

OLD WELL THEATRE HEALTH & SAFETY DOCUMENT

The purpose of this document is to familiarise staff and incoming companies with safe use & safe working practices within the theatre. Whilst it can never be totally comprehensive, these guidelines – if followed correctly – will safeguard against predictable accidents and hazards. Please remember that if you decide to take a risk, you not only put yourself in danger, you may also threaten the livelihood of the theatre. A substantial amount of damage to staff, the building and stock may occur. Please think about the implications of your actions. Please ensure you read you read and understand the enclosed contents, and to follow the principles herein. If you are unhappy with any aspect, you must let the committee know immediately. Please also ensure you pass on all relevant information to personnel working on your production. If you have any queries or questions in the meantime please ask.

| Hazard area | Hazard Description | Persons at Risk | Risk High, Med or Low | Control Measures | Does this lower risk? Yes/No | Additional Comments/Notes |
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| Theatre lighting & projection | <u>Rigging activities- Working at height</u> | Resident Staff/ Visiting Company | M | No lone working at height. Correct equipment for purpose to be used. H&S to be utilised. No rigging activity to be by anyone under the age of 18 years. | | |
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| | <u>Safety of venue rig- risk of falling lanterns, electrical safety, etc.</u> | Resident Staff/ Visiting Company | M | During rigging and focussing, Resident staff or visiting companies to do a visual check on all lanterns and cables in use and to make sure that each lantern is affixed to its bar with a sturdy safety chain. All lights to be disconnected before any work is done on them. Regular check on suspension of luminaires, projection screen etc. Safety chains/secondary suspension systems must be in place. Wire rope suspensions to be correctly fitted. Colour frames to be fitted correctly. Luminaires not be moved/adjusted or colour frames fitted when people underneath. | | |
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| | <u>Changing of spotlights and filters. Additional rigging, adding gels- activities involving working at heights over stage:e.g. risk of falling objects (tools, lantern accessories).</u> | Resident Staff/ Visiting Company | M | <p>Only competent trained personnel to change spotlights and filters using correct equipment for the purpose. Persons working at heights must not work alone. Ensure all visiting company and resident staff are aware that overhead activity is taking place and that the stage is clear. No one to cross or enter the stage until the resident technician gives the safety all clear. Ensure that all additional rigged items are securely fixed and have safety bonds attached to them. No unsecured tools or equipment are to be left on ladder platforms, access equipment etc. Use protective gloves when focusing luminaires. When replacing Tungsten halogen lamps, handle new lamp in its plastic sleeve to avoid damage to lamp from finger sweat/grease. Allow luminaire/lamp to cool if necessary.</p> | | |
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| | <u>Use of lighting box and projection equipment</u> | Resident Staff/ Visiting Company | L | <p>Lighting box & lighting cage to be locked when not in use. No one under the age of 18 to enter lighting cage or use lighting, sound or projection equipment without training and a competent adult supervising. No combustible materials or combustible liquids to be stored in the lighting cage or lighting box. No food in the area of lighting sound or projection equipment. All equipment used to be on a sound surface and no leads trailing. Electrical equipment being used should be PAT tested as required.</p> | | |
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| | <u>Special effects</u> | Resident Staff/ Visiting Company | H | <p>Ensure actors/staff are kept at appropriate safe distances from special effects and any spillage or other residue is cleared and cleaned promptly to avoid slips, sprains etc. When using special effects any data sheets for that type of effect should be checked and hazards identified. Any electrical devices used for special effects must be switched off during refilling. Consider the implication of reduced visibility, slips etc if a special effect is to be used. Pyrotechnics must only be handled by suitably qualified staff following correct guidelines. When selecting a pyrotechnical device reference should be made to the particular data sheet for that effect, and any health hazards identified. Reference should also be made to the safe working distance of the effect. Consideration should be made for elements to the effect such as hot fall out. Pyrotechnics must be stored in the metal container in the lighting cage or lighting box, which is to be kept locked. Pyrotechnics may only be activated by control systems for that use and may only be operated by persons with a clear view of the device to be detonated. Fire fighting equipment of the correct type must be on stand by with a member of staff dedicated to that role whilst pyros are used. When re-loading pyro-pods, detonators must be de-activated. Maroons may only be detonated in approved bomb tanks.</p> | | |
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| | <u>Sound</u> | Resident Staff/ Visiting Company/ Audience | L | <p>Technician to follow current regulations pertaining to the limit of noise level that can damage hearing and ensure that maximum limits are not reached.</p> | | |

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| Stage | <u>Scenery construction</u> | Resident Staff/ Visiting Company | M | <p>All scenery to be adequately constructed and braced. Use leather gloves when handling scenery. Ensure that scenery units are handled/assembled by a sufficient number of staff. High level scenery to include safety rails/barriers. Previously used scenery units to be checked for damage/deterioration before re-use. Repair/rebuild as necessary. Awareness of hazards when using paint. COSHH regulations. Adequate ventilation, use of plastic gloves and other personal protection. Correct use of appropriate cleaning materials. Awareness of hazards related to cleaning materials e.g. white spirit. Assessment of flammability of structures, finishes and cleaning materials. Adequate fireproofing and use of fire retardant finishes. Training in correct lifting methods to avoid muscle damage. Avoid twisting or bending sideways while lifting, bend your knees and keep a straight back, keep the load close to your body, keep arms close to the body, keep chin tucked in, keep feet apart, with one leg forward of the other. All scenery should be neatly stored and all scenery stores kept tidy. Ensure all hand tools are sound, adequate for the intended purpose, and used as intended. All tools should be returned to their storage place when not in use. Do not leave lying around unattended. If you are unsure about the correct way to use a tool seek advice before attempting work. Hand tools should not be used by work experience or students under the age of 18 without adult supervision, and not by any person under the age of 12 at all. Any defective tools should be withdrawn from use. Do not use power tools unless you are completely aware of</p> | | |

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| | | | | <p>use. Do not use power tools unless you are completely aware of the correct method of usage. Only use power tools for the purpose for which they were designed. Never use power tools if the working area is damp or wet. Do not allow person under the age of 18 to operate power tools. Always ensure you have enough cable to safely reach your work area without pulling the cable tight. Do not place the cable in a position where it might become entangle with any moving parts. Always use a RCD on mains powered tools. Ensure that all tools carry valid PAT test certification. Keep power tools clean and free from saw dust etc. & return to carry boxes after use.</p> | | |
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| | <u>Electrical installations</u> | Resident Staff/ Visiting Company | L | All electrical work to be conducted by a trained electrician. No use of power tools or electrical work to be carried out by anyone under the age of 18 years. Test & Inspect carried out at regular intervals. | | |
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| | <u>Gas</u> | Resident Staff/ Visiting Company/ Audience | L | Gas serviced & checked annually by approved gas engineers. | | |

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| | <u>Manual Handling</u> <u>Strain on back</u> <u>Stress</u> <u>Fatigue</u> <u>Crushed or broken limbs</u> <u>Splinters</u> <u>Cuts</u> <u>Loss of grip</u> <u>causing potential injury elsewhere</u> | Resident Staff/ Visiting Company | M | <p>Load-in/load-out routes must be made clear from all obstruction before load-in/load-out commences. All doors on the route to be wedged open to minimise time taken for carriage. Identify heavy and awkward items and ensure that these are carried by an adequate number of people.</p> <p>Follow safe lifting procedures. The use of a dolly/trolley/sack barrow or piano wheels where possible to reduce physical carrying to a minimum. Any building sequence of set to be supervised by a competent adult.</p> <p>Pay particular attention to awkward, sharp or dangerous pieces of set. All set to be checked before production commences.</p> | | |
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| | <u>Insufficient working light backstage</u> | Resident Staff/ Visiting Company | M | <p>Ensure company walk the routes from backstage to stage prior to starting the show (both in reduced light and in good light). Actors to raise safety concerns with the resident technical in advance of the show- additional working light can be added until lighting levels are sufficient. Any flats or masking where it becomes difficult to make out the edges of in low level lighting should be marked with white tape or glo-tape.</p> | | |
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| | <u>Trip hazards</u> | Resident Staff/ Visiting Company | M | All cables to be taped down. Any cables running across access/egress points will have a highlighting added when they are taped. Any cables that become loose during the performance must be brought to the resident technicians notice as soon as possible. Backstage areas must be kept as clear as possible. If prop tables or other objects are obstructing escape routes, they MUST be moved where they are not before the start of any public performance. Any cables to be taped down securely. Any venue maintenance problems must be brought to the attention of appropriate staff immediately. | | |
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| | <u>Prop hazards</u> | Resident Staff/ Visiting Company | M | Suitability of chairs, seating, tables & general props to be checked before use. Ensure no risk of harm from damaged or defective furniture or other props are likely to occur during use. If defects are found, ensure they are correctly fixed or the object is disposed of responsibly and not used. | | |
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| | <u>Cloths</u> | Resident Staff/ Visiting Company | L | Drapes to be treated to make them fire resistant. All set materials and/or drapes brought in by a visiting company must be either inherently flame retardant or have been treated to make them fire resistant. | | |
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| Auditorium | <u>Overcrowding</u> | Audience | L | Managers to strictly monitor numbers of persons using the auditorium. There is a restriction of a maximum of 70 seated with 1 designated disabled space. The disabled space may be used by two seated audience members where not required by a wheelchair user or musicians. Maximum permissible seating 72. | | |
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| | <u>Seats</u> | Audience | M | Seats to be checked regularly for any damage or loose parts that may cause injury must be repaired promptly or where prompt repair is not possible and notice attached to the chair clearly noting that the chair should not be used. | | |
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| | <u>Access and egress of disabled persons</u> | Resident Staff/ Visiting Company/ Audience | | <p>In accordance with statutory provisions and subject to any conditions which may be imposed by the Council, people with disabilities may be permitted to sit in the auditorium in wheelchairs, other than those that are petrol driven, provided that they have an able bodied steward/attendant in close proximity to take them to a place of safety in the event of an emergency. Similarly, in those instances where the person can be accommodated in the fixed seating the steward/attendant shall be readily available to assist them to their wheelchair and then to a place of safety. The number of wheelchairs accommodated in the auditorium should be limited to two (2). One designated wheelchair space and one adequately spaced area appropriate for wheelchair users. Where a party of restricted ability audience members attend further staff to be available where necessary.</p> <p>L Consideration will be given for persons with disability using access and services within the Old Well Theatre. Wherever possible staff of the OWT will actively try to overcome physical barriers to access for disabled visitors and endeavour to meet the general needs of disabled visitors and meet the requirements of the Disability Discrimination Act. OWT Food and drink should be accessible for visitors with disabilities and the OWT will aim to provide assistance to disabled visitors who may require it and provide accessible tables within the refreshment area.</p> <p>Visitors with vision impairments may need orientation and OWT staff will offer persons with vision impairment assistance to his or her seat and to the refreshment area. If he or she accepts the offer of assistance, the service person will offer his or her arm to the customer and guide the person to the seat or table, alerting him or her to obstacles along the way. If a visually impaired person declines orientation then OWT staff will offer to deliver refreshment to them.</p> | | |
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| Foyer/ Green room | | | | | | |

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| | <u>Urns & other burn risks</u> | Resident Staff/ Visiting Company | H | Hot water urns must be fixed on a level surface or against a wall. Urns must be British Standards approved and not be placed near edges of worktops where they can be knocked, tipped or spill. When holding very hot items or very cold items – use tea towel or cloth with adequate thickness to protect hands. | | |
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| | <u>Chairs</u> | Resident Staff/ Visiting Company/ Audience | L | Chairs not to be stacked more than 6 high and routinely checked for damage. | | |
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| | <u>Food</u> | Resident Staff/ Visiting Company/ Audience | M | Staff should always wash their hands thoroughly before handling food. Staff should not smoke, drink, eat or chew gum while handling food. Staff should also avoid touching their face or nose, or coughing and sneezing. Staff should be 'fit for work' at all times. This means that they must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety. Staff to be compliant with shelf life and temperature controls for the storage of products. It is IMPORTANT that staff keep a copy of the ingredient information of any ready-made foods used to ingredients can be checked against customer sensitivities. Keep food covered. Make sure you control pests effectively when necessary. DO NOT use chemicals to control pests in a food area. Always clear and clean as you go. Repair or replace any equipment or utensils that are damaged or have loose parts. | | |
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| | <u>Drinks</u> | Resident Staff/ Visiting Company/ Audience | M | Bar staff to follow current alcohol licensing laws under the direction of the bar manager when running the foyer bar. It is an offence under the Act for any responsible person to knowingly allow an individual under the age of 18 to sell, supply or serve alcohol on relevant premises. During the hours the bar is open to the public, bar personnel will be responsible for ensuring alcohol is not within reach of any person/s under the age of 18. No person under the age of 18 shall be permitted behind the bar. | | |
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| | <u>Hot beverages</u> | Resident Staff/ Visiting Company/ Audience | M | Risks of tripping, burns and scalding. No more than three persons behind the bar whilst serving. No plastic cups to be used with hot drinks unless cup holders are used. No one under the age of 14 to serve hot drinks. | | |
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| | <u>Glass</u> | Resident Staff/ Visiting Company/ Audience | L | Ensure that glasses are carefully stored. Checked for any breakages before use and that broken glass is disposed of carefully to ensure no contamination in food and to protect against injury. | | |
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| | <u>Money security</u> | Resident Staff | L | Cash to be counted away from, and out of view of, customer areas and as far away from entrances/exits or public areas as possible. Cash is immediately stored in lockable cash box, till or draw with receipt copies as required. Large amounts of cash, over £150 to be removed from locked storage and banked by appropriate personnel as soon as possible. Credit Card payments received to be immediately stored in a locked box, till or draw. Customer bank details are not required and not held. If this were to be the case: Customer bank details and/or credit card slips are to be stored in a lockable box, till or draw. If these details are held customer bank details to be stored with accounts at the end of the year along with credit card slips. Customer bank details and/or credit card slips to be incinerated after 10 years. Cheques received to be paid into bank/building society within 2 weeks of being received. CASH IN TRANSIT: If possible, travel by vehicle rather than on foot or public transport. Avoiding quiet streets and alleyways. If possible, use a busy route and walk in the centre of the pavement facing oncoming traffic. Establish vulnerable spots en route and maintain extra vigilance in those areas. Avoid banking alone. You should only make the journey when other people will be around. Take an escort as a witness where | | |
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| Access | | | | | | |
| | <u>Emergency Evacuation</u> | Resident Staff/ Visiting Company/ Audience | M | In the event of fire, sounders will sound continuously signifying evacuation. Managers and staff will ensure audience including any disabled users are located to a place of safety. Managers will be responsible for liaising with the fire brigade, knowing where fire extinguishers are and how to use them and be responsible for a head count at the evacuation point marked in the car park at the front of the theatre. In the event of private hire of the venue, hirer to be informed to familiarize themselves with theatre policies. Director/Producer to be responsible for headcount of cast. | | |
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| | <u>Use of Lift</u> | Resident Staff/ Visiting Company/ Audience | L | Strict policy and notices on the inside of the lift to prevent overloading. Staff to be trained to listen out for the emergency alarm from the lift and use procedures if it is heard. Members of trained staff release persons in lift. Notice to be displayed advising lift users to inform a member of staff when they wish to use the lift. Notices to be displayed at all call points to advise not to use lift if the fire alarm has been sounded. | | |
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| | <u>Obstructions in gangways and passages</u> | Resident Staff/ Visiting Company/ Audience | M | Applying to Stairs/Corridors/Toilets/Green room/Props room/Dressing rooms/Bar/Foyer, Office/Stores as exits/ All exits. No chairs, seats, bags or any other obstructions should be placed in any gangway or passage, nor shall any persons be allowed to stand or sit in the passages of the auditorium, during the time of the performance accept the space before the lighting box door whereby the seat must be movable in case of emergency and used by staff trained to escort audience members from the auditorium in the case of an emergency. | | |
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| | <u>Secured fire exit doors</u> | Resident Staff/ Visiting Company/ Audience | L | Under usual circumstances there is to be no use of chains, padlocks or other locking devices for securing external fire exit doors. If in the case of a security issue these measures have to be used and when the public are not on the premises, the responsible person shall be required to remove such chains, padlocks or other devices before the admission of the public and should not be replaced during the whole time the public are present on the premises. | | |
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| | <u>Intruder Alarm</u> | Resident Staff | L | Intruder alarm to be set when theatre is unoccupied. Each key holder to have their own unique four digit code for increased security. Intruder alarm serviced and tested regularly under contract. Alarm monitoring conducted by authorised service via Dualcom communication. Dual response single alarm passed to key holder, multiple alarm passed to police control room. | | |
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| | <u>Emergency Lighting</u> | | L | Weekly: Visually check that all maintained lamps are operating and that all system healthy indicators on central power supply systems are illuminate. Monthly: Check all luminaries and other emergency lighting equipment is in a good condition, all lamps and light controllers are clean, undamaged and not blackened. Briefly test all emergency lighting equipment by simulating a failure of the normal lighting supply. The test should not exceed a quarter of the equipment rated duration. Check that all equipment functions correctly. Check that upon restoring the mains supply, all supply healthy indicators are again illuminated. Annually: A full system test should be conducted by a competent service engineer including a full rated duration test of the system. Compliance of the installation and system requirement current legislation should be considered and documented as necessary. | | |
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| | <u>Use of toilets</u> | Resident Staff/ Visiting Company/ Audience | L | Managers to be available to guide theatre users to toilet locations. Managers check toilets at end of performances to ensure no person is locked in. | | |
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| | <u>Power failure</u> | Resident Staff/ Visiting Company/ Audience | L | In the event of a power failure, emergency lighting to automatically illuminate and the Theatre will be evacuated by Managers informing users. | | |
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| | <u>Risk of falling down stairs</u> | Resident Staff/ Visiting Company/ Audience | M | All staircases to have handrails. All areas being used to be well lit, including stairs. Step edges inside the main building to be noticeable. Signs to be placed where warning will be required. Staff to be aware that some theatre visitors may require assistance using steps or stairs and should be available to assist where requested. | | |
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| | <u>Defective flooring surfaces</u> | Resident Staff/ Visiting Company/ Audience | L | Staff to be vigilant about loose, threadbare, torn or damaged carpets, carpet tiles. Damaged or defective non slip surfaces, damage to special flooring that may impair movement around, through or out of the building and to report to those in charge of maintenance as soon as possible. All staff to clear up any spillages that may occur to minimise chance of slips or falls. | | |
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| | <u>Internal & External doors</u> | Resident Staff/ Visiting Company/ Audience | L | Contact injuries, defective handles, hinges and frames, cuts from sharp edges, splinters etc. Damaged, defective handles, hinges and frames. All staff to watch for damage or possible edges that may cause injury and report to those in charge of maintenance as soon as possible. Use of warning signs to advise all users of risk of harm in the event of any damage not repaired promptly. | | |
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| | <u>Car Park-Shared Pedestrian/ Vehicular Access</u> | Resident Staff/ Visiting Company/ Audience | M | Chance of contact with vehicles as a result of mixed use access, trips and falls as a result of failure or defective surfaces, slips and trips as a result of weather conditions, changes in ground level. Staff to minimise chances of contact with correctly marked areas for parking, to ensure minimum change in ground level or defective surfaces and to use salt mix on surfaces where there may be risk of slipping or falling in freezing or slippery conditions. | | |
| General | | | | | | |
| | <u>Leads and electrical equipment</u> | Resident Staff/ Visiting Company | L | All portable equipment to be PAT tested as required. All trailing leads to be taped down with gaffer tape. All new equipment to be checked before first use to ensure there are no obvious accessible dangerous moving parts or siting of the equipment does not cause additional hazards. Staff are encouraged to spot and report any defective plugs, discoloured sockets or damaged cable / equipment. Defective equipment to be taken out of use and safely and promptly replaced or repaired. Portable equipment is PAT tested at an appropriate frequency. Only experienced and competent staff install and connect electrical equipment. It is not acceptable for outside appliances to be brought into the theatre unless PAT tested before use. | | |
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| | <u>Smoking</u> | Resident Staff/ Visiting Company/ Audience | L | The theatre is a designated non-smoking area. All those wishing to smoke have to go outside the premises. This also applies to vape users. | | |
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| | <u>Fire</u> | Resident Staff/ Visiting Company | L | <p>Fire alarm and communications checked weekly. Fire risk assessment to be completed every 6 months and adequate fire safety measures in place. Fire alarms serviced and tested regularly. Fire extinguishers serviced and checked regularly under contract. Regular checks made to ensure escape routes and fire exit doors are not obstructed. All staff to know emergency procedures. On discovering a fire: Immediately raise the alarm by breaking the glass at the nearest Break Glass Point, assist everyone out of the building via the Fire Exits, CALL THE FIRE BRIGADE BY DIALLING 999, (do not stop to collect belongings or allow others to), assist everyone to the designated Fire Assembly Point, take a head count, provide details and location of the fire to the fire service. DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO BY A FIRE OFFICER. Alarm monitoring conducted by authorised service via Dualcom communication. Single alarm level, all alarms passed to key holders and fire control centre.</p> | | |
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| | <u>First aid</u> | Resident Staff/ Visiting Company/ Audience | M | <p>Accidents, however minor or trivial need to be reported to the duty manager and recorded in the theatres Accident Book. First Aid can be found in the foyer bar. Any item used from a kit should be reported to a member or bar staff as soon as possible so a note can be put in the foyer till.</p> | | |
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| | <u>Cleaning chemicals</u> | Resident Staff/ Visiting Company | L | Staff advised to use disposable cloths wherever possible, and throw them away after each task. If using re-usable cloths, make sure they are thoroughly washed, disinfected and dried between tasks (not just when they look dirty). If washing and disinfecting cloths by hand, ensure all the food and dirt has been removed before they are disinfected. Use very hot water to disinfect the cloths. Staff can suffer chemical burns or develop dermatitis from contact with, or use of, cleaning chemicals. Gloves supplied for use with the chemicals. Staff told about skin care when cleaning and handling chemicals etc. Chemicals always kept in original labelled containers, any containers for decanted chemicals clearly marked. Follow the manufacturer's instructions on how to use and store cleaning chemicals. Store cleaning chemicals separately from food. | | |
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| | <u>Spills</u> | Resident Staff/ Visiting Company/ Audience | M | Spills of liquid or foods to be cleared promptly to avoid slips, damage to clothes or furnishing and to discourage pests. | | |
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| | <u>Dressing rooms</u> | Resident Staff/ Visiting Company | M | <p>Please ensure that nothing comes into contact with the bare bulbs in the dressing rooms, they get extremely hot! Turn off the mirror bulbs when the room is unoccupied. Any personal mains operated electrical equipment brought into the building (e.g. hairdryers, radios etc.) MUST be PAT tested. Please do not leave broken glass, crockery or other sharp items in the waste-paper bins. Please do not wedge open any doors in the backstage area. Please familiarise yourself with the theatres fire evacuation procedure, and the nearest exit route to your location.</p> <p>Performers in costume are not permitted in the Front of House areas after the front doors are opened to the public, unless directed as part of the performance. Any damage done to any dressing room must be reported immediately. If a visiting company has caused the damage, the cost of repair will be passed on to the company. At the end of each production it is the responsibility of the director/producer to ensure that dressing rooms are emptied or all materials pertaining to that production and they are clean and presentable.</p> | | |
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| | <u>Hygiene & comfort</u> | Resident Staff/ Visiting Company/ Audience | L | <p>Toilets & sinks available are cleaned regularly. Heating is set to a minimum ambient temperature when theatre is occupied. Spills of liquid or foods to be cleared promptly to avoid slips, damage to clothes or furnishing and to discourage pests.</p> | | |
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| | <u>Seating & posture</u> | Resident Staff/ Visiting Company/ Audience | L | Persons risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed environments. Reassessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting. Workstations and equipment set to ensure good posture and to avoid glare and reflections on screens where used. Staff advised to ask someone taller to reach up to high shelves or use ladder if trained to do so. | | |
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| | <u>Stress</u> | Resident Staff/ Visiting Company | M | Anyone working in their environment could be affected by factors such as lack of job control, bullying, not knowing their role. Ensure that everyone understands their duties and responsibilities. Committee work together to ensure that no one feels they are overstretched in their role or are made to feel bullied by anyone in anyway at anytime. | | |
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| Human rights | <u>Bullying & Harassment</u> | Resident Staff/ Visiting Company/ Audience | <p>The Old Well Theatre's overall objective is to protect the dignity of individuals and to ensure that each Old Well Theatre member is able to work in an environment free of harassment. Old Well Theatre's definition of harassment is derived from the European Commission Code of Conduct on Sexual Harassment. The Commission has defined sexual harassment as unwanted conduct of a sexual nature, or other conduct based on sex affecting the dignity of women at work. Old Well Theatre accepts this definition of sexual harassment and adapts it to define harassment on all other grounds. In addition to this definition, the following characteristic features about harassment can also help us to understand and recognise it: Harassment always involves unwanted conduct of a discriminatory and or intimidating kind which may be directed at an individual, group, culture, religion or lifestyle. Harassment frequently creates conditions in the workplace which are oppressive and or offensive to one or more individuals. Harassment frequently involves a display of power which undermines, intimidates, isolates or degrades the victim. Harassment always involves some form of behaviour by which an individual or group is treated in a detrimental way on improper grounds. Old Well Theatre believes that it is preferable for complaints of harassment to be resolved informally wherever this is possible and appropriate as this is most likely to produce speedy solutions which minimise the risk of breaching confidentiality. However, where a member makes a formal complaint of harassment the matter will in each case be</p> | | |
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| | | | | formal complaint of harassment the matter will, in each case, be dealt with formally by the committee and if necessary the plaintiff will be removed from membership. | | |
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| | <u>Child & Vulnerable Adults Protection</u> | Resident Staff/ Visiting Company | L | <p>The Old Well Theatre Child Protection & Vulnerable Adult policies recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio- economic background, all children have a positive and enjoyable experience of theatre at Old Well Theatre in a safe environment and are protected from abuse whilst participating at the Old Well Theatre whether in or outside of an activity. The Old Well Theatre will promote and prioritise the safety and wellbeing of children, young people and vulnerable adults and ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults and will ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern, ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored, prevent the employment/deployment of unsuitable individuals, ensure robust safeguarding arrangements and procedures are in operation as stated in the Protection of Vulnerable Groups Act.</p> | | |
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| | <u>Child Protection Responsibilities</u> | Resident Staff/Visiting Company | <p>Responsibilities of the Society</p> <p>At the outset of any production involving children the society will undertake a risk assessment and monitor risk throughout the production process.</p> <p>Ensure that children are supervised at all times.</p> <p>The Old Well Theatre believes it to be important that there is a partnership between parents and the theatre. Parents are encouraged to be involved in the activities of the society and to share responsibility for the care of children. All parents will be given a copy the society's Child Protection Policy and procedures. All parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances. It is NOT the responsibility of the Old Well Theatre to take children home.</p> <p>The society will attempt to ensure that no adult has unsupervised contact with children.</p> <p>If possible there will always be two adults in the room when working with children.</p> <p>If unsupervised contact is unavoidable, steps will be taken to minimize risk. For example, work will be carried out in a public area, or in a designated room with a door open.</p> <p>If it is predicted that an individual is likely to require unsupervised contact with children, he or she may be required to obtain a criminal record disclosure.</p> <p>L All adults will maintain a safe and appropriate distance from children.</p> <p>Adults will only touch children when it is absolutely necessary in</p> | | |
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| | | | <p>Adults will only touch children when it is absolutely necessary in relation to the particular activity.</p> <p>Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.</p> <p>The theatre will ensure no personal or referral details pertaining to the identity of a child will be published alongside photographic material nor stored together in any context.</p> <p>Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes..</p> <p>Any abuse seen or suspected should be made known to the person with responsibility for child protection or relevant authorities. These requirement should be read in conjunction with the Old Well Theatre Child Protection Policy.</p> | | |
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| | <u>Data Protection</u> | Resident Staff/ Visiting Company/ Audience | L | Old Well Theatre may use members contact information to carry out a particular task (for example, asking volunteers to contact people on our database) to ensure you receive information from the Old Well Theatre. Contact details of members and others requesting information will be held under the guidelines of the Data Protection Act 1998 and the Old Well Theatre may not pass on contact information about members of the Old Well Theatre or an individuals' use of Old Well Theatre services to a third party, without permission from that individual. Generally the Old Well Theatre will only send out information relating to the Old Well Theatre unless permitted by the Trustee's and Committee of the Old Well Theatre. | | |
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| | <u>Insurance</u> | Resident Staff/ Visiting Company/ Audience | L | The Old Well Theatre holds adequate insurance for buildings, content and third parties including those working within the theatre. All members are insured as staff when on theatre business within the premises of the Old Well Theatre. Contents/Property of the Old Well Theatre are covered by insurance whilst temporarily elsewhere. Persons outside of premises of the Old Well Theatre are not insured under Old Well Theatre insurance whether on theatre business or not. | | |
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Date _____ Signed _____ Name _____ Next review date: _____