

TOADS THEATRE COMPANY
(referred throughout as TOADS - The Committee (Trustees))
HEALTH & SAFETY AND RISK ASSESSMENT

1. GENENERAL POLICY STATEMENT

TOADS is committed to ensure safe working conditions and a healthy environment for all members and to ensure that the public at large are protected from danger or risks to health as a result of its activities. TOADS Committee will review the policy each calendar year and make any changes to procedures deemed necessary to ensure the policy is relevant to current needs and in line with current government guidelines..

2. FIRE SAFETY

(a) Fire procedure

In the event of a fire the person becoming aware of the situation should immediately inform the Front of House Manager or the Stage Manager.

The FOH Manager is responsible for all those parts of the building in front of the stage curtains and the side entrances to backstage.

The Stage Manager is responsible for all those parts of the building inside the area to and including the stage curtains.

On discovery the Stage Manager will broadcast the warning "Mr Green is in the house"

In the event of a bomb threat the fire evacuation procedure will be followed.

The FOH Manager will telephone for Fire Brigade attendance. If anyone is thought to be remaining in the building the Fire Brigade must be informed immediately on arrival.

The appointed stewards will supervise a calm and steady evacuation of the building to the meeting points.

NOTE - All such stewards must be physically active and capable of carrying out the required procedures)

For backstage people, the Stage Manager will verify from the attendance record.

(b) General procedures

The Membership Secretary, **Sherry Dudley**, will refer members to the website to read current policies.

Visitors and sub-contractors must be instructed verbally on Health & Safety requirements and the location of exits. Instruction to be given by relevant contact i.e. Set-Co-ordinator, Technical Manager, Box Office staff.

There must not be any naked flame on stage.

All exits must be kept free of any obstruction.

Any skip or waste receptacle must be at least 7 metres away from the building.

Storage must not be within 1 metre of electrical switchgear close to the smoke fan control to rear/side of stage

All fire extinguishers must be checked annually to ensure within expiry date and are fully serviced.

Fire drills should be carried out at irregular intervals.

Permit to work A hot work permit system would be introduced should any work at the theatre be undertaken which involves hot work.

3. FIRST AID

There are first aid kits at the following locations -

Box Office

Backstage kitchen

The kits must be regularly checked and components replaced where required by the Box Office personnel.

Details of any accident that requires first aid, however trivial, must be recorded in the Accident Book kept in the Box Office.

Any witness statements must be recorded in the book.

4. REHEARSALS

The Director's Manual applies in conjunction with this document.

In particular the Director is responsible for ensuring that props, staging and other stage furniture are safe to use.

5. FRONT OF HOUSE TEAM

The FOH Managers responsibilities document applies with this document with particular reference to ensure that all theatre staff understand their responsibilities in the event of the necessity to evacuate the building.

6. STAGE

The Stage Manager is responsible for ensuring that the actors, stage crew, prompt and properties work in a safe manner with regard to the safety of persons and property around them and for ensuring that they follow correct procedures.

In particular the consumption of excessive alcohol backstage is banned - the Stage Manager has final decision.

7. CHILDREN

This document should be read in conjunction with TOADS Safeguarding Policy- revised January 2022.

For the purposes of this procedure a child is defined as a person aged from 8 to 18 years of age. This procedure applies both to situations in which children and adults are involved in the activity and those in which children are solely involved.

This Health & Safety and Risk Assessment document shall apply to all children.

The Senior Supervisor, **Becky Rich**, of Tadpoles - the TOADS junior group - is responsible for ensuring that children either in meetings, rehearsal or one stage or in dressing rooms are inducted in their duties and responsibilities, trained to carry out their duties and responsibilities to the best of their ability and are protected from hazardous situations that might affect their overall safety and are instructed in the protection of property.

The TOADS Honorary Secretary, **Jill Pettigrew**, is responsible to ensure that, where required, any person having contact or supervision with children holds an enhanced DBS certificate.

8. ON - STAGE and in the WINGS.

These areas can be hazardous due to properties storage, electric cables, dim lighting etc.

The Stage Manager is required to prepare a Risk Assessment for each production.

9. LADDERS & SCAFFOLDING.

TOADS is aware that one of the major causes of injury is a fall from a height.

On stage the set Coordinator, **Paul Lewis**, is responsible for ensuring that any equipment whether owned by TOADS, hired in or provided by a person or body meets the minimum requirements as laid down in the respective British or European Standard and any person operating equipment is competent.

Hard hats are available for occasions that warrant their use.

The Technical Manager, **Alan Dunn and Jake Wilkins**, are specifically responsible for any electrically operated equipment.

In particular he, or anyone else, must not ascend to the lighting facilities in the auditorium without being attached to the safety harness and is in possession of a working mobile phone.

10. LOLER Requirements (The Lifting Operations and Lifting Equipment Regulations 1998)

TOADS will ensure that persons engaged in lifting operations are aware of and carry out, as appropriate, precautions-

Eliminate risks associated with the equipment as a first priority and in cases where the risk cannot be fully eliminated take other measures to reduce risk to a minimum and warn persons of the residual risk.

Equipment must contain notices of the risk.

Safe systems of work shall be documented and followed by personnel concerned and, where appropriate, receive training in the use of equipment.

All equipment is marked to indicate safe working loads.

Equipment must only be used for the purpose intended and the capacity to carry a load is not exceeded.

TOADS recognises that a wide range of equipment comes under the jurisdiction of the regulations such as: eye bolts, chains, ropes, gin wheels, elevating platforms etc.

TOADS will ensure that lifting gear is regularly inspected currently by **Bureau Veritas UK Limited**.

11. PUWER Requirements (The Provision and use of Work Equipment Regulations 1998)

The same procedures and safeguards as applicable to LOLER Requirements will apply to PUWER Regulations with particular reference to ensure that the equipment is used for the purpose intended and is maintained so as to be safe and not put a person's health at risk.

TOADS recognises that a wide range of equipment comes under the jurisdiction of the regulations such as: staple guns, electric drills, saws, screwdrivers, hammers, handsaws etc.

12. COVID POLICY – will be in line with the current government guidelines.

TOADS will ensure adequate ventilation, regular hand washing or use of hand gel, face coverings where recommended, monitoring and reporting of LFTs and communication of known case.

13. RISK.

As a charity with an income under £500,000 TOADS does not have a legal requirement to prepare a risk management statement. However, this statement is prepared as a matter of good practice.

TOADS will regularly review and assess risks faced in all areas of work and for safeguarding funds and assets to ensure that-

New risks are properly reported and evaluated.

Any significant failures of control systems are properly reported and actioned.

There is an adequate level of understanding of individual responsibilities for both implementation and monitoring of the control systems.

Risk aspects of significant new projects are considered as part of project appraisals.

TOADS recognises that Risk management is important in identifying and managing the possible and probable risks that TOADS faces.

By managing risk effectively can help ensure that-

Significant risks are known and monitored. enabling informed decisions to be made and timely action to be taken.

Having identified opportunities can develop them with confidence that any risks will be managed.

Forward planning is improved and TOADS aims are achieved more successfully.

Risk can be managed by-

Transferring the financial consequences to third parties or sharing it usually through insurance or outsourcing.

Avoiding the activity giving rise to the risk completely for example by stopping the activity or not taking up a contract.

Management or mitigation of risk.

Accepting or assessing it as a risk that cannot be avoided.

14. RISK ASSESSMENT.

Identified risks need to be put into perspective in terms of potential severity of their impact and likelihood of their occurrence. The measure adopted is-

Impact score

1. Insignificant
2. Minor
3. Moderate
4. Major
5. Extreme/Catastrophic

Likelihood score

1. Remote - hardly ever happens
2. Unlikely - doesn't happen very often
3. Possible - often happens
4. Probable - nearly always happens
5. Highly probable - always happens

Scoring the weight of the risk

$xy + y$ where x is the likelihood and y is the impact

Thus $2 \times 2 + 2 = 6$ low score hardly worth considering.

A major or extreme risk score 15 or more

A moderate risk score between 8 and 14

A minor or insignificant risk score 7 or less

Disaster recovery plan

TOADS, other than insurance financial protection, does not have a recovery plan in the event of a major disaster such as extensive fire or serious computer malfunction.

25th January 2022