

## FAMDA Safety Policy

The Foster Arts Music & Drama Association (FAMDA) is committed to providing a safe, inclusive, and supportive environment for all members, volunteers, performers, crew, and audiences across all of its activities. This policy applies to all FAMDA events, including rehearsals, productions, festivals, working bees, meetings, and community engagement activities.

### Policy Principles

- FAMDA recognises its duty of care to protect the health, safety, and wellbeing of all people involved in its activities.
- All members and volunteers must comply with relevant legislation, venue requirements, and FAMDA's policies and procedures.
- Safety is the responsibility of everyone. All participants are encouraged to report hazards, risks, and unsafe practices immediately.
- FAMDA will promote a culture of safety, inclusiveness, and respect in all spaces.

### Responsibilities

- The FAMDA Committee is responsible for ensuring this policy is implemented and reviewed regularly.
- The President holds overall authority for decisions relating to health and safety across FAMDA activities.
- Event Coordinators (e.g. Festival Coordinator, Production Manager) are responsible for applying this policy during specific events.
- Stage Managers and Front of House Managers are responsible for safety within their designated areas during rehearsals and performances.
- All members and volunteers are expected to take reasonable care for their own safety and that of others.

### Procedures

- All incidents, hazards, or near-misses must be reported immediately to the relevant Manager (Stage Manager, FOH Manager, or Event Coordinator).
- An Incident Report must be completed and forwarded to the FAMDA Committee for review and record keeping.
- Emergency procedures, including evacuation plans, must be communicated clearly to all participants at each venue.
- Youth participants must be supervised at all times in accordance with FAMDA's Child Safety Policy.
- First Aid equipment and contacts must be accessible at every FAMDA activity.

## Visiting Companies and Short-Term Participants

- Visiting companies will be provided with safety information in advance, including venue-specific emergency procedures and contact details.
- Safety posters and reminders will be displayed at key locations in the venue, including Stage Door, Dressing Rooms, FOH desk, and Tech Box.
- The Stage Manager (backstage) or Front of House Manager (FOH) may provide a short verbal reminder of exit routes and emergency actions where necessary.
- Visiting companies must comply with all FAMDA safety directions and venue rules.
- Any incidents involving visiting companies must be reported and documented in the same way as for FAMDA members.

## Review

This Safety Policy will be reviewed every two years, or earlier if required by legislation or following a significant incident. The FAMDA Committee will ensure updates are communicated to all members, volunteers, and visiting companies.

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