



Scottish Community Drama

Health and Safety Policy

The Scottish Community Drama Association is committed to ensuring the health and safety of its employees, volunteers, participants and audience members at all events in which it is involved. The National Executive is responsible for ensuring that appropriate safety plans and procedures are in place and that these are implemented by competent people. Health and safety incidents will be reported and the plans and procedures regularly assessed and updated to reflect experience.

SCDA's health and safety plans address four main types of activity.

- Drama festivals organised by the Association
- Activities performed by the National Drama Advisor and any other employees
- Volunteers and visitors in SCDA's library premises
- Other activities organised by the Association, such as meetings or workshops

One-Act Festival

SCDA's annual festival of one-act plays involves around thirty drama festivals at various venues throughout the country. The Organising Committee for each festival shall appoint a Festival Stage Director who will take the lead in ensuring the safety of backstage and on-stage activities. The responsibilities of the Festival Stage Director are outlined in the 'Festival Guidance' and 'Safety Guidance for Festivals' documents on the SCDA website.

Each team entering a festival shall submit a 'Safety Plan' for their production, as part of the 'Festival Entry Form (F1)'. This includes a risk assessment which will be discussed with the Festival Stage Director and, if required, appropriate procedures and safeguards agreed to manage the risks.

The Festival Stage Director will be responsible for giving a safety briefing to all people in the backstage area of the theatre and ensuring that they are familiar with the venue's rules and procedures.

The festival Organising Secretary will be responsible for the safety of volunteers and members of the public, front of house. This will be undertaken in cooperation with the venue staff or by briefing volunteer staff at smaller venues.

Protecting employees

Each employee of the Association shall undertake a risk assessment of their role with their line manager and agree a Safety Plan to address the issues raised. This will be periodically reviewed and updated.

Library

The script library is an SCDA-controlled workspace and a Safety & Security Plan will be in place to protect volunteers and visitors. The library will be provided with appropriate safety equipment and signage.

Other activities

A Safety Plan will be in place for all SCDA activities, such as drama workshops or meetings at venues other than the SCDA library. For low-risk activities, such as a meeting, the Organiser can use a generic checklist. For more complex events, such as theatre workshops, a specific Safety Plan will be developed supported by a risk assessment.

Monitoring implementation

The National Executive will implement a programme to audit the implementation of Safety Plans and incident reporting requirements. A member of the National Executive, and/or a Divisional or District Trustee will attend a number of festival safety briefings each year and occasionally monitor the risk assessment process for workshops or similar events.

Around a quarter of SCDA activities will be audited each year, to complete an audit cycle every four years. Audit findings will be reviewed annually at the National Executive's safety meeting and guidance updated to clarify and improve safety practices as required.

Incident reporting

All safety incidents, including 'near-misses', at SCDA activities will be reported to the National Executive.

A member of the National Executive will be designated to receive and review Incident Reports and decide whether further investigation or action is needed in the short-term. All reports should be sent to a dedicated email address, safety@drama.scot

If there is a serious incident, a 'Safety Alert' outlining the circumstances and recommended actions will be circulated to all Organising Secretaries and Festival Stage Directors.

Review and assessment

The National Executive shall carry-out an annual review of the Association's safety performance, including Incident Reports, audit reports and other relevant inputs.

This meeting will agree revisions and improvements to the Safety Management System and distribute any 'Lessons Learned' to all festival Organising Secretaries and Festival Stage Directors. The meeting will also approve the Annual Safety Report.

Performance reporting

An Annual Safety Report will be prepared by the designated member of the National Executive. This will include:

- Details of Incident Reports
- The result of audits of safety implementation
- Any 'Lessons Learned' circulated to festival Organising Secretaries and Festival Stage Managers.
- Proposed improvements to the safety management system and its implementation.

A summary of the safety report will be included in the Association's Annual Report submitted to the AGM and OSCR. This will identify the number of Incident Reports received, any serious incidents or audit findings and steps taken to improve health and safety performance.
