

Godalming Theatre Group – Health and Safety Policy

Who we are

The Godalming Theatre Group (GTG) brings joy to hundreds of performers, creatives and supporters every year by performing high quality musicals, pantomimes, drama and social activities within our local community.

About this policy

Our Health and Safety Policy helps the GTG to:

- Do what we can to prevent accidents
- Manage health and safety risks
- Provide clear instructions, information and adequate training
- Provide and maintain safe equipment
- Maintain safe and healthy conditions
- Implement emergency procedures, including evacuation or incident
- Provide safe access and exit
- Consult with volunteers on health and safety matters

This policy applies to anyone associated with the GTG including Management Committee Members, Volunteers and those with whom we work on our productions.

All should:

- Cooperate with health and safety matters
- Take reasonable care of their own health and safety and that of others
- Report all health and safety concerns to an appropriate person – this could be the Stage Manager, Director or a member of the GTG Management Committee

Legal Framework

This policy has been drawn up in reference to the HSE Guidance <https://www.hse.gov.uk/simple-health-safety/index.htm>. Note that the GTG has no employees and as such this policy is for good practice and management rather than to fulfil legislative requirements

Supporting Documents

Godalming Theatre Group operates within a framework of policies and procedures, guidance and related documents which, where relevant, should be read in conjunction with this policy

We will practice this Policy by:

Risk Assessment

We will carry out Risk Assessments for all our main activities, review regularly and complete any actions required.

Training

We will provide volunteers with suitable instruction, information and health and safety training. There should be at least one First Aid Trained person within the theatre during a production.

Consultation

We will consult volunteers on health and safety concerns as they arise and when health and safety is reviewed.

Recording accidents and reviewing for prevention of future recurrences

We will ensure that there is an Accident Book at every rehearsal and production and a First Aid Kit available. The Accident Book should be completed in the event of any accident, however minor, as soon as possible after the accident. The person making the entry should also make the Management Committee Chair aware. The entries should be reviewed by the Management Committee as soon as reasonably practicable after the event. Appropriate actions should then be taken to mitigate against future recurrences. The Risk Assessment should be updated if appropriate.

Adoption of this policy

This Policy was adopted by the Godalming Theatre Group Management Committee.

Signed . . . *Denise Hodgkiss* (Chair Godalming Theatre Group)

Signature of second committee member

Signed . . . *Madeleine Gibb* (Secretary Godalming Theatre Group)

Date of adoption 25/01/2022

This policy was last reviewed on 25/01/2022 . It will be reviewed every two years, or if relevant legislation changes. The latest version is available from email address below

Our contact details

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