



*Weymouth Drama Club*



# *Health & Safety Guide for Members and Visitors*



**Helping to keep you SAFE in the  
Warehouse Theatre**





# INTRODUCTION



Health and Safety (H&S) is an everyday part of all of our lives; we check to see if the plug is taken out before we rewire or service an electrical item; we make sure that the steps are on firm ground before we use them; we only lift what we are able to, we read the manual before we use new equipment, we make sure that we know how to use the cleaning materials.

However, there are still things (hazards) which could harm us to a greater or lesser extent (risks).

Weymouth Drama Club (WDC) is subject to the “Health & Safety at Work, Etc, Act” of 1974 and seeks to provide a safe working environment and place of meeting for members, contractors and visitors alike. Weymouth & Portland Borough Council (W&PBC) ‘Community Protection’ is our H&S enforcement organisation with which we maintain close liaison.

Fortunately, there are systems put in place (nationally, locally and within the Club) to help keep us safe and well.

Through periodic, and one-off inspections, WDC seeks to identify all hazards which put our health and safety at risk and either to remove those hazards or reduce the risks to manageable, acceptable levels.

***‘What’s past is prologue.’***  
*‘The Tempest’, Act 2, Sc 1*



## H&S RESPONSIBILITY



H&S is basically simple and we are all responsible for our own H&S both at home and when out and about. However, WDC is responsible for making the Warehouse as safe as possible for you, as far as is reasonably practicable. While the Committee is responsible for all aspects of WDC H&S, as a member or visitor, you have a responsibility for your own H&S.

You must follow all H&S instructions and notices displayed in the Warehouse or instructions conveyed to you by the Committee or someone in authority within the Club. Do not take any unnecessary risks while in the Warehouse.

Where you are not qualified or trained for a task, but are required to carry it out, you should contact a member of the Committee to obtain instruction and training.

To help us identify where there might be a particular risk to safety or health, all accidents (whether a cut finger in the kitchen, a fall or an injury) resulting from your activity in the Warehouse are to be recorded in the Accidents Book held in the Kitchen. Where you notice a particular danger to others, please report it to the Committee.

Those using the Warehouse should ensure that the areas used are left free from hazards, as far as is reasonable practicable.

***“Uneasy lies the head that wears a crown.”***  
‘Henry IV, Pt 2’, Act 3, Sc 1.



# MAJOR EVACUATION



WDC electrical and fire equipment is regularly checked and the building inspected for structural faults. However, in the unlikely event of a fire or other major incident, it will be necessary to evacuate the building quickly and go to a safe place which the Club has already identified as Hope Square by the Red Lion pub.

If you hear the fire alarm, prepare to leave the Club by the nearest fire exit; these are marked throughout the building. Also, if you are instructed to leave the building by someone in authority, due to an incident, leave by the nearest fire exit. Do not stop to collect your belongings. Go straightaway to Hope Square where Club Stewards, the Director or tutors will advise you further. If you know that someone is still in the Warehouse, let the Stewards know. Do not return to the Warehouse until told that it is safe to do so.

Members with disabilities, who require assistance, must be allocated someone to assist them once the main evacuation has taken place. The person in charge of the event is responsible for allocating someone to assist. This is to ensure that the evacuation is managed safely and that we know who is in the building so that the Fire Service can be informed.

If you cannot use a fire exit, use one of the alternative exits which are marked. If you are unable to find an exit, close the doors to the room you are in and try to attract someone's attention.

**Rehearsals.** During rehearsals, the Director or Assistant Director will know who is in the Warehouse and will check them off.

**Classes/Workshops Etc.** The instructors/tutors will know who is present and will check them off on evacuation.

**Productions.** The Front-of-House staff will do their best to reconcile those attending the show with those evacuated and will allocate someone to assist those with a disability.

**Be aware! Smoke kills! Keep low!**

**“Exit, pursued by a bear!”**  
*‘The Winter’s Tale’, Act 3, Sc 3*



## LONE WORKING



If you are required to work alone in the Warehouse, you could have an accident, become ill, or suffer some other incident. Let a family member or friend know when you are in the Warehouse alone; call them at agreed times (every few hours) and again when you leave the Club so that they know you are safe.

That family member or friend must know how to raise the alarm with the Emergency Services if you fail to make routine contact. Also, before you leave, check to see if anyone else is present and that they are able to get out if you leave before them.

***“I go and it is done; the bell invites me. Hear it not, Duncan, for it is a knell that summons thee to heaven or to hell.”***

‘Macbeth’, Act 1, Sc 1.



## SLIPS, TRIPS AND FALLS



Be vigilant when moving around the Warehouse. Other members or visitors may be working in the Club and there may be wet floors, trailing wires, boxes, or loose equipment left in the way.

If you are mopping floors, using equipment or moving items around, make sure that you leave them where they will not present a risk to others, or mark them with signs (i.e. 'Trailing Wires', 'Wet Floor', etc).

***“ I have ..... vaulting ambition which o’erleaps itself.”***

(or ‘pride goes before a fall’). ‘Macbeth’, Act 1, Sc 7



## MANUAL HANDLING AND STORAGE



If you are moving or lifting items, make sure that you know how to lift or move them properly and use the correct handling equipment (i.e. sack trucks, trolley, etc). Get help to move heavy and bulky items. If you regularly have to move or lift heavy items, ask a member of the Committee for suitable training.

A member of the Committee may carry out a risk assessment of your task, seeking to remove or reduce the need to handle heavy items, and to reduce the risk of injury to you. You should ensure that you understand the risk and the methods to reduce the risk to you; if you do not: **please ASK.**

Store items securely to reduce the risk to you from them slipping or falling. Store heavy or bulky items on proper shelving at low level and lighter ones higher up. But, while a single nail or paint brush is light, a box nails or brushes a top shelf is heavy!

Check the safety and serviceability of the cupboards, shelving and storage containers which you use, periodically and let a member of the Committee know if they require servicing or repair.

**Remember:** Use the appropriate handling . Store items sensibly and, if necessary: ask for training.

**“O happy horse, to bear the weight of Antony!”**

‘Anthony & Cleopatra’, Act 1, Sc 5.



# ELECTRICAL



The Club uses a wide variety of electrical equipment ranging from domestic kitchen items to specialist audio-visual and lighting equipment. There are some areas where a high voltage electrical supply is used.

Unless you have been trained and specifically authorised, you are not to replace a fuse or otherwise tamper with Club electrical equipment. While you may replace a fuse at home and are perfectly competent, you must be authorised to do the same for any item of Club equipment.

You are not to tamper with any mains electrical supply equipment, including fuse boxes. If any repairs or modifications are required, the Committee will arrange for this to be carried out.

If you bring any personal mains electrical equipment into the Club, you must ensure that it is electrically safe and that a member of the Committee is made aware. If it will be used routinely in the Club, it may be necessary to have it periodically electrically checked by the Committee's specialist electricians.

Follow all instructions fixed to Club electrical equipment.

***"A man can die but once."***

*'Henry IV, Part 2', Act III, Scene II. '*



## WORKING AT HEIGHT



A member of the Committee will authorise any work 'at height' which he/she considers may be safely conducted by Club members or volunteers, otherwise you are NOT authorised to work at height. The term 'At height' is defined by the Committee as working above the height of its normal step ladders. 'At height' includes any access ('long') ladders or specialist equipment. If you are using step ladders, make sure that they are being used as intended and that they are on firm, level ground. If you are unsure: **ASK**.

***"She hath urged her height, and with her personage, her tall personage, her height, forsooth, she hath prevailed with him".***

*'A Midsummer Night's Dream', Act 3, Sc 2.*



## KITCHEN



You should only use the Kitchen equipment if you have been authorised to do so and have been given any instruction considered necessary for its use.

Equipment may be replaced and you may be unfamiliar with the new operating methods, if so: **ASK**.

***"Thou didst drink the stale of horse and the gilded puddle which beasts would cough at."*** 'Anthony & Cleopatra', Act 1, Sc 4



## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH



The Club uses a wide variety of commercial and industrial chemicals to help clean and maintain the building and these may be harmful to humans. Some wood dusts and paint fumes can also be harmful. If you work in the Warehouse on 'sets', 'props' or the upkeep of the building, you or others may be harmed by contact, fumes, mist, dust, or accidental ingestion.

When you are using any of the products provided by the Club you should follow the guidance below:

- Read the label and any 'safety data' sheet provided before you use a product.
- Call a member of the Committee if you are unsure how to use a product.
- Do not introduce new products without the Committee's authority.
- Do not mix different products even if they are for the same task — the chemicals may be different and mixing them may be unsafe.
- Clean up after any spillage.
- Wear rubber gloves, aprons, goggles if the container recommends it.
- Keep the products in the original container and in the correct storage cupboard.

***"If you poison us, do we not die?"***

*'Merchant of Venice', Act III, Sc I.*



# NOTES



See 'Points to Remember' and 'Contacts' on the back of this booklet.

## H&S Points to Raise with Committee:

1. .
2. .
3. .
4. .
5. .
6. .
7. .
8. .
9. .
- 10.
- 11.
- 12.
- 13.
14. .

## Identify any Training Required:

1. .
2. .
- 3.
4. .
5. ..
- 6.

***"But, for my own part, it was Greek to me."***  
***'Julius Caesar', Act I, Sc II.***

# NOTES



***"though it be not written down, yet forget not that I am an ass."***  
‘Much Ado About Nothing’, Act 4, Sc 2.



## POINTS TO REMEMBER



1. Be aware of your own health and safety while in the Warehouse.
2. If working alone in the Warehouse, let someone know you are there, contact them every few hours and when you leave.
3. Only use equipment on which you have been trained and authorised.
4. Evacuate the building on hearing the fire alarm, or when instructed to do so, and go to Hope Square to await further guidance.
5. Take care when lifting or moving heavy items; get help where necessary. Store heavy items low down and use appropriate handling aids (sack trucks, etc) and access equipment (ladders, etc).
6. Use cleaning materials and chemicals in accordance with the makers' instructions, don't mix different products, clean up spills, wear gloves/goggles/aprons.
7. Report all accidents and any H&S concerns to the Committee.

## CONTACTS



Chair & Committee: Via WDC on 01305 750050

W&PBC Community Protection: 01305 838432

***“Adieu, be vigilant, I beseech you.”***  
***‘Much Ado About Nothing’, Act 3, Sc 3.***