

Revised Aug 2025

Health and safety policy for Iver Heath Drama Club

The Health, Safety and Welfare of all those managing, using and visiting the Iver Heath Drama Club and the Iver Heath Village Hall is paramount at all times.

Many of the H&S responsibilities either fall to the venue, in our case this is normally the Iver Heath Village Hall, or are included in their risk assessment. You can see this at <https://www.iverheathvillagehall.co.uk/>

Before a show you should:(and at least twice a year during rehearsal) the club will Remind Members of fire exits & extinguishers, and note the 'Fire Assembly' point. At each rehearsal, show or hire, the club committee will:

- Check all escapes are clear of obstruction.
- Check Committee know where the fire call points are.
- Advise people to evacuate if the alarm goes off..
- Identify any persons at risk, e.g. children, the disabled and plan to support them.
- Make sure all internal fire doors are not propped open during the event.
- Note all rooms have smoke detectors.
- Carry a mobile phone.
- Keep to the permitted limits for the numbers of people at an event.

The Club will regularly remind members and audience of:

- The no smoking policy.
- Location of exits and escape routes.
- The location of the Assembly Point.

During an event, you should ensure that:-

- Escape routes and exits do not become obstructed.
- The No Smoking policy is adhered to.
- Rooms do not become overcrowded, or permitted numbers exceeded.
- Noise levels cannot drown out the need for emergency announcements.
- You are aware of the disabled call alarm in the disabled toilet.

At the end of the Hiring, you should ensure that:-

- The premises are left clean and tidy and equipment is returned
- All items brought onto the premises are taken away.
- All heaters including water heaters and cookers are turned off.
- All electrical appliances apart from the refrigerator are turned off and unplugged.
- All lights not required for security reasons are turned out.
- All internal doors are closed.
- If you are key holder check that the main entrance to the premise

The Club will carry out at least ONE Fire Drill each year. Any 'Near Miss' linked to Physical or Psychological Health and Safety will be reviewed and discussed by the IHDC Committee. Where needed, it will be raised with the venue, such as the Village Hall.

RISK ASSESSMENT for Iver Heath Village Hall Charity

This is a general risk assessment for typical hire and hall events. Named Hirers are responsible for their own risks and mitigations. Amended from the IOSH Template

DATE		DUE NEXT REVIEW		ASSESSMENT COMPLETED BY		Qualification		
August 2025		August 2026		Matt Streuli		IOSH Managing Safely		
TASK / ACTIVITY / RISK / HAZARD	Who Might Be Harmed	RISK PROBABILITY	How might people be harmed?	EXISTING MEASURES IN PLACE	RISK RATING	Additional Controls	Actions/Monitor Plan	Actions/Monitor by When
For Stage - see Stage Tab								
Inside, all rooms - general trip hazards such as uneven floors and cables	All	3 Possible	2 Minor	All Club members are aware of their H&S responsibilities and Committee perform H&S Walks. Signage to keep fire exit routes clear in place . Inside areas have lighting including emergency lights.	Medium (3-8)	During a show, front of house team are briefed on how to evacuate an audience.	Onoing support from all	Ongoing
"Lone Worker"	All	3 Possible	4 Major	Contractors and Volunteers are to 'Check In' with Village Hall team if lone working. Wherever possible, there is two IHDC members present at all times.	High (9-16)			
Working at Height	Staff (incl Volunteers)	2 Unlikely	3 Moderate	Work to be carried out by those with a 'working at height' training such as contractors (handyman) or Iver Heath Drama Club.	Medium (3-8)			Ongoing
Electrical Equipment	All	1 Rare	4 Major	All IHDC owned equipment is PAT tested on a 12-18 month basis by a qualified and compentent person.	Medium (3-8)			Ongoing
General Cleaning	All	2 Unlikely	2 Minor	Low risk cleaning materials and itesm, such as 'dettol wipes', dustpan and brush, and paper towels are provided for general use. Any high risk or specialist materials, are not to be used by members or audience.	Medium (3-8)	Hirers are reminded to leave the rooms/areas as they would wish to find it and encouraged to wipe down or sweep at end of their use. Volunteers to check cleanliness and remedy as part of lock up and open up process	Onoing support from Named Hirers, Trustees and Volunteers	Ongoing
Asbestos	All	1 Rare	4 Major	There is asbestos in the building. The report is in the red folder and IHDC does not make changes to the building without permission and to use blutak rather than pins or nails.	Medium (3-8)			

Disabled Toilets -Person needing assistance	All	2 Unlikely	2 Minor	Alarm in place with reset button.	Medium (3-8)			
Stairs to Church Room	All	2 Unlikely	4 Major	The club rarely uses the Church Room but when it does, there must be 2 adult members present.	Medium (3-8)			
Kitchen - Burn risk	All	3 Possible	3 Moderate	Hot water is only available from hot water taps and urn when turned on. Oven and hob is only hot when in use. Under 16s are not permitted access without at least 1 adult supervising.	High (9-16)			
Kitchen - General hazards	All	2 Unlikely	2 Minor	Under 16s are not permitted in the kitchen. First Aid kit is clearly signposted.	Medium (3-8)			

RISK ASSESSMENT for Iver Heath Village Hall Stage with Iver Heath Drama Club

DATE		DUE NEXT REVIEW		ASSESSMENT COMPLETED BY		Qualification		
August 2025		August 2026		Matt Streuli		IOSH Managing Safely		
TASK / ACTIVITY / RISK / HAZARD	Who Might Be Harmed	RISK PROBABILITY	How might people be harmed?	EXISTING MEASURES IN PLACE	RISK RATING	Additional Controls	Actions/Monitor Plan	Actions/Monitor by When

The village hall only accept hire requests for the stage they deem suitable (the Officers have final say). Hirers must supply a copy of their Public Liability Insurance and ensure that only adults are permitted. IHDC gives all members at least one stage tour during each production - highlighting steps and handholds - they advised that other stage hirers do likewise. The Named Hirer is responsible for the Safety, Wellbeing and Conduct of their attendees. Regular Hirers may use the stage under the same terms for no additional fee. CCTV covering the stage is recorded to the cloud and remotely accessible by the Officers of the Charity.

Stage (Access, This is a working stage and there are numerous hazards)	All	3 Possible	4 Major	Access and use of stage is prohibited without permission. There are signs reenforcing this on the front of stage alongside signage at the stage doors which are kept locked and closed when not in use. CCTV for enforcement. Access routes to musicbox clear and adjectent exit must be kept clear. There is motion activated lighted on main steps and near music box. Stage working lights provide OK lighting across the whole stage if needed. Side and front steps are kept backstage unless in use to help restrict access. Side steps and rear steps have high contrast markings. Hirers are reminded throuhg T&Cs and signage that no access to the stage and that they are liable for damage, injury or theft.	High (9-16)	Additional signage on front of stage and occasional hirers are reminded at the start of the hire not to enter any part of the stage.	Iver Heath Drama Club, Trustees with Volunteers	Ongoing
General stage activity such as speeches, training, bingo, quizzes, talks	All	2 Unlikely	3 Moderate	Persons on stage to be given a stage tour and shown safe routes on and off stage either by IHDC or Hall Volunteer. IHDC stage rules as displayed.	Medium (3-8)			
Apron - Front of Stage		2 Unlikely	4 Major	during stage tour highlight polished wood can be slippery if inappropriate footwear worn. There is a fall risk into the audience so children must be attended on the apron. No movement on apron during a blackout	Medium (3-8)	STM did look into lighting along the edge of stage but as this not used in professional theatre, the current actions limiting access to the apron is sufficient.		
Darkness		2 Unlikely	2 Minor	No one is to move on stage during a blackout. Authorised hirers are shown how to turn on working lights.	Medium (3-8)			

Stage Equipment	All	2 Unlikely	4 Major	All equipment is secured when not in use - for example ladders (owned and used by IHDC by those with a working at height training) are chained and locked up. Lights are secured using a clamp and security chain. Electrical Equipment is tested on a 12-18 months basis.	Medium (3-8)			
Physical First Aid		3 Possible	2 Minor	IHDC has a first aider on stage during all performances.	Medium (3-8)	We advise anyone using the stage to do likewise but the named hirer is responsible for this decision		
Safeguarding		2 Unlikely	3 Moderate	No one under 16 is permitted on stage by themselves or with 1 adult. There should be a reasonable number of adults who have completed Safeguarding training (for adults and Children)	Medium (3-8)	We advise anyone using the stage to do likewise but the named hirer is responsible for this decision		
Stage Lighting (owned by IHDC)		2 Unlikely	4 Major	Electrical risk - lights are only operated by trained IHDC members. Electrical load is planned and balanced. Items must be PAT tested on a 12-24 months basis.	Medium (3-8)			
Stage Lighting (owned by IHDC)		2 Unlikely	4 Major	Lights are to be secured by clamp and cable. This offers two different points of failure.	Medium (3-8)			
Access to Loft and Cage (Operated and overseen by IHDC)		3 Possible	3 Moderate	Access to loft is via ladder. Only trained IHDC members can place and foot the ladder and gain access to the loft. The loft door and cage is locked but key is with 'music box' and stage key for emergency access. Loft to be kept tidy, and is well lit. Cage is for tools, equipment and electrical supply that should not be accessed by untrained people. This is clearly signposted and protected by a CCTV camera.	High (9-16)	Installing additional handholds. - If Solar option goes ahead, is there an option for access via Church Room.		
Stage Evacuation		3 Possible	3 Moderate	IHDC has two alert words. 1 is for standby which allows the performance to continue but with supervisors on standby. 2 is for evacuation. 2 could also be the fire alarm. During performances with an audience, a fire exit route through both rear stage entrances must be lit and clear.	High (9-16)	IHDC rehearse this at least yearly.		