

WOKINGHAM THEATRE HEALTH AND SAFETY POLICY

www.wokinghamtheatre.org.uk

Revision History

Date	Amendments
June 2022	Major rewrite to reflect current practice.
Mar 2023	Added requirements for where Water is used on Stage
Jan 2024	Expanded on requirements for PAT and testing periods For public performance must be at least 2 members of the FoH team plus the House Manager present in the theatre. Added clarification on definitions of Young Persons and Adults Added Clarification on Young Persons and Ladders
Oct 2024	Clarification of use of toasters in the building Minor editorial changes, corrected typos.
April 2025	Section 4.25 updated to clarify that non-flammable paint is used for scenery, all legs and masking made from fire resistant material and that flame retardant canvas used when constructing flats. Section 4.3, First Aid, updated to clarify first aid provision in the theatre Section 5.13 on set construction amended to include examples of where bolts must be used to ensure adequate load bearing. Also updated to clarify that non-flammable paint is on flats, scenery, etc Section 5.6 updates to for 1 st aid provision when rehearsing off-site.

Related Document

Risk Assessments	Are located in folder: OneDrive-WokinghamTheatre/Wokingham Theatre/Operations/Risk Assessment
WYT Safeguarding Policy	Located in folder: OneDrive-WokinghamTheatre/Wokingham Theatre/Operations/Health and Safety

Definitions.

Health & Safety Officer:

In all cases where the Health & Safety Officer is written in this policy, the full text is “The Health and Safety Officer or person deemed in charge of the operation in hand”.

The Board:

The Council of Management of Wokingham Theatre is made up of members of the Theatre that are elected at the AGM.

1	<i>Policy Statement</i>	5
2	<i>Structure and Responsibilities</i>	6
2.1	Health and Safety Officer	6
2.2	Technical Director	6
2.3	Technical Crew	6
2.4	House Manager	6
2.5	Front of House Team	6
2.6	Stage Manager	7
2.7	Other Members	7
2.8	All Other Persons on Theatre Premises	7
3	<i>Health and Safety Policy and Risk Assessments</i>	8
3.1	Overview	8
3.2	Risk Assessment Process	8
4	<i>General Arrangements</i>	10
4.1	General Workplace Safety and Training	10
4.2	Evacuation and Fire - Policy and Procedure	10
4.2.1	General Statement	10
4.2.2	Your Safety	10
4.2.3	Members' duties	10
4.2.4	Communication	10
	New members	10
	Existing members	10
	Visitors and Contactors	11
4.2.5	Procedures	11
4.2.6	Emergency Lighting System	12
4.2.7	Fire Alarm System	12
	General	12
	Alarm Monitoring	12
4.2.8	Procedures in the Event of a Fire/Fire Alarm	12
	During Performance	13
	Outside Performance	14
4.3	First Aid	14
4.4	Clean Environment.	14
4.5	Drug and Alcohol Policy	15
4.6	Illness and Impairment.	15
4.7	Smoke Free Policy	15
4.8	Use of Work Equipment (General)	15
4.9	Workplace Health & Safety Guidance	16
5	<i>Code of Practice</i>	17
5.1	Introduction	17
5.2	Annual Audit	17
5.3	New Members	17

5.4	Children	17
5.5	Registers	18
5.5.1	Performances	18
	Cast and Backstage Crew	18
	Front of House Team.....	18
	Patrons	18
5.5.2	Rehearsals.....	19
5.5.3	Set Building Team	19
5.5.4	Youth Theatre	19
5.6	Rehearsals	19
5.7	Performances	19
5.8	On-Stage and in the Wings.....	19
5.8.1	Stage Manager.....	20
5.8.2	General Precautions	20
5.8.3	Props.....	21
5.8.4	Rigging	21
5.8.5	Scene Changes.....	21
5.9	Clothing	22
5.10	Pyrotechnics, Haze, Water, Naked Flames, Stage Weapons and Fight Scenes.....	22
5.11	Ladders And Step Ladders	23
5.11.1	General Ladder Safety.....	23
5.11.2	Leaning Ladders	24
5.11.3	Step Ladders	24
5.12	Workshop	25
5.13	Set Construction	25
5.14	Lone Worker	26
5.15	Chemicals, Paints and Hazardous Substances.....	27
5.16	Electrical Safety	27
5.16.1	Testing.....	28
5.16.2	Electrical Circuits.....	29
5.17	Working at Height.....	29
5.18	Lifting and Manual Handling	30
5.19	Sewing Room/ Costume Team.	30
5.20	Foyer and Bar.	30
6	<i>Reporting Accidents and Incidents.....</i>	32
7	<i>APPENDIX 1: LOLER REQUIREMENTS</i>	34
8	<i>APPENDIX 2: PUWER REQUIREMENTS.....</i>	35
9	<i>APPENDIX 3: FIRE ACTIONS</i>	36

1 Policy Statement

We provide safe working conditions and a healthy environment for our members.

We ensure that equipment and systems of work used by our members are safe.

We provide training and information to our members as is necessary within the framework of our health and safety policy.

We ensure that the public at large are protected from danger or risks to health as a result of our activities.

We ensure that this policy is reviewed each calendar year and that as a result of that review changes are made to procedures and our overall health and safety organisation to take into account the items identified as needing change in that review.

2 Structure and Responsibilities

2.1 Health and Safety Officer

The Board of Wokingham Theatre recognises that the health and safety of its members, property and external persons is paramount. It appoints a member of the Board to have the responsibility for health and safety matters within the Theatre. The appointee reports directly to the Chairman of the Board and/or its Officers.

The Health and Safety Officer, along with the Technical Director, shall be responsible for the effective implementation of the Health and Safety Policy in the theatre premises.

2.2 Technical Director

The Technical Director, along with the Health and Safety Officer, shall be responsible for the effective implementation of the Health and Safety Policy in the theatre premises.

They will ensure the effective process of risk assessments for all aspects of theatre operations including each new production.

They shall liaise with visiting companies and inform them of the Theatre's Health and Safety Policy.

They shall hold regular meetings with current technical volunteers / freelancers to discuss the Health and Safety issues of each new production and of working practice.

The Technical Director/Health and Safety Officer must also ensure that the Director of a production is familiar with and incorporates the Health and Safety Policy into blocking and rehearsals.

2.3 Technical Crew

Technical Crew Members for each production are responsible for alerting the Technical Director or Health and Safety Office of any Health and Safety issues with any resulting decision passed to the director, cast and crew.

2.4 House Manager

On performance days the House Manager (HM) shall be responsible for the effective implementation of the Theatre's Health and Safety Policy within all Front of House areas.

The HM shall be responsible for the public's Health and Safety whilst on the premises.

The HM must ensure that all of the Front of House Team are familiar with the duties expected of them and their roles in the event of a fire alarm.

2.5 Front of House Team

The primary responsibility of the Front of House Team is the Health and Safety of the theatre patrons whilst they are on the Theatre premises.

The team is responsible for conducting theatre patrons to their seats in a safe and courteous manner before a performance and for the safe exit of theatre patrons after each performance.

In the case of emergencies, the FoH team are responsible for assisting the House Manager in ensuring the safe and expedient evacuations of patrons.

Whilst the theatre is open to the public, there must always be a minimum of 2 members of the FoH team present in the theatre in addition to the House Manager.

2.6 Stage Manager.

The Stage Manager (SM) is responsible for Health and Safety of all members who are present on the stage, wings or backstage during rehearsals and productions.

The SM is responsible for ensure the all members who are present on the stage, wings or backstage work in a safe manner with regard for the safety of persons and properties and that they follow the Theatre's procedures.

The SM is responsible for the safe evacuation of all members who are present on the stage, wings or backstage in the event of a fire alarm.

2.7 Other Members

All members of the theatre must make themselves fully aware of the Theatre's Health and Safety Policy and, to this end:

- Shall observe and promote all safety rules at all times.
- Familiarise themselves with the evacuation procedure and nearest emergency exits.
- Familiarise themselves with the safe operating procedures and instructions applying to their roles.
- Report any defect or health hazard to the Health and Safety Officer.
- Report any accident or dangerous occurrence to Health and Safety Officer.
- Shall not enter any part of the premises which is unfamiliar to them, without first finding out the risks involved.
- Shall not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Shall comply with all hazard warning signs and notices displayed on the premises.
- Must not obstruct any fire escape route, fire equipment or fire doors.
- Must report to the Health and Safety Officer any medical condition, which could affect the safety of themselves or others.

2.8 All Other Persons on Theatre Premises

Any member who brings in any other person or company to work on the premises must ensure that those persons:

- Shall observe all aspects of the Health and Safety Policy.
- Shall not work on the premises until all relevant rules are read, understood and accepted.
- Where appropriate shall provide risk assessments to the Health and Safety Officer/Technical Director covering the area of their activity.

3 Health and Safety Policy and Risk Assessments

3.1 Overview

The procedures and practices specified in this document are based on Risk Assessments that are carried out across all the activities undertaken by the theatre and the mitigations that have been identified to reduce risks to acceptable levels.

Against the various practices and procedures in this document there will be a reference in the format *[RA area/n]* and this refers to the risks and hazards identified in the Risk Assessments (e.g. *[RA Workshop/2]* refers to the 2nd risk identified in the Workshop Section of the theatre's Risk Assessment).

Risks assessed as High or Medium will be referenced in this policy as well as some in the Low category.

3.2 Risk Assessment Process

The Theatre's approach to risk assessment is based on a process that examines the hazards and risks associated with our activities, be they in rehearsal, in the theatre or elsewhere.

Firstly, we distinguish between a **hazard** and a **risk** by using and applying the definitions given below.

Hazard: A hazard is its potential to cause harm. It may cause you to cough, feel heat, kill you etc.

Risk A risk is the likelihood that it will harm you in the actual circumstances presented by the hazard.

We need to consider:

- the hazards that have been identified
- how they are controlled
- who is exposed?
- their involvement at the time

We look at the hazard/risk situations in terms of probability and severity.

Any risk has a **probability** and a **severity**; we categorise **probability** as being:

3	Certain/More than likely
2	Reasonably Likely to Occur
1 or 0	Seldom or very unlikely to occur

and we categorise **severity** as being:

3	Fatal/Major Injury/Illness
2	Injury or illness causing lost time/disability
1 or 0	Minor Injury or illness

We examine each case where there is a hazard/risk situation to a person or property and derive a **Risk Rating** by multiplying the **probability factor** by the **severity factor**. The derived risk ratings are categorised as follows:

6,9	HIGH (Immediate Action – mitigation required)
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2,3,4 MEDIUM (Minor Action/Training)

1 or 0 LOW (Monitor/No Action)

Each situation and its assessed probability/severity factor are recorded in the theatre's risk assessment along with any measures and remedies taken to mitigate the risk.

Risk Assessment are reviewed regularly and should the occurrences suggest that the probability/severity factor needs amending, then a further risk assessment is carried out to establish whether the probability/severity factor needs to be re-classified.

4 General Arrangements

4.1 General Workplace Safety and Training

The Board recognises that suitable training plays an important role in reducing risk and maintaining a safe workplace. Accidents may be avoided by training members in the correct usage of equipment.

Training falls into two distinct areas:

1. Fire and Safety
2. Technical Skills

The Theatre ensures that all members will be thoroughly trained in all applicable areas to ensure the safety of other members and patrons.

4.2 Evacuation and Fire - Policy and Procedure

4.2.1 General Statement

Wokingham Theatre takes its Fire Safety duties seriously.

For this reason, the Board have formulated this Policy to help comply with legal obligations to members and visitors under the Regulatory Reform (Fire Safety) Order 2005. These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety Policy also forms part of the Theatre's overall Health and Safety Policy.

4.2.2 Your Safety

The safety of members of the theatre and others, including members of the public, is paramount and at no time should any unnecessary risk be taken.

4.2.3 Members' duties

All members of the theatre have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with The Board in complying with any procedures that they may introduce as a measure to protect the safety and well-being of our volunteers and visitors.

4.2.4 Communication

The Board provides information on, training in, and rehearsal of, fire safety procedures in the following areas of our activities:

New members

When new members are accepted as members of the Theatre, they are directed by the Membership Secretary to visit the Members area of theatre website where they can find this Health and Safety Policy and they are to be familiar with the information in this document on fire safety.

Existing members

Existing members are provided with information on the updates to fire safety procedures that are prepared either as a result of the annual audit or on recommendations made or following any incident that found the existing procedures to be inadequate. These updates are published to members via the Theatre's monthly *Prompt* newsletter.

Visitors and Contactors

Visitors and Contractors are to be instructed verbally in the fire safety precautions by whoever is accompanying them in the theatre.

4.2.5 Procedures

The Board have introduced the following procedures in order to maintain high standards of fire safety:

- A Fire Risk Assessment has been undertaken which is reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.
- The Fire Evacuation Procedures will be practiced at least annually [*RA Show/2, Workshop/1, Foyer/1, Bar/1, Sew/1*].
- Training will be provided as necessary to any members given extra fire safety responsibilities [*RA Fire/14*].
- All escape routes will be clearly signed and kept free from obstructions at all times.
- Prior to any performance the House Manager will inspect all fire routes and ensure they are clear of obstructions both inside and outside the building [*RA Show/10, Fire/9*].
- Fire extinguishers are located at Fire Exits and other key locations (Stage side, Tech box, etc) [*RA Show/2, Workshop/1, Foyer/1, Bar/, Sew/1*].
- Marked fire exits are operated using push bars.
- All fire-related equipment will be regularly serviced and maintained by a professional company. If any member notices defective or missing equipment, they must report it immediately to the Health and Safety Officer [*RA Show/2, Workshop/1, Sew/1*].
- Fire Doors must not be secured open (the only exception are Fire Doors equipped with a 'Dorgard' device which automatically closes doors in the event of a Fire Alarm) [*RA Fire/17*].
- Alarm systems will be tested regularly (including the operation of 'Dorgard' devices) [*RA Show/2*]. This usually takes place on Tuesday mornings between 10 and 10.30am.
- Emergency lighting systems will be tested regularly (usually the week before the start of show's run) [*RA Show/18, Fire/11*].
- The use of equipment that can generate heat or sparks will be kept to a minimum [*RA Workshop/1, Foyer/1, Bar/1, Sew/1*].
- Appliances such as washing machines and driers should not be left running when the building is not occupied [*RA Fire/5*].
- The use of portable heaters (e.g. convection heaters) is prohibited inside the theatre [*RA Fire/4*].
- The Technical Director/Workshop Manager will inspect sets to ensure no heat sources are near flammable materials (e.g. stage lights near scenery) [*RA Show/2, Fire/6*].
- All legs and masking to be made of fire-resistant material [*RA Fire/6*].
- Flame retardant canvas to be used on flats [*RA Fire/6*].
- A keep clear zone is maintained around the boilers [*RA Fire/4*].
- Carbon Monoxide detector, linked to the Fire Alarm system, located close to the boilers [*RA Show/26*]
- The Operations Director and Technical Director will make regular inspections of the theatre to ensure that there is no storage of items in inappropriate areas [*RA Fire/13*].

- Arson prevention measures are in place (access to the building is controlled, metal letter box & waste container is situated away from building) *[RA Fire/3]*.

4.2.6 Emergency Lighting System

The main building, the barn and external routes to the assembly point are covered by an emergency lighting system using lighting fixtures that have internal battery backup *[RA Show/18, Workshop/12, Foyer/7, Bar/6, Sew/5]*.

Internally emergency lights installed on all fire exit routes and at all fire exit doors. Additional emergency flood lights are installed in the auditorium. Some of these lights are permanently on (maintained), but all will come on in the event of a power failure.

Externally, emergency lights are installed over all fire exit doors. Paths to the assembly points have emergency lights installed where there is insufficient borrowed light (borrowed light is light coming from a source other than the theatre, e.g. Cantley Car Park).

4.2.7 Fire Alarm System

General

The main building and the barn are covered by a single fire alarm system, with audible and visual signals, call point and smoke/heat detectors in all rooms, so if a fire is detected in either building then the alarm will sound in both buildings *[RA Show/2, Workshop/1, Foyer/1, Bar/1, Fire/5, Fire/16, Sew/1]*.

In addition to audible alarms, there are flashing beacons placed in locations where the alarm may not be heard (public toilets, shower room, etc).

As currently configured, the activation of any call point or smoke/heat detector will immediately trigger a full alarm. The alarm panel, which is situated in the foyer, will show the zone in which the alarm has been triggered and the exact location on the sensor/call point that has been triggered (e.g. Dressing Room 1).

Alarm Monitoring

The Fire Alarm system is connected to a monitoring service. If an alarm is triggered the monitoring service will try and contact:

The main theatre number (phone in the office)

The 2 emergency contacts

- If any of these phones are answered the monitoring service will ask if they should call the fire service.
- If none of these phones are answered the monitoring service will call the fire service.

4.2.8 Procedures in the Event of a Fire/Fire Alarm

The Theatre Members who are appointed take on the role of House Managers, Stage Manager and Senior Technical Team for performance are given specific training on the actions to be performed in the event of a fire or fire alarm *[RA Fire/14]*.

During Performance

- The House Manager is in overall charge of ensuring the safe evacuation of everyone from the theatre and is also specifically responsible for foyer, bar area, bar store room and general office [RA Show/2].
- Stage Manager is responsible for stage, wings, rear corridor, workshop, wardrobe, dressing room and green room [RA Show/2].
- Senior Technical Team member responsible for technical box and rear staircase [RA Show/2].
- If the Barn is in use for a rehearsal while there is a performance in the main theatre, then, whoever is in charge of the rehearsal is responsible for ensuring that all members have safely evacuated that building.
- Each area appointed member must check the area for which they are responsible.
- In the event of a fire the person responsible for the outbreak location shall raise the alarm.
- Evacuation from each area is the responsibility of each appointed member.
- Points of evacuation are to be decided by each appointed member subject to location of fire.
- No attempt to fight the fire should be made unless it is safe to do so.
- Continue with the evacuation even if the alarm stops.
- If evacuation has occurred no one is to re-enter the building.
- Assembly point will be at the main path to the theatre and the adjoining car park.
- The House Manager should summon the Fire Brigade as soon as fire is detected even if the fire has been put out.
- If anyone is thought to be still inside the building the Fire Brigade should be informed immediately.

The Fire Actions to be taken by the House Manager, Stage Manager and Senior Technical Team member are reproduced in APPENDIX 3: FIRE ACTIONS.

Outside Performance

When there is no performance, the number of members in the theatre can vary from 1 to 20 or 30, depending on the time of day, activities being performed, etc.

In these situations, the person leading an activity is responsible for ensuring all members, and guests, safely evacuate from the area(s) being used for an activity (e.g. for a rehearsal, this would normally be the director).

- No attempt to fight the fire should be made unless it is safe to do so.
- Members should leave the building immediately using the nearest fire exit (do not collect personal belongings).
- Continue with the evacuation even if the alarm stops.
- If evacuation has occurred no one is to re-enter the building.
- Assembly point will be at the main path to the theatre and the adjoining car park.
- The person leading the activity should summon the Fire Brigade as soon as fire is detected even if the fire has been put out.
- If anyone is thought to be still inside the building the Fire Brigade should be informed immediately.

4.3 First Aid

The policy of the Board is prevention of accidents in the first place. To this end it regularly, through its Health and Safety Officer and Technical Director, carries out checks of equipment, procedures and practices to ensure that they are being conducted in a safe manner.

There is an Appointed Person who is responsible for ensuring there are adequate first aid arrangements in the theatre.

There is neither a requirement or is it practical to have trained First Aiders present in the theatre either when open to the public for performances or when only open to volunteers to undertake activities such as set building, rehearsals, etc. However, suitable training and refresher courses are run from time to time and members of the theatre, particularly Front of House volunteers and members of the workshop team, are encouraged to take such courses.

The Theatre building has first aid kits that meets the requirements of content and size for the number of members. The first aid kits are kept at the following locations:

- The Green Room
- The Box Office Area
- The Bar
- The Barn Entrance Area

The kits are regularly checked to ensure they are fully stocked and in-date.

There is also a defibrillator located in the foyer by the front door.

Details of any accident, however trivial, must be recorded in the accident book (refer to 6, Reporting Accidents and Incidents, for further details).

4.4 Clean Environment.

While the Board arranged for main areas of the theatre to be professionally cleaned at regular intervals (auditorium, foyer, green room, dressing rooms and toilets), members are

reminded that they also have a duty to keep these, and other areas, clean. Suitable equipment and cleaning materials are available [RA Show/20].

4.5 Drug and Alcohol Policy

The Board operates a no tolerance approach to the use of illegal drugs. If any member of the Theatre is found to be in the possession of illegal substances or suspected to be under the influence of either drugs or alcohol whilst working on Theatre premises, they will be required to leave immediately [RA Show/17, Workshop/11, Foyer/6, Sew/3].

4.6 Illness and Impairment.

Regarding illness or impairment [RA Show/17, Workshop/11, Foyer/6, Sew/3]:

- Any member of the theatre that has an illness or medical condition that could impair their involvement with WT (for example asthma, allergy) should inform the member that is leading the activity (e.g. for stage crew this would be the stage manager) so they can monitor the situation.
- Members with an illness that could impair their involvement with WT or infect others must not attend the theatre.
- Shows will be cancelled and audience sent home if members of the cast or crew become unwell and there are no substitutes available.

4.7 Smoke Free Policy

Smoking, including vaping, is prohibited inside theatre premises but is permitted outside the building where a depository for cigarette ends is mounted [RA Bar/2].

An exception may be made for smoking on stage in performance. According to current legislation:

“Where the artistic integrity of a performance makes it appropriate for a person who is taking part in that performance to smoke, the part of the premises in which that person performs is not smoke-free in relation to that person during his/her performance.”

Requests to smoke on stage for reasons of artistic integrity will be considered by the Health and Safety Officer/Technical Director on a case-by-case basis. When requests are granted, rehearsals, other than Dress Rehearsals, must remain smoke free at all times.

4.8 Use of Work Equipment (General)

The Theatre will ensure that all volunteers are fully informed of all working equipment and its use. All volunteers will be fully trained before the use of any such work equipment [RA Workshop/16].

The Theatre ensures that risk assessments will be carried out to assess the hazards presented by the work equipment and identify any precautions which are needed to ensure the Health and Safety of volunteers.

Volunteers must ensure that precautions required for the safe operation of work equipment are used in accordance with training or instructions received.

Volunteers must inform the Health and Safety Officer, Technical Director or whoever is leading an activity of any situation that may present a danger to their own and others' Health and Safety.

Refer also to APPENDIX 2: PUWER REQUIREMENTS

4.9 Workplace Health & Safety Guidance

Here is some general workplace Health and Safety guidance which you are expected to follow:

- On spotting a hazard which a member is able to remove safely and without additional specialist skills, do so immediately. e.g. simple trip hazards caused by boxes or other obstructions in corridors, small spillages. Be vigilant about these sorts of easily removable hazards. Slippery floor surfaces are particularly dangerous.
- Members should never stand on chairs, desks etc. using only an approved ladder to reach objects at height.
- Members should never attempt to fix anything they are not qualified to fix or remove. This includes electrical work, plumbing, woodwork etc.
- Members should inspect equipment before use. If a member finds that a piece of equipment is faulty, the person in charge of the activity must be notified as soon as possible. If the equipment is potentially unsafe to use, it should be labelled straight away so that it is clearly marked as “Out of Order” [*RA Show/7, Workshop/16, Foyer/3 & 10, Fire/1, Offsite/2, Sew/1*].
- Members should never attempt to lift heavy or awkward items unless they are familiar with the recommended manual handling procedures [*RA Workshop/2, Foyer/2*].
- Members must use PPE (gloves, goggles, masks etc.) for any task that has the potential to be hazardous. This includes the use of some cleaning fluids, e.g. bleach.
- Members should try and keep the use of open liquid containers to a minimum and such containers must be kept away from electrical equipment [*RA Show/7, Foyer/3, Workshop/4, Offsite/2, Sew/2*].

5 Code of Practice

5.1 Introduction

The Board recognises that the Theatre's main activity is that of preparing for and performing amateur theatrical productions and is aware that members are often working under pressure and time restraints to put on a production.

The Theatre utilises the procedures laid down in this manual as the means to ensure that all members adhere to a safe system of working.

In those instances where unsafe systems of working have been identified or an incident has occurred which suggests that its cause was an unsafe system of working, the Health and Safety Officer investigates the cause(s) and institutes procedures to minimise the risk of it occurring again.

Where deemed necessary, such as in cases of horseplay, inebriation, drug taking, incompetence etc., incidences of unsafe systems of working identified as having been caused by one of the example conditions given above, are brought to the attention of the Board for further action.

5.2 Annual Audit

The Health and Safety Officer carries out an annual audit of the Health and Safety manual and the procedures contained in it with the objective of checking that the contents are relevant.

The Health and Safety Officer reports the results of the audit to the Board.

If necessary, the Health and Safety Officer agrees a plan of action with the Board to deal with the points revealed in the audit.

5.3 New Members

The Board recognises that new recruits are particularly at risk especially those who have not belonged to an amateur theatrical group before.

The Health and Safety Officer or a nominated person will ensure that all new members are briefed on the following areas:

- The Society's Health and Safety General Policy Statement
- Fire Safety
- First Aid
- On stage and in the wings
- Safe systems of working
- Accident book

5.4 Children

For the purposes of this policy, the Theatre defines:

- a **Young Person** as anyone aged from 5 to 18 years of age *[RA Show/23]*.
- a **Child** is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (this is often referred to as the minimum school leaving age (MSLA)).

The Theatre has a Child Protection Policy which specifically covers the theatre's responsibilities with respect to members of the Wokingham Youth Theatre.

This policy applies both to situations in which children and adults are involved in the activity and to those in which children are solely involved.

The Society's Health and Safety Policy and the actions and responsibilities contained in its Health and Safety Manual shall apply to children.

Although the Health and Safety Officer is responsible overall for the fulfilment of the Theatre's Health and Safety Policy, he/she may, at his/her discretion, appoint a specific person or persons to oversee the Health and Safety of Children as defined above.

The Health and Safety Officer is responsible for ensuring that children either in rehearsal, on-stage, in dressing rooms or engaged on Theatre related activities are inducted into their duties and responsibilities, trained to carry out their duties and responsibilities to the best of their abilities, protected from hazardous situations that might affect their overall safety and instructed in the protection of property.

The Health and Safety Officer instructs adults in the Theatre to 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.

5.5 Registers

The Board does not require the use of registers of members who are on the premises except in specific circumstances. However, it is important to be aware of who is present in the theatre buildings at all time to ensure that everyone is accounted for in the event of a fire/fire alarm.

5.5.1 Performances

Cast and Backstage Crew

The Theatre uses a 'sign-in' sheet to register attendance at performances for all cast and crew (including tech. crew, etc). The sheet is usually posted in the green room.

Each member is required to register their attendance as soon as they arrive at the theatre for a performance. The Stage Manager is responsible for verifying that everyone is present before a performance.

Front of House Team

For Front of House (FoH) there is a rota of who has volunteered for each performance. As there are usually only 5 FoH volunteers and they have set duties (2 bar, 1 coffee bar & 1 or 2 box office/info counter), it is not deemed necessary to sign-in as the House Manager will be aware of any absences.

Patrons

For audiences, no record is kept of who is present. However, if an alarm is raised and the theatre evacuated, the FoH team are responsible for checking all public areas of the theatre to ensure that there are no members of the public left in the building.

5.5.2 Rehearsals

For rehearsals it is not deemed necessary to sign-in/out as the rehearsal schedule will indicate who is called for a particular rehearsal and the director (or their assistant) will be aware of any absences.

5.5.3 Set Building Team

The set building team traditionally come into the Theatre on Tuesdays and Thursdays. Whilst the Theatre does not require members of this team to sign-in/out, they should make themselves known to whoever is leading the team when they arrive and similarly when they are about to leave.

5.5.4 Youth Theatre

For the Youth Theatre there is a requirement to maintain a register of all under 18s that attend a class/rehearsal and to record when they have left at the end of the session.

5.6 Rehearsals

The Director/Production Manager appointed for any specific production is responsible for ensuring that props, staging and other stage furniture are safe for use. As necessary, the Health and Safety Officer or his/ her nominated representatives instruct such Directors in their duties in this regard.

As rehearsals may take place whilst the set is still being constructed, no members is to use rostrum, raised staging, steps etc. unless approval has been given by the set construction team.

When rehearsals are carried out in different locations, i.e. Bradbury Centre, the Director responsible for the production is to avail himself of all rules and regulations, including fire safety requirements, of the premises and to impart these to those attending rehearsals [RA Offsite/1]. They must also ensure that there are adequate first-aid provisions [RA Offsite/7].

5.7 Performances

The House Manager is responsible for the safety of the public when the theatre is open for a performance.

There is no legal requirement to have a volunteer sitting in the auditorium during a performance, however the crew based in the Tech Box have a good view of the audience and can usually see if there are any problems.

In order to minimise risk to the audience:

- Hand rails must be on at a minimum of 50% intensity at all times.
- The Lighting Operator must not take the House lights down until all audience members are seated.
- Should the Tech Crew see an issue in the audience which may be serious (e.g. someone appears to be unwell), this should be communicated to the Stage Manager. If necessary, the performance may be halted and the House Lights brought up [RA Show/18].

5.8 On-Stage and in the Wings

The stage and its wings can be hazardous areas due to low levels of lighting, limited space, trip hazards, etc.

5.8.1 Stage Manager

The Health and Safety Officer ensures that all persons who are required to be in the wings or on-stage before, during and after a performance have been properly instructed in their responsibilities and understand the authority of the Stage Manager.

The Stage Manager ensures that performers and any other back stage personnel are properly instructed regarding:

- Not remaining in the wings when not on cue for going on stage unless space available [RA Show/10].
- Walking from cue to cue [RA Show/10].
- Black outs
- Scene changes
- Use of properties
- Hazards of the working stage, flies, scene dock and wing areas
- Action to be taken in the event of a Fire Alarm and the location and routes to Fire Exits [RA Show/2].

5.8.2 General Precautions

In order to minimise risk:

- Before first use actors should familiarise themselves with all set components, particularly any raised areas, in both working lights and stage lights [RA Show/4].
- A raised ridge is built into the stage side of the apron cable run [RA Show/11, Workshop/5].
- Blue Task lighting provided to aid movement backstage. Where the fixed Blue Task lighting does not provide sufficient backstage light, the lighting crew should rig additional lights [RA Show/1], [RA Show/10 &18].
- If necessary backstage routes should be marked with white tape [RA Fire/10].
- Ladders and unused scenery to be stored in allocated areas or restrained to a suitable solid structure. Ladders to be lashed to the wall when under show conditions [RA Show/21, Workshop/14].
- Storage of other items to be monitored by technical director and workshop manager for their suitability and safety. Large or heavy items to be restrained [RA Workshop/14].
- Prior to any rehearsal or performance, the Stage Manager must check the stage, wings areas and walkways are clear of obstructions and that all fire exits are clear of obstructions [RA Show/1], [RA Show/10, Fire/10].
- The Stage Manager will monitor all items relating to the set and if any become damaged, they must be repaired or removed from service [RA Show/16].
- Spills must be cleared up as soon as possible. If a spill occurs on stage during a show, the Stage Manager will assess the severity of the issue and if, necessary, stop the show so the spill can be cleared [RA Show/19, Workshop/13, Offsite/1].
- Jumping from stage level to auditorium level is strongly discouraged, but assessed if necessary for a show. Access from auditorium to stage level must be made via the fixed treads [RA Show/11, Workshop/5].

5.8.3 Props

Members are instructed to work safely with props and to refuse to use any that are, in their opinion, unsafe.

- Use of glass, ceramic or other fragile products on stage to be considered carefully; if they could be easily broken then they should be substituted with plastic or the action changed to minimise the risk [RA Show/15, Workshop/9].
- Any food or drink used as props must be prepared by the props team and limited to pre-bought, pre-prepared items or generic food or coffee. No cooking is allowed other than using the microwave. Toasters are prohibited due to the risk of burning toast triggering a smoke detector; the only exception to this is where a show specifically requires toast as a prop in which case toaster may be used but it must not be left unattended [RA Show/20, Fire/12].

5.8.4 Rigging

In order to minimise risks of injury from equipment falling from the over stage rig, temporary structures, etc, the follow precautions must be observed [RA Show/13, Workshop/7]:

- All equipment to have 2 points of connection at a minimum; this is usually the main fixing and a safety bond.
- Only professional equipment is to be used
- Tools, gel frames, etc are not be left on over-stage walkways where they could be dislodged and fall onto people below.
- All temporary rigging to be inspected by the Technical Director.
- All rigging to be rated above the Safe Working Load (SWL) of the system.

5.8.5 Scene Changes

Scene changes, particular where furniture or scenery elements are moved in a low light environment, carry additional risks. In order to minimise such risks:

- All scene changes where scenery or furniture has to be moved will be choreographed, and blocked so that no actors or crew go near the edge of the stage. All scene changes to be thoroughly rehearsed [RA Show/3/11, Workshop/5].
- Where scene changes require hauling of curtain, props and other roped items [RA Show/12, Workshop/6]:
 - Gloves should be used to protect against rope burns
 - Bias rope systems used to lift item off the stage
 - The Technical Director must check and approve any temporary systems.
 - All process to be carried out by competent personnel
 - The operator must have a clear view when lifting or lowering items.
 - Counterweights to be used to assist hauling
 - All rigging to be rated above SWL of the system.
- All scene changes will be coordinated by the Stage Manager.

5.9 Clothing

It is requirement that suitable clothing and footwear are used when the set building team are either building a set or taking down a set at the end of a production. Specifically:

- Boots with steel toe caps must be used (the only exception is when construction is completed and the set is being painted or dressed).
- When taking down a set it is strongly recommended that gloves are worn to protect hands from splinters, screw left in wood, etc.

5.10 Pyrotechnics, Haze, Water, Naked Flames, Stage Weapons and Fight Scenes.

The Board requires that special procedures are used where a production involves the use of Pyrotechnics, Haze, Water, Fight Scenes and or Stage Weapons.

Where Pyrotechnics are used [*RA Show/5, Fire/7*]:

- The Technical Director must approve the pyrotechnics being used, its location and the competence of the operator controlling the pyrotechnics.
- The Operator must have appropriate training.
- Only professional equipment is used with safety lockout (only 1 safety key that is held by the operator).
- Safety key is only inserted just before use.
- The operating position must have a clear view.
- A dedicated fire extinguisher is located next to the operator.
- Pyrotechnics to be stored in secure, fire proof location until required.

Where Haze is used [*RA Show/6*]:

- Only professional products and consumables from reputable suppliers are used.
- Dry ice (solid CO₂):
 - is only used with the approval of the Technical Director,
 - adequate ventilation must be maintained when dry ice is in use,
 - gloves must be used when handling dry ice.
- Real fire must never be used to create smoke.

Where water is used on a set (e.g. a working sink in a kitchen) [*RA Show/25*]:

- All metal set components must be bonded to earth.
- To reduce the risk of flooding supply the water from a tank, not mains) and use a 'sump' to collect the water, the sump having a capacity at least equal to that of the tank.
- Use fresh water every performance to eliminate the risk from legionella.
- Acting area which are likely to get wet move have a low slip surface.

Naked Flames [*RA Fire/8*]:

- Use of naked flames discouraged except where essential to plot line.

- A dedicated fire extinguisher is to hand when naked flame on stage.
- Actor(s) involved to be thoroughly briefed on risks involved.
- SM or assistant nominated to ensure flame is extinguished.

Where a Production involves Fight Scenes and/or Stage Weapons *[RA Show/9]*:

- Fights to be arranged by an experienced fight arranger and choreography checked for safety by a certified fight choreographer.
- Knives/Swords to be stage combat safe with blunted edges and checked by the fight captain/stage manager pre-show.
- Fights using weapons may not be rehearsed off-site *[RA Offsite/4]*
- For every performance there is a fight call in the warm up in which all fights are run in their entirety, initially at low speed, then at full speed.
- Choreography to ensure any moves that risk a knife leaving an actor's hand only to aim upstage.
- Guns to be blank firing only and not on the prohibited weapons list of Thames Valley police.
- Guns only to be fired away from other people and where possible be substituted onstage with non-firing weapons (the bang being from the wings by SM or recorded).
- At all times other than when on stage the SM will be in sole control of Knives, Swords and Guns.

5.11 Ladders And Step Ladders

The following are the working practices for ladder and stepladders; for more detailed information on their use and working at height please be familiar with the following HSE documents:

- Safe use of ladders and stepladders.
- The work at Height Regulations 2005 (as amended) – a brief guide.
- Working at heights in the broadcasting and entertainment industries.

5.11.1 General Ladder Safety

The following general guidelines apply to use of all types of ladders *[RA Show/24, Workshop/15, Foyer/9]*.

- Ladders inspected regularly by Technical Director and/or Workshop manager and before each use by the individual. Damaged ladders to be immediately removed from service.
- Ladders are not to be used alone; at least one other person must be present when using ladders.
- Ladders only to be used by competent persons.
- Ladder choice to be appropriate for the task and its duration.
- Ladders must not be used by a **Child** (anyone under MSLA).

5.11.2 Leaning Ladders

Set Up

- Ensure feet are firmly and evenly grounded.
- Do not locate ladder on sloping surface.
- Ensure upper resting point is firm and strong.
- Ensure floor bearing is clean and dry (i.e. not slippery).
- Ladder must be footed by another person to ensure stability and that person must wear a hard hat [RA Show/24, Workshop/15].

Usage

- Maximum of 30 minutes work when on ladder.
- Use only for light work – maximum weight of any lifted object/tool 10kg.
- Ladder angle – 1 unit out at base, 4 units up (e.g. 12 foot ladder should be placed 3 feet away from upper resting point in horizontal line).
- Always grip ladder when climbing. Do not overreach, belt buckle/navel to stay within stiles.
- Both feet to remain on same rung or step throughout task.
- The top three rungs are not to be used as foot rests; these are to be used only as handholds.

5.11.3 Step Ladders

Set Up

- Ensure there is space to fully open ladder. Use any locking devices on ladder.
- Ensure feet are firmly and evenly grounded.
- Do not locate ladder on sloping surface.
- Ensure floor bearing is clean and dry (i.e. not slippery).

Usage

- Maximum of 30 minutes work when on ladder.
- Use only for light work – maximum weight of any lifted object/tool –10kg.
- Do not overreach, belt buckle/navel to stay with stiles.
- Both feet to remain on same rung/step throughout the task.
- Avoid side-on working.
- Do not stand on:
 - Normal ladder – top 2 steps
 - Swing/back/double sided – top 3 stepsunless you have a safe hand hold on the steps.

5.12 Workshop

The Board recognises that members of the set building team will need to access the Workshop and use the fixed equipment in the workshop.

To ensure proper training of members of this team, the Technical Director will appoint a Workshop Manager & deputies.

Working with the Technical Director, the Workshop Manager & deputies are responsible for:

- Completing a risk assessment for all fixed equipment installed in the Workshop.
- Developing safety procedures for the use of this equipment *[RA Workshop/1]*.
- Training members of the set building team in the safe use of the fixed equipment and any required Personal Protection Equipment (PPE) to be worn before using the equipment.
- Ensuring that the proper PPE is available in the Workshop.
- Keeping a record of those members of the set building team who have been trained on, and are authorised to use, each individual piece of fixed equipment.
- Ensure machines are regularly inspected and maintained *[RA Workshop/16, Foyer/10]*.

Members of the Set Building Team using the Workshop:

- Must wear suitable clothing for the tasks they are performing.
- Must be familiar with the location of the Emergency Stop buttons, Fire Extinguishers, and First Aid kits.
- Must not use fixed equipment in the Workshop unless they have had suitable training and are authorised by the Workshop Manager, or their deputy.
- Environment where tools used to be considered for their suitability, especially relating to sparks, heat, dust and thrown material such as sawdust. Mitigation taken accordingly *[RA Workshop/16]*.
- When using tools that create dust PPE and extraction must be used *[RA Workshop/16, Foyer/10]*.
- Must obey safety instruction displayed next to each piece of equipment and wear the required PPE before using the equipment (e.g. goggles, ear defenders) *[RA Workshop/16, Foyer/10]*.
- If, for any reason, appropriate PPE is not available for the specific task, the member must not attempt to complete the task.
- Before using a machine ensure others around them are adequately clear and/or also covered by suitable PPE *[RA Workshop/16, Foyer/10]*.
- Must ensure that after use the equipment, and the area around the equipment, is clean and no debris (e.g. timber offcuts) are left on the floor.

5.13 Set Construction

The following requirements apply to all sets:

- Walkways and step to be permanently lit during set build *[RA Workshop/12]*.

- Treads, securely attached to solid staging, must be used to access any raised areas on the set [RA Show/1].
- The treads must have:
 - At least 1 handrail [RA Show/4, Workshop/3]
 - adequate lighting
 - step edges must be highlighted with high contrast material (e.g. white gaffa tape) [RA Show/1].
- Onstage raised levels:
 - Must be constructed from suitable materials (inspected by Workshop Manager/Technical Director) [RA Show/4, Workshop/3 & 10].
 - Where possible should have rails [RA Show/4, Workshop/3].
 - Edges must be differentiated by different coloured materials [RA Show/4, Workshop/3].
- Technical Director to inspect scenery during construction to ensure its suitability [RA Show/3, Workshop/2].
- None flammable paint to be used on flats, scenery, etc [RA Fire/6]
- In-complete structures marked accordingly and taped off [RA Workshop/3].
- Scenery elements which have wheel fitted or are attached to trucks will be counter-balanced to aid movement and to keep the centre of gravity low [RA Show/3, Workshop/2].
- Furniture and Scenery to be securely fixed to the floor or roof in a suitable manner and be inspected by Workshop Manager or Technical Director. For floor standing elements, fixing to the floor is not necessary if they have a low centre of gravity that prevents toppling [RA Show/8 & 14, Workshop/8].
- Strength of fixings to be appropriate for the loading (e.g. enough brackets to reliably support the load, bolts used to attach stairs to decking and where combining weight bearing components) [RA Show/16, Workshop/10].
- Props and fixing above head height must be restrained with multiple fixings [RA Show/8 & 14, Workshop/8].
- Sharp items such as fixings, brackets, screw heads, etc, to be covered to minimise the risk of cuts [RA Show/16, Workshop/10].
- Where power tools are used:
 - if possible, these should be battery operated to minimise risk of electrocution.
 - where mains powered tools are used the cable should be routed so it is not a trip hazard and there is no risk of the cable being damaged [RA Workshop/16, Foyer/10].

5.14 Lone Worker

Lone working within the theatre building is not encouraged by the Society but accepts that by the nature/regime of the theatre and its members this is inevitable.

To reduce the risk against the likely hazards the following should be adhered to by each person.

- To have no medical condition which makes them unsuitable for working alone.

- Tasks intended to be carried out are within the competence, training and skill of that person.
- Person to advise a telephone contact of his/her intentions.
- Task to be within capabilities of one person.
- No ladder work to be carried out unless of nominal height (no more than 1.0 metre off ground).
- All lifted scenery, items, props etc. to be within the capability of the lone worker (maximum lift weight 15kg).
- If the lone worker has any doubts as to his/her fitness/condition when carrying out his/her task they are to cease immediately.

5.15 Chemicals, Paints and Hazardous Substances

Regulations of the Control of Substances Hazardous to Health (COSHH) aim to protect volunteers as well as the public from exposure to health damaging substances.

Requirements from COSHH are as follows:

- Identifying hazardous substances present in the workplace.
- Assess possible health risks from the substances.
- Reduce or control the health risks.
- Provide PPE if the risks cannot be reduced to an acceptable level.
- Provide and monitor control systems to ensure they are properly working.
- Inform and train employees on controlling health risks.
- Review Assessments when necessary.

The Theatre will ensure that all hazardous chemicals in the work place will be fully assessed (storage, use, etc.) and that all volunteers will be fully trained and informed about use of such chemicals prior to handling.

The following are the guidelines for using paints and solvents [RA Workshop/17, Foyer/11]:

- Aim to use water-based paint. Oil and Solvent paint are allowed but special care should be given to the usage instructions path.
- Ensure all instructions and PPE usage are followed according to labels and safety sheets.
- Store chemicals and paint in suitable containers and label any containers used to hold temporary quantities of paint.
- Use PPE such as gloves, goggles, masks and aprons.
- Store caustic or hazardous chemicals in COSH cupboard.

5.16 Electrical Safety

The Board has identified five categories of electrical equipment that are subject to its procedures under electrical safety:

Fixed Equipment	only removable if the fixings are removed
Transportable Equipment	normally spends its time in one place but can be moved when the need arises e.g. refrigerators, freezers, PCs
Portable Equipment	movable from its location e.g. irons, kettles

Hand Held Equipment electric drills, etc

Theatre Lighting Equipment specialist equipment used to light productions (including extension cables).

5.16.1 Testing

All class 1¹ electrical equipment owned by the Society, hired or the personal property of a member of the Society used on Society activities is subject to periodic inspection and testing (PAT) by a competent person [*RA Show/7, Workshop/4 & 16, Foyer/3 & 10, Bar/2, Fire/1, Sew/1*].

Class 2 equipment (including items such as power supplies with plastic earth pins) only requires inspection and is not included in the inventory.

The frequency of testing is not the same for each category of equipment; the table below details the types of equipment in use in the theatre and the testing frequency used by the Society.

Equipment Category	Examples	Frequency	Notes
Fixed	Built-in Dishwasher	PAT not required	Provided equipment permanently wired
Transportable	Washing Machine, Tumble Drier, Fridges, Chillers, Freezers, PCs, fixed workshop equipment	3 years	This equipment is plugged into a socket. These are relatively low risk provided they are not moved.
Portable	Irons, Sewing Machines, Vacuum Cleaners, Kettles, Coffee Makers	Yearly	Relatively high risk as they are frequently moved so cable/plugs could be damaged
Hand Held	Drills, Angle Grinder, but excludes battery powered devices	Yearly	Relatively high risk as they are frequently moved so cable/plugs could be damaged
Theatre Lighting	Theatre lights, extension cables	3 years	Relatively high risk as they are frequently rigged or de-rigged BUT this is mitigated by technicians inspecting the equipment whenever it is rigged.

At the conclusion of each inspection and test the equipment is labelled to show its inspected status. The label includes the name or mark of the inspecting authority, the date that the test was carried out.

¹ Class 1 equipment is defined as that requiring an electrical earth connection, c.f. class 2 equipment which is double insulated and does not require an earth connection.

Each piece of equipment is given an identifying reference that is permanently affixed to the piece of equipment.

Any equipment that fails to pass the inspection is removed for repair or disposal [*RA Show/7, Workshop/4, Sew/2*].

Equipment is stored and maintained in a safe working condition between inspections.

Volunteers are not to use electrical equipment such as power tools without appropriate training.

Health and Safety Officer is responsible for keeping records of all inspections together with a record of each individual piece of equipment (these records may be provided by the person(s) who carried out the PAT testing).

5.16.2 Electrical Circuits

Adequate sockets are provided and reviewed regularly to minimise use of extension leads [*RA Fire/1*].

To reduce the risks from lighting equipment that is permanently left with power on, circuits are provided for equipment using 'powercon' connectors which are powered down when the lighting desk is shutdown [*RA Fire/1*].

Cable trunking that runs over fire escape doors is held in place using metal fittings [*RA Fire/1*].

5.17 Working at Height

The Board recognises that nominated and approved volunteers may be required to work at height using equipment provided by the Theatre.

The Board is aware that one of the major causes of injury is falls from height. It therefore has a rigid procedure covering the inspection and use of access and working at height equipment and for the training of its volunteers in the use of such equipment.

The Technical Director is responsible for ensuring that [*RA Show/24, Workshop/15*]:

- The equipment provided for their use in the Theatre is suitable for use and carries the appropriate certification both for its authenticity and serviceability.
- That volunteers have been trained in the use of the equipment.
- That access to the working area is denied to non-approved personnel.
- That the equipment, whether owned by the Theatre or hired in, meets the minimum requirements as laid down in the respective British or European Standard.
- Appropriate PPE must be worn at all times whenever anybody is working at height.
- Hard hats will be made available for occasions that warrant their use.
- Suitable footwear should be worn at all times.
- Members working at height must be certain they are comfortable to carry out the task and are not suffering from any ailment that would impair their safety.
- When carrying tools, lowering/raising lights etc, then either these items must be restrained to prevent dropping or the area below them is kept clear (if necessary, a 2nd person must 'police' the area).

5.18 Lifting and Manual Handling

The Theatre understands the risks involved in lifting and manual handling and will thoroughly assess situations in which manual handling and lifting are necessary. Assessment will consider the tasks, the loads, the working environment and the volunteers involved and will endeavour to reduce the risk of injury so far as is reasonably practicable. Proper assistance and instruction will be present for any hazardous lifting operation.

Specifically *[RA Workshop/2, Foyer/2, Offsite/2]*:

- Heavy items over 15kg in weight must be lifted by multiple persons or appropriate lifting/shifting aids are used.

Refer to APPENDIX 1: LOLER REQUIREMENTS for additional information.

5.19 Sewing Room/ Costume Team.

In addition to the general conditions that apply to the whole building, the following conditions apply specifically to the sewing room and the costume team:

- New users must be trained on the use of any specialist equipment (Sewing Machines, Overlockers, etc) *[RA Sew/8]*.
- Sewing Machines and Overlockers are only to be used by members of the costume team unless permission is given by the head of the costume team *[RA Sew/8]*.
- Irons used in the sewing room must be turned off when not in use or should be equipped with an auto-turn off feature *[RA Sew/1]*.
- When accessing storage above shoulder height, kick steps or mobile steps must be used *[RA Sew/3]*.
- The proper technique should be used when walking round the sewing room carrying sharp objects (e.g. scissors should be carried with blades closed, held by the blade close to your body) *[RA Sew/6]*.
- Washing Machine and Tumble Drier must not be left running if there are no members in the theatre. In addition, to reduce risk of spills, before using the Tumble Drier ensure water receptacle is empty.

5.20 Foyer and Bar.

The Foyer and Bar area are open to the public during show times. In order to ensure the safety of the public and theatre volunteers working in these areas, the following apply:

- Suitability of furniture in the foyer and bar area to be assessed by the Operations Director before use *[RA Foyer/2]*.
- Apart from the small café tables and chairs, only theatre members allowed to move other furniture *[RA Foyer/2]*.
- The provisions specified in section 5.8.4, Rigging will apply to any items fixed above head height *[RA/Foyer/4]*.
- All Bar surface to be cleaned before and after a show *[RA Bar/3]*.
- All used glasses to be washed in glass washer and checked for damaged before returning to shelves *[RA Bar/3]*.

- All used Cups/Saucers/Cutlery to be washed in dishwasher and checked for damage before returning to shelves [RA Bar/3].
- Chopping boards to be washed in the dishwasher [RA Bar/3].
- While drinks in the foyer are served in glasses, these should not be taken into the auditorium; plastic 'glasses' should be provided when a patron wants to take a drink into the auditorium [RA/Foyer/5, Bar/4].
- All breakages to be cleaned up immediately [RA Bar/4].
- Any spills to be cleared as soon as possible [RA/Foyer/8, Bar/7, Sew/7].
- The best before/expiry dates for all food and drink will be regularly checked and any that items will expire before the next show will be discarded [RA Bar/3 & 5].
- Ice Creams to be stored in freezer and only transferred to display area immediately before interval and replaced in freezer immediately after interval [RA Bar/5].
- Perishable items (lemons and limes) to be bought fresh for each run and to be stored overnight in refrigerators [RA Bar/5].
- No cooking appliance will be used in the bar area apart from kettles and coffee makers. These will be regularly inspected and any damaged or faulty equipment will be removed for repair or disposal [RA/Bar/2].

6 Reporting Accidents and Incidents

All accidents and incidents must be reported and will be investigated by Health and Safety Officer.

All accidents and injuries which involve a member of the Theatre, a sub-contractor or members of the public at any event organised by the Theatre must be recorded in the Accident Book that is kept in the Theatre Office.

The report is completed, where possible, by the person to whom the incident occurred. In cases where the injuries make it impossible for the person to whom the incident occurred to make the entry, then a competent bystander is required to complete the details required of the report.

The report should be put in a seal envelope which is placed in the H&S Officer in-tray. The H&S Officer should be notified of all such accidents so he/she can review what happened and take any necessary actions to prevent a re-occurrence.

For confidentiality all reports will be scanned it into a specific folder on the Theatre's Cloud storage to which only Board members have access. These reports will be retained for at least 3 years.

In those cases where the accident is considered to be reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013) then the Health and Safety Officer or his/her nominated representative completes Form: F2508 (HSE form entitled: Reporting of an injury or dangerous occurrence).

The Society reports accidents in accordance with RIDDOR that involve:

- Death or major injury
- Fractures (other than to fingers, thumbs or toes)
- Amputations
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burns
- Injury resulting from electric shock or electrical burns leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Injuries leading to hypothermia, heat induced illness or requiring resuscitation or requiring admission to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material
- Any injuries to people not at a function organised by the Society as a result of an accident "arising out of or in connection with the function organised by the Society", where they are taken to hospital from the scene of the accident.

Reportable accidents are notified to the Local Authority, within 10 (ten) days of the occurrence by the Health and Safety Officer.

Records of reportable accidents are maintained and kept by the Health and Safety Officer or the person deemed in charge of operation in hand for at least 3 (three) years after the incident in a form that is easily and quickly retrievable for those in authority that need or wish to see the report.

7 APPENDIX 1: LOLER REQUIREMENTS

(The Lifting Operations and Lifting Equipment Regulations 1998)

The Theatre recognises that certain aspects of LOLER refer to their activities as an amateur theatrical Society. As appropriate, the Health and Safety Officer ensures that persons who are members of the Theatre or who are employed as sub-contractors by it engaged in lifting operations as defined in the regulations, are aware of or carry out, as appropriate, the following precautions:

- Eliminate risks associated with the defined equipment in use as a first priority.
- In cases where the risk cannot be fully eliminated other measures are taken to reduce the risk to a minimum and personnel are warned of the residual risks in the use of the equipment. Such measures shall be reduced by the use of appropriate guarding (fixed or removable), the use of appropriate personal protective equipment and the equipment carries suitable warning signs.
- Safe systems of work shall be documented and followed by the personnel concerned and, as appropriate, personnel receive training in the use and understanding of the safe systems of work.
- That the equipment is used for the purpose intended and that its capacity to carry a load is not exceeded when in use.

The Society recognises that a wide range of equipment comes under the jurisdiction of the regulations such as: Eye Bolts, Chains, Ropes, Gin Wheels, Elevating Platforms etc.

The Technical Director is responsible for ensuring that equipment under the jurisdiction of the regulation, whether owned by the Theatre or the personal property of the person(s) using it, are:

- Of adequate strength and stable for the intended use
- Positioned and installed to minimise risks
- Marked to indicate safe working loads
- Persons are properly trained in its use
- Used safely (the work is organised and carried out by competent persons)
- Given on-going examination by competent persons
- Suitable for use (used for its proper purpose, used under the conditions it should be used, conforms to any relevant European Directive in regard to CE marking, such as covered by the Machinery Directive, Electromagnetic Compatibility Directive etc)
- Maintained so as to be safe and not put persons' health at risk
- Persons shall not be permitted to walk under a lifted load or the load transported over a person.

8 APPENDIX 2: PUWER REQUIREMENTS

(The Provision and Use of Work Equipment Regulations 1998)

The Board recognises that certain aspects of PUWER refer to their activities as an amateur theatrical Society.

As appropriate, the Health and Safety Officer ensures that persons who are members of the Society or who are employed as sub-contractors by it who need to use equipment as defined in the regulations, are aware of or carry out, as appropriate, the following precautions:

- Eliminate risks associated with the defined equipment in use as a first priority.
- In cases where the risk cannot be fully eliminated other measures are taken to reduce the risk to a minimum and personnel are warned of the residual risks in the use of the equipment. Such measures shall be reduced by the use of appropriate guarding (fixed or removable), the use of appropriate personal protective equipment and the equipment carries suitable warning signs.
- Safe systems of work shall be documented and followed by the personnel concerned and, as appropriate, personnel receive training in the use and understanding of the safe systems of work.
- That the equipment is used for the purpose intended.

The Board recognises that a wide range of equipment comes under the jurisdiction of the regulations such as: Staple Guns, Electric Screwdrivers, Electric Saws, Electric Drills, Hammers, handsaws etc.

The Health and Safety Officer is responsible for ensuring that equipment under the jurisdiction of the regulation, whether owned by the Society or the personal property of the person(s) using it, are:

- Of adequate strength and stable for the intended use
- If applicable, positioned and installed to minimise risks
- Persons using the equipment are properly trained in its use
- Used safely (the work is organised and carried out by competent persons)
- Given on-going examination by competent persons
- Suitable for use (used for its proper purpose, used under the conditions it should be used, conforms to any relevant European Directive in regard to CE marking, such as covered by the Machinery Directive, Electromagnetic Compatibility Directive etc)
- Maintained so as to be safe and not put persons' health at risk

9 APPENDIX 3: FIRE ACTIONS

The Fire Actions to be taken by the House Manager, Stage Manager and Senior Technical Team member are:

House Manager

1. Open & secure the main auditorium doors & the foyer entrance doors.
2. Direct Patrons to Assembly Point
3. Check the alarm panel for the location of the sensor that has triggered the alarm and, when there is a free FoH volunteer, send them to check the alarm location and report back (but not if the alarm location is either DRESSING ROOM LOFT AREA or CARBON MONOXIDE - BOILERS; for these locations call the Fire Service without investigating).
4. If anyone reports there is a fire, dial 999 immediately and request Fire Service attend Wokingham Theatre RG40 5TU.
5. The House Manager should stay in the foyer until the auditorium and the foyer are clear of all patrons.
6. Check with SM & Tech Crew that all theatre members are safe.
7. When all patrons have left, to verify no one is in the theatre, perform a sweep of the main building, including the toilets, and the barn, but not backstage area or any area where fire has been reported.
8. If there is a fire, leave the building and liaise with the Fire Service.
9. If satisfied that this is a false activation, cancel the fire alarm.

Stage Manager

1. Start the over stage venting system.
2. Turn on stage working lights.
3. Tell all actors and crew to leave theatre by the nearest fire exit and go to assembly point.
4. Check all backstage areas to ensure everyone has evacuated the building and for any signs of fire.
5. After checking each area, close fire doors.
6. If there is a fire, report this immediately to the House Manager.
7. Go to assembly point to check all actors and backstage crew are present.
8. Report to the Front of House Manager.

Senior Technical Team Member

1. Stop any sound effects or music playing.
2. Turn on house lights and working lights.
3. Check rear stairs & fire exit are safe to use.
4. If safe:
 - a. Direct and assist audience members to use the rear fire exit.
 - b. Check boiler area for fire; if fire found report this immediately to House Manager.
5. If not safe, direct and assist audience to use other fire exits.
6. When all audience are clear of the auditorium, report to the House Manager.