

Onatti Productions Ltd

Health & Safety Policy

General Statement of Policy

Onatti Productions Ltd recognises and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The company is committed to providing, so far as is reasonably practicable, a safe and healthy working environment for employees, contractors, school staff, students and members of the public who may be affected by its activities.

Onatti Productions Ltd tours educational theatre productions to schools and educational venues throughout the United Kingdom. The company is committed to ensuring that all touring activities, performances, travel and associated setup procedures are carried out safely and responsibly.

The company will:

- Assess and manage risks associated with touring productions.
 - Provide appropriate information and guidance to actors and staff.
 - Ensure equipment and scenery are maintained in safe condition.
 - Minimise hazards to students, school staff and visitors.
 - Comply with safeguarding requirements while working with children and young people.
 - Review health and safety arrangements regularly.
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Responsibilities

Director / Management

The Director of Onatti Productions Ltd has overall responsibility for health and safety matters within the company.

Responsibilities include:

- Ensuring suitable risk assessments are completed.
 - Maintaining appropriate insurance cover.
 - Ensuring touring actors are aware of company procedures.
 - Ensuring safeguarding procedures are followed.
 - Monitoring safe working practices during tours.
 - Ensuring hired vehicles are suitable and legally compliant.
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Touring Actors

All actors and touring personnel are required to:

- Work in a safe and responsible manner.
 - Follow company safeguarding procedures.
 - Report hazards, accidents or unsafe situations.
 - Use equipment safely and only for its intended purpose.
 - Ensure performance areas remain free from unnecessary hazards.
 - Follow school site rules and emergency procedures.
 - Sign in at reception upon arrival.
 - Carry photographic identification and DBS documentation or police checks where applicable.
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Touring and Performance Arrangements

Arrival at Schools

Actors arrive approximately 30 minutes before performance start time in order to unload and safely set up equipment.

Upon arrival:

- Actors report to school reception.
 - Visitor procedures are followed at all times.
 - Identification may be shown if requested.
 - Vehicles are parked only in approved locations.
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Equipment and Scenery

The company uses minimal technical equipment during performances.

Typical equipment includes:

- Portable battery-powered Bluetooth speaker.
- Small portable scenery consisting of lightweight wooden frames with canvas fronts.
- Props and costume items.

The company does not use:

- Stage lighting rigs.
- Smoke, haze or pyrotechnic effects.
- Elevated platforms or ladders.
- Fixed electrical installations.

All equipment is visually inspected before use.

Charging cables and portable equipment are regularly replaced and maintained in good condition.

Only Onatti personnel may erect or dismantle scenery.

Manual Handling

Actors are responsible for unloading and moving scenery and equipment safely.

Where possible:

- Loads are kept lightweight.
- Equipment is carried by two people when appropriate.
- Access routes are checked for hazards before unloading begins.

Care is taken when moving equipment in areas where students may be present.

Slips, Trips and Performance Area Safety

The performance area is checked before setup begins.

The company will:

- Keep walkways clear.
- Ensure scenery is stable before performances begin.
- Avoid trailing cables across walkways.
- Remove unnecessary trip hazards where possible.

Any concerns regarding venue safety will be discussed with school staff before the performance begins.

Student Participation

Some performances involve limited student participation on stage.

During participation:

- Students are supervised by school staff at all times.
 - Actors avoid physical contact with students.
 - Activities are designed to be low-risk and suitable for school environments.
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Safeguarding

Onatti Productions Ltd is committed to safeguarding children and young people.

All touring actors:

- Must hold appropriate DBS certification or police clearance documentation.
- Must adhere to the company safeguarding policy.

- Must not photograph or film children at schools.
 - Must use staff facilities only where directed.
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Fire and Emergency Procedures

Upon arrival at a venue, actors will familiarise themselves with:

- Fire exits.
- Emergency evacuation procedures.
- Assembly points where applicable.

In the event of an emergency, school staff instructions will always take priority.

First Aid and Accident Reporting

Any accidents, injuries or near misses occurring during company activities must be reported to the Director of Onatti Productions Ltd as soon as possible.

Schools remain responsible for student first aid arrangements while performances are taking place on school premises.

Driving and Vehicle Safety

Touring personnel use hired vehicles for transport between venues.

Drivers are responsible for:

- Holding a valid driving licence.
 - Ensuring vehicles are driven safely and legally.
 - Taking appropriate rest breaks during tours.
 - Reporting any vehicle defects or incidents.
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Review

This policy will be reviewed annually or sooner if operational activities change significantly.

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