

Act II Theatre Company

HEALTH AND SAFETY POLICY AND SUPPORTING PROCEDURES

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Next review: April 2026

Act II Theatre Company

HEALTH AND SAFETY POLICY AND PROCEDURES

Act II Theatre Company regards the promotion of Health & Safety measures to be a priority for all members.

“Act II Theatre Company’s safety policy is to do all that is reasonably practical to protect members from personal injury, to prevent damage to property and to protect visitors and the public from foreseeable risk so far as they have reason to come into contact with Act II Theatre Company and/or its activities.”

Act II Theatre Company will take all reasonably practical steps to:

1. Provide a safe place to carry out its activities.
2. Review and revise this policy as necessary to deal with changing circumstances and to comply with regulations.
3. Ensure items supplied are safe and provide information, instruction and training as necessary.

RESPONSIBILITIES OF MEMBERS

There is a general duty on every member to report to a member of the Committee all matters which they consider to be a hazard to health and safety and all members must:

- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their actions.
- Co-operate with the Committee in all matters of health and safety.
- Use correctly any items provided by the Committee in accordance with training and instructions.
- Not interfere with or misuse anything provided for health and safety.

ARRANGEMENTS

1. Accidents
 - In the event of an accident beyond the ability of any First Aider present to deal with, an ambulance shall be called immediately.
 - All accidents must be recorded in the Accident Book and countersigned by a member of the Committee.
2. First Aid Boxes
 - A First Aid Box will be available during rehearsals, stage up/down and during performances.

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3. Fire Prevention and Emergency Procedures

- During performances the Front of House team will be responsible for ensuring emergency procedures are followed.

4. Ladders and Stepladders

- Working at heights is inherently dangerous, particularly if both hands are required to complete a job. Work from ladders should not be required under any circumstances and work should be limited to stepladders, which should be light duty and for short duration activities only, the following key points should be noted:
 - Before use ensure the stepladder is not defective – check for warping (or distortion of metal), splits, missing treads or rungs.
 - Ensure the stepladder is of adequate length to provide safe working.
 - Always stand the stepladder on a firm, level base and have someone securing it.
 - Never over-reach.
 - Always set stepladders at the correct angle.
 - No children under the age of 16 will be allowed to use stepladders.
 - Prior to first use after removal from storage all stepladders will be inspected thoroughly by a member of the Stage Team

5. Stage Area

- The stage area should always be kept as clean and tidy as possible.
- Temporary cables must not be run through the fire doors, nor must these doors be prevented from closing.
- Cups, glasses or any other food or drink are not allowed on stage area, except when required as part of a performance.
- The Producer should check the dressing room and any other areas being used to ensure facilities and fixtures are in safe working order.
- The stage area should not be congested with scenery or properties and the exits leading from the stage should be maintained free from obstruction.

6. Manual Handling

- Before carrying out a task which requires manual handling, the following should be considered:
 - The nature of the load (e.g. is it heavy, bulky, hard to grasp?)
 - The nature of the task (e.g. do you have to reach, bend, stoop, stretch, twist? How often?)
 - The nature of the working environment (e.g. are there uneven or slippery floors or stairs? Is it hot, cold or poorly lit?)
 - Individual capability (e.g. does the job require unusual height or strength? Can you safely do it, especially if you are pregnant or have a health problem?)

7. Risk Assessment

- This will be carried out by a nominated member to assess the risks of every set prior to performances and the check list will be kept on file by the Secretary. Risk assessment involves addressing the following questions:
 - What could go wrong?
 - How likely is such an event?
 - What could happen if such an event occurred?
 - What are the associated risks?
 - Are the risks acceptable to Act II Theatre Company?
 - How can the risks be reduced?
- If a health and safety problem is noticed that cannot immediately be put right, it must be reported by the person responsible for Set Building in order that a risk assessment may be carried out.