

GUIDELINES ON SAFETY AND WELFARE

- ❖ Precautions must be taken to ensure that the safety and welfare of your members is maintained, and they are not put at risk of injury.

12.1 Safety Representatives

- Your group should send at least 1 - 3 representatives (depending on group size) to attend the following safety courses:
 - i. Safety Briefing and Venue Walk conducted by OSA-CFA as part of Arts training workshops.
 - ii. To [sign up](#) for Safety & Crisis Management Workshop for Student Leaders by Emergency Management Section (EM), Campus Emergency & Security (CES)
- All groups travelling overseas must also attend a crisis management meeting with the Associate Director, Emergency Management Division, Office of Risk Management and Compliance.
- In any venue, the group's Safety Representatives should familiarize themselves with the location and the use of:
 - iii. The fire extinguisher(s)
 - iv. First aid box(es)
 - v. Fire exits

12.2 Guidelines for Welfare Activities and Camps

- All Safety representatives must submit a [Proposal for Camps and Welfare Activities with Games](#) providing the programme rundown and details of all games played. For camps, all participants must submit a signed [Indemnity Form](#) before allowed to attend the camp.
- All activities must abide by NUS Regulations and Statues, and all other policies, procedures, directives, rules, guidelines or code of conduct that the University may prescribe. Activities should also be aligned to national laws and social norms.
- Physical and psychological safety of the participants must be the top priority and consideration
- All activities must be inclusive, and students must be given the choice to opt out of activities. Ragging/hazing is not permitted. It essentially means doing anything that is demeaning, irrespective of whether consent was given or whether they enjoy/do not enjoy the activity. Some examples may include: teasing others in an intense or prolonged manner, playing crude practical jokes on others, mocking, humiliating or having fun at the expense of others.
- Be considerate of members of the public and minimize noise levels. Activities should not involve members of the public.

12.3 Risk Assessment Forms

- A Risk Assessment (RA) form must be completed for every production and any other activity determined by your Staff Advisor/Group Manager as required.
- [The Risk Assessment Form Template](#) is to be used for all productions in UCC and UTown
- This form has been pre-populated with common examples of risks that can occur in a production. Please make the necessary modifications.
- RA Forms need to be sent to your Staff Advisor/Group Manager for approval 2 weeks before bump-in.
- External venues may have their own RA template for use. If not, use the same RA form as above.

12.4 Key Measures to Prevent Accidents

- Property Managers/Logistics Heads should ensure that all practice areas are kept clean and dry to prevent slipping and falling. Spaces should be kept clear of tripping hazards (e.g. bags, instrument cases, small instruments).
- Training ICs should ensure appropriate clothing should be worn at all times. Dancers especially should ensure that costumes are of the right fit and may not cause tripping or slipping.
- Tools and equipment should only be operated by individuals who are trained and authorised to use them properly.

12.5 Proper handling of Electrical Appliances

- All those handling electrical appliances must be familiar with their handling. If defects are found on the appliance, it should be reported to the Staff Advisor/Group Manager and properly repaired before further use.
- Loose or damaged electrical sockets should be reported to the Staff Advisor/Group Manager. Wiring should be taped down flat. All electrical plugs should be fused. Overloading on power sockets (i.e. plugging extensions with multiple plugs) is strongly discouraged.
- Switch off all equipment when unattended or not in use.
- Flammable materials such as paper and cloth should be kept far away from electrical points.
- Appliances such as equipment, extension cords and adapters should have the Safety Mark logo.

12.6 Ensuring the Health and Well-being of Members

- Exco members should ensure that performers do not exert themselves. Appropriate breaks should be introduced, especially when the frequency of practices is increased.
- Before the start of any activity, the Project I/C should check if any members have medical conditions or are otherwise unfit for the activity
- Students must inform the Project I/C of any personal medical concerns (drug allergies, physical injuries). The Project IC should then escalate to Staff Advisor/Group Manager, if necessary.

12.7 Proper maintenance of Fire Escape Routes

- Do not leave any props, instruments, equipment, or any other items along the corridor passages.
- Do not block all fire exits and firefighting equipment (fire extinguishers, fire hose reels etc).
- Groups will be given 2 written warnings if they fail to comply with the above, after which they will be temporarily banned from using the facilities.

You can approach your Staff Advisor/Group Manager to report or suggest any safety incidents/ measures for your group.

12.8 Emergency Factsheet and Key Contact Numbers

<u>Emergency Contact Numbers</u>	
Campus Security Hotline	6874 1616
Police	999

Fire/Emergency Ambulance	995
Non-Emergency Ambulance	1777
SCDF Emergency Information Hotline	1800-286-5555
University Health Clinic	6516 2880
NUH Emergency Department (A&E)	6772 5000

12.9 Minor Injuries (e.g. minor cuts, light bleeding, and sprains, etc)

- A first-aid box is located at the CFA Office at the UTown Stephen Riady Centre (SRC).
- Basic first-aid may be administered where appropriate.
- Inform your Staff Advisor/Group Manager as soon as possible.
- Submit a report via AIMS (https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html)

12.10 Serious Injuries (e.g. fractures, heavy bleeding, poisoning, etc)

- DO NOT attempt to move the casualty
- Professional medical help must be sought. Call an ambulance (**fire/emergency: 995 | non-emergency: 1777**)
- First-aid should only be administered by a trained first-aider.
- Inform your Staff Advisor/Group Manager immediately.
- Submit a report via AIMS (https://inetapps.nus.edu.sg/osh/portal/eServices/ehs360_aims.html)

12.11 In Case of Fire

Upon discovering a fire outbreak

- Raise the alarm by breaking the glass at the nearest fire alarm point.
- Call 995 to inform SCDF (Singapore Civil Defence Force) of the location and extent of fire.
- Call 6874 1616 to inform Campus Security of the emergency
- Put out the fire using the fire extinguishing equipment available, if possible.
- Evacuate if fire is beyond control.

Upon hearing the fire alarm – UCC and UTown

- Two Stage alarm: Wait for the second alarm or instruction given by the public address system before evacuating the venue.
- If instructed to evacuate, close all doors behind you.
- Report to the assembly point at Raffles Hall Carpark (for UCC) and Town Green (for UTown)

12.12 During an Evacuation

- Do not panic.
- Do not stop or return to collect personal belongings.
- Do not re-enter building until authorised to do so.
- Wait at the assembly point for further instructions.
- In the event that your clothing catches fire, remember to **Stop, Drop and Roll**.

12.13 Safety Measures during a Performance at University Cultural Centre (UCC)

- In the event of an emergency requiring mass evacuation in the middle of a performance, please follow the below procedures:
 - i. Do not panic.
 - ii. Do not stop or return to collect personal belongings.
 - iii. Evacuate the building immediately using the nearest safety exit route and report to the designated assembly area at **Raffles Hall car park**.
 - iv. Upon reaching the Assembly Area, please wait there for further instructions.
 - v. Backstage evacuation will be managed by OSA-CFA's Production Services. Any Guest-of-Honour should be ushered by dedicated VIP usher out of the building.

- Mode of Evacuation
 - i. The alarm at UCC is a 2-stage alarm that necessitates total evacuation.
 - ii. First Alarm: The alarm bell will be followed by an announcement to inform everyone that the cause of the alarm is being investigated. There is no need to evacuate yet as it could be a false alarm.
 - iii. Second Alarm: The announcement will inform everyone to evacuate the premises.

- Assembly Procedures
 - i. Two representatives from each group must be appointed to account for your own group members at the assembly point. The two representatives should include the President and/or VP. Their names must be highlighted in the Security List (i.e. the attendance list).
 - ii. If there are any missing member/members, the representatives are to report to UCC Security. No one must re-enter the building to search for any missing persons.
 - iii. The representatives must be present throughout the bump-in and performance period.
 - iv. UCC Security will give a copy of the attendance list (i.e. the Security List) to the student representatives to mark the group members' attendance. The original copy of the Security List will be kept in the Security Counter.

- Inquiries from Media

If the media asks you or any of your members questions, please do not divulge any information. Refer to all inquiries to the Incident Commander or your Staff Advisor/Group Manager.

- Re-Entry to Venue
 - i. Do not re-enter the building until it has been determined that it is safe to do so.
 - ii. If you have left your belongings at the venue, please report to UCC Security as well as your Staff Advisor/Group Manager.