



Health and Safety at Events

Plunge Boom

Updated Feb 2019

Person Responsible: Mimi Faulks (Production Manager)

Plunge Boom is committed to adhering to health and safety procedures when at Events in the UK or internationally. Before visiting each event we will ensure we are up-to-date with their own polices and understand they have priority over our own delivery.

Plunge Boom Performers & Artists

All artists are covered by their own Public Liability Insurance unless solely working for Plunge Boom on a freelance basis.

Plunge Boom carry Employer's Liability Insurance.

Performers are asked not to take risks by agreeing to do work that is beyond their capabilities. Performers/ artists should let the Production Manager or Artistic Director (Mimi or Ben) know if they're concerned by ANY aspect of the job so they can be reassured, trained accordingly or re-assigned.

Any incidents of violence, bullying, harassment or discrimination should be reported immediately to Plunge Boom Directors Mimi and Ben. Performers should neither cause or contribute to such situations.

Plunge Boom Shows & Workshops

Each Plunge Boom show has its own specific risk assessment, method statement and technical requirements. Performers can view these in the 'show file.' Each and every event organiser is forwarded a copy, along with marketing blurb and promotional photographs.

All resources and materials that appear in Plunge Boom shows and workshops are for use by children and families – they are non-toxic, easy to use and recycled where possible.

Out at events

Performers should avoid taking valuables to work with them.

Performers should refer to the Event Information Documents that Mimi emails for each booking. Mimi will include any Health & Safety Information specific to the particular event in this email.

Upon arrival at an event, performers should ask the main contact for any relevant Health & Safety information. This will be with regards to security staff and any security measure that have been put in place, any fire safety procedures and access to medical equipment and first aiders.

Performers should ask the event organiser whom to contact if in need of assistance during their performance to do with security or a medical emergency. Performers should also let the organiser know that it's always helpful to have a steward nearby during performances – just in case.

Performers should make arrangements with the event manager of how to manage the queue or audience flow if a show or workshop is particularly busy – making sure at least one steward is available to help when needed.

All children interacting with the shows or taking part in a workshop should be accompanied by an adult. Each adult is responsible for the child/children that they are with whilst taking part in the performance or workshop. You should not be babysitting/solely supervising any children at any point. Let a member of the event team know if this is occurring.

Any member of the public being unsociable should be discreetly avoided. If you're doing a walkabout it's easy enough to excuse yourself. If it's a static show, politely ask them to leave the show/workshop area, to ensure the enjoyment of the other members of the public. If artists do not feel confident enough to do this themselves, they should ask for assistance from a member of the event team.

If you are performing The Trolls Kitchen, The Allotment or Smoke – ask stewards to help you load the props out of the van before the show and back into the van after the show. Don't hold back from asking for help – Mimi will have requested that you have assistance, so make sure you get the extra support when needed.

Travel

Performers are responsible for their own safety whilst travelling to gigs.

Performers travel to events at their own risk.

After a long days work, aim to share the task of driving with your fellow performer when possible.

Take regular breaks when driving.

If you are driving a hire vehicle – it will be covered by breakdown cover as part of the hire.

If you damage the vehicle when driving, you will be required to pay half of the 'excess' cost. The company will cover the other half – reflecting that we are sharing the responsibility with you.