



Health and Safety Policy

1. Statement of Intent

Shrewsbury Musical Theatre Company (SMTC) is committed to ensuring the health, safety, and welfare of all its members, staff, volunteers, performers, and visitors. This policy outlines the Company's approach to health and safety and sets out the responsibilities and arrangements to safeguard everyone involved in its activities.

The company recognises that a safe and healthy working environment is essential for delivering high-quality productions and fostering a positive, productive experience for everyone involved. We aim to comply with all relevant health and safety legislation and good practice guidelines.

2. Scope of the Policy

This policy applies to all activities undertaken by SMTC, including but not limited to:

- Administrative work
 - Rehearsals
 - Performances
 - Set construction and technical work
 - Social events
 - Meetings and workshops
 - Any other activities or events organised by SMTC
-

3. Health and Safety Responsibilities

3.1 Company Directors

- Overall responsibility for health and safety within SMTC.
- Ensure compliance with all relevant legislation, regulations, and best practice guidelines.
- Implement and review this policy annually or when changes occur.
- Provide adequate resources to meet health and safety needs.

- Ensure staff and volunteers are trained, informed, and supported regarding health and safety matters.
- Where possible a Health and Safety officer should be appointed to lead the below.
 - Oversee day-to-day health and safety activities and lead risk assessments.
 - Promote awareness of health and safety among all members.
 - Investigate any accidents or incidents, including near-misses, and recommend corrective action.
 - Keep records of safety training, incident reports, and risk assessments.
- For productions, ensure there is a competent and adequately trained Stage Manager to ensure safety.

3.2 Stage Manager (for productions)

- Ensures that appropriate risk assessments are carried out and shared with the relevant parties including the Company Directors.
- Promote awareness of health and safety among the cast and crew.
- Monitor safety standards and ensure compliance with this policy.

3.3 All Members, Volunteers, and Performers:

- Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- Follow all safety instructions and procedures.
- Report any safety hazards, incidents, or concerns to the Company Directors, Health and Safety Officer or other responsible individuals.
- Participate in health and safety training when required.
- Use equipment and materials properly and safely.

4. Risk Assessments

Risk assessments will be conducted for all activities associated with SMTC to identify hazards, evaluate risks, and implement control measures. These assessments will be reviewed and updated regularly, especially when activities change or new risks are identified.

The key areas for risk assessments will include, but are not limited to:

- Venue (performance spaces, rehearsal rooms, etc.)
- Stage equipment (lighting, sound systems, props)
- Set construction and deconstruction
- Fire safety
- First aid
- Electrical safety
- Manual handling

5. Fire Safety

SMTC is committed to ensuring the safety of all members, staff, and visitors in the event of a fire. To achieve this:

- Fire risk assessments will be conducted for all venues.
- Clear fire evacuation procedures will be established and communicated to all individuals involved.
- Fire exits, extinguishers, and alarms will be checked regularly.
- Staff and volunteers will be trained on fire safety protocols.

6. First Aid

SMTC will ensure that adequate first aid provision is available at all times during rehearsals, performances, and events. This includes:

- A qualified first aider will be designated for each event.
- First aid kits will be available and easily accessible.
- Members will be informed of first aid procedures, including the location of first aid kits and the identity of the first aider.

7. Accidents and Incidents

In the event of an accident or incident:

- An accident report form should be completed as soon as possible and the incident reported to the HSO or Company Directors.
- All accidents, no matter how minor, will be investigated, and steps will be taken to prevent recurrence.
- Any injuries that require medical attention will be promptly reported to the appropriate medical professionals.

8. Manual Handling

Manual handling of heavy or bulky items will be avoided wherever possible. When manual handling is necessary, members will:

- Be provided with training on safe lifting and handling techniques.
- Use appropriate equipment (e.g., trolleys, lifting aids) to assist with heavy loads.

- Work in teams when handling large or heavy items.
-

9. Health and Wellbeing

SMTC will encourage a culture of health and wellbeing, recognising the physical and mental demands of theatre work. This includes:

- Promoting a supportive and respectful environment.
 - Encouraging breaks during rehearsals and performances to prevent fatigue.
 - Providing access to mental health support and resources if needed.
 - Ensuring that members are not overworked or exposed to excessive physical strain.
-

10. Training and Information

SMTC will ensure that all members, volunteers, and performers are aware of their responsibilities regarding health and safety. This will be achieved through:

- Induction training for new volunteers.
 - Health and safety briefings before performances.
 - Access to training resources on topics such as fire safety, manual handling, and emergency procedures.
 - Ensuring that members know how to report any health and safety concerns.
-

11. Drug and Alcohol Policy

SMTC is committed to maintaining a safe, respectful, and productive environment for all members, staff, and volunteers. The use of drugs or alcohol that could impair performance, judgment, or safety is prohibited during all SMTC activities, including rehearsals, performances, meetings, and other events.

Alcohol Use:

- Alcohol may only be consumed at social events where it is explicitly permitted and in moderation.
- No member, volunteer, or performer should consume alcohol to the extent that it impairs their ability to work safely or effectively.
- The consumption of alcohol during rehearsals, technical work, or performances is strictly prohibited.

Drug Use:

- The use, possession, or distribution of illegal drugs at any SMTC event or activity is strictly prohibited.
- Any member of staff, volunteer or performer found to be under the influence of illegal drugs during rehearsals, performances, or other events will be asked to leave immediately and may face disciplinary action, including suspension or expulsion from the company.
- The misuse of prescription or over-the-counter medications, where it impairs performance or safety, is also prohibited.

Support and Assistance:

- SMTC is committed to providing a supportive environment for any members who may need help with substance misuse or related issues.
 - Any member struggling with drug or alcohol issues is encouraged to approach the Company Directors or a member of Team SMTC, the Health and Safety Officer, or access external support services for assistance.
 - Confidentiality will be respected for those who seek help, and reasonable adjustments will be made where possible.
-

12. Monitoring and Review

SMTC will regularly monitor and review its health and safety performance to ensure continuous improvement. This includes:

- Ensure all new members have read and understood our code of conduct, show policy and this health and safety policy.
 - Annual reviews of the health and safety policy.
 - Regular inspections of rehearsal and performance spaces.
 - Feedback from members, volunteers, and performers regarding health and safety.
 - Actioning any necessary improvements or changes based on feedback and incident reports.
-

13. Conclusion

Shrewsbury Musical Theatre Company is dedicated to providing a safe environment for everyone involved in its activities. By following this policy and working together, we can create a culture of safety that allows for the successful and enjoyable creation of our theatrical productions.

This policy will be reviewed annually and updated as required.