



Health and Safety Policy

Purpose

The purpose of this policy is to ensure the health and safety of all who work with Tavonians Theatre Company (Tavonians), during the time that they are attending workshops, rehearsing and performing.

Tavonians aim to provide safe conditions and a healthy environment for its members and takes all reasonable and practical measures to avoid risk. The successful implementation of the Health and Safety policy requires commitment from all members and each individual has a legal obligation to take reasonable care for their own health and safety and for the safety of others who may be affected by their actions or omissions. All members are expected to observe their Duty of Care to themselves and others and co-operate with the Trustees to ensure that their health, safety and wellbeing is maintained.

Tavonians is committed to:

- Complying with all legislative and regulatory requirements;
- Ensuring that all equipment and systems of work used by its members are safe;
- Complying with the Health and Safety policies and procedures in premises or venues it uses;
- Providing information, instruction and training as necessary to members within the framework of the company;
- Ensuring that the public at large are protected from danger or risks to health as a result of its activities;
- Ensuring that all members are aware of this policy.

Scope

This policy applies to Tavonians' members, children, chaperones, stage crew and trustees. This policy describes Tavonians' Health and Safety Policy.

References

Children in Performance Policy.

Definitions

- a. Members – people who are members of Tavonians, any other person who assists in a workshop, rehearsal or production.
- b. Children – A child is a person under the age of 16 as defined by the recommendations in the National Operatic and Dramatic Association's fact sheets entitled Child Protection & DBS and Children in the Theatre.
- c. Chaperones – responsible adults recruited by Tavonians Children's Co-ordinator to chaperone the children while in the theatre or any other performance space used by Tavonians, and who hold a current Chaperone Licence, approved by their local authority.
- d. Stage Manager – appointed by the Director and/or Trustees to oversee the backstage area and the health and safety of the workshop/production.
- e. Stage crew – the stage manager and those recruited by him/her on behalf of Tavonians to assist in preparing the performance area before, during and after a workshop or production.
- f. The Trustees – the management committee of Tavonians.
- g. Directors – people appointed by the Trustees as Artistic or Musical directors of a production.

Responsibilities

- a. Tavonians Members
 1. Ensure that their membership fees are up to date, as this includes them in the insurance cover taken out by Tavonians.
 2. Wear the correct footwear for any activity undertaken.
 3. Familiarise themselves with the Fire and Security Information displayed in the theatre, public venue or rehearsal room.
 4. Familiarise themselves with the standing Risk Assessment.

5. Follow the instructions of the stage crew on matters relating to safety in the performance area.
 6. Refrain from abusing anything provided during workshops, rehearsals and performances for their health, safety and wellbeing.
 7. Follow instructions given by Production or Stage Manager(s).
 8. Inform the Production or Stage Manager(s) of any incidents or safety concerns.
 9. Take steps to ensure their own safety and consider others who may be affected by their acts or omissions
- b. Children
1. Follow the instructions of the directors, Children's Co-ordinator and chaperones during workshops, rehearsals and performances.
 2. Follow the instructions of the stage crew on matters relating to safety in the performance area.
 3. Refrain from abusing anything provided during workshops, rehearsals and performances for their health, safety and wellbeing.
- c. Chaperones
1. A Chaperone(s) will be responsible for the wellbeing and safety of children either at dress rehearsal, on-stage, in dressing rooms or engaged on company related activities.
 2. Familiarise themselves with the Fire and Security Information at the workshop or performance venue, and the standing Risk Assessment.
 3. Accompany the children at times agreed with the Children's Co-ordinator.
 4. Follow the instructions of the stage crew on matters relating to safety in the performance area.
 5. Ensure that they refrain from abusing anything provided during workshops, rehearsals and performances for their health, safety and wellbeing.
- d. Stage Manager / Production Manager
1. Familiarise him/herself with the props, scenery and scene changes required in Tavonians theatre performances by attending adequate rehearsals (as advised by the Director of the production) prior to the dress rehearsal.
 2. Recruit and brief an appropriate number of suitably experienced crew members.
3. Carry out a risk assessment following the guidelines of the Standing Risk Assessment for the production, with the Director of the production, and Production officers as appropriate.
 4. Prior to each performance, ensure that the stage and its wings are free of hazards, such as unsecured electrical cables, misplaced set and props or inadequate lighting.
 5. Familiarise themselves with the Fire and Security Information displayed in the performance venues.
 6. Ensuring that props, staging and other stage furniture are safe for use.
 7. Ensuring that no member uses rostrum, raised staging, steps etc. unless final approval has been given.
 8. Ensuring that suppliers of materials to be used in performance give details of the hazards that may occur from the use of their products.
 9. Where applicable, liaising with the Building Safety Officer to identify any particular hazardous areas or situations that need to be addressed and communicating these hazards to performers and crew.
 10. Ensuring that procedure onstage and in the wings is understood and practiced by the persons to whom it applies.
 11. Ensuring that all equipment provided for the company's use in the theatre or other venue is suitable for use and carries the appropriate certification both for its authenticity and serviceability.
 12. Ensuring that dressing room procedures are properly understood and carried out.
 13. Attendance will be recorded at every performance or rehearsal of Tavonians. Members who have to leave any rehearsal/workshop early will be required to sign out to avoid any confusion over who is or isn't in the building should an emergency occur.
- e. Stage crew
1. Familiarise themselves with the props, scenery and scene changes for which they are responsible in a particular production by attending rehearsals as requested by the Director of the production, or Stage Manager.
 2. Familiarise themselves with the Fire and Security Information and Risk Assessment for the performance venue.
- f. The Trustees/Committee
1. Ensure that it is familiar with the health and safety requirements of any

performance and rehearsal space used by Tavonians.

2. Make this information available to its members, children, chaperones, stage crew and Directors
3. Ensure that its insurance cover is adequate and current.
4. Publicise its policy on health and safety on Tavonians web site.
5. Members' attendance will be recorded in a register at every activity, performance or meeting of Tavonians. Members who have to leave any activity, performance or meeting early will be required to sign out to avoid any confusion over who is, or isn't in the building should an emergency occur.

g. Artistic and Musical Directors

1. Provide clear instruction for members and children taking part in Tavonians workshops, rehearsals and performances.
2. Respect the members' and children's level of experience.
3. Familiarise themselves with the Fire and Security Information and Risk Assessment for the workshop, rehearsal or performance venue.
4. Where children are involved in a workshop, rehearsals or production, the Director/workshop leader will ensure that all members attending are made aware of the need for them to exercise special care and attention when performing with children, respect the limits of their physical powers and note the length of their concentration period.

First Aid

The Tavonians takes First Aid seriously.

The policy of The Tavonians is prevention of accidents in the first place. To this end it regularly carries out checks of equipment, procedures and practices to ensure that they are being conducted in a safe manner. The Tavonians has a permanent first aid kit that meets the requirements of content and size for the number of group members and will ensure it is available at all company activities.

Details of any incident that requires first aid, however trivial, will be recorded in the accident book, which will be kept with the first aid kit. Members participating in workshops, rehearsals and productions should notify the Director/workshop leader of any health conditions that may affect their safety: any details will be treated confidentially.

During performances, it is recommended that a qualified first aider be appointed.

Working at Height

Tavonians is aware that one of the major causes of injury is falls from height. It recognises that nominated and approved members of the Tavonians will be required to work with working at height equipment either provided at the performance venue or brought in for the performance.

Individuals using equipment will ensure that ladders are used for access only for rigging and cable management. Access to the working area will be denied to individuals not required for the purpose. Hard hats will be made available for occasions that warrant their use and suitable footwear should be worn at all times.

Electrical Safety

All electrical equipment, whether owned by Tavonians, provided by a venue, hired in or the personal property of a member of the Tavonians, will be subject to inspection and testing, and should be labelled as such. Any equipment that fails to pass the inspection will be removed and quarantined to prevent use.

Backstage

The Tavonians bans the consumption of alcohol backstage.

Audit

The Trustees will carry out an annual audit of the Health and Safety policy and the procedures contained within with the objective of ensuring that the contents are relevant.

The Trustees will agree a plan of action, if necessary, to deal with any points revealed in the audit.