

Health and Safety Policy

Purpose

To keep all staff, performers, and children safe during setup, performance, and pack-down in school venues.

Arriving at venue

1. Agree space and supervision: confirm the school's plan for where students sit, how they move, and that school staff supervise children at all times.
2. Identify exits & routes: confirm emergency exits and keep clear routes for evacuation.
3. Quick venue check: floor condition, trip hazards, step/edge risks, and any restrictions on taping/covering cables.
4. Set-up only where safe: place lighting and speaker stands in positions that students cannot reach, grab, run into, or lean on.
5. Cable management: route cables to avoid aisles, entrances, and fire exit routes; secure/cover only if permitted and safely managed.

Equipment safety (lighting & speakers on stands)

- Assemble stands fully, lock/tighten, and perform a basic stability check before the hall is occupied.
- Adjust stands only before children enter.
- Do not move or reposition stands during the show.

During the show

- Audience interaction is whole-class only; participation is invited, not forced.
- The performance stays within agreed boundaries—children are not encouraged to stand, come on stage, or approach equipment.

Pack-down

- Pack after children have exited/are supervised by the school.
- Coil and store cables safely; remove trip hazards before leaving the venue.

Reporting and incidents

Report any accident, near miss, or hazard immediately to the Tapir Theatre Ltd. If there is any immediate safety concern, stop the activity and follow the school's emergency procedures.

Review

This policy is reviewed regularly and updated after incidents/near misses or changes to the production or equipment.