



Chester Mystery Plays

HEALTH AND SAFETY POLICY

Policy ref CMP004

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2023 Health and Safety Policy.

1. General Statement.
 - A. Chester Mystery Plays Limited ('CMP Limited') is committed to ensuring the health, safety and welfare of its members and volunteers, so far as is reasonably practicable, as well as others who may be affected by its activities.
 - B. Every member, visitor and affected member of the public is encouraged to cooperate with the Company so as to ensure that its statutory duties are met. All such persons have an obligation to take care for their own health and safety and for the safety of others who may be affected by their acts and omissions.

2. Systems of work.
 - A. The main activity of the Chester Mystery Plays Limited is that of preparing for and performing amateur theatrical productions.
 - B. The Company shall ensure, so far as is reasonably practicable, that safe systems of work shall be devised and maintained. To that end, the Company shall appoint a Health and Safety Officer ('HSO').
 - C. When a task is identified as involving risk or danger, the HSO shall ensure that a risk assessment is conducted and that the assessment is properly recorded. Should such an assessment require action to be taken to mitigate the risk, such steps as are required to make to the task safe shall be recorded and taken as quickly as is reasonably practicable.
 - D. The HSO will maintain an Accident Book in proper form. All reported accidents and dangerous occurrences shall be entered in the Accident Book in accordance with instructions therein. All accidents that fall within the scope of RIDDOR 2013 shall be notified to the enforcing authority (Cheshire West and Chester Council) without delay by means of the online form (supplied by HSE) and full details within 10 days in any event. Should an accident or dangerous occurrence arise, the Company shall take steps to ensure that any unsafe system of work will be identified and made safe as quickly as reasonably practicable.

3. Fire.
 - A. CMP Ltd recognises its duties and responsibilities with regard to fire safety at all times.
 - B. Because CMP's activities, such as rehearsal and performance of plays, always take place on premises belonging to others but hired or otherwise provided to the Company, members, volunteers, contractors etc shall abide by the provisions for fire safety as adopted by the occupier of such premises.
 - C. All fire exits shall be marked as such and unlocked or made available for immediate escape from the building concerned whilst in use. Details of such exits shall be included in the information provided to all persons attending premises being used by the Company.

4. **Electrical Safety.**

- A. **All electrical equipment, whether fixed, transportable or hand held that is owned by, hired or otherwise used by the Company shall be kept safe, so far as is reasonably practicable. Such equipment shall be tested for safety by a suitably qualified electrical technician who shall keep a record of such inspection in a suitable book or other record.**
- B. **All electrical equipment shall be used in a manner that is safe so far as is reasonably practicable.**
- C. **CMP will comply with the safety policy of the occupier of the premises with regard to electrical safety.**
- D. **Responsibility for the carrying out of inspections and maintaining of records in relation to hired equipment or equipment used on behalf of CMP by third parties lies with the hirer.**

5. **First Aid.**

- A. **CMP Limited takes First Aid seriously and uses the following procedures to ensure that qualified first aid assistance is available to any person, whether in the rehearsal room, theatre or other premises during occupation by CMP.**
- B. **CMP has a permanent first aid kit of suitable size and content. The first aid kit is kept at the rehearsal or performance site location as appropriate.**
- C. **CMP ensures that at least one of its first aid team is present at each rehearsal, performance or event.**
- D. **The HSO shall keep an Accident Book for the recording of all accidents which involve injury and shall ensure that all accidents shall be recorded therein.**
- E. **CMP shall ensure that appropriate training is provided to all First aiders prior to the commencement of the 2023 Cycle of Plays.**