

HEALTH & SAFETY POLICY

Introduction

Bridges Musical Theatre (BMT) believes that excellence in the management of health and safety is an essential element within its theatrical productions – a good health and safety record goes hand in hand with excellence in performance. People are the most important asset to this society, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From a legal perspective, BMT is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, we will strive to go beyond the requirements of legislation.

BMT is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are: -

- to provide adequate control of the Health and Safety risks arising from our theatrical, production and artistic activities
- to consult with our members on matters affecting their Health & Safety
- to provide and maintain safe systems of work and equipment
- to ensure safe handling and use of hazardous substances
- to provide information, instruction and supervision for all members, supporters and visitors
- to ensure all members and supporters are competent to do their tasks, and to give them adequate training
- to prevent accidents
- to maintain safe and healthy working conditions
- to provide a safe environment for audience members and visitors that attend our productions

Duties of Members

All society members are required to:

- co-operate with the Committee on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of the health and safety of themselves and others
- report all health and safety concerns to the Stage Manager or Production Manager

Non-compliance with health and safety rules and procedures can result in members being asked to appear before the committee to explain their actions, and where necessary the committee reserves the right to ask them to leave BMT where deemed appropriate.

All society policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with our commitment to the safe running of our theatrical, production and artistic activities, BMT will carry out risk assessments of all actions or omissions that present a risk to its members or other persons directly or indirectly involved for example audience members and sub-contractors. These procedure for doing so is as follows:

1. Identify the significant hazards involved in our activities.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.

5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by:

Stage Manager and Director

Approval for the required action to remove or control risks will be given by the:

Production Manager

Risk Assessments will be kept in:

The Production File

The health and safety management system is the responsibility of:

The Stage Manager

Consultation with Society Members

BMT will consult with its members in accordance with our commitment to the safe running of our theatrical, production and artistic activities.

Safe Use of Production Equipment & Materials

BMT will ensure that all production equipment & materials are suitable and without risks to health and safety, in accordance with its commitment to providing the safe running of our theatrical, production and artistic activities

Responsibility for identifying all production equipment & materials needing maintenance is that of:

Stage Manager

Any problems with production equipment & materials should be reported to:

Stage Manager

Responsibility for checking that new production equipment & materials meets health and safety standards before it is purchased is that of:

BMT Committee

Safe Handling and Use of Potentially Hazardous Substances

BMT will assess and control health risks from exposure to hazardous substances. Only approved products will be used in our productions.

Responsibility for identifying all hazardous substances that need assessing:

Stage Manager

Hazardous Substance Assessments will be carried out by:

Stage Manager

Approval for the required action to remove or control risks will be given by:

The Society Trustees / Committee

Hazardous Substance Assessments will be kept in:

The Production File

Accidents, First Aid and Work-Related Ill-Health

The depth of an accident investigation will depend on the seriousness of the incident and this in turn will indicate the type of approach to be taken. For minor injuries or incidents such as cuts or bruising that do not result in any time lost from the production or a member of the public being taken to hospital, a brief description of the incident along with the injured parties details will need to be entered into the venue's Accident Book. In the case of a more serious injury or incident a more in-depth investigation will be required.

The procedure for such an accident investigation is as follows:

- Care for injured person(s) including contacting emergency where necessary
- Control hazards/secure accident site, if safe to do so
- Notification of the incident to NODA Safe, who will advise of appropriate action to take.
- Investigate promptly

Responsibility for reporting accidents, diseases and dangerous occurrences to NODA Safe is that of:
Stage Manager

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring that a fire risk assessment and emergency plan for the venue is in place is that of:

The Stage Manager

Escape routes are checked by/every:

Stage Manager daily and prior to audience members being permitted onto the premises.

In the event of an emergency person(s) responsible for roll call and giving any necessary information to the fire officer are:

The Stage Manager

Visitors

BMT acknowledges its responsibility to ensure the health and safety of all persons who come into contact - either directly or indirectly - with its theatrical, production and artistic activities - this includes visitors to rehearsal and performance premises.

Adequate signage and information notices will be used to ensure that visitors are informed of any hazards or emergency arrangements, which they may encounter during their time at the premises, and to inform them of any precautions that they should take.

Review

The Committee will, as appropriate, monitor and enforce this Policy and will review it regularly:

Date of next review: September 2025