

Oxford Theatre Guild

Health & Safety Policy Statement

Health & Safety at Work etc Act 1974

Policy statement

The Oxford Theatre Guild (OTG) aims to ensure, as far as reasonably practical, the health, safety and welfare of all its members and others, including members of the public, who may be affected by its activities.

In order to achieve these aims the OTG's policy is:

- to provide adequate control of the health and safety risks arises from our activities
- to consult with members on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide suitable information, instruction and supervision for members
- to ensure that members are competent to carry out tasks associated with our activities and to give them adequate training
- to prevent accidents and ill-health resulting from our activities
- to maintain safe and healthy conditions for our activities
- to review and revise this policy as necessary at regular intervals

Responsibilities

The OTG Committee is takes overall and final responsibility for health and safety. Every member of the Committee is expected to ensure that the OTG's health and safety policy is followed in all its activities.

The OTG's Technical Director is responsible for carrying out a risk assessment for each theatrical production in accordance with the requirements of the venue or the relevant licensing authorities which must be communicated to the Committee.

Production Managers will be expected to communicate OTG health and safety policy to all those participating in a production and to ensure that any actions recommended by the Committee to remove or control risks are implemented. It is the OTG Committee's responsibility to check that OTG health and safety policy is being followed and that any recommended actions are implemented. The Committee will review health and safety compliance after every production.

All those participating in a production – whether OTG members or not – are expected to co-operate with the OTG Committee in health and safety matters, not to interfere with anything provided to safeguard their health and safety, to take reasonable care of their own health and safety, and to report any health and safety concerns to a member of the OTG Committee.

Consultation

Health and safety must be a standing item at every Committee meeting and at the AGM. Any member can ask the Committee to consider a health and safety issue by informing the Secretary. The Committee will report on health and safety matters at every AGM.

Safe plant and equipment

The OTG Technical Director is responsible for identifying all equipment or plant owned by the OTG that requires maintenance. The OTG Committee is responsible for ensuring that effective maintenance procedures are drawn up and carried out by a competent person. Any problems found with plant or equipment should be reported to the OTG Technical Director. The OTG Technical Director will check that new or second-hand plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The OTG Technical Director is responsible for checking that any substances used in the course of preparing for or performing a theatrical production can be used safely, that the relevant COSHH* assessments are carried out where necessary and that all actions identified in the assessments are communicated to all those involved in the production. The Production Manager is expected to ensure that all actions identified in the assessments are implemented.

Information, instruction and supervision

Health and Safety leaflets are available from the OTG Committee on request. Young or inexperienced members will receive guidance and training according to their needs from competent OTG members or other appropriate trainers. No young person is allowed to carry out tasks unsupervised. Anybody involved in a production who feels that they need guidance or training for a specific task should inform either the Production Manager or the OTG Committee Liaison member before carrying out that task.

Competency for tasks

Nobody should be asked to carry out a task if there is any doubt about their experience or competency. Power tools and electrical installations require special care and their must be properly supervised at all times by a competent person.

Accidents, first aid and ill-health

All accidents and cases of production-related ill-health must be communicated to the OTG Committee. The Production Manager is responsible for keeping the necessary records relating to each production. Suitable provision must be made for first aid during the course of each production. The OTG Committee is responsible for investigating any accidents that occur during a production and for making recommendations to prevent a recurrence.

Emergency procedures

The OTG Committee is responsible for ensuring that all those involved in a production are aware of the emergency procedures associated with any venues used in the course of preparing for and performing the production. The Production Manager is responsible for ensuring that any additional fire or safety risk assessments required by the venue or relevant licensing authority are carried out and implemented. The OTG Committee is responsible for ensuring that any necessary emergency equipment required by the venue is checked and properly maintained.

*Control of Substances Hazardous to Health Regulations (COSHH) 2002.