

**Minehead Amateur Theatrical
Association (MATA)
Health & Safety Policy Statement**
Health & Safety at Work etc Act 1974

Policy statement

MATA aims to ensure, as far as reasonably practical, the health, safety and welfare of all its members and others, including members of the public, who may be affected by its activities.

In order to achieve these aims MATA's policy is:

- to provide adequate control of the health and safety risks arising from all activities
- to consult with members on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide suitable information, instruction and supervision for members
- to ensure that members are competent to carry out tasks associated with all activities and to give adequate training
- to prevent accidents and ill-health resulting from all activities
- to maintain safe and healthy conditions for all activities
- to review and revise this policy as necessary at regular intervals

Responsibilities

The MATA Board takes overall and final responsibility for health and safety. Every member of the Board is expected to ensure that MATA's health and safety policy is followed in all its activities.

MATA's Technical Director and/or the Producer of productions of MATA member groups, is responsible for carrying out a risk assessment for each theatrical production in accordance with the requirements of the theatre or the relevant licensing authorities which must be communicated to the Board.

Producers will be expected to communicate MATA health and safety policy to all those participating in a production and to ensure that any actions recommended by the Board to remove or control risks are implemented. It is the MATA Board's responsibility to check that MATA health and safety policy is being followed and that any recommended actions are implemented. The Board will review health and safety compliance after every production.

All those participating in a production - whether MATA members or not - are expected to co-operate with the MATA Board in health and safety matters, not to interfere with anything provided to safeguard their health and safety, to take reasonable care of their own health and safety, and to report any health and safety concerns to a member of the MATA Board.

Consultation

Health and safety must be a standing item at every MATA Board meeting and at the AGM. Any member can ask the Board to consider a health and safety issue by informing the Secretary. The Board will report on health and safety matters at every AGM.

Safe plant and equipment

The MATA Technical Director is responsible for identifying all equipment or plant owned by MATA that requires maintenance. The MATA Board is responsible for ensuring that effective maintenance procedures are drawn up and carried out by a competent person. Any problems found with plant or equipment should be reported to the MATA Technical Director. The MATA Technical Director will check that new or second-hand plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

The MATA Technical Director or Director responsible for Cleaning is responsible for checking that any substances used in the course of preparing for or performing a theatrical production can be used safely, that the relevant COSHH* assessments are carried out where necessary and that all actions identified in the assessments are communicated to all those involved in the production. The Producer is expected to ensure that all actions identified in the assessments are implemented.

Information, instruction and supervision

Health and Safety leaflets are available from the MATA Board on request. Young or inexperienced members will receive guidance and training according to their needs from competent MATA members or other appropriate trainers. No young person is allowed to carry out tasks unsupervised until it is considered that they have received sufficient training to be competent in that task. Anybody involved in a production who feels that they need guidance or training for a specific task should inform either the Producer or the relevant MATA Board Society Representative before carrying out that task.

Competency for tasks

No one should, initially, carry out a task until their ability and competency has been ascertained and supervised. This applies, particularly, to power tools and electrical installations. Supervision is to be carried out by a competent, and experienced, person who is aware of the Theatre's Health and Safety policies, and is approved by the MATA Board.

Accidents, first aid and ill-health

All accidents and cases of production-related ill-health must be communicated to the MATA Board. The Producer is responsible for keeping the necessary records relating to each production. Suitable provision must be made for first aid during the course of each production. The MATA Board is responsible for investigating any accidents that occur during a production and for making recommendations to prevent a recurrence.

Emergency procedures

The MATA Board is responsible for ensuring that all those involved in a production are aware of the emergency procedures applicable in the course of preparing for and performing the production. The Producer is responsible for ensuring that any additional fire or safety risk assessments required by the theatre or relevant licensing authority are carried out and implemented. The MATA Board is responsible for ensuring that any necessary emergency equipment required by the theatre is checked and properly maintained.

February 2010

*Control of Substances Hazardous to Health Regulations (COSHH) 2002.