

WADAMS Safe working in the Theatre Policy

General Statement of Intent

This Policy is supplementary to the WADAMS Health and Safety Policy and is focussed on ensuring an exemplary Health and Safety record when our members are working in the theatre or another performance venue other than WADAMS own headquarters.

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 a legal perspective, the society is committed to ensuring that it complies with all relevant health and safety legislation when working in the theatre. 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 productions.
- To consult with our voluntary society members on matters affecting their Health & Safety whilst in the theatre
- To provide and maintain safe systems of work and equipment;
- To ensure a venue's equipment is fit for purpose and safe to use before our members are allowed to use said equipment.
- To ensure safe handling and use of hazardous substances;
- To provide information, instruction and supervision for all society members, volunteers & sub-contractors
- To ensure all society members, sub-contractors, and volunteers are competent to complete their tasks within the theatre, and to give them adequate experience and training as appropriate;
- To prevent accidents;
- To maintain safe and healthy working conditions;
- To review and revise this policy at regular intervals.
- All members, Sub Contractors & volunteers are covered by the Societies NODA Insurance when working in any performance venue for a WADAMS production

1. Roles + Responsibilities

1.1 WADAMS Management Committee:

Overall responsibility for WADAMS Health and Safety Policy and Procedure lies with the Societies Management Committee. The committee are dedicated to ensuring:

Relevant PPE is available for all backstage volunteers, this includes but is not limited to:

- **Steel toe capped boots** for all WADAMS backstage workers
- Appropriate **gloves** for all WADAMS back stage workers
- **Hardhats** are available when individuals are working at height

Appropriate Training is available:

- Ensuring all stage volunteers receive **manual handling training**, either through WADAMS or through another externally certified organisation.
- Ensuring **appropriate training** is available for all tasks which the stage volunteers are responsible for.

*WADAMS defines ‘**Appropriate training**’ as a clear training instruction given to a volunteer either formally or informally by a suitably qualified and/or experienced individual. Suitably experienced individuals include:

- WADAMS experienced stage member / an approved technician;
- Performance venue technician;
- External party whom provide more focussed training for specific equipment.

The individual presenting the training will be agreed upon by the **stage Manager** in consultation with the **Management Committee** and the **performance venue technical and management staff**. The level of **training required** will be assessed based upon the **Risk the task poses** to our volunteers.

Relevant restrictions on tasks are in place:

- The Management Committee will determine any restrictions to be placed on the tasks its volunteers are able to undertake based on several factors:

including, but not limited to: **Age, Capability, Experience, and Qualifications.**

- Restrictions which are agreed and periodically reviewed by the management committee are shown in section 2 of this policy.

1.2 WADAMS Stage Manager:

Although overall responsibility for WADAMS Health and Safety Policy and Procedure lies with the Societies **Management Committee**; it is the responsibility of the **stage Manager** to ensure day to day **compliance** with these policies and to ensure any **restrictions are strictly observed.**

Designated tasks include:

Completing a Risk Assessment:

The **stage manager** along with **production team** and the **safeguarding team** will be required to ensure a **Risk Assessment** is completed for each performance.

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 no longer valid.

The stage manager must ensure a copy is available for the venues management team upon request.

Ensuring a Stage Volunteer has the following:

- **Relevant PPE** – as required for the task they are being asked to complete
- Details of any **relevant training** completed – confirmation of completion of **Manual Handling:**

All volunteers who have received **Manual Handling training** outside of WADAMS will be asked to **sign to confirm** they have received relevant training and to confirm their understanding.

- Providing a set of tasks for which the volunteers are responsible for completing.
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Ensuring all Cast, Crew + volunteers are aware of the H&S procedures

- This will be fulfilled by the Stage Manager completing a **safety talk** before the first rehearsal in the theatre begins. **This talk must include:**

Fire Safety / Evacuation information

Details of where to sign in on entering the theatre

Technical / Staging risks associated with the production and their mitigations

* If the Stage manager is unable to complete the safety talk, the **stage manager** must identify **another Society official / Stake holder** in the productions **Risk Assessment** to complete the safety talk.

Reporting Issues

- The stage manager must report any **issues / concerns / violations** of the H&S policy and procedure to the **Management Committee Immediately**.
- Any **accidents** must be reported in **the society accident book** and details given to the **Venue** for their own reporting.

Depending on the **gravity of the accident**, the stage manager may need to report the accident to the **Health and Safety committee** as soon as practically possible.

Theatre Compliance Check

- The **stage Manager** should confirm with the **venue** that all **equipment** provided in the societies **hire agreement** is **functioning correctly** and **safely** on arriving to the theatre.

If any **issues are encountered** this must be **reported** to the venue to be reviewed, **confirmed safe** and **without risk** before it is **used**.

- On every occasion where our Society members use a performance venue for a WADAMS Production, a **check** will be made by the **Stage Manager** and another **society official** to ensure the **conditions of the Health and Safety policy** are met, that the **equipment** and **rigging** is safe and that all **mitigations** stated on the risk assessment are **fully realised**.



Supervision of volunteers 18years and under

- It is the responsibility of the **Stage manager** along with the society **Safeguarding team** to ensure that volunteers under the ages of 18 have **heightened supervision** when working in the theatre. Further details are included in **section 3.1**
- Members **under 13 years** of age will **not** be permitted to **volunteer for WADAMS for Back Stage duties.**

1.2 Society Members + Volunteers

All society members and volunteers 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 Policy and procedures will result in members being asked to appear before the management committee to explain their actions. Where necessary the committee reserve the right to ask them to leave the society if deemed appropriate.

2. Restrictions

The Management Committee agree upon a set of restrictions on tasks WADAMS Stage volunteers are able to undertake and these restrictions are reviewed periodically.

Volunteers will only be allowed to complete the following tasks if **appropriate training** has been provided / the volunteer is aged **18 years** or over:

- **Arming and Detonation of pyrotechnics:**
Specific training required & Must be aged **18 or over**
- **Use of the Telescope / working at height**
Specific training required & Must be aged **18 or over**

- **Use of Spot lights**
Specific training required & Must be aged **16 or over**
- **Using ropes to lower scenery / cloths**
Specific training required & Must be aged **18 or over**
- **The use of potentially hazardous substances**
Only **approved products** will be used in WADAMS productions & only **members with the relevant training aged over 18** are able to handle said substances

Further details on the **restricted duties** which **minors** are allowed to complete are included in **section 3.2**

It is the **Management Committee** and the **Stage Managers** responsibility to ensure these **restrictions** are **in place** and **compliance** with them is **maintained**.

3. Under 18s working in the Theatre

WADAMS Management Committee have made a commitment to **ensuring** opportunities are available its members to experience working in the theatre **and** to learn new skills where ever possible.

To facilitate this, the committee are dedicated to taking the necessary steps to allow our **young members** these opportunities **safely** and **legally** within **Child Protection legislation** and society policy.

The society aim to provide these opportunities **by ensuring the below is** strictly adhered to

3.1 Adequate Supervision:

- **Volunteers under 18 years** of age must be **supervised at all times** by a **competent member** of the **WADAMS Stage committee**. The young member and their supervisor must ensure all aspects of this **policy, primarily its restriction are adhered to**.
- Before entering the performance venue each young member will be **allocated a responsible supervisor**, who will agree with the stage manager the **tasks** the young member is to complete, **provide guidance** where necessary and ensure they **keep a close eye** on the young members where about' s **at all times**.
- In-line with **Child in Entertainment legislation** and the societies **safeguarding policy**, during a **performance period** all volunteers aged **16 years** and under who remain in **full time compulsory education** must have a **Cumbria County Council performance license** and a **chaperone**.

The **performance period** is defined as the **first dress rehearsal** to the **final performance date**. Any **rehearsals** which fall within the **performance period** will also require **Chaperone supervision** and an **approved license**.

The requirement for a **Chaperone** is only **negated** if a **parent or certified guardian** is present to **supervise the child at all times** – this **does not** negate the **requirement of a license**.

3.2 Approved tasks for those ages 18yrs and under

Due to being under 18 years of age, **the management committee** feel it necessary to provide all **young volunteers** with a **set list of tasks** they are able to partake in. The list of Society approved tasks, their risks and mitigating factors include:

Task	Risk	Mitigation
Fetching and carrying equipment during get in and get out of a performance venue	<ul style="list-style-type: none"> Personal Injury to: Stomach Neck Hands, arms and legs Crushed fingers, toes, feet and hands Lacerations bruising Broken bones Damaged ligaments 	<ul style="list-style-type: none"> All young members will be provided with Manual Handling training Relevant PPE including steel toe caps and gloves will be provided Adequate Supervision will be in place A maximum weight Restriction of 25kg
Movement of small mobile pieces of set under 25kg	<ul style="list-style-type: none"> Personal Injury to: Stomach Neck Hands, arms and legs Crushed fingers, toes, feet and hands Lacerations bruising Broken bones Damaged ligaments 	<ul style="list-style-type: none"> All young members will be provided with Manual Handling training Relevant PPE including steel toe caps and gloves will be provided The Stage manager will specify in advance exactly which pieces the volunteer is responsible for and how the piece of scenery is to be handled and moved safely Adequate Supervision will be in place A maximum weight Restriction of 25kg
Assist with the movement + Distribution of props backstage	<ul style="list-style-type: none"> Personal Injury to: Stomach Neck Hands, arms and legs Crushed fingers, toes, feet and hands Lacerations bruising Broken bones Damaged ligaments 	<ul style="list-style-type: none"> All young members will be provided with Manual Handling training Relevant PPE including steel toe caps and gloves will be provided The Stage manager will specify in advance exactly which pieces the volunteer is responsible for and how the piece of scenery is to be handled and moved safely Adequate Supervision will be in place A maximum weight Restriction of 25kg
The use of the swipe track and house curtains	<ul style="list-style-type: none"> Personal Injury to: Hands, arms and legs Crushed fingers, Lacerations bruising 	<ul style="list-style-type: none"> Relevant PPE including steel toe caps and gloves will be provided Adequate Supervision will be in place Adequate Instruction / training will be provided for task A maximum weight Restriction of 25kg
Assistance with the movement of Scenery trucks – <u>16 yrs and Over Only</u>	<ul style="list-style-type: none"> Personal Injury to: Stomach Neck Hands, arms and legs Crushed fingers, toes, feet and hands Lacerations bruising Broken bones Damaged ligaments 	<ul style="list-style-type: none"> Young members will not be allowed to be responsible to the engagement or dis-engagement of breaks or wedges on any scenery trucks They will not be allowed to walk backwards when supporting any trucks: they must only support the movement and guidance of trucks from the rear to avoid the truck tipping forward on them. All young members will be provided with Manual Handling training Relevant PPE including steel toe caps and gloves will be provided The Stage manager will specify in advance exactly which pieces the volunteer is responsible for and how the piece of scenery is to be handled and moved safely Adequate Supervision will be in place

All associated **risks** and **mitigations** for younger members will be **fully documented** in the productions **Risk Assessment**.

Where Practical, Young members will be able to **spectate experienced** stage members complete **more technical tasks** as long as the **following is ensured:**

- An **appropriate distance** is **maintained** for the task being performed
- It is **deemed safe** and constitutes **no risk** to the young members **Health or Safety**.

4. First Aid

WADAMS Management committee are committed to ensuring the **safety** of their members, volunteers and Sub- contractors by ensuring there is a **first aider** present at a **performance venue all times** during **get in / out, rehearsals** and **performance period** of a **WADAMS production**.

The society maintains a **list of approved First aiders** for its **Members** and **volunteers** which are **available in performance venues in case of emergency**.

The **first Aider list** is **maintained** and **reviewed periodically**.

All **Health and Safety Policies** and **Procedures** are available in the **backstage area** for each **WADAMS Production** along with a **Volunteer rota** and a list of **first aiders**. This **pack is available on request** from the **Stage Manage**.

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