

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 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 Director to 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. The Lead 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:

Amended:

Review date:

Event: Name of Event

Date(s):

Location of Event:

Designated Lead:

Hazard	Persons at Risk	Risk Factor (High, medium, low)	Control Measures	Action to be taken	Review/revise
			•		
			•		
			•		
			•		