

Stevenage Lytton Players

Health and Safety Policy



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Authored by:	SLP Trustees
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1. Introduction

1.1. The Stevenage Lytton Players (SLP) regards Health & Safety measures to be a priority for everyone. SLP's safety policy is to do all that is reasonably practical to protect members, volunteers and staff from personal injury, to prevent damage to property and to protect visitors from foreseeable risk when attending SLP shows and events. It is also to protect the public when they hire our venue.

2. Our commitment

2.1. SLP will take all reasonably practicable steps to:

- Provide a safe place to carry out activities.
- Ensure items supplied are safe and provide information, instruction and training as necessary.
- Manage any health and safety risks via risk assessments.
- Implement emergency procedures, including evacuation in case of fire or another significant incident.
- Review and revise this policy as necessary to deal with changing circumstances and to comply with regulations.

2.2. Overall and final responsibility for health and safety is the SLP Business Manager.

2.3. Everyone is responsible for enacting this policy is followed at all times.

3. Responsibilities of members and hirers

3.1. Everyone has a duty to report to the executive team (or, for hirers, the Bookings Manager) any and all matters which they consider to be a hazard to health and/or safety.

3.2. All members, volunteers, staff and hirers must:

- (a) Take reasonable care for health and safety of themselves and of those persons who may be affected by their actions.
- (b) Take full responsibility and supervise any children under 18 that they bring on the premises.
- (c) Prevent any person under the age of 18 from entering the kitchen and bar areas.

- (d) Co-operate with the Business Manager and Management Team in all matters of health and safety.
- (e) Use correctly any items provided in accordance with training and instructions.
- (f) Not interfere with or misuse any equipment provided.

4. Arrangements for health and safety

4.1. General

- (a) SLP will complete relevant risk assessments and act on them.
- (b) SLP will review risk assessments as and when necessary.
- (c) SLP will raise new risk assessments as and when required.

4.2. Accidents

- (a) In the event of an accident beyond the ability of a first aider, call an ambulance.
- (b) All accidents must be recorded within 48 hours in the Accident Book which is located on the right-hand wall as you enter the kitchen.

4.3. First Aid box

- The First Aid box is located on the right-hand wall as you enter the kitchen.

4.4. Fire Emergency and Evacuation Procedure

- The Fire Emergency and Evacuation Procedure is on the wall in every room.

4.5. Working At Heights

- This is covered by Risk Assessment.

5. Risk Assessments for shows

5.1. Risk Assessments for shows

Risk Assessments for shows must be carried out by the producer/director/stage manager (whoever is best suited) to assess the risks during performances and these are to be added to the general risk listing.

5.2. Risk assessments involve addressing the following questions:

- What could go wrong?
- How likely is such an event?
- What could happen if such an event occurred?
- What are the associated risks?
- Are the risks acceptable to the SLP?
- How can the risk be reduced?
- Are any additional consents or permissions required for specific production requirements (e.g. gunshots, smoke effects).

5.3. Once the risk has been written and reviewed the producer/director must make sure that:

- (a) Any requirements for additional consents or permissions (e.g. local authority or police) are addressed as necessary.

(b) The people impacted by the risk have read the assessment and agreed it is acceptable. If the SLP and/or people impacted do not think it is acceptable another solution must be found.

6. Risk Assessments

6.1. All risk assessments are to be kept on the SLP computer under the folder in documents called "Health and Safety".

6.2. Paper copies are in a clearly-marked file in the SLP office.

7. Training

7.1. Members

(a) All members, volunteers and staff are to be made aware of this policy and guided to the website to read it.

(b) At the start of each show the producer/director is to make the new cast aware of this policy and guide them to the website to read it.

(c) If requested a paper copy must be given to a member.

7.2. Hirers

(a) This policy must be given to any hirers as part of their contract or hire form.

(b) It is the hirer's responsibility to distribute as they feel necessary.

8. Reviewing This Policy

8.1. The Trustees will review this policy at least annually or earlier if:

- legal or regulatory changes occur,
- related policies are updated, or
- an incident highlights the need for revisions.

8.2. Feedback from members may be considered when updating the policy.

Approved by the Trustees of the Stevenage Lytton Players

13 December 2025

Signatories:

I have read, understood and agree to comply with this policy.