

APPENDIX 32 – CAST/CREW HEALTH AND SAFETY BRIEFING

[note, this was probably overkill but it gives you an idea!]

1. INTRODUCTION

There is a Safety Co-ordinator whose prime responsibility is for the audience. However, they are also concerned about **although not responsible for** the health and safety of the cast. Both of these are connected.

The production has a board of Trustees, who have ultimate responsibility for the production, and a Steering Group, both of which have endorsed the health and safety policy.

We have a Chief Steward who takes responsibility for health and safety on the day of the production. To help him do this on the day of the performance, we will have five stewards from a police background and 40-50 marshals who will be volunteers. Stewards and marshals will be able to communicate across the Gardens using two-way radios. There will be a small number of marshals around on Friday to assist with looking after equipment and dealing with curious members of the public.

Again, they will primarily be interested in protecting public health and safety. However, if cast or crew have any concerns on the day, they can approach them or the stage manager.

2. PERSONAL HEALTH AND SAFETY

You are responsible for your own health and safety. If you are uncomfortable with anything you are being asked to do or have concerns about your, or anybody else's, health and safety you should raise your concerns with the director or stage manager. If you have an accident, you should report it to the stage manager, your team leader or, failing that, the Director, and they will record it in the accident log book. This helps to prevent similar accidents in future.

3. HEALTH AND SAFETY A-Z

Checking in and checking out

When you arrive, you must check in with your team leader/the stage manager so that he knows you are there. Prior to the performance, you should make sure you, your props, costume and any equipment you need is safe and ready.

You must not leave the site without telling your team leader/the stage manager. After the performance, you should report any problems or difficulties to your team leader/the stage manager. These will be recorded, if necessary, and used to improve health and safety for future events.

Children

Children remain at all times in the custody of, and the responsibility of, the parent/guardian or nominated person. We have a child protection policy which the Producer or Director can explain to you in more detail if you have any concerns. In essence, if

- a child raises any concern with you;
- you have any concerns about a child; or
- someone makes an allegation against you or anyone else,

you must record the facts and report these to the Child Protection Co-ordinator for the play. You must **refer** but you must **not investigate** yourself.

- ONE OF THE MAIN THINGS HERE IS NEVER BE ALONE WITH A CHILD THAT IS NOT YOUR OWN

Costumes

Actors are responsible for making sure that their costume is comfortable prior to the performance. They should report any difficulties, especially in relation to outdoor use, to the Wardrobe Mistress in good time before the day of the performance.

Fire

Smoking is not permitted by anybody associated with the play whilst in W. Princes St. Gardens. Everyone is responsible for taking sensible precautions against fire.

Special care must be taken handling inflammable liquids and any spillage reported to the stage manager and dealt with.

Firefighting equipment (extinguishers or blankets) will be located at each of the sound control points, the Ross Theatre and St Johns Church.

What to do if you see a fire is covered later, under *Incidents*.

First aid

During the performance **first aiders will be available** to the rear of the Ross Theatre to deal with any injuries. The service is provided for the benefit of the audience but, obviously, they can assist you if you have an accident. There is also an ambulance onsite

Heavy lifting

If you are asked to move, or help move, a large or heavy object, you must **take care to ensure that you lift it safely**. This means paying attention to your posture and footing. It also means asking for help if you need it and not carrying something which gives you concerns.

Incidents

We distinguish between serious incidents and minor incidents.

A **serious incident** is when one or more people are in a life-threatening situation, for example certain types of fire or accident involving a vehicle. If a major incident occurs during the performance, the Chief Steward will stop the show.

A **minor incident** is one which affects the safety of the people involved with the play, the audience or the equipment but which is localised and can be controlled without the need to stop the show. A minor incident might take place without you ever being aware of it.

In the absence of any incident, the stewards and marshals will not give directions to members of the cast (they will have other duties in relation to the audience and equipment). However, if an incident occurs it may be necessary to clear a particular area, for example. **You must obey directions given to you by stewards and marshals even if you don't know the details of the incident.**

If you spot an incident (i.e. something going wrong or something unexpected, for example a litter bin on fire or someone behaving suspiciously), you should:

- **take appropriate action** without endangering your own safety (and, if during the performance, minimising disruption to the performance and audience);
- **summon help** (if during the performance, use a nearby marshal or steward who will be able to radio for assistance if necessary); and
- **follow instructions** from marshals, stewards and the emergency services.

If a fire occurs in an acting area, an actor will stop the show by making an announcement that we are stopping the show. The Chief Steward will then take over responsibilities.

Media

The Trustees have appointed a Media Officer, who is responsible for all dealings with the media. You should not approach the media about any matter, especially any health and safety incident. If you are approached, you should refer the media to the Media Officer. **Members of the cast/crew should not talk to journalists about any matter.**

Property

You are responsible for your own property. The Trustees do not accept liability for any loss, theft or damage to personal property. You are strongly advised not to bring valuables to rehearsals or the performance.

Props

It is the responsibility of the Stage Manager to put the props in the right place for the performance and to leave them safe for you to use. The stage manager will deal with any props which have to be left on the scene as part of the performance. Please do not move any set or props unless you have checked with the Stage Manager

Security

You will be issued with a pass. You should carry this pass with you whilst on site, unless in you are an actor who is in costume. This pass is designed to assist stewards and marshals, who may not have met you prior to the performance, protect your security. For example, anyone requiring access to St Cuthberts Church will be asked for their pass. Please report lost or missing passes to a steward or marshal.

Terrorism

It is possible that some extremist group will take exception to the play. In the very unlikely event that you receive, or become aware of, some threat to the security of the production, you must:

- **record** all the details and keep any hardcopy evidence; and
- **report** everything you know to the Chief Steward

If you cannot inform me or the Chief Steward and the threat is imminent, you must **contact the police**.

Weather

We have one opportunity to perform the play. Obviously, we are all very keen that it should go ahead. The technical rehearsal, dress rehearsal and performance will all be performed on site. There are three considerations that affect whether any or all of these go ahead:

- the health and safety of the audience;
- the health and safety of the cast and other people involved with the play; and
- the performance of the technology (e.g. sound systems).

These will be influenced by the following factors:

- conditions underfoot; and
- temperature, precipitation and wind speed.

Decisions will be informed by all these factors. If you have particular health issues which might affect you more than other people, you should let your team leader/the Director know ASAP so that these concerns can be factored into any decision.

