



SCT - Accident & Emergency Policy

Accident / Injury

If a person has an accident whilst with Stretford Children's Theatre the situation will be assessed by a member of the group and if necessary, the person will be taken to see a doctor immediately or the emergency services will be called. The parents/carers/guardian/next of kin will also be contacted.

At each event we will have at least one qualified First Aider present; and there will also be a nominated Health & Safety Officer at each event (might be the same person).

We will also ensure all regular staff undertake training in Health & Safety, including familiarisation with emergency procedures and 'front of house' safety checks (for regular and one-off events).

In the event of an accident, we will:

- Evaluate the incident and act appropriately or seek advice immediately from the chairperson / Vice Chairperson / H&S Officer
- Deal with any minor accidents using the first aid kits
- Call for the emergency services if required
- Evacuate the area if required using the nearest available exits
- Write all information, including names of witness(es), on the accident form / accident book
- Get parents/carers/guardians/next of kin, on picking up the person, to sign the accident form/ accident book and read the information regarding the incident.

Emergency / Major Incident

In the event of an emergency such as a fire, bomb threat or other serious incident the following procedure will be adopted:

- The Chairperson or vice chair or H&S officer will take control of the situation instructing the committee members / staff
- The immediate area will be evacuated if required by using the nearest suitable exits
- The emergency services will be called as appropriate giving a clear, concise description of what has occurred and what is required
- Ensure that any witnesses / service users are kept calm and available as required for the emergency services.