

MARKET DRAYTON AMATEUR OPERATIC AND DRAMATIC SOCIETY

Health and Safety Policy

Statement of General Policy

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities.
- to consult with our members on matters affecting their health and safety.
- to provide and maintain safe plant and equipment.
- to ensure safe handling and use of substances.
- to provide information for members.
- to prevent accidents.
- to maintain safe and healthy activity conditions.
- to review and revise this policy as necessary at regular intervals.

Plant and Equipment

We will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or second-hand plant and equipment meets health and safety standards before it is acquired.

The Committee

- Will be responsible for identifying all plant/equipment needing maintenance. and will be responsible for ensuring effective maintenance procedures are drawn up.
- Will be responsible for ensuring that all identified maintenance is implemented. (Any problems found with plant/equipment should be reported to the committee).
- Will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

We must assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).

The Committee

- Will be responsible for identifying all substances which need a COSHH assessment.
- Will be responsible for undertaking COSHH assessments.
- Will be responsible for ensuring that all actions identified in the assessments are implemented.

- Will be responsible for ensuring that all relevant members are informed about the COSHH assessments.
- Will check that new substances can be used safely before they are purchased.

Assessments will be reviewed annually or when the activity changes.

Accident Book & First Aid Kit

The Accident Book and First Aid Kit are kept in the kitchen at Adastra House.

- The committee will be responsible for the provision and re-stocking of the First Aid Kit.
- Individual members are responsible for reporting accidents, diseases and dangerous occurrences to the committee.
- The producer or other person in charge of an activity in the building is responsible for investigating the accident at the time.
- The committee will be responsible for acting on investigation findings to prevent a recurrence.

Emergency Procedures - Fire and Evacuation

The Committee

- Will be responsible for ensuring the fire risk assessment is undertaken and implemented.
- Will be responsible for ensuring that fire extinguishers are maintained and checked annually.
- Will be responsible for publishing and displaying '**Action in the Event of Fire**' notices in Adastra House.
- Will be responsible for checking that producers test emergency evacuation at least once during the rehearsal schedule for every production.
- Will be responsible for checking that a fire register is kept for all meetings in Adastra House.
- Will be responsible for regularly informing members of the need to unlock and maintain clear access to Escape Routes and Fire Exits – whenever the building is in use.

Reviewed February 2019

Signed (Chair)