



# Health and Safety Policy 2026

Date of Policy: **27<sup>th</sup> March 2026**

Policy Responsibility: **Sam Gibbs (Principal)**

Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

## POLICY STATEMENT

At Performers Theatre Company, health and safety is closely linked to safeguarding. We recognise our responsibility to protect children and young people from harm, and to provide an environment where they feel safe, supported, and able to participate fully. All health and safety practices will be managed in line with our Safeguarding Policy.

Performers Theatre Company is committed to ensuring a safe, healthy, and supportive environment for all students, staff, volunteers, parents/carers, and visitors. We recognise our duty of care to protect the physical and emotional well-being of all children and young people attending our classes, rehearsals, workshops, and performances. The safety and welfare of every child is paramount.

## POLICY AIMS

This policy aims to:

- Prevent accidents and cases of work-related ill health.
- Promote safe practices across all activities, venues, and performances.
- Ensure all individuals understand their responsibilities concerning health and safety.
- Provide clear procedures for risk assessment, incident management, and safeguarding.
- Comply with all relevant legislation, including the Health and Safety at Work Act 1974 and the Children Act 1989/2004.

## SCOPE

This policy applies to:

- All staff, parents/carers, and volunteers.
- All children and young people (under 18) participating in our activities.
- All activities organised by Performers Theatre Company, including classes, rehearsals, shows, workshops, and events.

## RESPONSIBILITIES

### Management Responsibilities

- Ensure that health and safety is integrated into the planning and delivery of all activities.
- Carry out regular risk assessments and reviews of health and safety procedures.
- Ensure all staff and volunteers are trained in safeguarding and health and safety protocols.
- Maintain first aid supplies and appoint qualified first aiders for all sessions.
- Maintain records of incidents, injuries, and near misses.
- Ensure all staff and volunteers receive appropriate health and safety training relevant to their role.

The Principal acts as the Health and Safety Lead and is responsible for overseeing the implementation of this policy.

### Staff and Volunteer Responsibilities

- Act in a manner that ensures the safety of themselves and others.
- Report any hazards, incidents, or concerns promptly to the Health and Safety Lead.
- Follow the risk assessments and health and safety guidance provided.
- Ensure equipment and facilities are used appropriately and safely.
- Be familiar with emergency evacuation procedures.

### Student Responsibilities

- Follow instructions from staff and act safely and respectfully.
- Inform staff of any health issues, injuries, or unsafe situations.
- Wear appropriate clothing and footwear for activities.

## RISK MANAGEMENT

- Risk assessments will be completed for all venues and activities, including trips, performances, and technical rehearsals.
- These assessments will consider physical risks (e.g., trip hazards, stage equipment) as well as emotional and psychological risks (e.g., bullying, stress, or unsafe behaviour).
- All accidents, injuries, and near misses must be reported to the Health and Safety Lead as soon as possible and recorded appropriately. Serious incidents will be escalated in line with safeguarding and reporting procedures.
- Dynamic risk assessments will be carried out during activities where conditions may change, particularly during rehearsals and performances.
- Where activities take place in external venues, Performers Theatre Company will work with venue providers to ensure appropriate health and safety measures are in place.
- Risk assessments will be reviewed annually or in response to changes in activity or incident reports.

## FIRST AID AND MEDICAL NEEDS

- A qualified First Aider will be present at all sessions and events.
- First aid kits will be available on-site and checked regularly.
- Staff must be informed of any student medical needs (e.g., allergies, asthma, epilepsy) prior to participation.
- All medical information will be kept confidential and stored securely.
- All accidents and injuries will be recorded in an accident log.

## FIRE SAFETY AND EMERGENCY PROCEDURES

- Fire evacuation procedures will be in place at all venues and communicated to students and staff.
- Fire drills will be conducted at regular intervals.
- Emergency exits must be kept clear and clearly marked.
- A roll call will be taken during evacuations to ensure all children are accounted for.
- A designated member of staff will take responsibility for leading evacuations.

## SAFEGUARDING AND CHILD PROTECTION

- Performers Theatre Company follows a separate Safeguarding Policy in line with national guidelines.
- All staff and volunteers working with children are required to hold an enhanced DBS check.
- Any concern regarding the welfare of a child will be reported to the Designated Safeguarding Lead (DSL), Sam Gibbs, without delay.

## SUPERVISION AND COLLECTION

- Students will be supervised at all times during sessions and events.
- ClassManager will be used for registering students. Absences will be noted accordingly.
- A secure sign-in and sign-out procedure will be used for performances, using licensed chaperones and/or enhanced DBS adults.
- Students will only be released to designated parents/carers unless prior arrangements are made in writing. Please see our *Child Collection Policy*.

## USE OF EQUIPMENT AND FACILITIES

- All equipment will be checked regularly for safety and suitability.
- Props, costumes, and set pieces must be stored safely and used under supervision.
- Technical equipment (e.g., lighting, sound) will be operated only by trained personnel.
- Students will not be allowed to use hazardous materials or equipment.

## MONITORING AND REVIEW

- The Health and Safety Policy will be reviewed annually by the Company Director
- Feedback from staff, parents, and students will be considered in future updates.
- All incidents will be logged and reviewed to prevent recurrence.

This policy will be updated in line with changes to legislation and guidance.