



## **Healthy and Safety Policy**

### **1. Introduction**

Ovation Theatre Club is committed to providing a safe, supportive, and enjoyable environment for all participants. The health and safety of our students, staff, and volunteers is our top priority, and this policy outlines the steps we take to ensure that everyone is safe while participating in club activities. We aim to foster a creative environment while ensuring that all legal and regulatory requirements are met.

### **2. Scope**

This policy applies to all children, parents/guardians, staff, volunteers, and any other individuals involved in the activities of the Ovation Theatre Club.

### **3. Responsibilities**

- **Club Coordinator and Staff**

The Club Coordinator and staff are responsible for implementing this policy, monitoring safety standards, and ensuring that all activities are conducted in a safe and healthy manner. Staff are trained in child safeguarding, first aid, and emergency procedures.

- **Parents/Guardians**

Parents/guardians are responsible for ensuring that their child is physically and mentally capable of participating in club activities. They must also provide up-to-date contact details and inform the club of any medical conditions or special requirements.

- **Children/Participants**

Children are expected to follow all safety guidelines and instructions given by staff and volunteers during club activities. They should immediately report any unsafe conditions or accidents to a responsible adult.

### **4. General Health and Safety Principles**

- **Safe Environment**

The club will ensure that all activities are conducted in a safe environment. This includes maintaining clean and hazard-free facilities and ensuring that any equipment used (e.g., props, costumes, or musical instruments) is regularly inspected for safety.

- **Risk Assessments**

Risk assessments will be carried out for all activities, including rehearsals, performances, and excursions, to identify potential hazards. These assessments will be reviewed regularly, and any necessary action will be taken to minimize risks.

- **Supervision**

Children will always be supervised by qualified staff or volunteers. The ratio of adults to children will be appropriate for the size of the group and the activities being undertaken. Typically, this will be 1:10 for general activities and may be adjusted based on the nature of the activity (e.g., 1:6 for dance sessions).

- **First Aid**

At least one qualified first aider will be present at all times during club sessions. A fully stocked first aid kit will be available, and any injuries will be treated promptly. Parents/guardians will be notified immediately in the case of any significant injury or medical issue.

- **Emergency Procedures**

Clear emergency procedures will be in place and communicated to all staff, volunteers, and children. These include:

- Evacuation procedures in the event of fire or other emergencies
- First aid response for injuries
- Procedures for contacting emergency services if needed

## **5. Health and Hygiene**

- **Health Information**

Parents/guardians are required to complete a health form for their child before they participate in the club, detailing any medical conditions, allergies, or specific needs. This information will be kept confidential but accessible to relevant staff members.

- **Hygiene Practices**

Children will be encouraged to wash their hands before eating, after using the restroom, and before handling costumes or props. Hand sanitizers will be available in all rehearsal spaces. Any shared equipment (e.g., microphones, musical instruments) will be sanitized regularly.

- **Food and Drink**

Children are not permitted to bring food or drink (except water) into rehearsal spaces. If children have special dietary needs, arrangements can be made in advance with the Club Coordinator. Water will always be available, and children will be encouraged to stay hydrated.

## **6. Safeguarding and Child Protection**

- **Safeguarding Training**

All staff and volunteers working with children will undergo appropriate

safeguarding training, including child protection procedures. They will be instructed to report any concerns related to the welfare or safety of children to the Designated Safeguarding Lead (DSL).

- **Code of Conduct**

All staff, volunteers, and children are expected to follow the club's code of conduct, which promotes respect, kindness, and positive behaviour. Any form of bullying, harassment, or inappropriate behaviour will not be tolerated, and appropriate actions will be taken in accordance with the club's behaviour policy.

## **7. Specific Safety Measures for Activities**

- **Physical Activities (e.g., Dance, Movement)**

All physical activities will be supervised by qualified staff. Children will be encouraged to wear appropriate clothing and footwear, and warm-up exercises will be conducted before any physically demanding activity. The space will be checked for hazards such as slippery floors or obstacles before each session.

- **Performances**

During performances, all participants will be briefed on safety protocols, including safe backstage practices, fire safety, and the safe use of props and costumes. Emergency exits will be clearly marked, and the audience will be kept at a safe distance from the performance area.

- **Props, Costumes, and Equipment**

All props, costumes, and equipment will be inspected for safety before use. Children will be trained on the proper use of any props, and no child will be asked to handle any equipment they are not comfortable using.

## **8. Reporting and Addressing Health and Safety Concerns**

- **Reporting Hazards**

Any health and safety concerns or hazards must be reported to the Club Coordinator immediately. The issue will be investigated and addressed as soon as possible. Parents and guardians are also encouraged to report any concerns they may have about their child's health or safety.

- **Accident Reporting**

Any accidents or incidents that occur during club activities will be documented, and parents will be informed. A review of the incident will be carried out, and steps will be taken to prevent a recurrence.

## **9. Review and Evaluation**

This policy will be reviewed annually or after any significant incident to ensure it remains up to date and effective. Feedback from children, parents, and staff will be considered as part of the review process.

## **10. Contact Information**

For any health and safety-related inquiries or concerns, please contact:

- **Club Coordinator:** Laura Bishop
- **Email:** [ovationtheatreclub@outlook.com](mailto:ovationtheatreclub@outlook.com)
- **Phone:** 07581 367 624

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**This Healthy and Safety Policy was last updated on 13.11.2024.**

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This policy ensures that safety and health are a priority, providing clear guidelines to prevent accidents, promote well-being, and ensure a positive environment for all participants. Let me know if you need any adjustments or additional details!