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| Policy Owner: Denyse Coles | Health and Safety Policy **for Andover Musical Theatre Company** | **Charity no. 1143762** |
| Review due: January 2018 |
| Last Reviewed: January 2017 |

1. **PURPOSE** The purpose of this policy is to ensure the health and safety of all who work with Andover Musical Theatre Company (AMTC), during the time that they are attending workshops, rehearsing and performing.
2. **SCOPE**
3. This policy applies to AMTC’s company members, children, chaperones, stage crew, committee and directors.
4. This policy describes AMTC’s health and safety policy.
5. **REFERENCES**
6. Children in the Theatre Policy
7. **DEFINITIONS**
   1. Company Members – people who are members of AMTC, any other person who assists in a workshop, rehearsal or production.
   2. Children – people under the age of 16, who attend AMTC’s workshops and rehearsals and who perform in AMTC’s productions.
   3. Chaperones – responsible adults recruited by AMTC’s Children Co-ordinator to chaperone the children while in the theatre or any other performance space used by AMTC, and who are approved by their local authority.
   4. Stage crew – the stage manager and those recruited by him/her on behalf of AMTC to assist in preparing the performance area before, during and after a workshop or production.
   5. The committee – the management committee of AMTC
   6. Directors – people appointed by the committee as Artistic or Musical directors of a production.
8. **RESPONSIBILITIES**
9. Company Members
10. Ensure that their membership fees are up to date, as this includes them in the insurance cover taken out by AMTC
11. Wear the correct footwear for any activity undertaken.
12. Familiarise themselves with the Security Instructions displayed in the theatre
13. Familiarise themselves with the Risk Assessment notice displayed in the theatre.
14. Follow the instructions of the stage crew on matters relating to safety in the performance area
15. Refrain from abusing anything provided during workshops, rehearsals and performances for their health, safety and well being
16. Show a good example
17. Children
18. Follow the instructions of the directors, Children’s Co-ordinator and chaperones during workshops, rehearsals and performances
19. Follow the instructions of the stage crew on matters relating to safety in the performance area
20. Refrain from abusing anything provided during workshops, rehearsals and performances for their health, safety and well being
21. Chaperones
22. Familiarise themselves with the Security Instructions and Risk Assessment displayed in the theatre.
23. Accompany the children at times agreed with the Children’s Co-ordinator
24. Follow the instructions of the stage crew on matters relating to safety in the performance area
25. Ensure that they refrain from abusing anything provided during workshops, rehearsals and performances for their health, safety and well being
26. Stage manager
27. Familiarise him/herself with the props, scenery and scene changes required in AMTC’s theatre performances
28. Recruit and brief an appropriate number of suitably experienced crew members.
29. Carry out with AMTC’s Theatre and Production officers a risk assessment for the production
30. Familiarise themselves with the Security Instructions displayed in the theatre.
31. Stage crew
    1. Familiarise themselves with the props, scenery and scene changes for which they are responsible in a particular production
    2. Familiarise themselves with the Security Instructions and Risk Assessment displayed in the theatre.
32. The committee
33. Ensure that it is familiar with the health and safety requirements of any performance and rehearsal space used by AMTC.
34. Make this information available to its members, children, chaperones, stage crew and Directors
35. Ensure that its insurance cover is adequate and current.
36. Publicise its policy on health and safety.
37. Artistic and Musical Directors
38. Provide clear instruction for members and children taking part in AMTC’s workshops, rehearsals and performances
39. Respect the members’ and children’s level of experience.
40. Familiarise themselves with the Security Instructions and Risk Assessment displayed in the theatre.