Manager will inform the Musical Director about health and safety procedures. The MD must check that the orchestra is familiar with the procedures and No unauthorised members of LYM should enter the orchestra pit.

In the case of emergencies, the MD and orchestra will follow instructions given by the Theatre staff, and the MD is responsible for the signing in and out sheet which must be submitted to the Fire Officer or appointed person at the assembly point.

11 'GET IN' AND 'GET OUT' - SCENERY / PROPS / LIGHTING / SOUND

Where COS members are assisting contractors and / or working with props, during set-build and get-in/get out, they must wear the appropriate personal protective equipment (PPE) and use appropriate tools for the task(s) being carried out. The Stage Manager and stage crew must liaise with the theatre staff and contractors to decide upon the methods and safe practice that will be followed during set-build and get-in/get out at the performance venue. Any special arrangements will be written down as amendments to these procedures for use in any specific circumstances. Members should note the following: • Manual handling

There is a large amount of manual handling involved in the Get-In and Get-Out. Many loads are awkwardly shaped, heavy and often difficult to move in sometimes confined spaces. This movement is often also done under time pressure. More than a third of the injuries reported annually to HSE are related to manual handling. These tend to be long-term injuries, which can have serious implications for those involved. Reducing the amount and severity of manual handling is a legal obligation. Members should read guidance found at <http://www.hse.gov.uk/pubns/indg143.htm>

12 SAFE SYSTEMS OF WORKING

The committee is aware that members are often working under pressure and to tight deadlines in order to put on a production. Members should take regular breaks.

If an unsafe system of working has been identified or an incident has occurred, the H&S Officer investigates the cause(s), reports to the committee, and institutes procedures to minimise the risk of it occurring again.

13. ELECTRICAL SAFETY

All electrical equipment owned/used by COS is subject to annual inspection and testing by a competent authority. At the conclusion of each inspection and test the equipment is then labelled to show its inspected status.

Any equipment that fails to pass the inspection will be removed and quarantined to prevent use. Equipment will be stored and maintained in a safe working condition between inspections.

14 Personal Electrical Equipment

Any person wanting to use his or her own electrical equipment must seek prior approval from the H&S Officer prior to the production. (See section 7.2 for further personal electrical equipment information).

15. LADDERS, SCAFFOLDING AND TALLESCOPES

