

## MASQUE PLAYERS

### HEALTH AND SAFETY POLICY

This is the statement of general policy and arrangements for Masque Players when hiring accommodation at Kesgrave Community Centre.

Overall and final responsibility for health and safety is that of Gary Sharman (Health and Safety Officer).

Responsibility for ensuring the policy is put into practice can be delegated to other members of Masque Players at the discretion of the Health and Safety Officer.

#### Statement of general policy

- To prevent accidents and provide adequate control of health and safety risks for all those involved with the activities of Masque Players
- To provide adequate training where necessary to ensure members and helpers are competent to undertake their tasks
- To engage and consult with members and helpers on health and safety issues
- To implement emergency procedures in the event of fire (See note 1 below)
- To maintain safe and healthy working conditions, provide and maintain equipment owned by Masque Players, and ensure safe storage/use of substances

#### Notes

Fire Precautions/Notices are displayed throughout Kesgrave Community Centre. In addition to these instructions, the following arrangements are provided by Masque Players:

- During business meetings the Chairman of the meeting will be responsible for checking that all attendees are accounted for;
- During weekly rehearsals the Director will be responsible for checking that all attendees are accounted for;
- During set building sessions (including the Sunday dress rehearsal) the Production Manager will be responsible for checking that all attendees are accounted for;
- During the Monday dress rehearsal and performance nights the Front of House Manager will be responsible for checking that all attendees are accounted for (Stewards, Lighting Manager, and Stage Manager will report to the Front of House Manager when their respective areas have been cleared);
- First-aid box and accident book are located in the foyer. In addition, accidents must also be reported to the Health and Safety Officer.

Signed: **Gary Sharman**  
(Health and Safety Officer)

Dated: **06.03.12**

This Policy will be subject to review annually.

Date of review:	By whom:	Comments:
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