

# **The Arts Society – Stratford-upon-Avon - STRADFAS**

## **Protocol A1: Health and safety Guidelines, Rev 2**

### **1. Health and Safety procedures in The Playhouse (for lectures and special interest days)**

While the management of The Playhouse is ultimately responsible for health and safety issues on its premises, STRADFAS will undertake an annual recorded inspection of the premises for obvious tripping hazards, lighting and seating problems. A Health and Safety Co-ordinator will review the premises on the day of the lecture or day of special interest and report any concerns to the management of The Playhouse.

Members and visitors attending STRADFAS events will be expected to take all reasonable care of themselves and those around them and to observe general health and safety requirements.

### **2. Health and Safety procedures in other venues**

Health and Safety issues will be the primary responsibility of the operators of the venues, but the Health and Safety Co-ordinator with overall responsibility for the event will review the venue on the day and report any concerns to the appropriate management.

Members on a day visit or extended tour will be expected to take all reasonable care of themselves and those around them and to observe general health and safety requirements.

### **3. First Aid Procedures**

In relation to first aid issues, STRADFAS is committed to ensuring that:

- any member or visitor who is taken ill or injured at a lecture or other event is properly taken care of and receives the necessary medical attention as soon as possible;
- the level of disruption to other members and visitors attending lectures or other events or trips is minimised.

**At lectures and special interest days/outings/tours/other events**, the Health and Safety Co-ordinator will:

- have a mobile phone (with adequate roaming access if the event takes place overseas) or, in areas of poor reception, wherever possible be aware of the location of the nearest landline telephone;
- know the postcode of the venue in case an ambulance needs to be called;
- know the name and location of the designated first-aider of the venue and how to contact them.

#### **Notes:**

- The STRADFAS Committee will nominate a Health and Safety Co-ordinator in advance of each event who will usually, although not exclusively, be the organiser of the event.
- Each Health and Safety Co-ordinator will be familiar with the STRADFAS First Aid Guidelines (copy attached).

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### **4. STRADFAS First Aid Guidelines**

#### **a. Before the event (mainly relevant today visits and extended tours)**

- i. Always ask participants for their emergency contact details when arranging outings and tours and ensure that these are readily available during the event. The emergency contact should be a person not attending the event. A copy of the list of attendees with these contact details should be held by a person (preferably an officer of STRADFAS) who is not participating in the event.
- ii. When arranging outings, special interest days and tours, consider the capabilities of the average membership.
- iii. If the event will include a lot of walking/steps etc., advise participants to wear appropriate footwear.
- iv. For those with a physical disability, encourage them to bring along a carer or friend to assist them. These carers/helpers will be expected to hold their own ticket.

#### **b. During the event (mainly relevant to day visits and extended tours)**

- i. Undertake periodic head counts of the party.

#### **c. In the event of a medical emergency**

- i. The Health and Safety Co-ordinator should take charge of the situation and take such steps as he/she considers reasonable to assist the casualty.
- ii. The Health and Safety Co-ordinator should assess the severity of the situation and, if he/she considers it safe to do so, move the casualty away from the group to a quiet, private, comfortable and safe position.
- iii. Basic first aid may be administered at the discretion of the Health and Safety Co-ordinator (this may be provided by the venue First Aid Co-ordinator or another practised first-aider who may be present). The Health and Safety Co-ordinator may not necessarily be a First-Aider but will be familiar with the St John's Ambulance Service guidance called "essential first aid advice".
- iv. If the situation appears to the Health and Safety Co-ordinator to be severe, the emergency services should be contacted immediately.
- v. Where someone is recovering from an incident which does not require emergency services, they should be monitored until arrangements can be made for them to return home.

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- vi. The Health and Safety Co-ordinator will be responsible for contacting the emergency contact for the casualty, if appropriate.

MODIFICATION HISTORY		
Revision level	Reason for change	Date
1	First published	April 2018
2	General revision – First Aid guidelines added - modification history added	May 2021