



Cambridge Operatic Society

Health & Safety Policy

October 2024

Version history

Date of Change:	Changed By:	Comments:
29/10/2020		Policy approved by the Trustees (v1.0)
01/10/2024	SF	<ol style="list-style-type: none"> 1. Added specific responsibilities under Part 1, Part 2 & Part 3 as dictated by the Health & Safety at Work Act 1974. 2. Approved by the Trustees (v2.0)

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1. Part 1: Statement

The Trustees of Cambridge Operatic Society CIO (CaOS) are committed to ensuring the Health & Safety of our members, production teams, and members of the public at all times when engaged in activities that aim to contribute towards our charitable purposes and aims.

The Trustees of Cambridge Operatic Society are committed to ensuring that the charity complies with all relevant health and safety legislation and guidance, and will monitor and review processes on an annual basis and more frequently as required.

Our intentions are to:

- Provide adequate control of the health and safety risks arising from our theatrical rehearsal, production, artistic, and social activities
- Provide and maintain safe systems of work and equipment
- Ensure safe handling and use of hazardous substances
- Provide information, instruction, and supervision
- Prevent accidents
- Maintain safe and healthy working conditions
- Provide a safe environment for audience members and visitors that attend our Productions; and to adhere to all necessary requirements already applicable for the theatre venues we use.

Overall responsibility for health and safety is that of the charity Trustees / Committee who will delegate to the appropriate production team member for day-to-day responsibility during rehearsals and Productions.

Signed: 

Sam Fuller

Chair, Cambridge Operatic Society CIO

Date: 12th October 2024

2. Part 2: Responsibilities for Health & Safety

2.1 Trustee Responsibilities

Cambridge Operatic Society CIO (CaOS) has a legal and moral obligation under the Health & Safety at Work Act 1974 to ensure the safety and well-being of all individuals involved in the Society's activities. This includes members, employees, volunteers, contractors and members of the public.

Policy Development and Implementation

- Health and Safety Policy: Creating and implementing a comprehensive health and safety policy that outlines the Society's commitment to safety and sets clear guidelines for all members.

Training and Education

- Ensuring that all members (whether paid, contractor, volunteer, or a member) are aware of their responsibilities with regard to Health & Safety under the Health & Safety at Work Act 1974.

Safe Working Environment

- Safe Practices: Promoting safe working practices among all members of the Society.

Compliance with Regulations

- Legal Requirements: Staying informed about and complying with all relevant health and safety regulations, including those related to fire safety, electrical safety, and workplace health.
- Insurance: Maintaining appropriate insurance coverage to protect the Society from liability in case of accidents or injuries.

Incident Management

- Reporting and Investigation: Ensure that all accidents and incidents are investigated promptly and reported to relevant authorities as required.
- Corrective Actions: Ensure that corrective actions are implemented to prevent similar incidents from happening in the future.

2.2 Production Manager Responsibilities

Policy Development and Implementation

- Risk Assessment: Conducting regular risk assessments to identify potential hazards and implement appropriate control measures.
- Emergency Procedures: Developing and practising emergency procedures, including evacuation plans and first aid protocols.

Training and Education

- Volunteer Training: Providing appropriate training for volunteers, especially those involved in backstage or technical roles.
- Audience Awareness: Communicating safety information to the audience, such as emergency exits and procedures (where applicable, and not controlled by the venue)

Compliance with Regulations

- Legal Requirements: Staying informed about and complying with all relevant health and safety regulations, including those related to fire safety, electrical safety, and workplace health.

Safe Working Environment

- Workplace Inspections: Conducting regular inspections of the theatre space to identify and address any safety hazards.
- Equipment Safety: Ensuring that all equipment used in productions is safe and maintained in good condition.
- Safe Practices: Promoting safe working practices among all members of Cambridge Operatic Society.

2.3 Society Members & Volunteer Responsibilities

Cooperate with the society trustees committing production manager stage manager or their delegated deputies 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 production manager

Non-compliance with health and safety rules and procedures can result in members being asked to leave the rehearsal, production, or society where deemed appropriate

3. Part 3: Arrangements for Health & Safety

COSHH

The Control of Substances Hazardous to Health (COSHH) Regulations are a law that requires employers to control the health risks posed by hazardous substances in the workplace. The regulations apply to most substances that are hazardous to health, but not to asbestos, lead, or substances that are radioactive, asphyxiant, or have explosive or flammable properties.

Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) requires employers to: assess the risks that arise from the use of hazardous substances. This will include any arrangements to deal with accidents, incidents or emergencies, such as those resulting from serious spillages.

Cambridge Operatic Society CIO acknowledges that there is no legal requirement under the Health & Safety at Work Act 1974 to conduct a COSHH assessment (as the Charity does not have any employees). However, COSHH assessment responsibilities will be undertaken by our Production Manager when we engage with Theatre venues for the purposes of compliance under the Act and ensuring we meet our obligations under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended).

Emergency Procedures

All members, volunteers and contractors will be given a health & safety briefing on their first day with the Society in our rehearsal venue, to include:

- Location of fire exits, emergency access & egress routes, when to expect a fire drill
- Location of first aid kit, details of first aiders, and how to report an accident

First Aid

The Society carries a First Aid kit suitable for the size of membership and volunteers that we have. Our First Aid kit will be available at all rehearsal and performance venues, and will include:

Wound Care

- **Plasters:** Assorted sizes, individually wrapped.
- **Sterile dressings:** Various sizes, including gauze pads and adhesive bandages.
- **Triangular bandages:** For supporting injuries and applying pressure.
- **Safety pins:** To secure bandages.
- **Scissors:** For cutting bandages and materials.
- **Tweezers:** For removing splinters or foreign objects.
- **Cleansing wipes:** For cleaning wounds and skin.

Personal Protective Equipment (PPE)

- **Disposable gloves:** To protect against infection when handling bodily fluids.
- **Face masks:** For respiratory protection in certain situations.
- **Eye protection:** Goggles or safety glasses.

Other Essentials

- **First aid manual or guidelines:** Providing instructions for common injuries and ailments.
- **Emergency contact list:** Including phone numbers for medical services and emergency contacts.
- **Disposable bags:** For waste disposal.
- **Antiseptic wipes or solution:** For cleaning wounds.
- **Burn cream:** For treating minor burns.
- **Instant ice packs:** Providing comfort for ligament injuries.

Our First Aid kit will be checked every six months, or at the beginning of each production to ensure stock availability and that all items are within their expiry date.

Risk Assessments

Risk assessments will be undertaken following a recognized format by the production manager and communicated to the society trustees/Committee comma and Theater slash venue management for any actions required. In some instances, these will be undertaken by the Venue production manager and communicated/provided to the Society.

Risk assessments will be kept in: **The Production File** from the point of production preparation

and auditions onwards. The production file will include a log of any accidents, incidents, trips, falls, or ill health events during theatre activities.

Reporting of Accidents will be in line with the guidance and legal requirements of the Health and Safety Executive and to the societies insurers as and if required

Safe Working Procedures

Safe Working Procedures will vary on each Production. The Production Manager will be responsible for ensuring that all employees, members and volunteers are aware of any safe systems of work when we enter any rehearsal or theatre space.

Personal Protective Equipment (PPE)

Cambridge Operatic Society CIO will ensure that appropriate PPE is made available for all employees, volunteers and members working on our productions.

The provision of proper use of PPE will be managed by our Production Manager who will have general responsibilities for ensuring compliance.