



BRIDGWATER AMATEUR OPERATIC SOCIETY

HEALTH AND SAFETY POLICY

**“Health and Safety Matters, and
In Matters of Health and Safety
Responsibility is all, and
All are responsible”**

May 2008

Bridgwater Operatic Society

Health and Safety Statement

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Bridgwater Operatic Society

Health and Safety Policy

INTRODUCTION:

The Bridgwater Operatic Society is committed as far as is reasonably practicable to ensuring the health, safety and welfare of its members and all others who it encounters in its business, entertainment and social undertakings. To this end the following Health and Safety Policy has been drawn up.

Objectives:

a) To provide and maintain a safe and healthy environment for members and others whilst they are engaged in activities that have been authorized by the Society either on, or off the Society's Headquarters location in Bridgwater, Somerset (hereafter referred to as 'Headquarters')

b) To provide such information, instruction, training and supervision as is necessary to members and others to ensure that they adhere to the principles and terms of the Society's Health and Safety Policy.

c) To ensure that there is a means of safe access and exit to and from the Headquarters, and that all work areas within the confines and surroundings of the Headquarters are maintained in a condition that is safe and without risk to health or safety.

d) To ensure that members of the Society and others who may be visiting the Headquarters are aware of their personal responsibility for their own health and safety whilst at the Headquarters, and that this same personal responsibility also applies when engaged in authorized Society activities away from the Headquarters.

HEALTH AND SAFETY MANAGEMENT:

Key to ensuring the effective implementation of the Society's Health and Safety Policy is the allocation of responsibilities for achieving the policy objectives.

1.1) **The Society's General Committee has overall responsibility for ensuring that the Society's Health and Safety Policy is: strictly adhered** to by members and others and that its contents are kept under review and updated as the need arises. The General Committee may call upon others to assist them as required. Health and Safety will be an agenda item at each meeting of the General Committee.

1.2 The General Committee will appoint a **nominee**, with specific responsibilities for **coordinating** Health and Safety matters, from amongst The Society's members. This person will be provided with whatever training is may be necessary and appropriate in order for him/her to carry out fully the requirements of the role.

[The role of the Coordinator for Health and Safety matters is appended \(Appendix 'A'\)](#)

1.3 The Coordinator will report his or her activities directly to the Chairman of the Society. Unless directly elected to the General Committee, he/she will hold a non-voting position on the General Committee, except in matters directly relating to health and safety when he/she will have full voting rights.

1.4 The General Committee may appoint either a sub-committee or individual members as may be necessary to assist the Coordinator in matters of the Society's H&S policy being complied with generally, and/or other specific and associated matters, as and when they arise.

[Examples of such matters, as may be included into the role of a Health and Safety Sub-Committee, are appended \(Appendix 'B'\)](#)

1.5 The General Committee will ensure, as far as is practically possible, that whenever there are activities taking place at the Headquarters there will always be a Person in Charge who will act with its full authority on matters of health and safety. In cases where the Person-in-Charge is not a member of the Society, reasonable steps will be taken by the Society to brief that person of the H&S policy and the standards of compliance expected.

1.6 Information considered essential for the health and safety of both members and 'Others' will be displayed throughout the Headquarters.

[Key Personnel/Key Information appended \(Appendix 'C'\)](#)

ARRANGEMENTS

2. Through its management of Health and Safety procedures, the Society will take whatever steps are reasonably practical to eliminate risks to Health and Safety. To this end, the Health and Safety Coordinator, supported by those who may be appointed by General Committee will ensure that the following health and safety arrangements operate within the Society.

Safety checks and. maintenance:

2.1 All items of equipment and machinery will be regularly checked and maintained to ensure they are safe.

2.2 All electrical equipment and installations will be regularly checked and maintained to ensure they are safe and comply fully with current Electricity Regulations.

2.3 Any substances at the Headquarters which could constitute a risk to health or safety will be clearly marked and will at all times be stored safely. Their use will be strictly supervised. E.g. paint to be kept in a fire resistant steel locker.

2.4 Regular assessments of risks to health, safety and welfare of members and others will be carried out, particularly in conjunction with the Production team prior to each new production. Records of such assessments will be maintained. These records in particular should show what risks or potential risks may have been identified, and what remedial actions were taken.

2.5 All work areas including any offices, kitchen and toilet facilities will be kept clean hygienic and tidy and laid out in such a way as to minimize risks to health, safety and welfare.

Safety Awareness:

2.6 The H&S Coordinator will have a responsibility for identifying what training may be necessary in order to ensure safe working practices and overall observance of health and safety regulations. In conjunction with the General Committee he/she will determine how such training may be delivered and who will deliver it.

2.7 Training records will be maintained by the H&S Coordinator, and where necessary members will be required to confirm that they have undertaken training, by signing training records.

2.8 Health and Safety notices will be displayed as required.

Buildings and Structures

2.9 In accordance with existing legislation and responsible practice, all areas inside the Headquarters building, are **NON SMOKING AREAS** and will be clearly marked as such. Smoking is allowed only in such areas outside the building, as may be designated for this purpose.

2.10 Buildings and structures (including temporary staging, scenery etc) at Headquarters will be maintained to a standard that is safe. Regular inspections will take place to highlight any potential risk and where risks are identified action will be taken to rectify.

2.11 Fire escapes will be clearly marked. They will be unlocked and not obstructed. All members and visitors to the Headquarters will be made aware of the location of the escapes. In the event of an evacuation all personnel **will assemble in the road to the front of the building, the designated area.**

2.12 Fire drills will be carried out at a frequency which ensures that fire fighting and evacuation procedures are clearly understood. In the event of a fire, the alarm will be sounded. **Upon hearing the alarm, all those inside the building will leave and assemble in the area designated.** The Person in Charge will arrange a head count and a check of all areas to ensure that all those present are clear of the building and accounted for.

2.13 Sufficient fire fighting apparatus will be maintained by the Society and instruction in its use will be provided.

3. Welfare:

The Society will at all times be mindful of the welfare of its members and others whilst at Headquarters by:

3.1 Complying with all statutory requirements regarding lighting, heating, ventilation and noise.

3.2 Providing adequate seating, washing facilities, toilets and whatever hygiene requirements are necessary.

3.3 Ensuring an appropriate number of people are trained in First Aid, that these people are identified. That First Aid boxes are available and are kept up to date and regularly inspected and that their location is known.

3.4 Ensuring that an accident reporting procedure is in operation.

Members:

4. It is a requirement of membership of the Society that members must comply fully with the Society's health and safety regulations. Members failing to comply with these regulations may have their membership suspended or revoked.

4.1 Members must accept that they have a personal responsibility for their own safety and the safety of others whilst at Headquarters or whilst engaged in activities that have been authorized by the Society in other places. All adult members and parents of young members (those under age 16) will be issued with a written Health and Safety Statement.

[Health & Safety Statement for members is appended \(Appendix 'D'\)](#)

4.2 If there is information about a young member (those under age 16) which a parent or guardian believes the Society should be aware of, e.g. medical etc. they are advised to notify the Society on the form provided in order that the Society may act in their child's best interest in their absence. Any such information provided to the Society will be treated in the strictest confidence.

[Notification from Parent/Guardian form is appended \(Appendix 'E'\)](#)

4.3 Members will undergo whatever health and safety training is considered necessary by the Society and will participate in health and safety audits that are carried out by the Society.

4.4 Members will not engage in any reckless or careless behavior which could represent a danger to themselves or others, nor shall they intentionally interfere with or misuse any Society property that is provided in the interest of health, safety and welfare.

4.1 Members are required to draw attention of the Person in Charge, or any person with a Health and Safety designation, to any issue which they consider represents a risk to health, safety or welfare.

4.5 Members must report any personal accident or injury no matter how trivial to the Person in Charge or to any Health and Safety designated person. They must also ensure that a record of the incident is entered in the Society's Accident Record Book.

[Accident reporting procedure is appended \(Appendix 'F'\)](#)

Non Members

5. The Society accepts that it has a duty for the Health and Safety of visitors to its Headquarters.

5.1 Contractors or visitors whilst at Headquarters must comply with Society Health and Safety Regulations. They will be issued with a written statement of the Society's Health and Safety Policy and they must comply with Health and Safety instructions they receive; whenever possible this will be from the Person in Charge.

5.2 Before entering into any contract for work to be carried out at our Headquarters by a contractor, the Society will first satisfy itself that the contractor is fully qualified to carry out the work in question and that those who will be engaged on the work have been trained and will operate within safe working practices that have been agreed between the Society and the contractor.

5.3 The wording of any subsequent contract agreed between the Society and the contractor will have within it a clause stating what has been agreed between the parties in respect of safe working practices.

5.4 The Society may from time to time carry out checks on work being carried out on site to ensure that all requirements of its Health & Safety regulations are being adhered to. In the event of the Society representative carrying out such checks deciding that work is not safe and that it constitutes a risk to both the person(s) carrying out the work, or to others, an instruction will be issued to immediately stop the work. Work will not resume until the matter has been investigated by the Society's General Committee and the appointed Health & Safety Coordinator.

5.5 Visitors and contractors must liaise with the Person in Charge upon arrival on Site and again when they are about to leave the site.

[Health & Safety Statement for visitors is appended \(Appendix 'G'\)](#)

HEALTH AND SAFETY COORDINATOR.

Objective

The primary role of the Society's Health and Safety Coordinator is to ensure that the aims of the Society's Health and Safety Policy are achieved by promptly dealing with issues as they arise and, by risk assessment, taking all possible and reasonable steps to minimize hazards occurring. He/she will report on these efforts to the General Committee of the Society through the Society Chairman and will sit on that committee.

Duties

a) To facilitate to efforts of any sub-committee, or group of members appointed by the General Committee in matters of Health and Safety and to ensure not only are the provisions of the Society's policy met but also that steps are taken on a teamwork basis to minimize risks to the Society, its members and others, when these have been identified.

b) To present Health and Safety reports to the General Committee.

c) To ensure that all members and parents of younger members are issued with a copy of the Society's Health & Safety Statement.

d) To agree appropriate Health and Safety training with the General Committee, when the need has been identified, ensure that this training is then delivered to members and an accurate record of such training is maintained.

e) To take all steps to develop and maintain a culture within the Society of Health and Safety awareness by highlighting to members any action or behavior on their part that constitutes a breach of Health and Safety regulations.

f) To make the General Committee aware of any persistent breaches on the part of any member of Health and Safety regulations, should this situation arise.

g) To arrange regular health, safety and welfare checks and include the outcome of such checks in reports to the General Committee.

h) To make recommendations to the General Committee in respect of remedial action that may be necessary to eliminate any risk to health, safety or welfare.

i)To ensure that all health, safety and welfare signs and notices on Society's property are maintained and kept updated and that at all times and especially when activities are taking place on site so that there is a named person (Person in Charge) in attendance, can be fully aware of the what the Society's H&S policy requirements are.



Appendix 'B'

HEALTH AND SAFETY COMMITTEE

Any Health and Safety Committee, if and when constituted, will be part of the main committee's remit in relation to ensuring the provisions of its H&S policy are met. The Health and Safety Coordinator will have a prime interface with such a committee in line with his or her role of administering the policy in detail; this may include chairing that committee.

Typical Duties:

To assist the Health and Safety Coordinator in performing his/her duties which are identified in Appendix 'A'?

To attend meetings of the Health and Safety Committee and participate fully in proceedings at such meetings.

To be pro-active in promoting and maintaining a health and safety culture within the Society.

To provide an additional Health and Safety resource to the Society.

To draw the attention of members and visitors to any action or behavior that could constitute a risk to health, safety or welfare.

To draw the attention of the H&S Coordinator to any persistent breaches of the Society's Health and Safety Regulations.

To undergo whatever health and safety training may be considered appropriate necessary for members of the Health and Safety Committee, in order to better support those duties they have to perform.

To carry out impromptu checks of matters described in the Health, Safety and Welfare procedures and advise the Health and Safety Coordinator, or any member of the General Committee, if such checks uncover a risk or potential risk to health, safety or welfare.

Appendix 'c'

KEY PERSONNEL

The names of the following Key Personnel will be prominently displayed on notices at the Society's Headquarters.

Members of the General Committee,

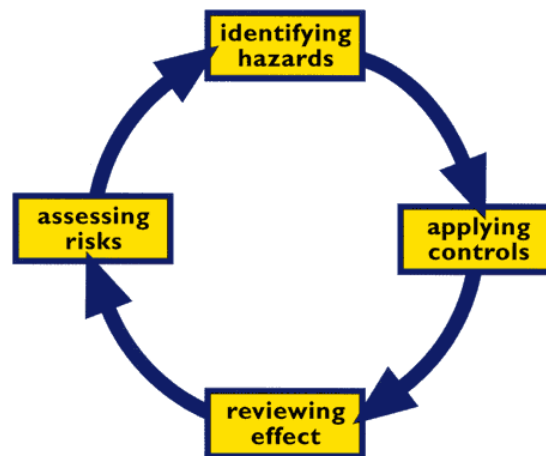
The Health and Safety Coordinator,

Those people who are qualified in First Aid,

Whenever possible: **The Person in Charge.**

KEY INFORMATION

In addition to displaying the names of key personnel, the Society will from time to time display prominently on notice boards any information that is relevant to the maintenance of health, safety and welfare within the Society.



Appendix 'D'

Bridgwater Operatic Society

Health and Safety Statement for members

(A copy of the Health and Safety Policy is on display at the Society Headquarters) on notice board

General:

The Society is committed to providing a safe and healthy environment for its members whilst they are engaged in activities authorized by the Society either on or off its Headquarters site at _____, Bridgwater, Somerset (hereafter referred to as 'the Headquarters')

Responsibility for Health and Safety

The Society's General Committee has overall responsibility to manage the affairs of the Society in such a way so as to ensure that the requirements of the Society's Health and Safety Policy are adhered to. Day to day Health & Safety issues are the responsibility of the Society's Health & Safety Coordinator who may be assisted in this by a Health & Safety Sub-Committee, or others appointed by the General Committee.

Whilst authorized activities are taking place either on or away from Headquarters, there will be a named person in charge to whom all Health & Safety issues should be addressed.

Members:

It is a condition of membership of the Society that all members must comply fully with the Society's Health & Safety regulations. Failure to do so may result in membership being removed.

Whilst engaged in activities authorized by the Society, members must accept that they have a personal responsibility for their own health and safety and that of others.

Parents/guardians of young members (those under age 16) are advised to make the Society aware of any additional information about their child (e.g. medical etc.) which they believe the Society should have in order that the Society may act in the best interest of their child in their absence. A form is available from the Society for this purpose. Any

Appendix 'D' continued

such information will be treated in the strictest confidence.

Members are required to undertake whatever Health & Safety training that is considered necessary by the Society. They must also comply with Health & Safety instructions issued either verbally by an authorized person or by way of notices displayed by the Society.

Accidents

All accidents, however trivial, must be reported to the person in charge and a note of it must be entered in the Society's Accident Record book.

In case of Fire

In the event of the fire alarm sounding at the Society Headquarters, the building must be evacuated immediately and all persons must assemble in the road area outside front doors, a name check will be carried out by the person in charge.

At venues off site, members must comply with whatever the evacuation procedures are for that venue.

Members are requested to read the Society Health & Safety Policy document, and

To raise any questions that may arise with the Health & Safety Coordinator, or a member of the main committee.

Appendix 'E'

BRIDGWATER OPERATIC SOCIETY

To parents or guardian of a young member, i.e. those under age 16:

The Society considers it advisable that if there is any additional information about your child (e.g. medical etc.) which you believe the Society should have in order that the Society may act in your child's best interest in your absence, please make it known using this form.

NOTE: Any information provided to the society will be treated in the strictest confidence.

Child's Name _____ **Age** _____

As the parent / guardian of the above child I wish the society to be aware that :(delete as appropriate)

a) there is no additional information which I believe the Society needs to have about my child,

or

b) I believe the Society should be aware of the following :

Signature
(Parent / Guardian)

Date

Print Name

Tel. No:

Appendix 'F'

ACCIDENTS/ACCIDENT REPORTING PROCEDURE.

All accidents no matter how trivial that occur either on or away from the Society's Headquarters, when engaged in authorized activities, **must be notified for recording** to either the Person in Charge, the Health and Safety Coordinator, any person with a Health and Safety designation or a Qualified First Aider, **as soon as practicable** after the incident or injury.

All accidents and injuries must be recorded in the Society's Accident Book which is kept at the Headquarters and maintained by those responsible.

Accident prevention is part of the Society's requirement that members and others have responsibility for their own safety and the safety of others.

The health, safety and welfare regulations that operate within the Society are designed to eliminate risk and so prevent accidents. These regulations will only be successful if members and others observe them fully.

Where safety equipment is provided, **it must be used.**

Where safety instructions are issued by a designated person, **they must be followed.**

Where safety notices highlight potential risk, **they must be complied with.**

The Society requires the co-operation of all members and others associated with the Society with any enquiry carried out in respect of any accident, or any incident that constitutes a risk to health, safety or welfare.

Appendix 'G'

Bridgwater Operatic Society- Health & Safety Notice for non members who visit the Society's Headquarters site.

The Society accepts that it has a duty for the Health & Safety of visitors to its Headquarters site at, Bridgwater, Somerset.

All visitors should be aware that they also have a responsibility for their own Health & Safety and that of others whilst on the Society's Headquarters. The Society expects all visitors to comply fully with the Society's Health & Safety Regulations. Failure to do so will result in them being asked to leave.

Responsibility for Health & Safety

The Society's General Committee has overall responsibility for Health & Safety management. Day to day Health & Safety matters are the responsibility of the Society's Health & Safety Coordinator.

Person in Charge

Visitors to the Headquarters site must, upon arrival, report to the Society's Person in Charge. That person has authority to act on behalf of the Society in all matters relating to Health & Safety. Likewise, they must notify the Person in Charge when they are leaving the site.

The Person in Charge will make visitors aware of the Society's Health & Safety regulations, e.g. Health & Safety notices, Fire Exits, Areas of the Headquarters where access is not allowed to visitors, etc. All visitors must comply with any Health & Safety instructions issued by the Person in Charge and must obey all Health & Safety notices displayed on site.

In the event of the fire alarm sounding, all visitors must immediately evacuate the building and assemble in the car park where a name check will be carried out by the Person in Charge.

Hirers

Groups of people or organizations who hire the Society premises must identify the person from their group who is in charge of the function / event for which the premises have been hired. That person must produce a list of names of those in their party to the Person in Charge upon arrival and must keep the list updated (i.e. additional arrivals or early Leavers) and must be available to assist with a name check in

the event of the building having to be evacuated.

Contractors / Tradesmen

Contractors and Tradesmen working on site must work in strict compliance with the requirements of the Health & Safety at Work Act 1974 throughout their time on site. The Society may from time to time carry out checks on work being carried out to ensure that this requirement is being fulfilled. In the event of the Society representative carrying out such checks deciding that the work is not safe and that it constitutes a risk to both the person(s) carrying it out or to others; an instruction will be issued for the work to stop immediately. Work must not resume until the matter has been investigated fully by the Society's General Committee and the Society Health & Safety Coordinator.