


Policy Owner: Committee	Health and Safety Policy for Burdock Valley Players	
Review due: November 2022		
Last Reviewed: November 2021		

1. PURPOSE

The purpose of this policy is to ensure the health and safety of all who work with Burdock Valley Players (BVP), during the time that they are attending workshops, rehearsing and performing.

2. SCOPE

- a. This policy applies to BVP's company members, children, chaperones, stage crew, committee and directors.
- b. This policy describes BVP's health and safety policy.

3. REFERENCES

- a. Children in the Theatre Appendix 1

4. DEFINITIONS

- a. Company Members – people who are members of BVP, any other person who assists in a workshop, rehearsal or production.
- b. Children – people under the age of 16, who attend BVP's workshops and rehearsals and who perform in BVP's productions.
- c. Chaperones – responsible adults recruited by BVP's Children Co-ordinator to chaperone the children while in the theatre or any other performance space used by BVP, and who are approved by their local authority.
- d. Stage crew – the stage manager and those recruited by him/her on behalf of BVP to assist in preparing the performance area before, during and after a workshop or production.
- e. The committee – the management committee of BVP
- f. Directors – people appointed by the committee as Artistic or Musical directors of a production.

5. RESPONSIBILITIES

- a. Company Members
 1. Ensure that their membership fees are up to date, as this includes them in the insurance cover taken out by BVP
 2. Wear the correct footwear for any activity undertaken.
 3. Familiarise themselves with the Security Instructions displayed in the production and rehearsal space.
 4. Familiarise themselves with any Risk Assessment notice displayed in the production and rehearsal space.

5. Follow the instructions of the stage crew on matters relating to safety in the performance area
 6. Refrain from abusing anything provided during workshops, rehearsals and performances for their health, safety and well being
 7. Show a good example
- b. Children
1. Follow the instructions of the directors, Children's Co-ordinator and chaperones during workshops, rehearsals and performances
 2. Follow the instructions of the stage crew on matters relating to safety in the performance area
 3. Refrain from abusing anything provided during workshops, rehearsals and performances for their health, safety and well being
- c. Chaperones
1. Familiarise themselves with any Security Instructions and Risk Assessment displayed in the production and rehearsal space.
 2. Accompany the children at times agreed with the Children's Co-ordinator
 3. Follow the instructions of the stage crew on matters relating to safety in the performance area
 4. Ensure that they refrain from abusing anything provided during workshops, rehearsals and performances for their health, safety and well being
- d. Stage manager
1. Familiarise him/herself with the props, scenery and scene changes required in BVP's performances
 2. Recruit and brief an appropriate number of suitably experienced crew members.
 3. Carry out BVP's risk assessment for the production
 4. Familiarise themselves with any Security Instructions displayed in the production and rehearsal space.
- e. Stage crew
1. Familiarise themselves with the props, scenery and scene changes for which they are responsible in a particular production
 2. Familiarise themselves with any Security Instructions and Risk Assessment displayed in the production and rehearsal space.
- f. The committee
1. Ensure that it is familiar with the health and safety requirements of any performance and rehearsal space used by BVP.
 2. Make this information available to its members, children, chaperones, stage crew and Directors
 3. Ensure that its insurance cover is adequate and current.
 4. Publicise its policy on health and safety.
- g. Artistic and Musical Directors
1. Provide clear instruction for members and children taking part in BVP's workshops, rehearsals and performances
 2. Respect the members' and children's level of experience.
 3. Familiarise themselves with any Security Instructions and Risk Assessment displayed in the production and rehearsal space.