



TERMS OF REFERENCE FOR
WARKWORTH DRAMA GROUP SAFETY OFFICER

As Safety Officer of the Warkworth Drama Group, you are responsible for inspections and actions required to ensure that the activities of the group can be carried out in a safe manner.

These terms of reference include safety duties delegated to directors.

1. Memorial hall facilities

Preamble: The area of the memorial hall considered to be the province of the drama group are the stage, the stairs, the lighting box and stage lights in the hall and the full extent of the basement but excluded the, now unused, gas fired heating apparatus.

Although from time to time the area is used by other people and groups as authorised by the hall committee any resulting issues will be resolved by the officials of the group and if need be referred to the hall committee.

- a. The safety officer will periodically inspect the area as defined and arrange for any matter concerning the safe operation to be resolved or where appropriate to be referred to the hall committee where it involves a matter regarding the fabric of the hall.
- b. This inspection will in particular cover all structure and equipment which is used by or has been installed by the drama group.
- c. In addition the safety officer will ensure that before the hall is used by the group for a production in front of an audience emergency lighting is serviceable and fire extinguishers in place and that escape routes are not obstructed.

2. WDG activities

- a. Maintenance work, installation and set building. Where these activities are being carried out by members of the group or helpers they have a duty of care to ensure that the area is left in a condition that is safe once work is finished for the day.
- b. Rehearsals are conducted by the director or their nominee. Where these are in the hall it is the responsibility of the director or his nominee to ensure that activities do not cause any preventable injury and that the hall is left in a safe condition at the conclusion of the session. Where rehearsals are conducted elsewhere the same general responsibility applies but the condition of the premises are outwith the control of WDG.

- c. For productions in the Memorial Hall, the director or their nominee is responsible for ensuring that the seating is arranged to provide access and escape routes which are not obstructed and for announcing the safety precautions at the start of the production. This safety announcement will cover escape route and emergency lighting. There will normally be enough WDG people around to ensure that any event is controlled.
- d. For productions elsewhere, the infrastructure of the premises is the responsibility of the premises owner. The duties of WDG members are confined to ensuring that WDG activity does not cause any preventable hazard arising.
- e. If in the future WDG activity takes place outdoors or in a location akin to Warkworth Castle special safety arrangements will be agreed by the committee to cover the activity. The Safety Officer or their nominee will liaise with the location manager or equivalent over safety matters and implement the measures felt by both parties to be appropriate.

Chairperson, Warkworth Drama Group

I certify that I have read and understood the TORs described above.

Signature:

Name and initials:
(in block capitals)

Date: