

**Leeds Gilbert and Sullivan Society  
Health and Safety Policy**

**1. Policy statement**

Leeds Gilbert and Sullivan Society aims to ensure, as far as reasonably practical, the health, safety and welfare of all its members and others, including members of the public, who may be affected by its activities.

In order to achieve these aims Leeds Gilbert and Sullivan Society's policy is:

1. To provide adequate control of the health and safety risks arising from all activities
2. To communicate with members on matters affecting their health and safety
3. To provide and maintain safe plant and equipment
4. To ensure safe handling and use of substances
5. To provide suitable information, instruction and supervision for members
6. To ensure that members are competent to carry out tasks associated with all activities and to give adequate training
7. To prevent accidents and ill health resulting from all activities
8. To maintain safe and healthy conditions for all activities
9. To review and revise this policy as necessary at regular intervals
10. To adhere with the health and safety policies of the theatre, partner organisations or relevant licencing authorities.

## **2. Responsibilities**

The Leeds Gilbert and Sullivan Society Committee takes overall and final responsibility for health and safety.

Every member of the Committee is expected to ensure that Leeds Gilbert and Sullivan Society's health and safety policy is followed in all its activities.

Leeds Gilbert and Sullivan Society Committee is responsible for ensuring that a risk assessment is carried out for each theatrical production in accordance with the requirements of the theatre, relevant rehearsal facilities or the relevant licensing authorities.

Leeds Gilbert and Sullivan Committee are responsible for communicating this health and safety policy to all those participating in a production and to ensure that any actions recommended by the Committee to remove or control risks are implemented.

It is the Leeds Gilbert and Sullivan Society Committee's responsibility to check that this health and safety policy is being followed and that any recommended actions are implemented. The Committee will review health and safety compliance at appropriate intervals.

All those participating in a production whether are expected to cooperate with the Leeds Gilbert and Sullivan Society Committee in health and safety matters, not to interfere with anything provided to safeguard their health and safety, to take reasonable care of their own health and safety, and to report any health and safety concerns to a member of the Leeds Gilbert and Sullivan Society Committee.

## **3. Consultation**

Any member can ask the Committee to consider a health and safety issue or concern by informing any Committee member.

## **4. Safe equipment, stage set and properties or plant**

The Leeds Gilbert and Sullivan Society Committee is responsible for ensuring that any member using equipment, stage set and properties or plant at a theatre or rehearsal facility is aware of and trained in the appropriate operating procedures.

Any problems found with equipment, stage set and properties or plant should be reported to any Leeds Gilbert and Sullivan Society Committee member and this will be raised with the relevant responsible organisation.

The Leeds Gilbert and Sullivan Society Committee may delegate responsibility for relevant health and safety matters to a responsible person, such as the Stage Manager during a production.

## **5. Safe handling and use of substances**

The Leeds Gilbert and Sullivan Society Committee is responsible for checking that any substances used in the course of preparing for or performing a theatrical production can be used safely, that the

relevant COSHH<sup>1</sup> assessments are carried out where necessary and that all actions identified in the assessments are communicated to all those involved in the production. The Committee is expected to ensure that all actions identified in the assessments are implemented.

#### ***6. Information, instruction and supervision***

No member of The Leeds Gilbert and Sullivan Society will be allowed to carry out tasks unsupervised until it is considered that they are already competent or have received sufficient training to be competent in that task.

Anybody involved in a production who feels that they need guidance or training for a specific task should inform any Leeds Gilbert and Sullivan Society Committee member before carrying out that task.

#### ***7. Competency for tasks***

No one should, initially, carry out a task until their ability and competency has been ascertained and supervised. Supervision is to be carried out by a competent, and experienced, person who is aware of the relevant Health and Safety policies, and is approved by the Leeds Gilbert and Sullivan Society Committee.

#### ***8. Accidents, first aid and ill health***

All accidents and cases of production-related ill health must be communicated to the Leeds Gilbert and Sullivan Society Committee. The Committee is responsible for keeping the necessary records relating to each production.

Suitable provision must be made for first aid during the course of each production. The Leeds Gilbert and Sullivan Society Committee is responsible for investigating any accidents that occur during a production and for making recommendations to prevent a recurrence.

#### ***9. Emergency procedures***

The Leeds Gilbert and Sullivan Society Board is responsible for ensuring that all those involved in a production are aware of the emergency procedures applicable in the course of preparing for and performing the production. The Committee is responsible for ensuring that any additional

fire or safety risk assessments required by the theatre or relevant licensing authority are carried out and implemented.

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<sup>1</sup> Control of Substances Hazardous to Health Regulations (COSHH) 2002.

<b>Date of adoption</b>	
<b>Signed</b>	Janet Johnston, Chair, Leeds Gilbert and Sullivan Society
<b>Review date</b>	