

## Rationale

This policy is required under the Health and Safety at Work etc. Act 1974 and associated regulations. ACT 2 CAM is committed to providing a safe, healthy, and supportive environment for all employees, contractors, volunteers, visitors, and students.

## Purpose

To provide clear guidelines for establishing and maintaining an effective health and safety management system, protecting the health, safety, and welfare of everyone involved in ACT 2 CAM activities, including:

- Rehearsals, workshops, and classes
- Film and media productions
- Off-site events and trips
- Use of props, equipment, and facilities

## Scope

This policy applies to all:

- Staff, tutors, facilitators, and volunteers
- Contractors
- Students and visitors participating in ACT 2 CAM activities or using ACT 2 CAM facilities

## Commitments

ACT 2 CAM is committed to:

- Complying with the Health and Safety at Work etc. Act 1974 and all relevant regulations, standards, and codes of practice
- Providing safe and healthy working and learning environments for employees, students, contractors, and visitors
- Consulting with staff on health and safety matters
- Providing clear procedures for identifying and managing risks, including those specific to drama, staged violence, and filming activities
- Supporting the safe and timely return to work of injured employees
- Ongoing improvement in our health and safety practices.

## Objectives

ACT 2 CAM aims to:

- Establish and maintain processes for identifying, assessing, controlling, and reviewing hazards, including those specific to performance, props, lighting, and filming equipment
- Provide appropriate induction, training, supervision, and information to employees, students, contractors, and visitors
- Ensure adequate resources and professional development to support health and safety
- Implement robust procedures for selecting, engaging, and monitoring contractors to ensure competence and safety
- Maintain clear procedures for foreseeable emergencies, including fire, medical incidents, accidents, and off-site risks
- Ensure effective systems for reporting, recording, and investigating incidents, near misses, injuries, and hazards
- Promote a culture of safety awareness, responsibility, and respect throughout the organisation

## Responsibilities

### Director & Senior Leadership

- Implement this policy across all activities
- Provide safe workplaces, equipment, and practices
- Ensure risk assessments and safety plans are completed for all relevant activities
- Allocate adequate resources for health and safety objectives
- Oversee accurate reporting and investigation of hazards and incidents
- Monitor staff and student wellbeing

### Tutors, Facilitators, and Activity Leaders

- Maintain safe conditions in their areas of activity
- Follow and promote all health and safety procedures
- Supervise students appropriately
- Report hazards, incidents, or concerns promptly

### All Staff, Contractors, and Volunteers

- Take reasonable care for their own safety and that of others
- Follow ACT 2 CAM health and safety procedures
- Report any hazards, incidents, injuries, or concerns to their line manager or leadership team
- Comply with guidance for handling props, lighting, electrical equipment, and filming gear

## Drama & Film Specific Considerations

- **Props & Equipment:** Only trained staff may handle special equipment, props, or lighting. Risk assessments must be in place for high-risk items
- **Staged Violence / Combat:** Physical sequences require risk assessment and supervision. Real weapons are prohibited; all props must be safe

- **Sensitive Scenes:** Rehearsals with sensitive content must follow consent protocols and be supervised by trained staff
- **Off-Site Activities:** Risk assessments, supervision ratios, and emergency procedures must be in place for all trips, shoots, or workshops

## Fire Safety

- **Risk Assessment:** Each venue must have a documented fire risk assessment
- **Evacuation Procedures:** Clear evacuation routes and assembly points must be communicated to all staff, students, and visitors
- **Staff Responsibilities:** Staff must know their roles in a fire, including safe evacuation of students and visitors
- **Training & Drills:** Regular fire drills are mandatory; staff must be trained in emergency procedures
- **Fire Equipment:** Fire extinguishers, alarms, and other safety equipment must be checked regularly and maintained in working order
- **Communication:** Emergency contact numbers and procedures must be displayed at all venues

## Lone Working

### Policy Statement

ACT 2 CAM recognises that some employees, contractors, or volunteers may work alone, on-site or off-site, during rehearsals, filming, or other activities. This policy ensures that all lone working is conducted safely and with clear procedures.

### Aims and Scope

- Protect employees, contractors, volunteers, and students from hazards while working alone
- Apply to any location, including ACT 2 CAM premises, off-site studios, filming locations, transport, or community venues

### Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

### Definition of Lone Working

Lone working is any situation in which an individual works without direct supervision or immediate support. Examples include:

- Working alone in ACT 2 CAM premises outside of scheduled sessions
- Traveling to or from off-site locations or filming studios
- Supervising students or workshops where no other staff are present
- Administering tasks in isolated locations

## Potential Hazards

- Accidents or injuries without immediate assistance
- Health emergencies or medical incidents
- Aggressive or unsafe behaviour from participants or the public
- Loneliness or isolation
- Equipment failure or misuse
- Environmental hazards (e.g., trips, falls, fire)

## Measures to Reduce Risk

- Risk assessments for all lone working activities
- Pre-approval by Leadership Team for any lone work
- Clear communication and check-in procedures (mobile phone, apps, or regular calls)
- Emergency contact procedures, including local emergency services
- Restrictions on high-risk tasks while alone (e.g., handling dangerous equipment, staged combat, intimacy scenes)
- Staff may not work alone in hazardous circumstances unless a documented risk mitigation plan is in place
- Regular check-ins and scheduled contact for lone working

## Training

- All lone workers receive induction training covering health and safety, emergency response, safeguarding, reporting procedures, and signposting to external support
- Refresher training and awareness updates are provided as needed

## Communication & Emergency Procedures

- Staff maintain regular mobile phone contact during lone working
- Employees are fully aware of processes for responding to emergencies, including immediate contact with Leadership Team, first aid, or emergency services
- Procedures are communicated during induction and reviewed periodically

## First Aid & Incident Reporting

- A trained First Aider will be present at all sessions where possible
- All first aid incidents must be recorded in the accident/incident log
- Emergency procedures will be clearly communicated at all venues
- All incidents and near misses are reviewed to prevent recurrence

## Monitoring & Review

The Director and Leadership Team will review this policy annually or sooner if legislation or operational requirements change

Externally Audited: January 2026

# HEALTH AND SAFETY



Next review: January 2027