



Health & Safety Policy

If Something Isn't Right

You should speak with the director or stage manager. If they are unavailable, or the concern is about them, then you should speak with a committee officer that you trust. You should also read our **[grievance policy](#)** and **[whistleblowing policy](#)**.

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Introduction

The society is committed to the safety of all our members, patrons, and visitors. Everyone is responsible for maintaining this policy in practice and it should act as a guide to create and maintain a safe environment.

Liability Insurance

The society carries public liability insurance with Lloyd & White through its membership with NODA.

General Notes

- Everyone taking part has a duty of care to ensure that they adhere to reasonable precautions and must not allow any act or omission they believe could cause harm to themselves or others.
- On spotting a hazard which a member is able to remove safely and without additional specialist skills, they should do so immediately. Members should be vigilant about these sorts of easily removable hazards.
- Members should never stand on chairs, desks, etc., using only an approved ladder to reach objects at height.
- Members should never attempt to fix anything they are not qualified to fix or remove hazards that they are not qualified to remove. This includes electrical work, woodwork, etc. If a volunteer finds that a piece of equipment is faulty, the responsible individual must be notified as soon as possible. If the equipment is potentially unsafe to use, it should be labelled straight away so that it is clearly marked as 'Out of Order'.
- Members should use PPE (gloves, goggles, masks etc.) for any task that has the potential to be hazardous, and to prevent risk.

- The society is obligated to provide suitable equipment to complete tasks such as PPE and PAT tested tools.

Accidents

Accidents or injuries, no matter how minor, are to be immediately reported to the responsible person – this is often the director or the stage manager – who will record the incident and notify the committee in a timely manner.

Action should be taken immediately if the cause of the accident can be rectified. Where it cannot be, the area in which it took place should be cordoned off.

Risk Assessments

The committee, director, and/or stage manager is required to produce a risk assessment for each venue and production with the aim to remove, reduce, or mitigate any potential risk.