

NAILSEA LITTLE THEATRE HEALTH AND SAFETY POLICY RECOMMENDATIONS TO NAILSEA THEATRE CLUB MEMBERS WHEN WITHIN THE LITTLE THEATRE BUILDING

1. No Smoking Policy within the Premises

- a. There is a strict No Smoking Policy adopted throughout the Nailsea Little Theatre Building at all times. Anyone who is found to be smoking within the building will be reported to the Club's Committee who will discuss the matter with the individual involved and take further action where deemed to be necessary.
- b. There are interlinked smoke detector/sounder units distributed throughout the building which will be sensitive to cigarette smoke.

2. Rehearsal and Theatre Set Construction Activities within the Building by Club Members

- a. All Club Members must be aware that single occupancy activities within the building are to be avoided wherever possible in order to ensure that if a Club Member becomes unwell or sustains an injury, there is someone else present within the building who can assist / summon help where necessary. In this regard, it is essential that all Club Members carry with them a mobile telephone when in the building.
- b. All Club Members must ensure that before leaving the building, all electrical appliances, sink water heaters etc. are switched off and where practical, unplugged from wall sockets.
- c. All Club Members must ensure that all lighting within the building is switched off before leaving the Premises. Where Club Members observe that lamps have failed within individual lighting fixtures, this must be reported to the Committee without delay so that lamps can be replaced.
- d. Where activities within the building involve moving of furniture and / or set construction equipment etc, care must be taken to avoid obstructing any access routes or fire / emergency exit routes.
- e. There must be a minimum of two persons involved in any activity which involves working at height. One person must be at the base of any ladder to stabilise it and ensure there is not any possibility of ladder movement. Where a task appears at first sight to require the need to work at height, consider whether there are any options available to you which would avoid the need to work at height e.g. constructing or painting scenery flat on the floor and then moving to a vertical position.
- f. If there is not another option to working at height, then consider what measures are necessary to remove or minimise the risk of falling from height e.g. by ensuring that someone else is working with you and securely holding the foot of the ladder to a firm and level base. Another measure which should be adopted wherever possible is to securely tie the ladder to a fixed structure as near to the top rungs as is safely possible.
- g. If the activity involved requires working at height on a ladder for longer than 30 minutes in one position, this should only be undertaken for "light work" i.e. work which is not strenuous or require holding / lifting heavy tools or other objects and at least a 15 minutes rest break at floor level needs to be taken between these working at height activities.
- h. Club Members must ensure that ladders are correctly returned to the allocated storage space and not left where these can present a tripping or falling hazard.

3. Reporting Procedure for Accidents occurring within the Building by Club Members

- a. Should anyone sustain an injury as a result of an accident within the building, then full details of this **must** be entered in the Club's **Accident Book** which is located in Section 3 of the Club's Procedures File. Details of any subsequent follow-up treatment at a GP Surgery or Hospital must be advised in writing to the Nailsea Theatre Club Committee's Secretary.