



STAGE STARS

Health & Safety Policy

1. Statement of Intent

Stage Stars is committed to providing a safe and healthy environment for all children, young people, volunteers, audience members, and visitors.

We recognise our duties under the Health and Safety at Work etc. Act 1974 and associated regulations. Although Stage Stars operates as a non-profit sole trader organisation, we adopt best practice standards equivalent to larger organisations.

We will take all reasonably practicable steps to reduce risks and ensure safe theatre activities at Notre Dame School Hall, Plymouth, and any hired performance venues.

2. Responsibilities

Overall Responsibility:

Scott Wieprecht (Principal / Designated Safeguarding Lead)

Responsibilities include:

- Ensuring risk assessments are completed and reviewed.
- Ensuring safe supervision ratios.
- Maintaining accident records.
- Liaising with Notre Dame School regarding site-specific safety procedures.
- Ensuring volunteers understand emergency procedures.

Volunteers are responsible for:

- Taking reasonable care for their own health and safety.
- Reporting hazards immediately.
- Following Stage Stars policies and venue rules.

3. Risk Assessments

Risk assessments will be completed for:

- Weekly rehearsal sessions
- Performances
- Use of staging, props, lighting or equipment
- Trips or off-site visits

Risk assessments will be reviewed annually or when circumstances change.



4. Supervision & Ratios

Stage Stars aims to maintain the following minimum supervision ratios:

Ages 4–8: 1 adult to 8 children

Ages 9–12: 1 adult to 10 children

Ages 13–18: 1 adult to 15 children

A minimum of two responsible adults will be present at all sessions.

5. Fire Safety & Emergency Procedures (separate policy)

Volunteers will familiarise themselves with fire exits and assembly points at Notre Dame School Hall and any hired venue.

In the event of fire:

- Evacuate immediately via nearest safe exit.
- Take register where safe to do so.
- Assemble at designated assembly point.
- Do not re-enter building until authorised.

Emergency services: 999

6. First Aid & Medical Needs (separate policy)

Stage Stars will:

- Maintain a stocked first aid kit at all sessions.
- Record accidents in an accident log.
- Obtain medical information and emergency contacts from parents/carers.
- Seek medical assistance where necessary.

Parents will be informed of any injury sustained during sessions.

7. Equipment & Props

All props, staging and equipment must be:

- Checked before use.
- Age-appropriate and safe.
- Stored securely when not in use.

Children will be supervised when using equipment or set pieces.

8. Slips, Trips & General Hazards

Volunteers will ensure:

- Bags and coats are stored safely.
- Cables are secured or covered.
- Floors are kept clear and dry.
- Any hazards are reported immediately to venue staff.

Stage Stars®



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9. Safeguarding & Site Security

Registers will be taken at the start and end of each session.

Children will only be released to authorised parents/carers.

Late collection procedures will follow safeguarding guidance.

Visitors must not be left unsupervised with children.

10. Manual Handling

Volunteers must avoid lifting heavy equipment alone.

Safe lifting techniques should be used.

Where possible, equipment should be transported using trolleys or with assistance.

11. Insurance

Stage Stars maintains appropriate Public Liability Insurance covering rehearsals and performances.

Insurance documentation will be available upon request.

12. Monitoring & Review

This policy will be reviewed annually or following any significant incident.

Adopted: 18 February 2026

Next Review: 18 February 2027

Signed:

Scott Wieprecht

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