

Cowton Arts and Theatre Society

Health and Safety Policy

1. Cowton Arts and Theatre Society (CATS) aim to ensure that they keep themselves, audiences and other members safe when carrying out events. This Safety Policy applies to all Society members and relates equally to cast, helpers and attendees at events organised by CATS.
2. All members have a duty to comply with the Policy and will joint have overall responsibility for safety during rehearsals and events. The Chair will nominate a Lead for each event.

Health Issues

3. It is the responsibility of each individual to make a member of CATS aware of any medical or other condition that may affect their ability to work within the Safety Policy.

Risk Management

4. Prior to each event, a briefing session will be held by the Lead to ensure that all people taking part in the event are aware of any risks and how to reduce them. During the event, if unsafe practices are observed, the Lead will call a halt to activities until the issue is resolved.

Risk Assessments

5. Prior to each event, a Risk Assessment will be carried out by a person nominated by the Chair to see if there are any unusual aspects or risks to the production. A risk Assessment Proforma using a standard 5x5 matrix is attached at Appendix 1.
6. Copies of the Risk Assessments will be filed with the Secretary and made available on request.

Fire Safety

7. East Cowton New Village Hall Fire Procedures should be followed. The Chair will be responsible for Fire Safety at the event venue.
8. A fire briefing will be announced by a nominated person at the beginning of each event to ensure that attendees know the fire exits and procedures.
9. The cast and event assistants will be briefed by the Lead to ensure they know how to leave the premises quickly and safely and assist the audience in doing the same.

First Aid

10. Wherever possible the cast or crew will include a qualified First Aider. A stocked first aid kit will be available at the venue.
11. If a Risk Assessment indicates the need for additional first aid equipment or special instructions, this will be organised by the Lead prior to each event being undertaken.

Accident Reporting

12. Susan must check that an Accident Book is available for each event.
13. In the event of an accident the Lead will update the book accordingly.

Equipment

14. All equipment used, including lights, cables, sound systems and similar, will be checked to confirm that they are in good working order and condition prior to events.

Manual Handling

15. The nominated Lead should ensure that all members, cast and assistants have a working knowledge of good manual handling techniques and that suitable protective clothing is worn as appropriate.

Agreed by the Committee: (DATE)

Amended: (DATE)

Review date: Prior to next event

Event: Name of Event: Ali Baba

Date(s): 13th & 14th March 2026

Location of Event: East Cowton Village Hall

Designated Lead: TBC

Hazard	Persons at Risk	Risk Factor (High, medium, low)	Control Measures	Action to be taken	Review/revise
Stage: falling off, slipping	Cast and assistants	M	- Carefully rehearsed moves during performance and extra care taken when water is used - Smoke machine to be switched and held off stage when not in use, monitored when used and kept upright at all times to prevent spillage of fluids - Stage floor cleared of obstacles before performance - Front steps checked to make sure they are secure - Stage access monitored at all times	All cast to monitor stage before performance Nominate Front steps checked on stage setup Cast to be aware that use is controlled, not excessive and therefore does not create a slip hazard. Any water to be cleared as soon as possible	
Access/egress	All	L	- Front entry to the hall to be clear - Front external light to be	Cttee to check that access is safe	

Hazard	Persons at Risk	Risk Factor (High, medium, low)	Control Measures	Action to be taken	Review/revise
			switched on • External kitchen door to be clear internally • External kitchen door to be lit to provide safe access • External rear footpath to be cleared • Check that representatives are aware of how doors open since new doors have been fitted since the last event RA		
Electrocution by lighting or sound equipment	Cast, assistants, event attendees	M	• All equipment is PAT tested and is visually checked by a competent person before each use.	Lighting and sound managers to check all measures present and working correctly	
Fire: stage, costumes or equipment	Cast, assistants and attendees	M	• Fire extinguishers available • Mobile phones to call emergency services	Cttee members to check all measures present and working correctly TBC Announce measures in the event of a fire at start of the event	

Hazard	Persons at Risk	Risk Factor (High, medium, low)	Control Measures	Action to be taken	Review/revise
Electrical cables: danger of tripping	Cast, assistants and attendees	M	• All cables to be routed safely away from attendees • Any cables on stage to be secured using gaffer tape • Cover where necessary	Cast to check stage Lighting and sound engineers to check off stage cables before event	
Electrical system: Lighting system falling	Cast, assistants and attendees	M	• Lighting to be secured to overhead gantry	Lighting engineer to check	
Seating: attendees blocking aisles and exits	Attendees	L	• Entry to event by ticket only • Ticket numbers not to exceed limits set by the Village Hall • Aisle spacing to be checked when seating is put out	Cttee members to make sure that ticket numbers don't exceed limits set Cttee to check layout and spacing of seats	
Use of weapon/other props on stage: danger of injury	Cast	M	• Toy weapons used and cast alerted to dangers • Air beds to be used on stage	Cast made aware of dangers of misuse Cast make sure that they are placed and used carefully to minimise risk of injury	

Hazard	Persons at Risk	Risk Factor (High, medium, low)	Control Measures	Action to be taken	Review/revise
Manual handling of staging, props and equipment: setting up	Cast and assistants	M	- Competent persons to handle - Moving equipment practiced at rehearsals	Assistants check any unforeseen obstacles or difficulties	
Injury/illness	Cast, assistants and attendees	L	- First Aid kit available - Mobile phones to call emergency services	Susan check availability and location of first aid kits before performance Secretary hold parental emergency contact details of all children	
COVID -19 where applicable	Cast, assistants and attendees	M	- Ventilate the hall where possible - Make hand sanitiser and washing facilities available - Follow up to date Government guidelines	Ctte make sure that the hand sanitiser is by the main door and that hand wash and towels are available in the restrooms	

Risk Assessment carried out by: Susan Shields

Date: 07/02/2026