



## Pitchy Breath Theatre Company: Health and Safety Policy

### Overview

Pitchy Breath Theatre Company takes very seriously the health and safety of its performers and audience members. Our aim is to create an inclusive and safe environment for everyone when taking part in our activities.

Health and safety is everyone's responsibility. This policy is intended to ensure that all reasonable measures are taken by you, as company members and participants in Pitchy Breath activities, to minimise hazards in order to:

- Protect yourself and others from injury and illness
- Prevent damage to property
- Protect audience members from foreseeable risks, so far as they have reason to come into contact with Pitchy Breath or its activities.

This policy should be read alongside our **Safeguarding Policy** and **Diversity and Inclusion Policy**.

### Key principles

Pitchy Breath will take all reasonably practical steps to:

- Provide a safe place to carry out our activities, including performances, rehearsals and workshops
- Review and revise this policy as necessary to deal with changing circumstances (e.g. new government regulations) and to comply with health and safety regulations.
- Ensure items supplied are safe and provide information, instruction and training to members as necessary
- Appoint a designated Health and Safety Officer (HSO) and Deputy, and a trained First Aider and Mental Health & Wellbeing Officer (MHWO) to ensure the safety and wellbeing of our participants (whether regular or one-off) at all times.

The Health and Safety Officer (HSO) and Deputy will monitor this policy and help ensure the Company maintains appropriate standards. You must abide by any instructions given by the HSO. Pitchy Breath reserves the right to exclude any members who fail to follow instructions from rehearsals, performances or other Pitchy Breath activities.

### Member information

You are asked to provide the HSO with any information that might be relevant to your health and safety or that of others (e.g. disability, illness, pregnancy). This information will be treated as confidential unless indicated otherwise by you, and handled in accordance with our **Privacy Policy**



Due to the nature of some productions, classes or other activities may require special consideration. You should raise any special requirements with the HSO as soon as possible.

## **Rehearsal and performance venues**

To help us all manage health and safety risks, all Pitchy Breath members must:

- Report to the HSO all matters which you consider to be a hazard to health and safety
- Take reasonable care for your health and safety and that of others who may be affected by your actions
- Co-operate with the HSO in all matters of health and safety, including complying with the latest Government guidance.
- Work safely with props, and refuse to use any that are, in your reasonable opinion, unsafe – this includes not standing on makeshift rostra such as plastic nesting chairs or fold-up tables
- Wear suitable loose-fitting clothing and nonslip footwear to rehearsals
- Familiarise yourself with the location of all fire extinguishers, fire exits and assembly point(s); obey fire drill instructions; and not obstruct and fire exits or equipment in or outside of any premises being used by the Company
- Not interfere with or misuse any measures or instructions provided for health and safety
- Not consume alcohol or drugs during any rehearsal, backstage or on stage
- Comply with no smoking policies in all buildings used by Pitchy Breath for rehearsals and performances
- Use a sign-in and sign-out register for performance and rehearsal venues
- Keep performance and rehearsal spaces tidy and clear of personal belongings
- Seek prior approval for any use of personal electrical equipment at venue or rehearsal spaces.

## **In case of emergencies**

- You must follow instructions given by the HSO or Deputy, and will report to the HSO or Deputy at the assembly point. When at performance venues, members will follow instructions given by the Theatre staff, and will report to the Front of House Manager at the assembly point.
- The HSO will liaise with theatre staff, in particular Theatre Technicians, to agree the responsibility for safety in the theatre and to identify any particular hazardous areas or situations that need to be addressed.
- The HSO will inform the cast and backstage crew of all safety matters that need to be notified to them.



- The HSO will ensure a risk assessment is undertaken of the activities and situations that present, or could present, themselves in performance or rehearsal venues.
- Where the theatre has carried out its own risk assessment, then the HSO will liaise closely with the theatre.

## **Accidents**

In the event of an accident beyond the ability of a First Aider present to deal with, an ambulance should be called.

An Accident Book will be used to record all incidents that require first aid, however trivial, that happen during Pitchy Breath events. The book will be maintained and stored by the HSO when not in use. Performance venues may also record all incidents.

If an unsafe system of working has been identified or an incident has occurred, the HSO will investigate the cause(s), report to the committee, and institute procedures to minimise the risk of it occurring again.

## **Hazardous equipment or props**

Some Company members may be required to work with working at height equipment. Pitchy Breath is aware that one of the major causes of injury is falls from height. Only members who have been authorised by the HSO or Deputy may use this type of equipment.

Safe use of other equipment or props will be considered as part of the production risk assessment.

## **Risk assessment**

Dedicated risk assessments will be undertaken by the HSO or Deputy and production Producer/Director to assess the risks of every set prior to production rehearsals and performances and the check list will be kept on file by the HSO.

Risk assessments will be based on the [HSE's template](#) and consider:

1. What could go wrong?
2. How likely is such an event?
3. What could happen if such an event occurred?
4. What are the associated risks?
5. How can the risks be reduced?
6. Who is responsible for taking action to reduce risk?

The HSO will report to the Committee at quarterly intervals on action/s which have been taken and how risks have been removed/reduced.



## COVID-19 Update

COVID-19 is a public health issue and restrictions on an organisation's activities have been replaced with public health advice. COVID-19 precautions are everyone's responsibility.

HSE no longer expects every business to consider COVID-19 in their risk assessment or to have specific measures in place, but in the event that regulations should change and restrictions are reintroduced, Pitchy Breath will act in accordance with the [latest Government guidelines](#) for professional and non-professional performing arts organisations, as it applies at that time.

## Policy review

This policy is a working document which will be reviewed and updated regularly to make sure that our health and safety objectives are achieved and maintained. All COVID-19 health and safety measurements will be kept under review and updated in line with the Government's latest guidance where necessary.

Date of last review: August 2023

## Contact us

If you have any questions about health and safety, or wish to raise any concerns as outlined above, please email one of our Officers, as below:

Designated Health and Safety Officer: Rachel Duke

Email: [pitchybreath@gmail.com](mailto:pitchybreath@gmail.com)

Deputy Health and Safety Officer: Sara Hussein

Email: [pitchybreath@gmail.com](mailto:pitchybreath@gmail.com)

Designated Mental Health and Wellbeing Officer: Sara Hussein

Email: [pitchybreath@gmail.com](mailto:pitchybreath@gmail.com)

Deputy Mental Health and Wellbeing Officer: Tim Fifield

Email: [pitchybreath@gmail.com](mailto:pitchybreath@gmail.com)



## Pitchy Breath Theatre Company: Privacy Policy

### Overview

Pitchy Breath Theatre Company is committed to protecting the privacy of our members and those we communicate with as part of our business. This policy sets out what information we collect about you as part of our business and how we will use this. We will only use the information that we collect about you lawfully in accordance with Data Protection Act 2018 (UK GDPR).

This policy should be read alongside our **Data Protection Policy**.

### What information do we collect?

The type of information we will collect about you (our members and those we communicate with as part of Pitchy Breath business) includes:

- Your name
- Email address
- Mobile phone number
- Address (if making a purchase)
- Credit/debit card details (if making a purchase)
- Your image (eg taken as a participant at Pitchy Breath auditions and performances)
- Car registration (if required for parking)

We will never collect sensitive or special category data from you (e.g. race, sexuality, religion, health conditions) without your explicit consent. The personal information which we hold will be held securely in accordance with our internal Data Protection Policy and the law. Our designated Data Protection Officer can be contacted with any queries, as set out below.

When you provide your contact details as part of registration for an audition or workshop, your details will be stored securely for us to contact you in relation to participation in our events. We may also use the information provided as part of any activities you undertake with us for internal administration, feedback, and analysis to inform and update our other policies (such as diversity and inclusion).

For filming or photographing your image, subjects will be informed in advance and given the opportunity to opt out, and/or withdraw consent for your image to be used for Pitchy Breath Theatre Company marketing purposes.

If you have requested to be added to our mailing list, either in person, via email or online through our website or social channels, we will use your email address to provide you with updates about our upcoming activities and events. We may also contact you to notify you of ways you can support the organisation through fundraising or membership schemes.



## Third party processing

We use e-marketing software, MailChimp, to store and contact our mailing list. This third-party provider is GDPR compliant and has a [Data Processing Agreement](#) in place with our organisation. For more information, you can also check out their [Privacy Policy](#) too. We will only disclose your information to this third party for providing the above service to you. All other communications will be handled internally by the Pitchy Breath team.

## Cookies

We may use technology to track the patterns of behaviour of visitors to our site. This can include using a "cookie" which would be stored on your browser. If preferred, you can modify your browser to prevent this happening. The information collected in this way can be used to identify you unless you modify your browser settings.

## Right to edit/erase your data

By disclosing your personal information to us, you consent to the collection, storage, and processing of your data by Pitchy Breath Theatre Company in the manner set out in this Privacy Policy. You can check the data that we hold about you at any time by emailing us. If you find any inaccuracies, or you would prefer to be removed from our records entirely, we will action this immediately once we receive your request.

## Policy review

This policy is a working document which will be reviewed and updated annually.

Date of last review: August 2023

## Contact us

If you have any questions about privacy or Data Retention, please email our Data Protection Officer as below:

Designated Data Protection Officer: Liam Cooper

Email: [pitchybreath@gmail.com](mailto:pitchybreath@gmail.com)

Deputy Data Protection Officer: Tim Fifield

Email: [pitchybreath@gmail.com](mailto:pitchybreath@gmail.com)