

Funtington Players

Health and Safety Policy

This document is the Health and Safety Policy of the Funtington Players Management Committee.

Our policy is to:

- Provide a healthy and safe environment for our members and for our audiences.
- Keep Funtington Players' equipment in a safe condition and adopt safe systems of work for all users.
- Provide such training and information as is necessary for all participants in productions and other activities.

It is the intention of the Funtington Players Management Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

The Funtington Players Management Committee considers the promotion of the health and safety of its members and its audiences to be of great importance. The Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage members to engage in the establishment and observance of safe working practices.

As hirers of the West Ashling & Funtington District Hall, the Funtington Players have a duty to comply with the practices set out by the Hall Trustees, all safety requirements set out in the hiring agreement and safety notices on the premises and to accept responsibility to do everything we can to prevent injury to ourselves or others.

This Health and Safety Policy will be reviewed annually by the Management Committee.

Signed on behalf of the Management Committee:

.....

Name:

Position:

Date:

Funtington Players

Organisation of Health and Safety

- (1) The Health and Safety policy and practices of the Funtington Players are set out in a series of related documents as follows:
 - (a) Health and Safety Policy
 - (b) Organisation of Health and Safety
 - (c) Management Practices and Procedures
 - (d) When operating in the West Ashling & Funtington District Hall, the Hall User Safety Manual – Operational Practices and Procedures should be followed.

- (2) The Funtington Players Management Committee has overall responsibility for health and safety during society activities.

- (3) The Committee member carrying out the role of Safety Adviser is delegated by the Management Committee to have day to day responsibility for the implementation of the Health & Safety policy and practices.

- (4) The following Committee and Production Team roles have responsibility for specific items:

<i>Item</i>	<i>Role</i>
Insurance	Treasurer
Reporting of accidents	Secretary
Risk Assessment and inspections	Safety Adviser
PAT Testing of FP Equipment	Safety Adviser
Evacuation of audience in case of fire	Front of House Manager
Evacuation of cast & crew in case of fire	Stage Manager

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Health & Safety

Management Practices and Procedures

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1. Introduction

The practices and procedures contained in this document are governed by the Health & Safety Policy for the Funtington Players.

Since the majority of the Funtington Players' activities take place at the West Ashling & Funtington District Hall, this document refers to the Health & Safety Practices and Procedures which are the responsibility of the Hall Trustees.

A separate manual, the Hall User Safety Manual, details operational practices and procedures and is kept readily available in the Hall.

2. Definitions

The Hall	The West Ashling & Funtington District Hall
FPs	Funtington Players

3. Safety Responsibilities

3.1 Hall Users - general

All Hall users, including FP members, are expected to recognise that there is a duty on them to comply with the practices and procedures set out by the Trustees, safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

3.2 FP Committee Members

In addition to the above responsibilities, FP committee members have a number of specific responsibilities, as follows:

- 3.2.1 To manage the particular hazards involved in mounting a theatrical production.
- 3.2.2 To ensure the health and safety of members by ensuring fitness for purpose of equipment provided.
- 3.2.3 To be alert to and report any fault, damage or other situation in the hall which may cause injury and which cannot be rectified immediately. A List of Hall Contacts is displayed on the notice board in the entrance lobby of the Hall. The relevant hall committee member will be contacted in such a situation and shall take action as soon as possible appropriate to the problem reported.
- 3.2.4 To be alert to and report any fault or damage to FP equipment which may pose a risk. A notice should be placed on damaged equipment warning that it is not to be used.
- 3.2.5 To participate in Risk Assessment exercises as advised by the Safety Adviser and agreed by the Management Committee. See 10. Risk Assessment, p.8, for further details.

4. Safety Practices

Safety practices to be followed by Hall users are set out in a separate manual, the Hall User Safety Manual, which is kept readily available at the Hall. The Manual includes the following:

- Safety practices
- Procedure in case of accidents
- Procedure in case of fire
- Fire safety equipment
- Use of kitchen facilities
- Operation of emergency exits
- End of session check list

5. Premises Licence

Use of the Hall is covered by a Premises Licence which is issued by the Chichester District Council and with which the FPs must comply.

5.1 Hall Capacity

The number of people who may be accommodated in the Hall at any one time is governed by the Premises Licence. The licensed capacity is as follows:

- (1) When used for functions utilising seating at tables – maximum 70 persons,
- (2) When used for dancing only or functions for closely seated audience – maximum 100 persons,
- (3) When used as a theatre – maximum 100 persons.

5.2 Places of Public Entertainment – General Guidance

A document under the above title was issued by the West Sussex Fire & Rescue Service and contains directives covering seating arrangements, attendants, scenery/curtains, stage, smoking, stairs/ramps, handrails and special effects during public entertainment such as amateur dramatic productions. Extracts from these General Guidance notes are attached to this document as Appendix A and the Safety Adviser is responsible for ensuring adherence to all directives contained therein.

6. Fire Precautions

6.1 Fire Safety Equipment

The following equipment is installed in the Hall:

- (a) Water Fire extinguishers are located in the main auditorium. CO2 extinguishers are located on the stage and in the kitchen.
- (b) A fire blanket is kept in the kitchen located close to the oven.

6.2 Procedure in case of fire

The procedure in case of fire is detailed in the Hall User Safety Manual together with a plan of the Hall showing the location of the telephone, fire exits and fire fighting equipment.

If a fire occurs during a performance the priority is to ensure the safe evacuation of the audience under the direction of the Front of House Manager. It is the Stage Manager's responsibility to ensure the safe evacuation of cast and crew backstage, providing manpower to assist the Front of House Manager as appropriate.

7. Electrical Equipment

7.1 Testing and Records

The electrical equipment owned by the FPs (lights, cables, dimmers, sound equipment, TVs etc.) is portable and is required to be PAT tested periodically according to the assessed risk. Records must be kept.

7.2 Rigging of Equipment

The rigging and cabling of equipment for a production is complex and should be done only by members who have been fully briefed on the electrical system and the precautions to be followed.

8. Other Hazards

There are particular hazards associated with the "get-in" and "get-out" and separate hazards associated with the production itself.

8.1 The get-in and get-out

Hazards include but are not limited to the following:

- A large number of people working in a relatively confined space.
- Lifting of heavy objects, scenery, rostra etc.
- Use of power tools.
- Working from step ladders.

The Stage Manager or other nominated person should draw up a plan for activities to avoid mutual interference and ensure that participants are appropriately briefed.

8.2 In performance

Hazards include but are not limited to the following:

- Difficulties in seeing the stage edge, steps in the wings or stored props and furniture in low light.
- Actors leaving stage momentarily "blinded" by the stage lights.
- Movements of scenery and props during scene changes.

9. Accidents

9.1 Useful Information

In the case of an accident occurring at the Hall, users are advised to contact a Hall committee member as shown in the List of Hall Contacts which is displayed on the notice board in the entrance lobby of the Hall. Should such an event occur the following information may be useful.

<i>Nearest facility</i>	<i>Address</i>	<i>Telephone</i>
Hospital Accident & Emergency department	St. Richards Hospital, Spitalfields Lane, Chichester	01243 788122

9.2 First Aid

First Aid Boxes are located in the kitchen and in the Jessie Sparkes room.

9.3 Recording of Accidents/Incidents

In the event of an accident or incident involving the health of an individual, details must be recorded in the Hall Accident Book, including at least the following:

- the date of reporting,
- the date, time and place of the event,
- personal details of those involved,
- a brief description of the nature of the event.

Incident Report forms are kept in the Hall with the Hall User Safety Manual for use by any Hall User who needs to record an accident/incident. It is essential to record all events because, by investigating these, action may be identified to prevent further occurrences.

9.4 Reporting of Accidents/Incidents

Certain types of accident and incident are required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR). These include:

- deaths
- major injuries
- accidents resulting in more than a three day injury
- diseases
- dangerous occurrences
- gas incidents

A full list of reportable accidents and incidents as well as other information on is given on the Incident Contact Centre website www.riddor.gov.uk. The completion of RIDDOR forms and the reporting of accidents is the responsibility of the Hall Secretary.

9.5 Investigation

The cause of all accidents involving FP members must be investigated by the FPs Management Committee so that measures can be taken to reduce the risk of recurrence, as appropriate. It

follows that all accidents must be reported to the Committee and discussed at the following Committee meeting.

10. Risk Assessment

The FPs Management Committee have decided to use Risk Assessment as a means of ensuring that potential hazards are identified and to lessen any risks they may cause. Risk Assessment covers the following areas:

- General hazards associated with use of the hall by the FPs.
- Hazards associated with Get-ins and Get-outs.
- Hazards arising during performance (which will tend to vary depending on the production being staged).

Risk Assessment records are held by the Safety Adviser.

The Risk Assessment will be regularly reviewed and revised if necessary. Reviews will be carried out:

- if there has been an accident or “near miss”.
- before each production.

11. Insurance

The FPs Management Committee have arranged for Public Liability insurance cover. It is the responsibility of the Treasurer to maintain appropriate and valid insurance cover.

12. Review of Health and Safety

In order to ensure regular consideration, Health and Safety will be featured as a standing item on the agenda for all meetings of the FPs Management Committee. This will provide the opportunity for relevant concerns to be raised by any of the Committee members including any accidents, faults, misuse or other matters which could affect the health and safety of others.

Places of Public Entertainment General Guidance

Seating

1. Seating and gangways are to be so arranged as to allow free and ready access direct to the exits with no portion of any gangway normally more than 18m from an exit measured along the line of the gangway.
2. Gangways are to be of sufficient width for the occupancy. Their width is to be calculated in accordance with the width of the exits but should in no case be less than 1.05m wide. The creation of bottleneck conditions which could cause obstruction to persons making their way out of the premises is to be avoided.
3. There is to be an unobstructed seat-way of at least 305mm measured between perpendiculars between the back of one seat and the front of the seat immediately behind.

The number of seats in a row is not to exceed:

- (a) 7 seats where there is a gangway at one end only. However, longer rows of up to 11 seats may be allowed if the seat-way is increased by 25mm for each seat over 7; and
 - (b) 14 seats where there is a gangway at each end. However, longer rows of up to 18 seats may be allowed if the seat-way is increased by 25mm for each additional pair of seats and/or any odd seat over 14.
4. (not applicable)
 5. All fixed and movable seating is to be maintained free from tears, rips, etc., which would result in the filling being exposed.

Attendants

6. There must be competent attendants on duty during the whole time that the public are on the premises. These attendants to be specifically instructed as to their responsibilities in the event of fire or other emergency. They must:
 - (a) ensure that no overcrowding occurs in any part of the premises
 - (b) keep all gangways and exits clear at all times
 - (c) prevent standing on seats or furniture; and
 - (d) be aware of any special requirements needed to ensure the safe evacuation of the public.
7. Attendants must be readily identifiable by means of some conspicuous clothing or marking system which is visible under all lighting conditions.

8. The number of attendants on duty on the premises to assist persons entering or leaving should not be less than 1 for every 250, or part of 250 present; and
 - (a) if the number of persons on the floor or tier is less than 100, there should be at least 1 additional attendant on duty on that floor or tier,
 - (b) if the number of persons present on any floor or tier exceeds 100 there should be at least 2 additional attendants on duty on the floor or tier.

Scenery/Curtains

9. All curtains or drapes are to be of a durably flame-retarded fabric or inherently flame-retarded fabric and are to conform with British Standard 5867 Part 2, fabric type B.

Curtains or drapes are not to conceal notices and are not to be hung so as to trail on the floor.
10. Where curtains are permitted in front of fire exit doors the following criteria must be adhered to:
 - (a) an attendant is to be nearby to open the curtains in the event of an emergency,
 - (b) exit signs must be visible at all times,
 - (c) curtains are to open in the centre when in front of a pair of doors,
 - (d) when in the open position, the folding curtains are to hang clear of the doorway openings.
11. All scenery, including cloths, draperies, gauze-cloths, floral decorations, hangings, curtains and all fabric decorations on the stage are to be maintained flame-retarded.
12. Materials treated by a non-durable process which have been washed or cleaned should be re-treated to render them flame-retarded before re-use.

Stage

13. The under-stage area is to be kept entirely free of readily combustible materials.
14. If the under-stage area is to be used for storage purposes, it is to be separated from the remainder of the building by 60 minutes fire-resisting construction.

No Smoking

15. Smoking is to be strictly prohibited on stage and in all areas associated with the stage, except where it is necessary in connection with the performance. The use of naked lights will require prior approval by the Fire Authority.

Stairs/Ramps

16. The edges of treads of stairs used by the public to be rendered and maintained conspicuous.

17. Where a ramp is provided it is:

- (a) to have an easy gradient and in no case be steeper than 1 in 12,
- (b) to be provided with guardrails, where it is more than 600mm above the ground, which are to be at a height between 150mm and 300mm above the ramp,
- (c) to be provided with handrails which give a firm support and are between 840mm and 1m above the surface of the ramp,
- (d) to have a width not less than that of the exit it serves,
- (e) normally to be divided into sections, each separated from the adjacent section by a handrail, so that each section measured between the handrails is not less than 1.01m wide; and
- (f) to be provided with non-slip surfaces which will be particularly necessary where a ramp is exposed to the weather.

Handrail

18. (Not applicable)

Special Effects

- 19. The requirements for the safe use of lasers are detailed in HS(G)95 - The Radiation Safety of Lasers used for Display Purposes - ISBN 0 7176 0691 0, available from the Stationery Office and BS EN 60825. These standards are to be adopted and the Health and Safety Executive should be consulted.
- 20. Application for the Licensing and the Fire Authorities' consent to the use of pyrotechnics and special effects is to be made by the licensee in writing at least seven days before the first performance of the entertainment and is to give full details of the proposed use and the date and time on which a demonstration can be witnessed.

*Issued by West Sussex Fire & Rescue Service
(Appendix FS 12 to the Fire Certificate dated 3 September 2004)*