



PEGASUS OPERA COMPANY

Brixton Library,
Brixton Oval, London SW2 1JQ
Tel Fax 020 7501 9501
Email: admin@pegopera.org
www.pegasusoperacompany.org

harmony in diversity

It is the policy of Pegasus Opera to conduct our operations in such a manner as to ensure the health, safety and welfare of the participants, singers, musicians, technicians, production staff and volunteers taking part in our performances. Pegasus Opera will ensure, so far as is reasonably practicable, that the premises in which we rehearse and perform provide a healthy and safe working environment and that there are adequate welfare arrangements in place.

Pegasus Opera recognises its responsibility to provide adequate control of the health and safety risks arising from our activities. An assessment of risk will be made for each project and production, supplemented by location-specific assessments where warranted, and all reasonably practicable measures will be put in place to manage those risks and ensure the activity can be conducted in a safe manner.

Singers, musicians, technicians and production staff must act in a safe manner and not endanger themselves or others by their actions. They are encouraged to play a positive role in developing a healthy and safe performing environment and to report health and safety concerns to the production director or to a Pegasus Opera company director.

This policy and our health and safety practices will be kept under regular review by the directors and trustees of Pegasus Opera Company.

The policy of the Pegasus Opera board and staff is to take reasonably practicable measures in relation to the management of the arts festival to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

- provide healthy and safe conditions, equipment and systems for our performers, organisers and audiences;
- provide all necessary support and information to organisers, visiting performers and contractors.

The Pegasus Opera board and staff will work in the furtherance of these aims by:

- identifying and assessing risks;
- recording assessments and regularly reviewing them;
- eliminating or controlling risks;
- monitoring compliance and work conditions;
- establishing a clear, sensible and practical safety organisation and arrangements.

DUTIES

All board members, Pegasus Opera staff, participants in events and contractors are expected to recognise and accept their duties:

- to follow health and safety instructions and to report dangers;
- to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions;

Artistic Director
Alison Buchanan

Registered VAT No: 707 0999 15
Registered Company No: 03294827
Registered Charity No: 1052704

Patron:
Dame Kiri Te Kanawa
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- as regards any duty imposed on the committee, to co-operate so far as is necessary, to enable that duty to be performed or complied with.

ORGANISATION

General Responsibilities:

All persons have responsibility for ensuring that their actions do not compromise the health and safety of themselves or any other person.

Anyone who observes a practice or potential hazard, that could compromise the health and safety of any person, has the responsibility to act to remove such danger and further to report such incidents to the management committee.

Any person noticing potentially hazardous, broken or ineffective equipment has the responsibility to remove such equipment from use immediately, to draw attention to defects by the use of appropriate means (e.g. a warning label) and to bring such action to the attention of the management committee.

Organisers of events are responsible for:

- ensuring familiarity with fire safety checks (e.g. keeping fire exits clear) and evacuation procedures;
- notifying the management committee of the design of any set or other structure to be used and seeking the consent of the management committee before erection starts;
- designating a responsible person at each event who will take charge of the safety of all activities including evacuation in case of emergency;
- ensuring that highly flammable substances are not brought into or used in any part of the premises;
- checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.

Contractors and Visiting Performers are responsible for:

- safe working practices in respect of themselves and their employees and for meeting their statutory obligations with regard to health and safety legislation and public liability insurance;
- having regard to the safety of members and audiences when working on an event;
- advising the committee of any flammable or toxic substances that may be used in the course of work on the premises.

The Committee is responsible for:

- ensuring that all committee members, event organisers and contractors are aware of the health and safety policy;
- ensuring that the health and safety policy is fully implemented;
- monitoring compliance with health and safety guidelines;
- regularly assessing and reviewing risks and recording such risks;
- taking such action as may be necessary to rectify the situation, to correct faults or to arrange repair of equipment to ensure health and safety and noting such action;
- making such arrangements and releasing such funds as may be necessary to assist in the implementation of this policy;

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- making such representations to committee members, organisers and contractors as may be necessary to ensure their co-operation with health and safety policy, particularly with regard to their actions and activities while involved in productions and events;
- cooperating with performers, audiences and contractors in pursuance of health and safety requirements.

PROCEDURES

All organisers involved in putting on productions and events will be expected to be familiar with the policy document.

All visiting performers and contractors will be made aware of health and safety policy, any identified risks and their responsibilities.

The full policy will be reviewed annually, with risk assessments and necessary amendments being made as necessary throughout the year. Such amendments will be appended to the policy documents.

GENERAL GUIDELINES TO BE ADHERED TO

These guidelines are provided to assist organisers in fulfilling their health and safety responsibilities.

Venues

Front of house are responsible for the safety of audiences on the premises during the period of their productions and should supervise as necessary.

Spills must be cleared up quickly to prevent slipping.

Any concerns regarding any electrical installation, plug, lead etc must be notified to the appropriate person/authority immediately.

Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched or operated.

Organisers should acquaint themselves with the position of the fuse box/main switch.

Electrical leads must not be allowed to trail across floors or from areas where they might be pulled or become caught up.

Front of house must make themselves aware of the procedure to follow in the event of fire.

Front of house and production teams should be aware of the position of fire exits and must ensure that these are kept clear at all times.

Front of house should have a method to account for the number of persons present during productions.

Children involved in productions must be under the direct supervision of an adult at all times.

All equipment should be adequately maintained to ensure that there are no sharp edges, loose screws, splinters etc. and that it is fit for purpose.

Any freestanding equipment should be sturdy or adequately secured to prevent it from being moved or toppled.

Working Practices

It is your responsibility to protect yourself from injury when lifting, carrying, climbing, pulling or pushing. In order to do this the following guidelines should be observed:

- Do not attempt to lift anything that you know to be beyond your capability.
- Ask for help with large, heavy or awkward items.
- Where possible, lighten the load, separate items so that they are more manageable.

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- When lifting heavy objects bend your knees and keep your back straight, ask for assistance if necessary.
- Ensure that you are sufficiently elevated for what you are doing.
- Use an appropriate ladder or step to enable you to reach; do not stand on chairs.
- Do not work at height, on steps or ladders until they are properly secured and another person is present.
- Ask for help if necessary.

First Aid

The production team and front of house should ensure that an appropriately labelled first aid box is available at all events.

Sonia Hyams
Dated: April 2020

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