

Code of Conduct on Safety Matters

TAFF, the Oxford University Technical Theatre Society

30th May 2013

1 Definitions

- 1.1 ‘The Society’ is defined as TAFF, the Oxford University Technical Theatre Society
- 1.2 A venue is defined as a theatre, garden (in the case of the garden shows) or any other location where a play or event is taking place.

2 Venues

- 2.1 Whilst working within a venue, members shall make themselves aware of, and comply with, the health and safety regulations in place within that venue.
- 2.2 If any of these regulations conflict with those outlined in this Code of Conduct on safety matters, then the authority lies with the venue regulations, unless these breach national regulations then the authority lies with them. Details of the venue’s safety regulations should be obtained from the venue’s staff, or in the case of unusual venues (e.g. garden shows), from the licensee or their agent (in the case of theatre or entertainment licensed venues) or from the venue owner, in the case of other events.

3 Safety Concerns

- 3.1 If at any point a member of the society has any safety concerns or questions regarding the activities they are doing, in relation to correct safe working practices of the venue or of the equipment within, they should seek clarification first from the management staff of that venue, then from the governing body of the Society who will take the matter up with the University Drama Officer on their behalf.

4 Workshops

- 4.1 Workshops shall be conducted following the guidelines of the venue where the workshop is taking place. Important safety points will be highlighted. These safety points will be taken from the safety guidelines in that particular venue, for which responsibility of compliance with the current regulations lies with the venue not with the Society.

5 First Aiders

- 5.1 The Society secretary will maintain a list of first aiders within the society and ensure that members are aware who has had the training. Any member of the society wishing to take first aid training should contact the secretary.

6 Accidents

- 6.1 All Accidents and Near Miss Incidents at events organised by the Society should be reported to:
 - The Venue staff
 - The University Safety Office
 - The University Drama Officer
- 6.2 These will result in new guidelines being drawn up to prevent accidents recurring.
- 6.3 If an accident takes place during a society event, the following procedure will be employed:
 - 6.3.a Ensure that you and the other members are safe.
 - 6.3.b Treat the casualty - call the Emergency Services if necessary.
 - 6.3.c Ring 01865 289999 ask for Security Control and give them the following information
 - Your name.
 - That you are on an activity organised by Tabs Are For Flying.
 - A brief description of the incident.
 - Location of the incident.
 - The telephone number which you are calling from.
 - Your location (It is important that you stay at this location).
 - 6.3.d When they call you back they will need the following information and will inform you of any action to be taken.
 - The name (s) and numbers of people involved.

- Details of any injuries / deaths.
- The name of the hospital where any casualties have been taken.
- Brief details of any vehicles involved if a road accident has occurred
- The name of any Police Officer involved with the incident with their contact telephone number.

7 Interpretation

7.1 Any Question about the interpretation of these Codes of Conduct shall be settled by the Committee.

DETAILS OF ANY INCIDENT OR ACCIDENT ARE TO NOT BE DISCUSSED WITH ANY PERSON OUTSIDE OF THE UNIVERSITY UNTIL A FULL INVESTIGATION HAS BEEN CARRIED OUT.