



Health and Safety Policy

Health and safety is everyone's responsibility.



To help stop slips, trips and falls:

- Tape wires to the floor
- Keep coats, bags and props out of the way
- Know when to come on stage so that you are not in anyone's way
- Make sure there is enough space for everyone





In case there is a fire:

- Know where the fire exits are
- Make sure you know where the safety area and evac chair are for people who can't use the stairs
- Make sure you know the fire drill plan



Spillages

- Try and use a bottle with a cap and make sure the cap is on correctly
- Put cups on a flat ledge or table
- Do not keep the drink in your hands during a workshop
- Keep drinks away from electrical things
- If you spill something use paper towels or a mop and mop it up.





- Wash your hands with soap
- Follow Covid rules such as mask or visor wearing and staying apart
- Use hand sanitizer



Strangers

- Make sure you know who is meant to be in the room
- If someone is doing something that makes you feel unsafe, report it to a staff member



Hazards at DIY

- Props and equipment on the floor
- Collapsible tables
- Stairs
- Electrical sources
- New equipment
- Heavy items
- Outside hazards, branches, uneven ground, make sure it is flat for wheelchair users



If you see something that is a danger you should:

- Fix it if you can
- Report it to a member of staff
- Make others in the room aware of it
- Report safety issues in the incident book
- If you need to, call 999

