



Health and Safety Policy Statement of Intent

**(in accordance with Section 2(3) of the
Health and Safety at work Act 1974)**

*The committee member with Health and Safety Responsibilities
for the purpose of this policy is Ashely Roy who can be
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Introduction

The principal objective of this document is to involve everyone connected with Axminster Drama Club (“the organisation”) with awareness of the highest standards of Health and Safety at all times. This is particularly important in response to the Management of Health and Safety at work regulations of 1992 (as far as the same shall apply to the activities of the organisation and its membership).

These regulations, along with other European and UK legislation, requires the active participation, by managers and others (in the context of the organisation being the officers and members of the committee of Axminster Drama Club), in a process of formal risk assessment, so as to lesson, in a proactive way, the risks inherent in any work places (for the purpose of this policy being any place where the activities of the organisation are being carried out at any time). This philosophy is particularly important in places where children and young people are present as part of the activities of the organisation.

Statement of Intent

Axminster Drama Club, as the organisation, recognises and accepts its health and safety duties and responsibilities under the Health and Safety at Work Regulations, so far as is reasonably practicable, for providing a safe and healthy environment for all its members. It also fully recognises and accepts its responsibility for other persons who may be affected by its activities, including audiences attending their productions. It will take steps to ensure that its statutory duties are met at all times.

The organisation will take all reasonable steps to meet this responsibility, paying particular attention to the provisions of:

- (a) A rehearsal/production and performance environment that is, as far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for welfare whilst under the control of the organisation.
- (b) A safe place to rehearse and perform and safe access to and egress from it
- (c) Plant, equipment, materials and systems for rehearsal/performance that are, so far as is reasonable practicable, safe and without risk to health
- (d) Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- (e) Sufficient information, instruction, training and supervision to enable avoidance, as far as possible, of hazards and contribute positively to all aspects of health for members
- (f) Necessary safety devices and advice on personal protective equipment and supervision of their use
- (g) Adequate financial provision to meet the approved codes of practice and requirements of all legislation, including protective measures identified by risk assessment
- (h) A constant and continuing interest in all aspects of health and safety, in particular by
 - investigating accidents and hazardous incidents involving or likely to involve personal injury
 - carrying out regular safety inspections
- (i) Risk assessments with appropriate preventative and protective measures to eliminate, or significantly reduce hazards
- (j) A smoke-free environment at all times

Management Responsibilities

The Chairman of Axminster Drama Club has overall responsibility for ensuring that the safety policy of the organisation is implemented. The Chair may nominate a member of the committee to take overall responsibility for management of health and safety issues as detailed below under “Statement of Arrangements”. It is also the responsibility of all members of the committee to give persons not being members but who may be affected by the organisation’s activities, information on matters that might affect their health and safety.

Member Responsibilities

It is the duty of all members to take reasonable care for the health and safety of themselves and others who may be affected by their acts and omissions.

Every member must

- (a) Work safely with consideration for the safety of all other members of the organisation and members of the public
- (b) Co-operate with the committee so as to enable it to carry out own responsibilities successfully.
- (c) Not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Statement of Arrangements

The delegated member of the committee will have overall responsibility to ensure that arrangements are in place to:

- Pursue the prevention of accidents and the avoidance of ill health arising from the organisation's activities, using risk assessment techniques and other means as prompted by the Chair of the committee.
- To receive reports of hazards from users of the work area and to take steps, so far as is reasonably practicable, to remove or reduce them within a reasonable time frame.
- To advise that the use of personal protective equipment and clothing is recommended, where appropriate, and to ensure that members of the club are aware such equipment and clothing should be used. Arrangements for the following incidents will also be arranged and managed by the delegated member of the committee.

Accidents – All accidents must be reported to a member of the committee and recorded as such in the Accident Log Book together with details of any actions taken or actions recommended to prevent similar accidents from occurring in the future.

First Aid – Arrangements will be made to ensure that wherever practical, a trained first aid person is present during all rehearsals and performances. In the event of first aid being required and such a person not being available a member of the committee must seek professional medical assistance at the earliest opportunity. Any incident resulting in the dispensing of first aid must be recorded in the First Aid Log Book. The First Aid kit should be maintained and checked on a regular interval to ensure that all the equipment is present and in date.

Fire Safety – Fire safety arrangements involving regular (1/2 yearly) fire drills and evacuation procedures will take place and recorded as such in the Fire Risk Assessment. Members will be advised of the evacuation procedures for any premises used by the organisation and are advised to read and take note of the organisations fires safety risk assessment.

Monitoring and Review

The health and safety policy and statement of arrangements will be reviewed at least annually and reported as such to the committee together with details of any health and safety incidents that have taken place in the previous 12 months and actions taken to resolve them. The report will also identify future actions to be undertaken by the organisation in managing its health and safety responsibilities.

Signed

Dated

July 2018