Health and Safety Policy for Heddington Amateur Dramatic Society

1. Policy Statement

Heddington Amateur Dramatic Society (HADS) recognises its responsibility to ensure, so far as is reasonably practicable, the health, safety, and welfare of its members, volunteers, and audiences during all society activities.

The Health and Safety at Work Act (1974) act applies to clubs and premisses, such as halls, even though they are not workplaces

2. Scope

This policy applies to:

- Members,
- Volunteers
- Audience

This policy applies during all activities undertaken by HADS.

This policy covers any locations that activities related to HADS take place, whether held in hired or owned venues

3. Responsibilities

Committee

The committee is responsible for:

- Overseeing health and safety matters
- Ensuring this policy is implemented and reviewed
- Ensuring any incident or near miss is reported in HADS Accident book and reviewed, implemented and reported as soon as possible, discuss the next Committee Meeting and reported at AGM.
- Appointing a named committee member for health and safety
- Ensure Risk Assessment and Method Statements (RAMS) are in place and reviewed as a minimum annually, or as required

Production Team

Directors and production team (Backstage team, Technical team, Front of house team) shall:

- Identifying risks specific to productions
- Ensuring rehearsals and performances are conducted safely
- Ensuring participants understand any hazards

Members and Volunteers

All members and volunteers must:

- Take reasonable care of their own health and safety and that of others
- Follow instructions and safety guidance
- Report hazards, accidents, or near misses to a committee member

4. Rehearsals and Performances

- Rehearsal spaces will be kept clear of unnecessary hazards.
- Warm-ups will be encouraged for physical activities such as dance or stage combat.
- Backstage lighting levels will be appropriate to allow safe movement.
- Scene changes and movement will be rehearsed to ensure safe method of undertaking scene change is in place.
- All individuals will be given opportunity when purchasing the tickets to identify that they may require assistance. Front of house team will be made aware of these individuals prior to a performance.
- A Spill kit should be available at all times during performances and reheasals.. The spill kit may be used on paints and equipment during scene painting and also for spillages in the venue during rehearsals and performances

5. Sets, Props, and Equipment

- Sets must be stable, secure, and fit for purpose.
- Electrical equipment must be in used safely.
- All relevant electrical equipment should have an up to date PAT.
- Props (including imitation weapons) must be handled responsibly and stored safely.
- Rigging for lights etc needs to be tested annually under LOLER 1998 regulations.

6. Costumes and Makeup

- Costumes should allow safe movement and not create unnecessary trips.
- Allergies or sensitivities to makeup or materials should be respected.
- Makeup and personal items shall not be shared where practicable.

7. Fire Safety and Emergencies

- Fire exits must be clearly identified and kept clear at all times.
- Participants and audiences will be informed of evacuation procedures at each venue and each performance.
- Assembly points will be identified where required.
- Signing In book must be signed by all attendees. For performances, a sign in sheet will be at both of Front of House and Backstage.
- The curtain will be closed if safe to do during any fires. People to leave from nearest Fire Exit and do not go through curtains.
- Fire Drills will be carried out during rehearsals for each production. This will be reported to village hall.

- The stage curtains will be fireproofed as per the fireproofing manufactures instructions of the last coating and the date of the next re-fireproofing written on the curtains.
- The Accident Book will be kept in red emergency box, just inside of the ‘back room’ on right hand side lower shelf.

8. First Aid

A basic first aid kit will be available at rehearsals and performances.

A committee member or nominated person will be identified as the first point of contact for first aid.

Membership forms will be completed each year with up to date Emergency contact details and any necessary medical information and will be held in the Red Emergency Box just inside of the ‘back room’ on right hand side lower shelf

Trained and Experienced Medical Practitioners: Jackie Williams and Deb Turner
Nearest Minor Injuries Unit; Chippenham 01249 447100 or Out of Hours 111

9. Alcohol, Drugs, and Smoking

People must not be under the influence of alcohol or drugs during rehearsals or performances.

Smoking and vaping are only permitted in designated areas in line with venue rules.

10. Reporting Concerns

Any health and safety concerns should be reported promptly to the Healthy and Safety Representative. All concerns will be taken seriously and addressed as soon as possible by the committee.

11. Review of Policy

This policy will be reviewed regularly (minimum every 12 months prior to AGM) by the committee to ensure it remains effective, relevant, and up to date

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Version: 2026

Approved on Behalf of the committee by the Chair

Signed: Jackie Williams

Date: 9.2.2026