

WADAMS Health & Safety Policy

General Statement of Intent

WADAMS believes that excellence in the management of health and safety is an essential element within its rehearsals and theatrical productions – a good health and safety record goes hand in hand with excellence in performance. People are the most important asset to this society, and therefore as a society we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the society 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 society is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the society will strive to go beyond the requirements of legislation.

WADAMS is committed to the on-going monitoring and review of its 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 society 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 society members, sub-contractors, and general theatre staff;
- To ensure all society members, sub-contractors, and volunteers are competent to complete their tasks, and to give them adequate experience and 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.

Organisation

Overall responsibility for Health and Safety is that of à [WADAMS Management Committee](#)
Day – too day Responsibility for ensuring this policy is adhered to à [WADAMS Stage Manager](#)

Duties of Society Members

All society members are required to:

- Co-operate with the Society officials on health and safety matters;
- Not to 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 another Society official.
- Ensure they are present for any Health and Safety talks

[Non-compliance with health and safety rules and procedures can result in members being asked to appear before the management committee to explain their actions, and where necessary the committee reserves the right to ask them to leave the society if deemed appropriate.](#)

Arrangement for Implementation

All society policies and procedures in relation to health and safety are regarded as supplementary to this policy: these include, but are not limited to:

- [WADAMS Safe Working in the Theatre Policy](#)

Risk Assessment

In accordance with our commitment to the safe running of our theatrical, production and artistic activities, the society will carry out risk assessments of all actions or omissions that present a risk to its members or others 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 + A Society Safeguarding representative

Approval for required actions to remove / control risks given by → WADAMS Management Committee

Risk Assessments will be kept → By the Stage manager & are electronically available for all society officials.

Production File

The society operates a documented health and safety production 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**

Consultation with Society Members

The society will consult with its members in accordance with our commitment to the safe running of our theatrical, Production and artistic activities.

Consultation with Society members will be provided in à **Safety talk before when society members enter a new performance space.**

Safe Use of Production Equipment & Materials

The Society will ensure that all production equipment & material 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 & material which require maintenance à **Stage Manager**

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.

Responsibility for identifying all hazardous substance that require assessment à [Stage Manager](#)

Hazardous substance Assessments will be carried out by à [Stage Manager](#)

Approval for the required action to remove or control risks à [Management Committee](#)

Hazardous Substance Assessments will be kept with à [Production risk assessment documents](#)

Accidents, First Aid and Work Related Ill-Health

The depth of an accident investigation will depend on the seriousness of the incident and this in turn will indicate the type of approach to be taken.

For minor injuries or incidents such as cuts or bruising that do not result in any time lost from the production or a member or volunteer being taken to hospital, a brief description of the incident along with the injured parties details will need to be entered into the Accident Book.

In the case of a more serious injury or incident a more in-depth investigation will be required.

The procedure for an accident is as follows:

- Make sure the area where the accident/injury which has occurred is safe for others to attend to, this must be done to reduce the chance of further injuries.
- Once the area is confirmed as being safe the patient can then be attended to by first aid members, a quick assessment should be made as to whether more assistance is required.
- If deemed necessary the emergency services should be contacted and instructions must be followed by them.
- Any injured members will not be forced to do anything they are uncomfortable with and where possible the patient will have their say on if they wish to receive further care.
- If deemed appropriate, care for injured person(s) should take place, and the accident book should start to be filled out if the patient is happy to help do so.
- Once the patient has been cared for onsite it should then be discussed whether it is suitable that the patient should continue to on with normal activities, or further care should take place.
- The final decision on whether an injured member will be able to continue with a performance will be down to the Stage Manager unless the member is under the care of a chaperone, then the Chaperone would have the final decision.

The procedure for an accident investigation is as follows:

- The accident book is reviewed by the stage manager, production and safe guarding team on whether further investigation is required.
- Notification of the incident to NODA Safe, who will advise of appropriate action to take.
- On the result of the decisions from the first two points an investigation by the safeguarding team should be carried out.
- The management committee should be updated during the investigation and provide any assistance which is needed.
- The investigation should state what happened and how they believe it occurred and what should be put in place in future to minimise the risk of the same accident occurring again in the future.
- On completion of the investigation a report of the incident should be made and discussed with the management committee on the changes that have been advised and which will be implemented.

First aid boxes in the headquarters are located à In both rehearsal rooms + Kitchen

During performances First aid boxes are located à backstage + dressing rooms + Front of House

Appointed first aiders à will be identified on a list backstage for each performance.

All accidents + Work related ill health are recorded in an accident book, these are located à Front of house, in the dressing rooms + in the designated cupboard in the societies Head quarters

Responsibility for reporting accidents, diseases and dangerous occurrences to NODA safe is that of à Stage Manager

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring that a fire risk assessment and emergency plan for the venue is in place:

When in WADAMS HQ → Society Fire Officers

When in Theatre → Stage Manager after consultation with the performance venues management team

When in the performance venue, Fire exists must be checked daily by → The Stage Manager on arrival and before authorisation is given that the audience can enter the auditorium.

In the event of an emergency, person responsible for the ensuring the roll call is actioned and responsible for liaising with the fire officer is à Stage Manager

Visitors

The society acknowledges its responsibility to ensure the health and safety of all persons who come into contact - either directly or indirectly - with its theatrical, production and artistic activities - this includes visitors to Society premises. Contractors or other volunteers working on behalf of the society.

In particular adequate signage and information notices will be used to ensure that visitors are informed of any particular hazards or emergency arrangements, which they may encounter during their time at the premises, and to inform them of any precautions that they should take.

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