

HASLEMERE PLAYERS
HEALTH AND SAFETY POLICY

Statement of General Policy

Our general policy is as follows:

- a) to provide adequate control of the health and safety risks arising from our activities;
- b) to consult with our members on matters regarding their health and safety where necessary;
- c) to provide and maintain safe equipment;
- d) to ensure safe handling and use of substances;
- e) to provide information, instruction and supervision for members where required;
- f) to prevent accidents;
- g) to maintain safe and healthy conditions; and
- h) to review and revise this policy as necessary at regular intervals.

Management Organisation and Arrangements

This policy has been prepared and published under the requirements of the Health and Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety for members of the Society volunteering their time.

Management Responsibilities

Chairman

The Chairman has overall responsibility for the implementation of the Society's policy.

Committee Members

These Members are wholly accountable to the Chairman for the implementation and monitoring of the policy within the area of their specified responsibility.

The Chairman will nominate a named representative each year who has day to day responsibility for the Health & Safety of the Society.

Health and Safety Management Process

The Society believes that consideration of the health, safety and welfare of members is an integral part of the management process.

The Society requires Committee Members to approach health and safety in a systematic way, by identifying hazards and problems, planning improvements, taking executive action and monitoring results.

For any major additional health and safety related expenditure, cases of need will be submitted and approved by the Directors/Committee.

If unpredictable health and safety issues arise during the year, the Chairman must assess the degree of risk, deciding the necessary resources and actions to commit to addressing these issues.

Identification of Health and Safety Hazards – regular risk assessments

It is the policy of the Society to periodically review the health and safety performance.

The information obtained by the review will be used to form the basis of any amendments to the Health and Safety Policy going forward.

The responsibility for ensuring that the review is carried out as part of this policy rests with the Chairman.

It is the Committee's responsibility to ensure that any deficiencies highlighted in the review are dealt with as speedily as possible.

In addition to participating in safety reviews, Committee members are responsible for checking all portable equipment, including electrical appliances, in their area, and to ensure that any problems are dealt with immediately.

Records, Statistics and Monitoring

The Society will operate systems for the recording, analysis and presentation of information about accidents, hazardous situations and untoward occurrences. Advice on systems, where appropriate, will be provided by specialist advisory bodies, for example local Environmental Health Departments, and the responsibility for the operation of these systems rests with the committee. Information obtained from the analysis of accident statistics must be acted upon and, where necessary, bids for additional expenditure made to the Chairman.

Specialist Advisory Bodies

Certain bodies, and the individual members of those bodies, have always had a health and safety role, most notably the Health and Safety Executive and local Environmental Health Departments. If further specialist advice is required, this may be obtained from expert individuals or bodies outside the Society.

First Aid

It is the policy of the Society to make provision for first aid within the Society's premises.

Regarding the Society's own premises (The Studio) there is a First Aid box situated in the kitchen.

Fire

The Chairman is responsible for ensuring that there is adequate fire protection and escape routes with the Society's own premises (The Studio).

Fire Safety and Drill

The following procedural points must be noted and followed in the event of a fire:-

There are two routes to exit the Studio. One is through the main door from the scenery room. The second is at the far end of the corridor.

If a fire or smoke is seen, the members should alert those near to them, dial 999 and ask for the fire service. Give the address (The Rear of the Toad Hall Nursery, Chestnut Avenue, Haslemere Surrey). The Nursery next door should also be made aware of the fire.

Then exit the building immediately.

The meeting point is in the car park beside the Studio building.

There are fire extinguishers situated by the main entrance door to the Studio, and also along the corridor by the door to the Nursery. Members should only use if they feel confident to do so, but the main priority is to exit the building and members must not put themselves in danger.

Members must not attempt to use unless they feel it is safe for them to do so.

Lifting and Handling

The Committee is responsible for ensuring that members are aware of the dangers of lifting and handling heavy objects and that they should follow safe lifting techniques.

Machinery Usage

The Society is responsible for ensuring that members only operate machines and equipment if they feel competent and able to do so. The Society will provide training where possible, however members use the machinery at their own risk. The Committee will ensure wherever possible that the machinery is safe to use and fit for purpose.

Smoking on Society Premises

The Society has agreed that there will be no smoking on its premises.

Control of Hazardous Substances

The Control of Substances Hazardous to Health Regulations (COSHH) require the Society to identify those substances which are in use and which are hazardous to health (as legally defined) and to assess the level of risk which those substances present. The Society must also provide and use controls to prevent exposure to substances hazardous to health.

Health and Safety and the Individual

The Health and Safety at Work Act requires every member 'to take reasonable care for the Health and Safety of himself and other persons who may be affected by their acts and omissions' and co-operate with the committee to enable them to carry out their responsibilities under the Act. Members have equal responsibility with the Society for health and safety at work.

The refusal of any member to meet their obligations will be regarded as a matter to be dealt with by the Committee and may involve expulsion from the Society. In normal circumstances counselling of the employee should be sufficient.

Members who are driving on Society business must ensure they take regular breaks and are strongly recommended not to drive more hours in any one day that they feel safe to do.

Visitors and Members of the Public

The Society wishes to ensure that as far as is reasonably practical, the health, safety and welfare of visitors to the Society premises will be of the highest standard.

Members of the public should be encouraged to enter our premises via the fire exit door on the left side of the building, rather than through the Scenery room.

Any member who notices persons acting in a way which would endanger other members, should immediately inform a member of the Committee. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to such a situation.

Date: 22nd September 2016

Review Date: 22nd September 2017