Ribchester Amateur Theatrical Society

(RATS)

Health and safety policy

GENERAL STATEMENT OF INTENT

The society believes that excellence in the management of health and safety is an essential element within its theatrical productions – a good health and safety record goes hand in hand with excellence in performance.

People are the most important asset to this society, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the society believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and artistic considerations. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the society is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the society will strive to go beyond the requirements of legislation.

The society is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.
Our general intentions are:-

- To provide adequate control of the Health and Safety risks arising from our theatrical, production and artistic activities;
- To consult with our voluntary society members on matters affecting their Health & Safety;
- To provide and maintain safe systems of work and equipment;
- To ensure safe handling and use of hazardous substances;
- To provide information, instruction and supervision for all society members, sub-contractors, and general theatre staff;
- To ensure all society members, sub-contractors, and general theatre staff are competent to do their tasks and to give them adequate training;
- To prevent accidents;
- To maintain safe and healthy working conditions;
- To provide a safe environment for audience members and visitors that attend our productions; and
- To review and revise this policy at regular intervals.

Signed: .....

Position: **CHAIR** .....

Date: **10th February 2026** .....

Review Date: **10th February 2027** .....

▶ Organisation

Overall responsibility for health and safety is that of:

RATS Committee I collaboration with the Village Hall Committee

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

RATS Committee and Production Team for current production

Duties of Society Members

All society members are required to:

- Co-operate with the Society and Committee on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to the Chair of the Committee or another member.

Non-compliance with health and safety rules and procedures can result in members being asked to appear before the committee to explain their actions, and where necessary the committee reserves the right to ask them to leave the Society where deemed appropriate.

▶ Arrangements for Implementation

All society policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with our commitment to the safe running of our theatrical, production and artistic activities, the Society will carry out risk assessments of all actions or omissions that present a risk to its members or others persons directly or indirectly involved for example audience members and sub-contractors. These risk assessments will be carried out in line with NODA SAFE guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activities.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by:

The Production Team for current production

Approval for the required action to remove or control risks will be given by the:
RATS Committee

Risk Assessments will be kept in:
The Production File and RATS Red Folder in the RATS cupboard in the Village Hall kitchen

Production File

The Society operates a documented health and safety production file provided by our health and safety consultants, NODA SAFE, who are our competent advisers on all aspects of health and safety. They can be contacted at any time for advice on 0845 257 6632 or via email at nodasafe@noda.org.uk

The health and safety management system is the responsibility of:
RATS Committee

Consultation with Society Members

The Society will consult with its members in accordance with our commitment to the safe running of our theatrical, production and artistic activities

Consultation with Society Members will be provided in:

Pre-Production Meetings and AGMs / also via newsletter updates

Safe Use of Production Equipment & Materials

The Society will ensure that all production equipment & materials are suitable and without risks to health and safety, in accordance with the societies commitment to providing the safe running of our theatrical, production and artistic activities

Responsibility for identifying all production equipment & materials needing maintenance is that of:

The Production Team for current production

Any problems with production equipment & materials should be reported to:

RATS Committee

Responsibility for checking that new production equipment & materials meets health and safety standards before it is purchased is that of:

RATS Committee and Production Team for current production

Safe Handling and Use of Potentially Hazardous Substances

The Society will assess and control health risks from exposure to hazardous substances. Only approved products will be used in our productions.

Responsibility for identifying all hazardous substances that need assessing:

The Production Team for current production

Hazardous Substance Assessments will be carried out by:

The Production Team for current production

Approval for the required action to remove or control risks will be given by:

RATS Committee

Hazardous Substance Assessments will be kept in:
The Production File and RATS Red Folder in the RATS cupboard in the Village Hall kitchen

Accidents, First Aid and Work Related Ill-Health

The depth of an accident investigation will depend on the seriousness of the incident and this in turn will indicate the type of approach to be taken. For minor injuries or incidents such cuts or bruising that do not result in any time lost from the production or a member of the public / student being taken to hospital, a brief description of the incident along with the injured parties details will need to be entered into the Accident / Incident log. In the case of a more serious injury or incident a more in-depth investigation will be required.

The procedure for such an accident investigation is as follows:

- Care for injured person(s) including contacting emergency where necessary
- Control hazards/secure accident site, if safe to do so
- Notification of the incident to NODA Safe, who will advise of appropriate action to take.
- Investigate promptly

First aid box(es) is/are kept in:
RATS Red Folder in the RATS cupboard in the Village Hall kitchen

The appointed person(s)/ first aider(s) is/are:
The current list of trained first aiders, is kept in the RATS Red Folder in the RATS cupboard in the Village Hall kitchen

All accidents and work related ill-health are recorded in the accident / incident log, which is kept in:

RATS Red Folder in the RATS cupboard in the Village Hall kitchen

Responsibility for reporting accidents, diseases and dangerous occurrences to NODA Safe is that of:

RATS Committee

Monitoring

To check our production conditions, and ensure our safe working practices are being followed, we will:

Undertake pre-production checks and pre-rehearsal checks

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring that a fire risk assessment and emergency plan for the venue is in place is that of:

Production Team for current production

Escape routes are checked by/every:
The Production Team for current production prior to cast/crew/audience members being permitted onto the premises

In the event of an emergency person(s) responsible for roll call and giving any necessary information to the fire officer are:

Production Team for current production

Visitors

The society acknowledges its responsibility to ensure the health and safety of all persons who come into contact - either directly or indirectly - with its theatrical, production and artistic activities - this includes visitors to Society premises i.e. audience members and contractors.

In particular adequate signage and information notices will be used to ensure that visitors are informed of any particular hazards or emergency arrangements, which they may encounter during their time at the premises, and to inform them of any precautions that they should take.