
Health and Safety Policy

Issued: 5th June 2025

Review Due: 5th June 2025

1. Policy Statement

Pageant Productions is committed to maintaining a safe and healthy working environment for everyone involved in our operations – including staff, freelancers, participants, clients, and members of the public. This applies equally to our office base at the Corn Exchange in Dorchester and to all filming, workshop, and live-streaming activities carried out on location.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and all relevant legislation. We also recognise that health and safety includes both physical and mental wellbeing, and we are committed to supporting both.

2. Responsibilities

2.1 Responsible Person

The person with overall responsibility for health and safety at Pageant Productions is:

Gary Jarman

Manager

Email: gary@pageantproductions.co.uk

Gary is responsible for:

- Maintaining this policy and ensuring it is reviewed annually.
- Coordinating health and safety across all working environments.
- Ensuring appropriate risk assessments are carried out and acted upon.
- Ensuring communication and training on health and safety matters.
- Supporting a positive culture around both physical safety and mental wellbeing.

2.2 Freelancers and Casual Staff

All freelancers and casual workers are expected to:

- Take reasonable care for their own health and safety and that of others.
- Report any hazards, incidents, or concerns promptly.
- Cooperate with any health and safety instructions provided.
- Use equipment safely and as instructed.
- Ask for support if they feel unwell, unsafe, or concerned about a situation.

3. Risk Assessments

Pageant Productions will complete and maintain risk assessments for all activities, including:

- The office environment at the Corn Exchange.
- Use of filming, sound and electrical equipment.
- On-location filming and workshop delivery.
- Work involving members of the public, including children and vulnerable adults.

Risk assessments will be reviewed when:

- There are significant changes in working practices or locations.
- An incident or near miss occurs.
- New equipment or team members are introduced.

4. Office Premises (Corn Exchange, Dorchester)

We share premises with Dorchester Arts and work in cooperation with them to ensure a safe and secure environment. Pageant Productions is responsible for:

- Ensuring staff and visitors know where fire exits, alarms and assembly points are.
- Maintaining a tidy, safe and well-organised working area.
- Ensuring all equipment is PAT tested and stored safely when not in use.
- Ensuring safe access to the space and managing any potential hazards promptly.

5. Equipment and Manual Handling

- All equipment should be checked before use.
- Heavy items should be lifted safely and with assistance if needed.
- Cables and other trip hazards must be managed appropriately during setups.
- Only trained individuals should operate complex or specialist equipment.
- Any faults or damage must be reported and equipment taken out of use until repaired.

6. On-Location and Off-Site Work

When working off-site, we will ensure:

- A project-specific risk assessment is completed in advance.
- Safe setup and clear access are maintained at all times.
- Public liability insurance is in place.
- Lone working is minimised; if unavoidable, check-in systems are used.
- All necessary consents and safeguarding protocols are in place.

Where work involves children or vulnerable adults, Pageant Productions follows its separate:

- Child Protection Policy
- Adult Safeguarding Policy

These policies outline how we ensure the safety and welfare of participants and should be followed alongside this policy.

7. Accidents, First Aid and Emergencies

- A basic first aid kit is kept at the office and taken to off-site projects.
- All injuries, accidents or near misses must be reported to Gary Jarman as soon as possible.
- An accident log is maintained securely in line with GDPR requirements.
- Emergency contact information is collected from staff and freelancers for use if needed.

- Emergency evacuation procedures are in place and communicated to staff and visitors.

8. Mental Health and Wellbeing

We understand that a healthy and productive working environment requires attention to mental wellbeing as well as physical safety.

Pageant Productions commits to:

- Fostering a culture of openness where mental health is not stigmatised.
- Encouraging staff and freelancers to speak up if they feel overwhelmed, anxious, or unwell.
- Being flexible where possible to reduce stress - for example, with deadlines or workloads.
- Signposting individuals to support services where needed.
- Creating working conditions that promote wellbeing - such as clear expectations, adequate breaks, and supportive communication.

Anyone feeling under pressure or in need of support is encouraged to speak with Gary Jarman in confidence.

9. Fire Safety

- Fire exits and procedures will be communicated to all team members and visitors.
- Escape routes must be kept clear at all times.
- In shared premises, coordination with Dorchester Arts will ensure clarity on responsibilities during fire drills or emergencies.
- No equipment should obstruct exits or fire safety equipment.

10. Training and Communication

- All staff and freelancers will be made aware of this policy and its requirements.
- Information about project-specific risks will be shared in advance.
- Where necessary, guidance or training will be provided - for example, on safe equipment use or managing risks on location.
- A copy of this policy will be available to all workers and clients upon request.

Pageant Productions
The Corn Exchange
High East Street
Dorchester, DT1 1HF

info@pageantproductions.co.uk

@pageantfilming

01305 561564



11. Policy Review

This policy will be reviewed annually or sooner if required (e.g. following a major incident or change in working practices).

Policy Owner: Gary Jarman

Last Reviewed: 5th June 2025

Next Review Due: 5th June 2026