

**WOW – YOUTH MUSICAL THEATRE
STATEMENT OF HEALTH AND SAFETY POLICY**

SAFETY POLICY: STATEMENT OF INTENT

**(in accordance with Section 2(3) of the Health and Safety at Work, etc.
Act 1974)**

INTRODUCTION

The principal objective of this document is to involve everybody at WOW Youth Musical Theatre in an awareness of the importance of achieving the highest standards of health and safety at all times. This is particularly important in the response to the Management of the Health and Safety at Work Regulations of 1992. These Regulations, along with other European and UK legislation, requires the active participation, by managers and others, in a process of formal risk assessment, so as to lessen, in a proactive way, the risks inherent in many workplaces. This philosophy is particularly important in workplaces where children and young people are present.

STATEMENT OF INTENT

1. WOW Youth Musical Theatre recognises and accepts its health and safety duties and responsibilities under the Health and Safety at Work, etc., Act 1974 and the Management of Health and Safety at Work Regulations 1992, so far as is reasonably practicable, for providing a safe and healthy working environment for all its Members. It also fully recognises and accepts its responsibility for other persons who may be affected by its activities. It will take steps to ensure that its statutory duties are met at all times.
2. WOW Youth Musical Theatre will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:-
 - (a) A rehearsal/production and performance environment that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for welfare whilst under the control of WOW Youth Musical Theatre.
 - (b) A safe place to rehearse and perform and safe access to (and egress from) it.
 - (c) Plant equipment and systems of rehearsal/performance that are, so far as is reasonably practicable, safe and without risk to health.
 - (d) Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

- (e) Sufficient information, instruction, training and supervision to enable all Members to avoid hazards and contribute positively to their own health and safety at work.
- (f) Necessary safety devices and personal protective equipment and supervision of their use.
- (g) Adequate financial provision to meet the approved codes of practice and requirements of all legislation, including protective measures identified by risk assessment.
- (h) A constant and continuing interest in all aspects of health and safety, in particular by:
 - investigating accidents and hazardous incidents involving or likely to involve personal injury;
 - carrying out regular safety inspections
- (i) Risk assessments with appropriate preventative and protective measures to eliminate or significantly reduce hazards.
- (j) A smoke-free environment

MANAGEMENT RESPONSIBILITIES

3. The Chair of WOW Youth Musical Theatre has overall responsibility for ensuring that the safety policy is implemented. The Chair may nominate a member of the Executive Committee to take responsibility for the day to day management of health & safety issues as detailed below under 'Statement of Arrangements'. It is also the responsibility of all members of the Executive Committee to give persons not being Members but who may be affected by the organisation's activities, information on matters that might affect their health and safety.

MEMBER RESPONSIBILITIES

4. It is the duty of all members to take reasonable care for the health and safety of themselves and others who may be affected by their acts and omissions. Every Member must:
 - (a) Work safely with consideration for the safety of all other Members of WOW Youth Musical Theatre and members of the public.
 - (b) Co-operate with the Executive Committee so as to enable it to carry out its own responsibilities successfully.
 - (c) Not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

STATEMENT OF ARRANGEMENTS

5. The delegated member of the Executive Committee will have day to day responsibility to ensure that arrangements are in place to:

- Pursue the prevention of accidents and the avoidance of ill health arising from the organisation's activities, using risk assessment techniques and other means as prompted by the Chair of the Executive Committee
- To receive reports of hazards from users of the work area and to take steps, so far as is reasonably practicable, to remove or reduce them.
- To report to the Executive Committee instances where their normal authority does not allow them to deal effectively with a hazard, or where there is any doubt as to the practicability of a solution; to take appropriate short term measures to maintain safety, pending rectification.
- To ensure that accidents and dangerous occurrences are reported and to establish the facts of any accident or dangerous occurrence.
- To identify training needs within their normal area of responsibilities, to report such needs to the Chair of the Executive Committee and to ensure provision of sufficient training, information and supervision.
- To inspect the designated area at least annually from the viewpoint of identifying hazards and to assess the effectiveness of the local hazard reporting system.
- To ensure the use of personal protective equipment and clothing, where appropriate, and to ensure that such equipment and clothing is properly maintained and renewed when necessary.

Arrangements for the following incidents will also be arranged and managed by the delegated Member of the Executive Committee:

- Accidents – All accidents must be reported to a member of the Executive Committee and recorded as such in the Accident Log Book (B1510) together with details of any actions taken or actions recommended to prevent similar accidents from occurring in the future
- First Aid – Arrangements will be made to ensure that wherever practical, a trained first aid person is present during all rehearsals and performances. In the event of first aid being required and such a person not being available, a

member of the Executive Committee must seek professional medical assistance at the earliest opportunity. Any incident resulting in the dispensing of first aid must be recorded in the First Aid Log Book.

- Fire Safety – Fire Safety arrangements involving regular (1/2 yearly) fire drills and evacuation procedures will take place and recorded as such in the Fire Log Book. Members will be advised of the evacuation procedures for any premises used by WOW Youth Musical Theatre.
- Manual Handling – to follow
- Control of Substances Hazardous to Health – to follow
- Lifting equipment – to follow
- Risk assessment – to follow
- Training – to follow

MONITORING AND REVIEW

6. The Health & Safety Policy and Statement of Arrangements will be reviewed at least annually and reported as such to the Executive Committee together with details of any Health & Safety incidents that have taken place in the previous 12 months and actions taken to resolve them. The report will also identify future actions to be undertaken by WOW Youth Musical Theatre in managing its Health & Safety responsibilities.