

BAMPTON PLAYERS HEALTH AND SAFETY POLICY

General

1 Bampton Players aim to ensure that they keep themselves, audiences, passers-by and other members of the Society safe when rehearsing or performing. This Safety Policy applies to all Society members and relates equally to Stage Crew and Cast. The most recent copy of this policy is available on the policies page of our website.

2 All members have a duty to comply with the policy and Director will have overall responsibility for safety as the Health & Safety Officer (HSO) during rehearsals and the Stage Manager will have overall responsibility as the Health & Safety Officer (HSO) during performances. The Director will normally delegate this responsibility to an appropriate person during rehearsals.

Health Issues

3 It is the responsibility of each individual to make known to the HSO any medical condition that may affect his or her ability to work within the Safety Policy. Risk Management

4 Prior to each production, a briefing session is held by the Lead Person to ensure that all people taking part in the production are aware of any risks and how to reduce them. During the production, if any unsafe practices are observed, the Lead Person will call a halt to activities until the problem is resolved.

Risk Assessments

5 Prior to each production, a Risk Assessment will be carried out by the Stage Manager to see if there are any unusual aspects or risks to the production. They will complete the Health and Safety Checklist, which is an appendix to this document

6 Copies of the Completed Checklist will be stored on the Bampton Players shared Google Drive.

Fire Safety Procedures

7 Local venue fire safety procedures should be followed. The Stage Manager will be responsible for Fire Safety at the production venue.

8 A fire briefing will be announced by a nominated person at the beginning of each performance to ensure that the audience know the fire exits.

9 The cast and stage crew will be briefed by the Director to know how to leave the premises quickly and safely and assist the audience in doing the same.

First Aid

10 Wherever possible the stage crew or cast member will include a qualified First Aider. A stocked first aid kit will be available at the production venue.

11 If a Risk Assessment indicates the need for additional first aid equipment or special instruction, this will be organised by the Stage Manager prior to any activity or production being undertaken.

Accident Reporting

12 The Stage Manager or HSO must check that an Accident Book is available for each production. The default position is to use the one at the venue.

13 In the event of an accident the Stage Manager or HSO will update the book accordingly.

Work Equipment

14 All equipment used including lights, cables, sound systems, trussing, rigging tools, mounting brackets and similar will be checked by nominated lighting crew with final sign off by Stage Manager as being in good order and condition prior to performances (wherever BP perform)

Manual Handling and General Accident Prevention

15 The Stage Manager should ensure that all team members must have a working knowledge of good manual handling techniques and that suitable protective clothing such as gloves, boots, hats will be worn as appropriate.

Issue Date: November 2025
Review date: November 2026

Appendix

Bampton Players - Health and Safety Risk Assessment Check List

Title of show

	Check Performed	Status (✓/X)	Comment
Fire Safety & Emergency Exits			
All fire exits and escape routes are clear of any obstructions.			
Fire exit signs are clearly visible and illuminated where necessary.			
Fire-fighting equipment (extinguishers, etc.) is in its designated place, visible, and accessible.			
All cast and crew are aware of emergency procedures and the outside assembly point.			
A brief safety announcement for the audience may be made if the performance demands it. Eg. strobe effects, loud bangs, smoke effects.			
Fire doors are not wedged open.			
Access, Egress & General Environment			
All audience and performer circulation routes and gangways are free from trip or slip hazards.			
Trailing cables are minimised, secured to the floor using gaffer tape, and covered where necessary.			
Permanent fixtures (seats, signage, etc.) are in good condition and stable.			
Lighting (stage, house, emergency) allows for safe movement in all areas. e.g. no exposed or low slung light fittings.			
The hall's capacity has not been exceeded, ensuring safe movement for audience, actors and stage crew			
Stage & Backstage Area			
Scenery, set pieces, and any overhead equipment (lights, backdrops) are properly secured and stable.			
The stage edge and any steps are clearly marked with white gaffer tape.			
Props are organized safely, with hazardous items (stage weapons, etc.) checked and secure.			
The stage surface is clear of debris and potential slip hazards (e.g., from custard pie droppings or fog machine).			
Clutter is minimised in backstage and wing areas and there is safe stage entry and exit for performers.			
Electrical Equipment			
All electrical equipment has been visually inspected for damage and is safe for use.			
All portable electrical equipment has a current Portable Appliance Test (PAT) certificate where required. This applies equally to any equipment owned by the Hall and used by the Players.			
The use of socket adapters is minimal to prevent overloading. Fused multi-socket boards are used instead.			
Welfare & First Aid			
First aid equipment is stocked and accessible			
Toilet facilities are clean, well-maintained, and lit.			
Communication			
The stage manager is aware of their responsibility to provide clear communication with technical crew and performers during the show.			
The Sound operator can provide PA capability during performances to facilitate an emergency announcement should the Stage Manager (or other responsible person) require it.			

Inspected By:

Name:

Role:

Signature:

Date/Time: