



# Health and Safety Policy 2025

Date of Policy: **18<sup>th</sup> May 2025**

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

Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

## POLICY STATEMENT

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) enrolled in what we offer.
- 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.

### 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 Officer.
- 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) and emotional/psychological risks (e.g., bullying, stress).
- 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.

## 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.

## 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.

## 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.

## SUPERVISION AND COLLECTION

- Children will be supervised at all times during sessions and events.
- ClassManager will be used for registering children. 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.
- Children will only be released to designated parents/carers unless prior arrangements are made in writing. Please see our *Child Collection Policy*.

## 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.