



Health and Safety Document for BE Performing Arts

Overview

At BE Performing Arts, the safety and well-being of our students, staff, and visitors are of paramount importance. We are committed to providing a safe and healthy environment in all areas of our performing arts activities, including classes in singing, dancing, acting, and musical theatre, as well as during rehearsals and performances in theatres and other venues.

This Health and Safety Document outlines the key procedures and policies to be followed to ensure a safe environment for all participants.

1. General Safety Guidelines

Supervision. All classes and rehearsals must be conducted under the supervision of qualified instructors and staff members. Students should not be left unsupervised in rehearsal spaces or backstage areas.

First Aid: First aid kits are available at all locations, including the studios, theatres and rehearsal spaces. At least one staff member trained in first aid will be present during all classes, rehearsals, and performances. Any accidents or injuries must be reported immediately to the designated first aider.

Emergency Contacts: All students must provide up-to-date emergency contact information. Parents or guardians of underage students should ensure they can be reached during classes, rehearsals, or performances in case of emergency.

Fire Safety: Fire exits must be kept clear at all times, and all students and staff should be familiar with the fire evacuation plan. Regular fire drills will be conducted to ensure preparedness.

2. Health and Hygiene

Illness or Injury: Students who are feeling unwell or have an injury should inform their instructor and refrain from participating in activities until they have recovered. A medical certificate may be required before returning to activities after a serious illness or injury.

Hydration: Students are encouraged to bring water bottles to all classes and rehearsals. Staying hydrated is especially important during physical activities.

3. Specific Safety Guidelines for Singing, Dancing, Acting, and Musical Theatre

Singing/Musical Theatre

Vocal Warm-ups: Proper vocal warm-ups are at the start of your singing session or before you attend to prevent strain or injury to the vocal cords. Instructors will lead students in appropriate warm-up exercises.

Volume and Vocal Health. Students should avoid shouting or straining their voices during rehearsals. Proper techniques must be followed to prevent long-term vocal damage.

Rest: Vocal rest is important. Students should avoid overusing their voices outside of class or rehearsal to maintain vocal health.

Dancing/Musical Theatre

Warm-up and Cool Down: A proper warm-up session is required before all dance classes and rehearsals to prepare the body for physical activity and prevent injuries. Cool-down exercises are equally important after the session.

Footwear and Clothing: Students should wear appropriate dance shoes and clothing suited to the type of dance being practiced. Bare feet may only be allowed when the instructor deems it safe and appropriate for the style of dance.

Floor Safety: The dance floor must be kept clean, dry, and free from obstructions. Spills or debris should be reported and cleaned up immediately to prevent slips and falls.

Acting/Musical Theatre

Physical Contact and Stage Combat: Any scene that involves physical contact or stage combat must be choreographed under the supervision of a qualified instructor. Students must adhere strictly to the choreography to avoid injuries.

Set and Prop Safety: Any set pieces or props used in acting scenes should be checked for safety. Props should be stored safely when not in use, and all set movements should be rehearsed to ensure they are performed safely.

Emotional Safety: Acting can sometimes involve intense emotional experiences. Instructors will create a supportive environment where students feel comfortable discussing any emotional or psychological concerns they may encounter.

Production's

Stage Awareness: Students must be aware of their surroundings while on stage, particularly during scene changes, group choreography, or complex blocking. All entrances and exits should be rehearsed multiple times to ensure safety.

Set and Costume Management: Musical theatre often involves large set pieces and complex costumes. Students should take care when handling these items and follow all instructions given by the stage manager or director to avoid accidents or mishaps.

Microphone and Sound Equipment: If microphones or other sound equipment are used, students should handle them carefully and under the guidance of the sound technician.

4. Theatre and Venue Safety

Risk Assessment: A full risk assessment will be conducted for each theatre or venue prior to any performance. This assessment will cover aspects such as lighting, stage set-up, audience management, and emergency exits.

Backstage Area: Students must remain in designated areas backstage and should not wander into technical or restricted zones. Unauthorised access to equipment rooms or lighting rigs is strictly prohibited.

Stage Safety: Students must familiarise themselves with the stage layout and take care during any quick changes or scene transitions to prevent accidents. Stage technicians and stage managers will provide clear instructions to ensure safe movement on and off stage.

Audience Safety. In the event of an emergency during a performance, all students must follow the instructions of theatre staff to ensure the safety of the audience. Ushers will be trained in crowd control and emergency evacuation procedures.

5. Additional Performance and Rehearsal Considerations

Technical Rehearsals: Technical rehearsals involving lighting, sound, and stage effects must be conducted in a safe and controlled manner. Students should avoid standing near lighting rigs or sound equipment without proper supervision.

Costumes and Makeup: Students should wear costumes that do not pose tripping hazards or restrict movement. Makeup should be applied using hygienic methods, and shared items should be sanitised between uses.

Mental and Physical Health: Performing can be physically and mentally demanding. Students should communicate with instructors if they feel overwhelmed, exhausted, or injured during any rehearsal or performance.

6. Reporting and Incident Management

Incident Reporting. Any accident, injury, or near-miss must be reported immediately to the instructor or staff member in charge. An incident report will be filled out, and appropriate follow-up action will be taken.

Review and Follow-up: After any incident, a review will take place to determine the cause and implement any necessary changes to prevent future occurrences.

7. Final Notes

At BE Performing Arts, we are dedicated to ensuring a safe and supportive environment for all our students. By adhering to these health and safety guidelines, students, staff, and visitors can enjoy a fulfilling and enriching experience in the performing arts.

For any questions or concerns related to health and safety, please contact the Health and Safety Officer at BE Performing Arts.