

LEADA

**HEALTH &
SAFETY
POLICY**

LEADA Cambs CIC Health and Safety Policy

Introduction It is essential to ensure that whenever drama activities, vocal classes and performances are undertaken, the safety of class members, cast members, staff, Volunteers and audiences is ensured.

LEADA Cambs CIC Directors appoint a competent person to assist with the delegation of this responsibility and they shall be named as the Health and Safety officer during:

- Classes - this will be the Principal Tutor or Tutor
- Rehearsals – this will be DIRECTOR of the show or concert
- Performances – this will be the STAGE MANAGER

Ensuring safety:

- **The safety of Audiences** shall be the responsibility of the Front of House Manager or the Stage Manager (in the case of there being no appointed Front of House Manager in place).
- **Class Member's safety** is the responsibility of class Tutors.
- **LEADA Directors** are required to have appropriate qualified teaching staff, assistant tutors and choreographers in place with effective and robust procedures which will ensure the adequate supervision of class member activities.
- **The Creative Director**, Linda Ekins, has a legal duty to provide such supervision as is necessary to ensure the health and safety of class members. This duty cannot be discharged by relying solely upon a student's competence.
- **Chaperones** are responsible for the group of children in their care and are trained in Safeguarding, first aid and health and safety
- **Safeguarding Lead**, Amy Field, is responsible for the care provision in organising, recruiting and training Chaperones

On registration, members are required to disclose any allergies, medical conditions and additional needs so that staff (and volunteers) will be aware and appropriate action may be taken in case of an emergency. This information needs to be readily available during events, while maintaining data protection.

Children's records must include an emergency number on which parents can easily be contacted and this is readily available during events, while maintaining data protection.

Supervision The duty to supervise a class is delegated to the Tutor, Choreographer or Acting coach who is directly responsible for the class members they are working with. It will never be enough to rely upon the assumption that class members ought to know what they are doing. Initial training of new class members should be devoted to explaining how to stay safe. It is important to

reinforce key safety messages and check the understanding of class members at regular stages.

Risk Assessment

The Principal Tutor is responsible for ensuring compliance with this guidance and for those who are involved in teaching or supervising drama or vocal classes. This will include ensuring that tutors understand the guidance and how to implement it. The risk assessment form (called: LEADA Cambs CIC Risk Assessments Form) is a separate document to be printed for risk assessments to be completed manually or downloaded to a device to be completed digitally.

It is the Creative Director's responsibility to ensure that risk assessments for working in a drama setting are completed. However, it is usual practice for the Tutor, Director or Stage Manager to conduct these risk assessments. Risk assessments must be recorded and carried out by a competent person, that is, someone with the necessary knowledge and training, prior to activities being undertaken or equipment being used. Tutors and class members must be consulted on the results of the risk assessment and control measures must be communicated to them.

Risk assessments should be reviewed as a minimum annually and before the start of a performance and rehearsal run by the Director and/ or Stage Manager to ensure the control measures in place remain effective and adequate.

Because the classes take place at the Queen Mary Centre, which is used by other clubs and groups, any threat to Health and Safety must be reported to the QMC Staff so they can be resolved before each class starts. This requires the Lead Tutor to check the suitability of the room before class members arrive.

Safe System of Work

A formal safe system of work outlining the methods to be used, precautions etc. should be devised from the risk assessment in conjunction with the Tutors and assistants. All training must be recorded and refreshed on a regular basis.

Code of conduct (LEADA Membership Guidelines)

All Tutors and class members, volunteers and staff must be familiar with the code of conduct prior to undertaking classes. The code of conduct should be covered on induction and re-enforced regularly. (Please see LEADA Membership Guidelines at the end of the policy)

Inspections before classes, rehearsals or performances

An inspection of the area must be carried out by Tutors to ensure the suitability of the drama area. Inspections should include items such as:

- the suitability of staging
- floor surfaces

- space
- portable appliances
- equipment
- lighting, props and storage of items
- suitability of environment or area for equipment particularly in the case of special effects
- ensuring that class members are wearing suitable footwear and clothing.

At the end of a lesson Tutors must ensure that all equipment has been rendered safe and accounted for and all electrical equipment used should be switched off.

Incidents

Tutors, Director and Stage Crew are responsible for ensuring all incidents and near misses are reported for themselves, class members, members of the public etc. Incidents must be recorded in the Incident book, which is readily available

Back stage

Back stage areas are to be kept clear of obstructions. Where this is unavoidable they should be clearly marked and brought to the attention of the staff and class members. It is important that routines are established and maintained e.g. all items are returned to the props table immediately after use. Access to backstage/gantry and other areas are restricted at all times and especially when stage is set for production. Unauthorised persons are not permitted backstage.

Electrical

- All portable appliance equipment is to be subject to annual check by a competent person and a visual check by the user before use.
- Fixed and permanently wired installations to be inspected and tested by QMC technicians as part of the electrical installation check.
- Keep cable runs tidy and securely tied and properly routed to avoid creating trip hazards.
- Make sure extension cable is always fully unwound from the reel to avoid the coil of cable overheating and presenting the risk of fire.

Fire

- Tutors, and assistants, Directors, Stage Crew, Chaperones, class members and the audience must be made aware of the emergency evacuation procedures.

- The fire risk assessment must be reviewed by a competent person (QMC Fire Marshall) in the light of rehearsals and performances.
- All exit routes to be kept clear and followed correctly to the meeting point.
- The meeting point will be the designated and signposted end of the car park adjacent to the Somers Road Car park.
- Front of house staff to be in place and trained to assist with evacuations alongside the QMC staff during performances and be aware of anyone requiring assistance to evacuate.
- The Stage Manager is responsible for clearing the cast from the stage, backstage and Green room, assisted by appointed chaperones
- Front of House will clear the audience from the auditorium assisted by the QMC staff
- All stage curtaining and dressings must be flame resistant or have been treated with a flame proofing solution. QMC tabs and curtains are the responsibility of the QMC maintenance team. Set dressings are the responsibility of LEADA CAMBS CIC

First Aid During classes, rehearsals and performances

Suitable first aid arrangements must be available.

There will be a Named First Aider and Mental Health First Aider during classes, rehearsals and performances. Linda Ekins, Charlie Hughes Tooke, Amy Field, Keith Holgate are trained First Aiders

LEADA tutors should have instant access to the LEADA First Aid kit and should know where to access the First Aid kit belonging to the QMC.

The LEADA First Aid Kit shall be inspected and updated regularly.

Any incidents of harm or injury are recorded in the Incident Book and parents/ carers are informed of the incident and what they should look out for at home if injuries worsen or new symptoms appear.

Medical information

Tutors, Directors, Stage Crew and Chaperones are to ensure information on the medical conditions (and medications taken), including allergies, of class members is known to them and acted upon. Steps must be taken to ensure class members' safety regarding make-up, paints and other substances such as smoke machines, dry ice and also laser lights.

Manual Handling

Only those who have undergone suitable manual handling training (Choreographers) should undertake manual handling. Securing of flats and any other equipment or items that require moving or handling during rehearsals and performances, is undertaken by the trained backstage crew and supervised by the

Stage manager. The inherent stability of the scenery must be a consideration of the design.

Special effects

Special effects should only be handled under the strict supervision of a suitably trained competent person.

A risk assessment must be carried out by the Stage Manager and Director consulting with the hired Lighting and Sound Tech Company technician for any special effects such as, for example, lasers, smoke machines, dry ice and any other hazardous special effects to ensure safe boundaries and positioning on stage of cast and stage crew.

Pyrotechnics or special effects must always be hired from reputable suppliers and should always be fixed in accordance with the manufacturer's instructions using properly designed and constructed devices. This is the responsibility of the hired Lighting and Sound Tech company technicians.

Installation and operation of special effects is the responsibility of the hired Lighting and Sound Tech company technicians.

A written risk assessment must be undertaken

Equipment or measures that have been implemented include:

- Provision of guardrails to gantries
- Provision of suitable access equipment, e.g. tower scaffold
- Ensuring that persons using the equipment are competent to do so and hold a current working at height certificate (this is in accordance with the QMC Health and Safety Policy)
- Ensure the use of special effects is planned and consideration has been given to whatever could result or go wrong in each circumstance
- Contingency plans and procedures should be made and communicated and understood by all. For example will smoke cause fire alarms to activate automatically where smoke detectors are fitted in the building? Is the auditorium suitable for such equipment? Will strobes or laser affect any member of the audience who may be sensitive to such effects?

Strobe lighting

Strobe lighting can in certain people cause epileptic fits. To minimise this possibility, the British Epilepsy Association recommend that the frequency should not exceed five flashes per second. Warnings on the use the strobe should be made available to all concerned prior to attending a performance or rehearsal.

Stage lighting

Hired Stage Lighting and Sound companies will be responsible for the suitability of Stage lighting which must meet the conditions set out in the current IEE Wiring

Regulations. Work on installation, repair and maintenance of stage lighting must only be carried out by the Stage lighting company technicians.

Stage combat

The safety and security of the participants should always be considered the most important element in any effect. All stage combats should be properly choreographed and rehearsed. Unrehearsed or improvised sequences should never be permitted. All rehearsals should be under direct supervision of a Stage Combat choreographer.

Off Site Venues

The Creative Director is to ensure all venues that are used for drama activities/ vocal classes and performances, are assessed for suitability prior to use and that they are safe, well maintained and do not present hazards and risks.

Visitors

The Creative Director is to ensure all Guest Artists and visiting groups are suitably inducted into the health and safety arrangements of both LEADA Cambs CIC and the QMC e.g. non-smoking.

Working at Height

Only trained QMC personnel and Stage Lighting companies with the relevant certificates will be permitted to work at height using ladders and scaffold tower.

Appropriateness of age and individual maturity are essential factors when considering any work at height related activities for class members; explicit instruction must be given on each and every occasion (checking understanding) along with direct one to one supervision by a competent member of staff for example, using a short step ladder or step stool to paint set flats. All work at height equipment must be suitable for the purpose required and inspected before each use.

Tools and items should never be carried in pockets or tucked into belts, especially when gaining access to the working platform.

An exclusion zone is necessary where work is taking place to prevent injuries from falling objects. Class members must be kept outside the exclusion zone.

This policy will be reviewed annually by the Directors of LEADA Cambs CIC

Last updated: April 2019

May 2020

June 2020

LEADA

MEMBERSHIP GUIDELINES

Being a Member of LEADA is something to be proud of

***LEADA members are: children aged 6 – 17 who attend the Drama classes
Adults aged 18 – 80+ who attend Viva la Voce and Sing Up***

They are also adults working with the children, whether they are Tutors, Chaperones, Directors, Stage Manager, Backstage crew, Tech Crew, Role Players, Classroom assistants, Photographers, Choreographers, Actors, Vocal Coaches, Musicians, Set Builders, Volunteers, Visiting Performing Artists, Film makers, Caterers, Raffle ticket sellers, Costume makers, Event organisers, Marketeers, People who set up the Audience space and clear up at the end of shows.

Every LEADA Member, Staff and volunteer has the right to:

***Feel valued and appreciated
Be happy with what they have achieved
Feel proud of their work
Make friends and have fun
Feel supported when things go wrong
Be able to ask for and get help
Be encouraged to reach their goal
Feel safe***

Our responsibilities are:

***To be kind, generous and considerate
To encourage, appreciate and support others
To behave with integrity, negotiate, co-operate and work as a team
To do our best in Class, in Rehearsals, Performance and Work***

Not acceptable behaviour

***Offensive language
Bullying, aggressive or intimidating behaviour
Lack of effort causing frustration or anxiety
Any behaviour which makes people feel uncomfortable***

***All agreeing to the above can make LEADA a great Community
LEADA – Creative Dramatic Arts to make life great!***