Procedures to ensure safety in performance venues

Purpose

Members will be involved in regular performances, and as such are likely to be within performance venues on a semi-regular basis. As a result of this the following procedures are in place to ensure safety at all times in rehearsal venues.

Additional care is to be taken regarding complacency, when members become familiar with their surroundings they are more likely to be involved in an accident.

Responsibility

Please refer to appx. a and b at the bottom of this policy for a full breakdown of levels of responsibility.

Basic Health and Safety Procedures

While the named people have ultimate responsibility for safety within the performance venue, everyone within the venue must take steps to take responsibility for the safety of themselves and those around them. This includes the following;

1. Use of the attendance record (usually a signing in sheet)
   1. To be completed at the point of entrance into the building for fire evacuation procedures.
   2. This also includes the requirement not to leave the building until the end of the scheduled session, unless the person above you has been informed.
2. Knowledge of fire evacuation procedures, including location of the meeting point
   1. Some venues may insist on a practice evacuation and/or sounding of the alarm
3. No running at any time (to include stairs as well as on backstage and tunnel routes if applicable)
4. No bare feet outside of dressing rooms unless specifically authorized and additional safety measures/procedures are in place.
5. No sharp items or glass bottles.
6. Awareness of the location of prohibited areas (eg. Fly gallery, patch room, etc)
7. Awareness of potential points of danger – mostly trip and fall hazards (e.g. Edge of the stage, support legs for flats, use of rostra, access to stage in darkness, access to stage from the auditorium, holding onto stair rails, location of scenic props, etc…)
8. Reporting of accidents (accident book)
9. Special procedures when pyrotechnics or stage firearms, etc are in use
10. Care and attention to the danger of trucks, furniture and flys, etc being taken in/out by crew

Chaperones

Every child of compulsory school age must legally be under the care of a designated chaperone for their time within the performance venue. Chaperones hold responsibility for the safety and wellbeing of any child members placed within their care. They must hold a valid DBS certificate and be registered with their local council as a chaperone. In line with this, the following points should be noted;

1. Chaperones are to be provided with a sign in/out sheet for their dressing room. This must be completed on members entering or leaving the dressing room.
2. Chaperones are to be provided with information relating to any children with a disability or additional needs
3. It is only when a child is on stage or performing that they do not require their chaperone by their side.
   1. Please note, this requirement means that child members should be in their own dressing room when not on stage. They should not ‘wander’ between them.
4. Ensuring the safety of the dressing room environment. This must be clean and tidy to avoid trip and fire hazards, with any potential hazards removed. It is important to ensure that steps are taken to keep the room to an acceptable temperature.
5. Familiarize yourself with who holds what information and resources. Who is responsible for;
   1. First aid
   2. Children’s emergency contact details
6. Child protection, is the child in your care happy, safe and well? Remember, every child matters.

Performance Licencing

Each child of compulsory school age must have their details submitted to their local authority, who will provide performance licences for each child performer who has permission to perform. No child will perform with MYT without one. Each local authority has slightly different procedures for obtaining a licence, we work closely with each child’s LA to ensure that all individual requirements are met. Performance licences for each child are held by the stage manager for the duration of the show.

Appendix A) Shows containing under 16s

Appendix B) Shows containing adult members