

THE MANCHESTER OPERA HOUSE.

QUAY STREET, MANCHESTER. M3 3HP.

**Technical
Information
Pack.**

Technical Information Pack.

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A Brief History of the Manchester Opera House

The **New Manchester Theatre Company** was formed when due to slum clearance the site where the Opera House now stands became available. Lord Teynham, chairman of the directors laid the foundation stone on 25th March 1912. Designed by the London architects Richardson and Gill in a Neo-Greco style the new theatre cost £40,000 almost the same as the Palace theatre that had been built 21 years earlier.

Building problems plagued the construction, still in only 11 weeks they had built up to the roof. The theatre had accommodation for 2700, with two tiers in addition to the Stalls, the first carried the Grand Circle and the second was divided between the Balcony and the Gallery. The stage equipment was said to be the most modern in the country: 5 bars, lavatories, cloakrooms, box offices and theatre offices were incorporated into the building. Edwardian society was hierarchical which was mirrored in the theatre layout of the period - ie a separate entrance for the "poor" around the side of the building.

The **New Theatre** opened as planned on Boxing Day 1912, although the roof was still covered by tarpaulin, with a matinee production of *Kismet* - an oriental fantasy first seen in New York the previous year. Seat prices were 5/- in the Stalls, 2 guineas for a Box and 6d in the Gallery. A two-tier pricing system existed in the form of early and late door prices. Children in arms were not admitted.

The theatre was unsuccessful due to the large number of established competitors. The management tried everything to attract patrons – lectures on wild animals with cinema footage from abroad, tango teas and even offers of free tickets. But it still struggled. By 1915 the theatre was losing vast amounts of money and was sold to **United Theatre Ltd**. It opened under a new name the **New Queens Theatre** with a production of the *Pearl Girl*. Women also started to work in the theatre as usherettes and were paid 2/- per performance - about 5 hours work.

In 1916 Sir Thomas Beecham selected the theatre for two four-week seasons for his Beecham Opera Company and the Halle Orchestra. Though many critics felt that the theatre was the wrong side of Deansgate to attract the right sort of patron, these seasons became famous and continued until the company disbanded in 1920. In honour of this great man, who had done so much to secure the future of this theatre it was renamed the **Opera House** in 1920.

In 1931 the Opera House was sold to **Howard & Wyndham** who owned 6 other major provincial theatres. They did extensive renovations initially. The theatre employed a resident string quartet allowing patrons visiting the theatre to enjoy musical performances prior to a theatrical performance and during the interval.

During the Second World War in December 1940 Manchester was heavily bombed. Hundreds of buildings were demolished in the city centre, almost 600 people died and over 2,000 were injured but the Opera House miraculously emerged almost unscathed. It entered a period where "House Full" signs were common and as per all places of entertainment – NO GAS MASK NO ENTRY.

The theatre continued to flourish throughout the 50's. However the 60's were a dismal decade, audiences declined, lost to TV and subsidized theatre. Also the cost of installing top London shows escalated. For many weeks of the year the theatre was closed, it was an ominous trend that even the success of shows like "My Fair Lady" could not conceal. By 1966 Howard & Wyndham were looking at schemes to redevelop the valuable city-centre theatre site. In a move that disturbed many

of the city's theatre going public they applied for and eventually received a bingo license for the summer months.

The 70's were a disastrous decade with the theatre going from one crisis to another. In 1970 it closed for 20 weeks and in 1971 it closed to live theatre for 24 weeks operating as a cinema for over 3 months during the summer. In the later 70's it was decided after much correspondence with various bodies that the Opera House would not receive either private or public money to continue operating. In light of this Howard & Wyndham decided to sell it to **Mecca** who intended to use the theatre as one of their bingo social clubs. After 5 months of alterations the theatre that had played host to the stars for 67 years re-opened as "the Plushest Bingo Hall in Britain" in August 1979.

In 1984 **The Palace Theatre Trust** after being granted loans by the Manchester City Council and the Greater Manchester Council purchased the Opera House and spent under £1 million bringing it back up to scratch. The idea was that it would be used to stage long running musicals as it was felt that musicals such as Annie, Oliver and My Fair Lady could have run for much longer than they did at the Palace Theatre but programming restrictions made it impossible. The Opera House was managed by the Palace Theatre's management to keep costs down. Barnum starring Michael Crawford was secured for its re-opening. It officially re-opened on the 29th September 1984 with A Royal Gala in the presence of HRH The Princess Anne.

The staging of long running musicals continued successfully throughout the 80's. However by the end of the 80's it was becoming increasingly difficult to acquire big musical productions. The management had to look towards drama, comedy and one-night concerts for both venues. As there were not enough shows on tour to fill two big city centre theatres. **The Manchester Theatre Trust** as the The Palace Theatre Trust was now called was finding it increasingly difficult to remain viable and began to look for suitable investors to take over the company.

In 1989 **Vista Entertainments** bought The Manchester Theatre Trust. However in January 1991 Vista decided to sell both the Palace and the Opera House theatres to **Apollo Leisure UK**. The new owners continued to operate both venues with the one management team and they secured Les Miserables for the Palace theatre this resulted in the Opera House taking opera, ballet and drama that year. However in 1992 it was announced that Phantom of the Opera would be staged at the Opera House for six months in 1993.

In June 1993 the Opera House closed in order to bring in the huge production that was Phantom, the installation of the famous chandelier took over a week. At this time the theatre owners also spent over £1/2 million on refurbishing the venue. Phantom of the Opera opened in October 1993 and ran for fourteen months at almost full capacity. In 1997 the Opera House played host to a Royal Gala in the presence of HRH Prince Charles.

In 1999 the Opera House became a **SFX Entertainment** venue when it bought out Apollo Leisure. Then in 2000 SFX announced its merger with **Clear Channel Communications**. In 2006 **Live Nation** took over the running of **Clear Channel's** UK theatre division. **Live Nation** is the number one owner and operator of theatrical venues in the UK. It is also one of the leading theatrical producers in the UK operating in London's West End, UK tours and producing in continental Europe.

MANCHESTER - OPERA HOUSE WHO'S WHO.

ADDRESS:

The Manchester Opera House.
Quay Street.
Manchester.
M3 3HP.

TELEPHONE NUMBERS:

Stage Door: 0161 828 1700
Admin Fax: 0161 833 2421
Tech Fax. 0161 828 1712

CAPACITY:

Total 1915

PERSONNEL:

Divisional Manager:	Peter Evans	
General Manager:	Sarah Bleasdale	sarah.bleasdale@livenation.Co.UK
Deputy Manager:	Joanne Whiteley	joanne.whiteley@livenation.Co.UK
Theatre Administrator:	Lisa Prince	lisa.prince@livenation.Co.UK
Stage Manager:	Anis Khan	anis.khan@livenation.Co.UK
Chief Electrician:	Paul Binks	paul.binks@livenation.Co.UK
Head Stage Doorman:	Robert Seenan	
Stage Doormen:	Terry Strong	
Crew:	Venue's Own	
Security:	Venue can provide upon request	(Rechargeable to the Company)
FOH Manager:	Darren Collingwood	darren.collingwood@Livenation.Co.UK
Box Office Manager:	Matthew White	mathew.white@Livenation.Co.UK

SOME STAFF ARE SHARED BY THE OPERA HOUSE AND PALACE THEATRES BUT ARE BASED AT THE PALACE THEATRE:

ADDRESS:

The Palace Theatre.
Oxford Street.
Manchester.
M1 6FT.

PERSONNEL:

Marketing Manager:	Iain Cooke
Press Officers:	Andy Longden TBC.
Events Manager:	
Group Bookings Manager:	David Jackson

TELEPHONE NUMBER:

Stage Door: 0161 245 6600

THEATRE DOCTORS.

Dr. Chet Chande:	07973 196 537. (Mobile/Answer phone) 07659 124614. (Pager)
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TMA/BECTU/ IN- HOUSE AGREEMENT.

As a Live Nation venue the Manchester Opera House, follows the TMA/BECTU (*“The Theatrical Management Association and Broadcasting Entertainment Cinematography and Theatre Union”*) agreement.

Therefore all Get-Out's/Load-Out's are charged at the appropriate rates.

The Opera House also has its own In-House agreement and therefore in places may supersede the TMA/BECTU agreement.

Please check the TMA/BECTU agreement and the Opera House agreement prior to your arrival.

Please contact the Theatre Manager for clarification of re-charges/costings.

For the TMA/BECTU agreement please contact the address below:

www.bectu.org.uk/resources/agree/agreetma03.html

PALACE THEATRE & OPERA HOUSE **IN-HOUSE AGREEMENT**

STAGE/ELECTRICS WORKING AGREEMENT

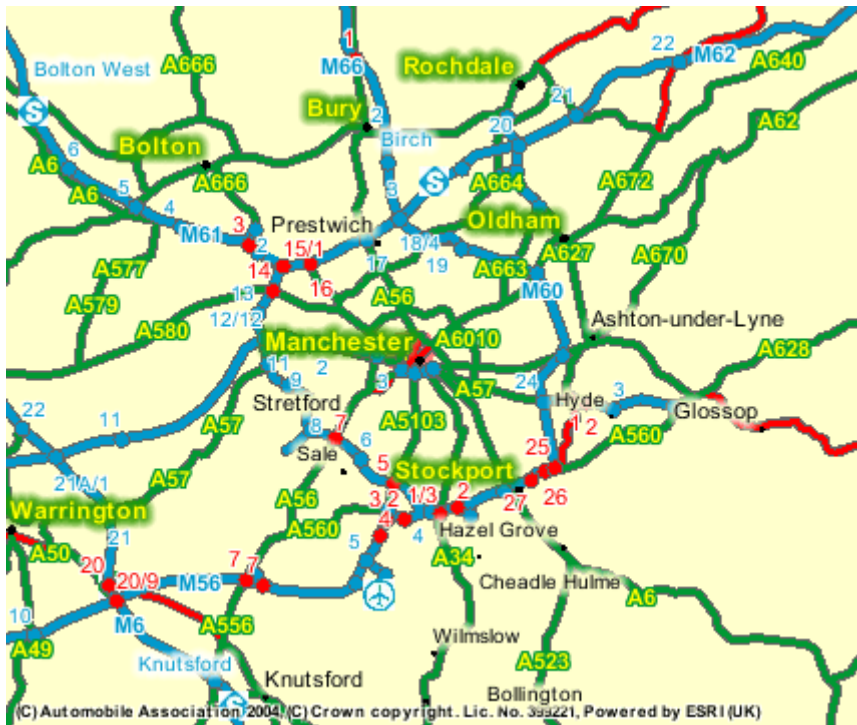
Hours of work and premium payments will be subject to the following conditions:-

- a) Single time will be payable at the currently prevailing rate in four hour blocks for all hours worked between Monday and Saturday within the hours between 9am and 11pm, up to and including the end of the evening performance.
- b) Staff may be called to work up to twelve hours in any one day exclusive of meal breaks.
- c) After every four hours worked, a meal break should be taken of one hours duration, however, the timing of the said breaks may be of a flexible nature. A break lasting less than one hour will be paid for at double the prevailing rate.
- d) Hours worked between the hours of 9am and 11pm and on a Sunday or Statutory Holiday will be paid at double time rate.
- e) All overtime will be payable in blocks of four except:-
 1. Sundays or Statutory Holidays, which will be subject to minimum eight-hour call
 2. Hours worked between midnight and 8am, which will be subject to a minimum eight-hour call.
 3. If work is to continue from 9am after an overnight call, the hours worked till 6pm will be paid at double time until an 8-hour break can be arranged.

Double time will be payable after an overnight call if work continues after 9am, providing 8 hours has been worked the previous day and will continue to be paid until an 8 hour break has been taken.
 4. Hours worked between 8-9am and 11-12pm will be paid at double the time of whatever the prevailing rate is.
- f) A premium payment of one time extra will be paid for work in connection with a television transmission, except in circumstances where transmission is primarily for promotional, news or advertising purpose.
- g) Get-outs
Payment for work done on 'Get-outs' immediately following evening performances will be subject to the TMA/BECTU agreement for 'Get-outs'.

All payments will be subject to deduction of PAYE and National Insurance at source. In the case of any cash-in-hand payments i.e. 'Get-outs', these will be grossed up, and the calculation reflected in your next wage packet.

Where To Find Us.



MOTORWAYS LEADING IN TO MANCHESTER.



CITY CENTRE MANCHESTER.

PUBLIC TRANSPORT.

Nearest Tram (Metrolink) St. Peter's Square: Metrolink provide a frequent tram service from Altrincham in the South, Eccles in the West and Bury in the North. For both Palace Theatre and Opera House please disembark at St Peter's square, which is, a five-minute walk from both theatres.

For further information please call **0161 205 2000** or visit www.gmpte.com

Nearest Train Deansgate: The Palace Theatre is opposite Oxford train station and the opera House nearest to Deansgate train station. Both stations are linked to Piccadilly mainline train station, which serves both local and region and national.

For further information please call National Rail Enquiry Line on **08457 484 950** or visit www.nationalrail.co.uk

Taxis: Taxi rank outside and black cabs available. Taxi firm numbers are available from Stage Door.

PARKING.

There is limited parking around the venue, but there are numerous "Pay & Display" meters situated for short stay parking.

Parking for trailers can be arranged, all Registration Plates of vehicles have to be given to the Stage Manger/Chief Electrician three weeks prior to arrival, so parking can be arranged via the council. The council does charge for this service, therefore the amount is rechargeable. This service does not apply to Coaches/Night Liners and Private Vehicles.

For long stay parking there are a number of NCP car parks located within walking distance of both the Palace Theatre and Opera House.

For further information please call **0870 606 7050** or visit www.ncp.co.uk

ACCOMODATION.

Please contact Palace Theatre administration for a "Digs List" if required (0161) 245 6600.

CATERING.

The Venue offers no form of in house catering, and due to Health & Safety no cooking can be done in the venue. If catering is required companies are advised to arrange their own.

WELFARE FACILITIES.

The venue has a hot beverage machine situated at stage door where drinks can be purchased. At Sub-Stage level there is a cold drinks machine available, where again cold drinks can be purchased.

PIANOS.

The theatre has no In-house pianos.

If a piano is required the venue can arrange a piano and tuning at cost to the visiting company.

BOTTLED WATER.

The venue has no bottled water/coolers; therefore if bottled water is required it is hired in.

If you require this service please inform the Stage Manager/Chief Electrician and this can be arranged.

And again this is recharged to the visiting company.

TOWELS.

Towels can be provided, at the companies' request.

Again please inform the Stage Manager/ Chief Electrician prior to your arrival.

If the correct numbers of towels are not returned, after your visit, then again the company will be recharged to replace the cost of the towels.

STAGE HEATING.

The Opera House has had gas heating installed back stage.

The heating works by 2 ducts running in the stage left and stage right wings underneath the fly floors, with vents pointing on stage and in to the wings.

Therefore the ducting does restrict the height of the fly floors to:

Stage Left : 6.28m (20ft 7)

Stage Right : 7.32m (24ft)

The Opera House full time technical team will only operate the management of the heating.

Statement



Health & Safety Policy Statement

Live Nation (UK) is committed to ensure the Health, Safety and Welfare of all its Employees, Contractors, Visitors, and Members of the Public.
Health and Safety is a prominent and permanent feature of all its activities.
It is the intention of the Company to reduce accidents at all sites by the effective management of Health and Safety.

To help achieve this aim, Live Nation (UK) will provide adequate resources to achieve and maintain the following:

- Machinery, equipment and plant that is safe and without risk to health
- Safe systems of work for all activities
- Sufficient information, instruction, training and supervision for employees on all aspects of safety in the workplace.
- A healthy and safe work-place and environment with sufficient welfare facilities

In order to discharge their H&S management responsibilities effectively, Senior Management and all Managers will make every effort to keep themselves informed and up to date with current and future H&S legislation.

Live Nation (UK) Employees (including Senior Management) must ensure the following:

- That reasonable care is taken to ensure their own H&S and that of any other person who may be affected by their work.
- That they support Live Nation in achieving and implementing the objectives outlined above together with following the appropriate control measures.
- That all accidents and near misses are reported promptly, whether persons are injured or not.

All staff are encouraged to make suggestions to their Manager or Health & Safety Advisor for improving safety at the workplace.

This statement is supported by more detailed safety procedures in the Health and Safety Policy, a hard copy of which is available for examination at each Live Nation production/premises.
The Policy & Procedures Manual has been produced in loose-leaf format to allow for the inclusion of updates. All productions/premises will be informed of updates, which will be available from the Live Nation Intranet Health & Safety (UK) site.

Paul Latham

Chief Operating Officer Live Nation International Music

Effective Date January 2009

HEALTH AND SAFETY

All visiting companies/venue hirers must abide by Live Nation Safe Working Agreement and Health and Safety policy (Which are available on request)

It is the responsibility of the visiting company to ensure that all of its members are working safely and in accordance with guidelines and polices issued both by the Manchester Opera House and the visiting company.

It is the responsibility of the incoming company to insure that all electrical equipment brought in to the venue conforms to the current Health and Safety legislation and is certified.

Failure to produce any certification upon request to the Stage Manager / Chief Electrician will prevent the equipment not to be used.

All scenery must conform to the relevant British Standard. Curtains, Drapes and Gauzes must also conform to the relevant British Standards.

All scenery and cloths must be fireproofed before entering the building.

Again failure to provide the correct paper work will prevent the scenery and clothes entering the venue.

RISK ASSESMENTS.

For any special effects a Risk Assessment **MUST** be provide 21 days prior to your first performance, to the Stage Manager/ Chief Electrician, which is then forwarded to the relevant people at the City Council, for there approval.

The Risk Assessments apply to all of the following: Pyrotechnics, Smoke or Haze Machines, Strobes, Guns, Cigarette/Cigar Smoking, Lasers, Stunts, Foy's Flying and the use of live animals on stage, or any other special effect deemed to cause injury to any persons.

As a Live Nation venue the Manchester Opera House has its own collection of Risk Assessments. Which are available for viewing upon request.

FIRE PROCDEURES.

In the event of a fire or any other emergency Opera House staff have specific duties and as a visiting company you are required to follow any given instructions given in the event of an evacuation.

The full procedure is available in all dressing rooms, stage door and other backstage areas.

As a visiting company you are advised to read the policy and make yourselves aware of the code word(s) and the meeting point.

On occasions with prior arrangement were ever possible fire drills will be arranged, this will include Front of House staff and all Backstage staff.

Also during your stay here at the Opera House, full evacuations will take place regarding patrons, and everyone in the building at the end of a performance.

Again the Company Manager will be informed of when and if this is to take place.

It will be appreciated that Company Managers would keep this information to themselves and not inform cast and technical crew.

AUDIENCE PARTICIPATION.

Prior to any performance were members of the audience are invited on to stage a Audience Participation form must be completed.

Failure to complete this form will result in the request being denied.

SAFE WORKING LIMITS. (SWL'S)

Please contact the Technical Department regarding all hanging points and limits either Front of House or over the Stage, ASAP with a minimum 2 weeks prior to your arrival.

RIGGERS.

The Opera House has NO In-House Riggers, due the Health & Safety policy. Therefore any rigging to be done for Front of House or above Stage the company are advised to arrange their own riggers. Who must be qualified with the appropriate qualifications. All paper work must be shown to the Stage Manager or Chief Electrician, failure to do so will prevent any rigging to happen.

SIGNING IN.

All visiting companies are required to sign in and out of the building.

The signing in book is situated at stage door.

This book is to be used by the Opera House staff.

Company Managers of a visiting company are advised to produce their own signing book or tick sheet. The company manager is responsible for your staff/artist.

SMOKING.

Smoking is strictly forbidden in all areas of the theatre.

This includes dressing rooms, toilets backstage, crossovers, pit, wardrobe, wig room and on stage.

In the event of someone smoking and the fire alarm being activated the fire brigade are automatically notified via the fire system.

On a false alarm the theatre is fined **£1000**, which the visiting company will be charged for.

Please extinguish all cigarettes carefully and appropriately.

Therefore the only place to smoke is outside at stage door.

PORTABLE APPLIANCE TESTING.

All electrical equipment brought into the venue should have a PAT testing certificate that is compliant to current electrical regulations. All records should be available if evidence of testing is required.

HARD HAT POLICY.

In keeping with the Live Nation policy it is now mandatory that all members of the visiting company wear hard hat protection on stage, during the fit up and get out period.

A small amount of hats are kept at venue but it is still the visiting company's responsibility to provide their own.

COMPRESSED GAS/CYLINDERS.

Unfortunately the venue strictly cannot store any compressed gas or cylinders in the venue, they will strictly be refused entry. Therefore companies are asked to make other provisions. If you require any more information on this subject please contact the venue technical department.

VENUE SPECIFIC RISKS.

Due to the nature of the building, get-in access is difficult and dangerous.

The stage is 8 feet below street level, therefore as mentioned before everything entering or leaving the building is done via a 1 ton hoist on each dock door. Only in-house staff are trained on working on the Get-In platforms.

Therefore it is recommended that visiting companies leave house crew to work on the platform and to "strop" equipment in and out of the venue safely.

As a Live Nation venue the Manchester Opera House has its own collection of Risk Assessments. Which are available for viewing upon request

ACCIDENTS FIRST AID.

First Aid facilities are available at various points around the building, and also various members of the Opera House team are first aid trained to help in your assistance.

First Aid Qualified Staff: Paul Knott (Deputy Chief LX)

All accidents and near misses MUST be reported by law.

Please inform the Stage Manager / Chief **Electrician** at the earliest opportunity and ensure that an accident report form or incident report form is filled out.

SAFETY CURTAIN.

During a performance the Safety Curtain MUST be "*Shown*".

This can either be done at the interval or at the top of the performance.

No waiver can be arranged. Therefore all technical equipment and scenery that may hinder the operation of the safety curtain must be clear.

ADVERTISEMENTS.

The theatre is contracted to show advertisements on the safety curtain.

A waiver can be arranged via the theatre manager two weeks prior to your arrival.

And only if it is essential to the production.

STAGE DIMENSIONS AND FLYING SYSTEM.

Floor

The stage is a flat stage, made up from Maple Wood beams covered over with three layers of plywood.

We strongly advise that footwear is always worn to avoid injury.

Stage Dimensions.

Proscenium opening	37ft	11.25m	
Height of proscenium	39ft	11.2m	
Iron line to back wall	42ft	12.8m	
Height to bottom of pelmet	25ft	7.62m	
Height to grid	Bars 1a-45	57ft	17.45m
	Bars 46-54	51ft	15.545m
Width between fly floors	50ft 9"	15.46m	
Height to underside of fly floors	27ft	8.23m	
Iron Line to Back of the auditorium.		26.55m	
Auditorium wall to wall.		22.4m	
Iron line to Lime Box.		29m	

Get in doors.

The access doors are situated at the back of the theatre. Therefore all trailers must park in the loading bay or a single yellow line, which are situated at the stage door side of the building (Byrom Street). Parking on a single yellow will only be permitted by authorisation by the council as mentioned in the "Parking" section.

Up Stage Right on the back wall.

Height above stage	8ft 7"	2.62m
Height	13ft	4m
Width	4ft 4"	1.32m
With a 1000kg (SWL) chain hoist		

Up Stage Left on the back wall.

Height above stage	10ft	3.05m
Height	15ft	4.57m
Width	6ft	1.83m
With a 1000kg (SWL) chain hoist		

Up Stage, Stage Left of Centre.

Height above stage.	9ft 11"	3.02m
Height.	9ft 9"	2.97m
Width.	10ft 6"	3.2m
With a 1000kg chain hoist point in the grid. (No hoist)		

Flying System.

58 set, with a mix of single and double purchase

Bars 1a, 2a and 1-45 are single purchase

Bars 3a, 4a, 46-54 are double purchase

Maximum weight 600lbs 272kgs

Bars 1a-4a are operated from the P.S. fly floor

Bars 1-54 operated from the O.P. fly floor

Maximum weight on flying bars 820lb 372kgs on alternate bars or 450lbs / 200kgs on each bar across the grid.

Average width of flying bars

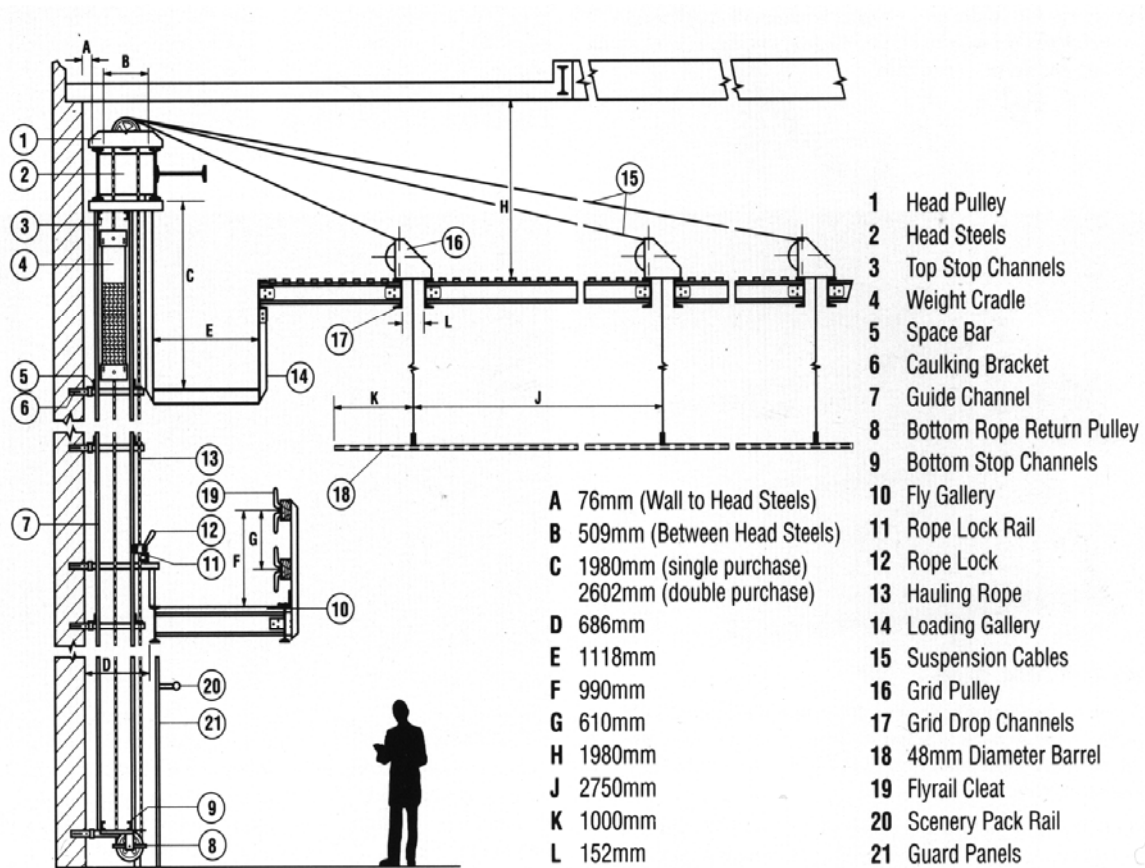
45ft

13.72m

Diameter of flying bars

2 3/8"

60mm



Typical diagram of single purchase counterweights *INFORMATION FOR GUIDANCE ONLY*

The above diagram is not an accurate representation of the Manchester Opera House Flying System.

The Manchester Opera House Hanging Plot.

PS Or OP Side	Set/Bar	The Manchester Opera House. Hanging Plot.	Distance From Iron	Weights LBS / KG
PS	<i>PELMET</i>			
PS	<i>TABS</i>		3'6''	
PS	<i>1A</i>		4'0''	
PS	<i>2A</i>		4'6''	
PS	<i>3A. D.P.</i>		5'0''	
PS	<i>4A D.P.</i>		6'4''	
OP	1		7'4''	
OP	2		7'10''	
OP	3		8'4''	
OP	4		8'10''	
OP	5		9'4''	
OP	6		9'10''	
OP	7		10'4''	
OP	8		10'10''	
OP	9		11'4''	
OP	10		11'10''	
OP	11		12'4''	
		STEEL BEAM. (RSJ)		

The Manchester Opera House Hanging Plot.

PS Or OP Side	Set/Bar	The Manchester Opera House. Hanging Plot.	Distance From Iron	Weights LBS / KG
OP	12		13'2''	
OP	13		13'8''	
OP	14		14'2''	
OP	15		14'8''	
OP	16		15'2''	
OP	17		15'8''	
OP	18		16'2''	
OP	19		16'8''	
OP	20		17'2''	
OP	21		17'8''	
OP	22		18'2''	
OP	23		18'8''	
STEEL BEAM. (RSJ)				
OP	24		19'6''	
OP	25		20'0''	
OP	26		20'6''	
OP	27		21'0''	
OP	28		21'6''	

The Manchester Opera House Hanging Plot.

PS Or OP Side	Set/Bar	The Manchester Opera House. Hanging Plot.	Distance From Iron	Weights LBS / KG
OP	29		22'0''	
OP	30		22'6''	
OP	31		23'0''	
OP	32		23'6''	
OP	33		24'0''	
OP	34		24'7''	
STEEL BEAM. (RSJ)				
OP	35		26'3''	
OP	36		26'9''	
OP	37		27'3''	
OP	38		27'9''	
OP	39		28'3''	
OP	40		28'9''	
OP	41		29'3''	
OP	42		29'9''	
OP	43		30'3''	
OP	44		30'9''	
OP	45		31'4''	
STEEL BEAM. (RSJ)				

The Manchester Opera House Hanging Plot.

PS Or OP Side	Set/Bar	The Manchester Opera House. Hanging Plot.	Distance From Iron	Weights LBS / KG
OP	46 <i>D.P.</i>		33'1''	
OP	47 <i>D.P.</i>		33'7''	
OP	48 <i>D.P.</i>		34'1''	
OP	49 <i>D.P.</i>		34'7''	
OP	50 <i>D.P.</i>		35'9''	
OP	51 <i>D.P.</i>		36'3''	
OP	52 <i>D.P.</i>		36'9''	
OP	53 <i>D.P.</i>		37'7''	
OP	54 <i>D.P.</i>		38'1''	

KEY.

D.P: Double Purchase Bar.

The Orchestra Pit.

The Orchestra Pit can accommodate from a small band up to a large orchestra. This obviously depends on the size of the pit required. Please be aware when the pit is to be extended seats are lost, if possible the seats are to be replaced at the back of the stalls.

Also for the pit to be extended this involves an over night call which the company are recharged.

1	30.09sqm.	Possible 18 players,	No seats removed.
2	39.60sqm.	Possible 24 players,	Row A. removed.
3	49.77sqm.	Possible 40 players,	Rows A and B removed.
4	60.25sqm.	Possible 60 players,	Rows A and B removed.
5	78.59sqm.	Possible 70 players,	Rows A, B, C and D removed.

The possible number of players will depend on the configuration of the orchestra.

IN HOUSE POWER.

1x 315amp 3-phase situated D/S P.S. off stage.

N.B. Power-Loc connectors only.

We can also supply 125A, 63A, 32A single and 3 phase (cee-form connectors)

2 x 63amp 3-phase:

- 1.Up stage prompt side back wall. Cee-Form connector.
- 2.Up stage prompt side back wall. Cee-Form connector.

4 x 32amp 3-phase:

1. Up stage prompt side back wall Connected with Cee-Form.
2. Down stage O.P. fly floor.
3. Up stage O.P. fly floor.
4. Up stage P.S. fly floor.

Sound Supply.

125A, 63A or 32A single or 3 phase supply. D/S P.S offstage. Cee-Form connector.

63 amp 3 phase has a 300mA RCD, 63amp single phase has a 100mA RCD.

32amp supplies both have 30mA RCD.

Lighting equipment.

Lighting control

Location: *Auditorium Right Top Box or Rear of the stalls.*
Lighting Desk: *Strand 520i*
Dimmers: *216 ETC Sensor Dimmers. (192 x2.5K & 24 x 6K)*
Protocol: *DMX*

Front of house rig

12x *750w Source 4 zoom 15/30*
8 x *Sil 15*

Onstage Rig

12x *1.2k Cantata PC*
12x *575w Source 4 zoom 25/50*
36x *Parcans (CP62)*

Follow spots

2x *Robert Juliat Cyrano 2500 w. H.M.I.*

Cabling.

7x *20M 6-way Multicore.*
7x *Spiders. (Male & Female Spiders)*

We also carry a small amount of 15 amp TRS cables.
Please contact the Electrical department for more details.

The theatre carries suitable amounts of aluminium tube and hanging irons to rig six 40ft (12.2m) lighting bars.

Gel: We do carry a limited amount of stock, mainly for four colour washes.
We do advise you carry your own.

SOUND INFORMATION

The mixer position situated at the rear of the stalls in the centre block of seats, the last two rows of seats are not put on sale if the production is of a musical nature.

Multicore run from the stage to the mixer position is through trunking under the stalls. The approximately length of Multicore needed to safely reach from the stage left wing to the mixer position is 50 meters.

Power supply:

63amp. Single phase,

(As per In-house power information)

125amp. Single phase,

(Only to be used if touring sound has RCD. protection built in.)

We have a full D&B P.A. System.

Consisting of the following:

- 6 x *C6 full range cabinets. (2 Stalls- 2 Circle-2 Gallery)*
4 of these speakers are permanently rigged for the Circle & Gallery.
- 2 x *E9 full range cabinets.*
- 10x *E3 Cabinets used as front fill and infills.*
- 16x *E0 Delays Stalls and Circle.*
- 2x *C7 Subs.*

Complete with all necessary amplification, cabling and rigging to give full coverage of the auditorium.

Also available:

- 4x *DAS Pf-12 Floor monitors.*
- 4x *Shure SM58LC Dynamic Microphone with boom stand.*
- 1x *Shure SM87 Beta Microphone*
- 4x *EMO DI boxes.*

Allen & Heath WZ14-4-2+ compact mixer
BSS FCS-966 Graphic EQ
TC Electronic M1-XL Effects Processor
Tascam MD350 Mini Disk Recorder
Tascam CD-160 CD Player
DBX AFS224 feedback suppressor
Drawmer DL441 4-channel compressor
24 Way (18 channel and 6 return) FOH Multicore

Speakers can be suspended from the front of the circle and gallery rails if required to feed the stalls and circle respectively.

Additional Delay bars under Gallery (x1) and Circle (x2) are of 25mm diameter tube. These bars usually carry the in-house delay speaker

Audio and Visual.

The Manchester Opera House does have some visual monitoring on stage and on the flyfloor.

In Prompt Corner there is: ***1x Colour Monitor (14 inch).***
 1x Black & White Monitor (Infra-Red) (14 inch)

Both monitors take a link from the Front of House camera, which is located on the circle front.

As the Black and White camera is Infra Red it will therefore work during blackout scenes.

On the Fly Floor there is: ***1x Black & White Monitor (Infra Red)(14 inch)***

Again this picture is taken from the Front of House camera situated on the circle front, and can be used during blackout scenes.

Communication.

The Opera House has both Cue Light and a Communication system.

Headsets.

The communication system is “*StoneWood*” which is also “*Canford*” compatible.

The Base Station is set in down stage left in Prompt Corner.

We hold **6 Packs**, which can be situated, at different areas around the stage.

Cue Lights.

We also have a Cue Light system, which again they can be situated at various points around the stage.

We hold **10 Cue Lights**.

Masking.

The Opera House does hold some masking but only a limited supply; this also includes some hard masking.

All the Masking is Black.

Tabs.

	<u>Width.</u>		<u>Depth.</u>	
Full Blacks.		<i>15m</i>		<i>9m</i>
Full Blacks	<i>56ft</i>	<i>17m</i>	<i>34ft</i>	<i>10.35m</i>
Half tab	<i>48ft</i>	<i>14.6m</i>	<i>24ft</i>	<i>7.3m</i>

Borders

Border X6		<i>15m</i>		<i>3m</i>
Border	<i>59ft</i>	<i>18m</i>	<i>10ft</i>	<i>3m</i>
Border	<i>58ft</i>	<i>17.7m</i>	<i>12ft</i>	<i>3.6m</i>
Border	<i>57ft</i>	<i>17.1m</i>	<i>12ft</i>	<i>3.6m</i>
Border	<i>54ft</i>	<i>16.4m</i>	<i>13ft</i>	<i>3.9m</i>
Border	<i>50ft</i>	<i>15.3m</i>	<i>10ft</i>	<i>3m</i>

Legs

Legs x 6		<i>3m</i>		<i>9m</i>
Legs.	<i>10ft</i>	<i>3.05m</i>	<i>25ft 6"</i>	<i>7.8m</i>
Legs.	<i>9ft 8"</i>	<i>2.95m</i>	<i>24ft 8"</i>	<i>7.5m</i>
Legs.	<i>10ft 6"</i>	<i>3.2m</i>	<i>23ft 8"</i>	<i>7.2m</i>
Legs.	<i>8ft 3"</i>	<i>2.5m</i>	<i>23ft 3"</i>	<i>7.1m</i>
Legs.	<i>4ft 6"</i>	<i>1.4m</i>	<i>20ft 8"</i>	<i>1.4m</i>

Unfortunately the Opera House only holds Black Masking and no Gauzes or Cyclorama's.

We do advise that companies bring or hire their own.

Steel Decking & Legs.

Steel Decking.

The Opera holds a small amount of Steel Decking, which is as follows:

4 X 8ft x 4ft.
3 X 6ft x 4ft.
1 X 8ft x 3ft.

Decking Legs.

We also carry various size steel legs, for Steel Decking:

16 X 1ft Legs.
16 X 2ft Legs.
16 X 2.5ft Legs.
16 X 1 Meter Legs.

DRESSING ROOMS AND OFFICES BACK STAGE

Sub-Stage.

- Stage Manager & Chief Electricians office.
- Male and female band rooms.
- Male and female toilets.

Stage Level.

- Dressing Room. A. Four positions with own shower and toilet.
Metered phone point.
Fitted cloths rail.
- Dressing Room B. Two positions
Metered phone point.
Fitted cloths rail and washbasin.

Street Level (*Stage Door*).

- Dressing Room 1. Star dressing room.
Reception area.
Bath and Toilet.
Metered phone point.
One position.

Level One

There are three showers and two toilets on this level.

- Dressing Room 2. Two positions.
Metered phone point.
Fitted clothes rail.
Shower and Toilet.
- Dressing Room 3. Two positions.
Toilet and washbasin.
Fitted clothes rail.
- Dressing Room 3A. Two Positions.
(Wig Room) Two Head- Bowl washbasins
Extractor Fan.
- Dressing Room 4. Six positions.
Washbasin
Fitted clothes rail.

Wardrobe:

Dimensions: *12ft (3.65m) x 23ft (6.98m)*

1x Industrial Washing Machine £1.20 Per cycle.

Industrial Drying machine 40p. Per cycle.

2 Large Sinks.

Telephone point.

3 Steam Irons.

3 Ironing Boards.

1 Propress Clipper MD 450 Steamer.

Level Two

There are three showers and two toilets on this level.

Pay telephone at end of corridor.

Access to fly floor.

- Dressing Room 6. Four positions.
Telephone point.
Washbasin and Toilet.
Fitted clothes rail.

- Dressing Room 7. Four positions.
Fitted clothes rail.
Washbasin.
Telephone point.

- Dressing Room 8. Fifteen positions.
Fitted clothes rail.
Two wash basins.
Telephone point.

Level Three

There is a single toilet at the end of the corridor.

- Dressing Room 9. Toilet and hand basin.
Five positions.
Fitted clothes rail.

- Dressing Room 10. Seven positions.
Fitted cloths rail.
Washbasin.

- Dressing Room 11. Five positions.
Fitted clothes rail.
Washbasin.

- Dressing Room 12. Eight positions.
Fitted clothes rail.
Washbasin.
- Dressing Room 12(a). Five positions.
Fitted clothes rail.
Washbasin.

SUMMARY.

- Have you sent all “*Risk Assessments*” to the venue 3 weeks prior to your arrival?
- Have you informed the venue of your entire trailer “*Registrations*” 3 weeks to your arrival?
- Have the venue been informed if you require “*Pianos*” and if the venue needs to hire them?
- Have you been informed of the venues “*Safe Working Limits*”?
- Have you organised your own certified “*Rigger*”?
- If required, has a wavier been organised for the “*Advertisements*”?
- Have you informed the venue if you require any “*Bottled Water*”?
- Have you informed the venue if you require ant “*Towels*”?
- Have you checked TMA/BECTU and In-house agreements for “*Costings*”?

At the end of your visit here at the Manchester Opera House the Stage Manager/Chief Electrician will issue a “*Feed-Back Report*” asking you for your opinions on the venue and staff.

Please fill out the report as honestly as possible to help us improve the venue. Your response will be held in strict confidence.

May we take this time to opportunity to welcome you to the Manchester Opera House and hope you enjoy your time with us?

NOTES.

Please use this additional paper to make any notes:

Venue
Manchester Opera House,

HEALTH & SAFETY Risk Assessment



Activity	Emergency Evacuation
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Description of operation

People leave the building as a result of an emergency evacuation

Who is affected by this operation?

Employees	✓	Contractors	✓	Visiting Company	✓	Public	✓	Young people	✓	Pregnant Women	✓
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Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Injury due to smoke inhalation or burns	3	6	18	High
2) Injury due to panic or confusion	4	6	24	High
3) Injury due to blocked escape routes	3	6	18	High

Recommended precautions

- 1) Ensure that a clear and simple evacuation procedure is in place and that all involved leave the building immediately and do not stop to collect belongings
- 2) Ensure all exit routes are clearly marked and that any house staff offer guidance to the assembly point and that there are suitable exit routes to the assembly point signage in place
- 3) Ensure all exit routes are free from obstruction
- 4) Ensure periodic evacuation drills are held.
- 5) Ensure all fire defence and alarm systems are regularly maintained.

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Injury due to smoke inhalation or burns	2	4	8	Medium
2) Injury due to panic or confusion	2	4	8	Medium
3) Injury due to blocked escape routes	2	4	8	Medium

Details of further action required

- 1) Re-assess the activity if an accident, near miss or change in operation takes place.
- 2) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- 3)

Assessed by	Anis Khan	Position	Stage Manger	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale.	Print name		Date	
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Probability	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
Manchester Opera House.

HEALTH & SAFETY Risk Assessment



Activity Dealing with suspected asbestos

Description of operation

Maintenance work can occasionally take place in areas that contain suspected asbestos

Who is affected by this operation?

Employees Contractors Visiting Company Public Young people Pregnant Women

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Long term health problems resulting from asbestosis and mesothelioma	3	6	18	High

Recommended precautions

- 1) Ensure that all suspected areas are clearly signed.
- 2) Ensure all staff are aware that it must remain undisturbed
- 3) If necessary arrange removal by a licensed firm
- 4) Maintain an asbestos register and ensure that any contractors who are working in the area are made aware of the location of the material.
- 5) If in doubt do not disturb the material and call in a licensed firm to evaluate it.

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Long term health problems resulting from asbestosis and mesothelioma	1	6	6	Low

Details of further action required

- 1) Re-assess the activity if an accident, near miss or change in operation takes place.
- 2) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- 3)

Assessed by	Anis Khan	Position	Stage Manager.	Signed		Date	04-03-08
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Signed General/ Theatre Manager	Sarah Bleasdale.	Print name		Date	
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Likelihood	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
**OPERA HOUSE
MANCHESTER**

HEALTH & SAFETY Risk Assessment



Activity | Dry Ice – operation

Description of operation
Operation of dry ice for a performance

Who is affected by this operation?

Employees	√	Contractors		Visiting Company	√	Public	√	Young people	√	Pregnant Women	√
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Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Injuries due to extreme cold	5	4	20	High
2) Suffocation	2	6	12	Medium
3) Explosion	2	4	8	Medium
4) Scalding	4	4	16	Medium
5) Slipping	5	4	20	High

Recommended precautions

- 1) Only competent persons to handle dry ice
- 2) Always use suitable protective clothing
- 3) Dry ice to be stored in suitable non-airtight lockable container in well ventilated area
- 4) Check for water and ice spillage and have suitable cleaning / drying materials to hand
- 5) When possible do not use portable dry ice machines
- 6) Area to be checked to ensure no-one is subjected to excessive amounts of CO2 during operation
- 7) Do not load dry ice with basket in the immersed position

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Injuries due to extreme cold	2	4	8	Medium
2) Suffocation	1	6	6	Low
3) Explosion	1	4	4	Low
4) Scalding	1	4	4	Low
5) Slipping	2	3	6	Low

Details of further action required

- 1) Re-assess the activity if an accident, near miss or change in operation takes place
- 2) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- 3)

Assessed by	Paul Binks.	Position	Chief Electricain	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale.	Print name		Date	
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Likelihood	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality
Risk Factor 0-6 Low Risk factor above 6 Improve if possible			Risk Factor 7-17 Medium Risk factor above 12 Further action required		Risk Factor 18-36 High Immediate action required	

Multiply Probability x Severity to obtain Risk Factor

Venue
**OPERA HOUSE
MANCHESTER**

HEALTH & SAFETY Risk Assessment



Activity Dry Ice – storage and loading

Description of operation

Storage and loading of dry ice for a performance

Who is affected by this operation?

Employees Contractors Visiting Company Public Young people Pregnant Women

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Injuries due to extreme cold	5	4	20	High
2) Suffocation	2	5	10	Medium
3) Explosion	2	4	8	Medium

Recommended precautions

- 1) Only competent persons to handle dry ice
- 2) Always use suitable protective clothing
- 3) Dry ice to be stored in suitable non-airtight lockable container in well ventilated area
- 4) Only the necessary amount of dry ice needed for the effect to be taken out of the container
- 5) The loading to take place as late as possible
- 6) Dry ice to be used only for the effect required
- 7) Do not load dry ice with basket in the immersed position

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Injuries due to extreme cold	2	4	8	Medium
2) Suffocation	1	5	5	Low
3) Explosion	1	4	4	Low

Details of further action required

- 1) Re-assess the activity if an accident, near miss or change in operation takes place
- 2) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- 3)

Assessed by	Paul Binks.	Position	Chief Electrician	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale	Print name		Date	
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Likelihood	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
OPERA HOUSE MANCHESTER

HEALTH & SAFETY Risk Assessment



Activity	Installing temporary power to visiting companies
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Description of operation
To supply the visiting companies temporary lighting dimmers, racks, sound equipment, hoist controllers and automation.

Who is affected by this operation?										
Employees	√	Contractors		Visiting Company	√	Public		Young people		Pregnant Women

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Death or injury due to electrocution or electric shock	4	5	20	High
2) Fire from bad connections or cables	4	6	24	High
3) Injuries and strains due to weight of cable	5	3	15	Medium
4) Falling from heights	4	5	20	High
5) Tripping due to badly run cables	5	3	15	Medium

Recommended precautions

- Only competent persons to connect to house mains
- Ensure power is switched off when final connections are made to theatre supply
- Check all cables and connectors are suitable, undamaged and suitably rated for the job
- Ensure the cables are correctly connected to touring equipment before energising the power
- Use suitable ladders and enough competent men to do the job including footing the ladder
- All cables take safest route to temporary supply and are suitably covered to avoid tripping
- Use suitable suspension and lifting equipment (i.e. pulley blocks)

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Death or injury due to electrocution or electric shock	1	5	5	Low
2) Fire from bad connections or cables	1	6	6	Low
3) Injuries and strains due to weight of cable	2	3	6	Low
4) Falling from heights	1	5	5	Low
5) Tripping due to badly run cables	1	3	3	Low

Details of further action required

- Re-assess the activity if an accident, near miss or change in operation takes place.
- Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
-

Assessed by	Paul Binks	Position	Chief Electrician	Signed		Date	04/03/08
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Signed General/Theatre Manager		Print name		Date	
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Probability	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
Manchester Opera House.

HEALTH & SAFETY Risk Assessment



Activity | Opening and closing external security roller shutters

Description of operation
 Security shutters are opened or closed either by manual chain operation or push up / pull down operation.

Who is affected by this operation?

Employees	√	Contractors		Visiting Company		Public		Young people		Pregnant Women	
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Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Muscle strain while opening or closing shutters	3	3	9	Medium
2) Infection via cuts and abrasions due to insanitary conditions around the shutters	5	3	15	Medium

Recommended precautions

- 1) Ensure that the people who might operate the shutters are instructed in correct technique. Ensure there is a pole available to prevent over stretching. Ensure shutters are subject to regular maintenance and servicing
- 2) Ensure gloves are worn when opening or closing shutters

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Muscle strain while opening or closing shutters	1	3	3	Low
2) Infection via cuts and abrasions due to insanitary conditions around the shutters	1	3	3	Low

Details of further action required

- 1) Re-assess the activity if an accident, near miss or change in operation takes place.
- 2) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- 3)

Assessed by	Anis Khan	Position	Stage Manager	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale.	Print name		Date	
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Probability	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue Manchester Opera House

HEALTH & SAFETY Risk Assessment



Activity	Lowering and Raising of the Orchestra Pit.
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Description of operation

Raising and Lowering the Orchestra Pit for Technical purposes, during Get-Ins and Get –Out’s.

Who is affected by this operation?

Employees	✓	Contractors	✓	Visiting Company	✓	Public		Young people		Pregnant Women	
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Description of hazards & possible consequences	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Falling from stage level into the Orchestra Pit.	3	4	12	Medium.
2) Falling from Auditorium level into the Orchestra Pit	3	4	12	Medium.
3) Electrical cables being caught or trapped.	3	5	15	Medium.
4) Parts of the body becoming trapped.	2	3	9	Low.
5) Persons being crushed from working underneath the pit.	1	6	6	Low.

Recommended precautions

- 1) Ensure only Technical Full time staff operate.
- 2) Ensure Technical staff are fully trained in operation.
- 3) Ensure that hazard safety line is erected at stage level.
- 4) Ensure that all barriers are operational and the Musical Directors gate is closed.
- 5) Ensure that all personal on the pit are aware of which direction it is moving and monitor cables.
- 6) Ensure a clear sight line is available on operation.
- 7) Ensure a clear verbal is given and received by the operator.
- 8) Ensure that all safe edges e- stops and brakes are annually inspected and periodically checked for wear and tear.
- 9) Ensure there are no persons working underneath the Orchestra Pit and when they are then the Pit is Isolated.
- 10) Ensure that the area is well illuminated.
- 11) Ensure personal are clear of orchestra pit.

Description of hazards & possible consequences	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Falling from stage level into the Orchestra Pit.	2	4	8	Medium.
2) Falling from Auditorium level into the Orchestra Pit	2	4	8	Medium.
3) Electrical cables being caught or trapped.	1	5	5	Low.
4) Parts of the body becoming trapped.	1	3	3	Low.
5) Persons being crushed from working underneath the pit.	1	6	6	Low.

Details of further action required

- 1) Ensure Employees read the Risk Assessment. (Employee Read Risk Assessment records to be retained in Departmental Risk Assessment File)
- 2) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- 3) Re-assess the activity if an accident, near miss or change in operation takes place.
- 4) Ensure all users are taken through the Safe Working Procedure

Assessed by	Anis Khan	Position	Venue Stage Manager.	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale.	Print name		Date	
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Probability	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
OPERA HOUSE MANCHESTER

HEALTH & SAFETY Risk Assessment



Activity	Pyrotechnics – operation
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Description of operation

Operation of pyrotechnic devices during a performance

Who is affected by this operation?

Employees	√	Contractors		Visiting Company	√	Public	√	Young people	√	Pregnant Women	√
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Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Injuries due to burns	5	4	20	High
2) Injuries due to shrapnel	4	4	16	Medium
3) Deafness (short / long term)	4	4	16	Medium

Recommended precautions

- 1) Only competent persons to fire pyrotechnics
- 2) View to be unobstructed where possible if not then contact with responsible person who has an unobstructed view is necessary
- 3) Maroon tank to be sited in a safe area away from working personnel
- 4) Warning signs to be placed wherever required
- 5) When placed in a working area access to maroon tank to be physically prevented during firing section
- 6) All pyrotechnics to be clearly marked so as to prevent the wrong one to be fired

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Injuries due to burns	1	4	4	Low
2) Injuries due to shrapnel	1	4	4	Low
3) Deafness (short / long term)	1	4	4	Low

Details of further action required

- 1) Re-assess the activity if an accident, near miss or change in operation takes place
- 2) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- 3)

Assessed by	Paul Binks	Position	Chief Electrician	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale.	Print name		Date	
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Likelihood	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
OPERA HOUSE MANCHESTER

HEALTH & SAFETY Risk Assessment



Activity	Pyrotechnics – storage and loading
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Description of operation
Storage and loading of pyrotechnic devices for a performance

Who is affected by this operation?

Employees	✓	Contractors		Visiting Company	✓	Public	✓	Young people	✓	Pregnant Women	✓
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Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Injuries due to burns	5	4	20	High
2) Injuries due to shrapnel	5	4	20	High
3) Deafness (short / long term)	5	4	20	High

Recommended precautions

- 1) Only competent persons to handle pyrotechnics
- 2) Pyrotechnics to be stored in a lockable steel container in a cool dry place
- 3) Use only the approved key lockable firing device for the brand of pyrotechnics to be used
- 4) The loader to keep hold of the key whilst loading the pyrotechnics
- 5) The loading to take place as late as possible
- 6) Ensure all equipment used is kept clear of any debris

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Injuries due to burns	1	4	4	Low
2) Injuries due to shrapnel	1	4	4	Low
3) Deafness (short / long term)	1	4	4	Low

Details of further action required

- 1) Re-assess the activity if an accident, near miss or change in operation takes place
- 2) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- 3)

Assessed by	Paul Binks	Position	Chief Electrician	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale	Print name		Date	
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Likelihood	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
OPERA HOUSE MANCHESTER

HEALTH & SAFETY Risk Assessment



Activity	Raising or lowering the safety curtain
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Description of operation
 To raise the safety curtain an electrical hoist is activated and the curtain is lifted out until it reaches its out dead.
 To lower the curtain the release switch is tripped and the curtain descends under its own weight.

Who is affected by this operation?										
Employees	✓	Contractors	✓	Visiting Company	✓	Public		Young people		Pregnant Women

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Failure of lifting equipment or lifting accessories	3	6	18	High
2) Personnel being hit by descending safety curtain	3	4	12	Medium
3) Entanglement of personnel working in the grid with header blocks or cables.	3	4	12	Medium
4) Entanglement in curtain motor hoist.	3	4	12	Medium

Recommended precautions

- Equipment must be inspected, maintained and certificated by a competent person on an annual basis in line with current Loler regs.
- Ensure that when the curtain is being brought in it is called clearly, maintain a visual check on the curtain line and prepare to brake the curtain if necessary. Only authorised personnel to operate the safety curtain.
- Ascertain if anyone is working in the grid and when you are ready to move the curtain call it loudly and clearly.
- Ensure that the motor is suitably guarded.

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Failure of lifting equipment or lifting accessories	1	6	6	Low
2) Personnel being hit by descending safety curtain	1	4	4	Low
3) Entanglement with header blocks in the grid.	1	4	4	Low
4) Entanglement in curtain motor hoist.	1	4	4	Low

Details of further action required

- Re-assess the activity if an accident, near miss or change in operation takes place.
- Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
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Assessed by	Anis Khan	Position	Stage Manager.	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale.	Print name		Date	
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Likelihood	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
OPERA HOUSE MANCHESTER

HEALTH & SAFETY Risk Assessment



Activity	Rigging and focussing gallery front lanterns
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Description of operation
To rig and focus lanterns for various performances

Who is affected by this operation?										
Employees	√	Contractors		Visiting Company	√	Public	√	Young people		Pregnant Women

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Electrocution from faulty equipment	3	6	18	High
2) Equipment falling from gallery	4	4	16	Medium
3) Persons falling from gallery whilst leaning over to focus	3	5	15	Medium
4) Burns from hot equipment (focussing)	6	2	12	Medium

Recommended precautions

- 1) Visually check equipment before rigging
- 2) PAT test & maintain house equipment annually
- 3) Ensure all safety devices are applied to equipment
- 4) Wear suitable long-sleeved clothing for focussing as lanterns have to be on to focus
- 5) Wear a harness and clip off to a suitable point
- 6) Only competent persons to carry out rigging and focussing

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Electrocution from faulty equipment	1	6	6	Low
2) Equipment falling from gallery	1	4	4	Low
3) Persons falling from gallery whilst leaning over	1	5	5	Low
4) Burns from hot equipment (focussing)	3	2	6	Low

Details of further action required

- 1) Re-assess the activity if an accident, near miss or change in operation takes place.
- 2) There are no actual points at which to attach a harness so the risk is still there for focussing
- 3) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- 4)

Assessed by	Paul Binks	Position	Chief Electrician	Signed		Date	04/03/08
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Signed General/Theatre Manager	Sarah Bleasdale.	Print name		Date	
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Probability	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Venue
OPERA HOUSE MANCHESTER

HEALTH & SAFETY Risk Assessment



Activity	Rigging and cabling of flown lighting equipment
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Description of operation
Rigging of lighting equipment onto a flying bar. Cabling up of equipment on the flying bar

Who is affected by this operation?										
Employees	√	Contractors		Visiting Company	√	Public		Young people		Pregnant Women

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Injury or death due to electricity whilst testing equipment	4	6	20	High
2) Injury due to equipment falling from heights	4	4	16	Medium
3) Injury due to raising or lowering of flying bar	5	3	15	Medium

Recommended precautions

- 1) Work to be carried out by competent persons only
- 2) Visually check all equipment for damage before rigging
- 3) Visually check all electrical cables for damage
- 4) Use the correct rigging equipment for each item of equipment
- 5) Ensure any appropriate nuts and bolts are tightened
- 6) Ensure all appropriate safety bonds are applied and nothings flies out without one
- 7) Give clear warnings for bar movements flying in and out
- 8) Wear PPE provided (hard hats)

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Injury or death due to electricity whilst testing equipment				
2) Injury due to equipment falling from heights				
3) Injury due to raising or lowering of flying bar				

Details of further action required

- 1) Re-assess the activity if an accident, near miss or change in operation takes place.

Assessed by	Paul Binks	Position	Chief Electrician	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale.	Print name		Date	
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Probability	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
OPERA HOUSE MANCHESTER

HEALTH & SAFETY Risk Assessment



Activity	Use of temporary cables around the stage
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Description of operation

Using temporary cabling for supply of electrical items, cue-lights and sound equipment

Who is affected by this operation?

Employees	√	Contractors	√	Visiting Company	√	Public		Young people		Pregnant Women	
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Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Death or injury from electricity due to poorly maintained cables	4	6	24	High
2) Injury due to tripping on loose cabling	6	3	18	High
3) Injury due to poor positioning of cables	5	4	20	High

Recommended precautions

- 1) Cabling visually checked for electrical integrity when installing
- 2) Cables sited to cause least inconvenience and in areas of least traffic
- 3) All cabling taped down and suitably covered
- 4) Cables ran overhead and clear of people and scenery where possible

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Death or injury from electricity due to poorly maintained cables	2	6	12	Medium
2) Injury due to tripping on loose cabling	2	3	6	Low
3) Injury due to poor positioning of cables	1	4	4	Low

Details of further action required

- 1) Re-assess the activity if an accident, near miss or change in operation takes place.
- 2) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- 3)

Assessed by	Paul Binks	Position	Chief Electrician	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale	Print name		Date	
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Probability	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
Manchester Opera House.

HEALTH & SAFETY Risk Assessment



Activity	Using get-on/get-off treads to access the stage from the auditorium (or visa versa)
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Description of operation

Members of the public are invited on stage and have to enter and exit the stage area via get-on/get-off treads leading from the auditorium to the stage. Employees or contractors access the stage from the auditorium during fit-ups or get-outs.

Who is affected by this operation?

Employees	√	Contractors	√	Public	√	Young people	√	Pregnant Women	√
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Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) The treads collapse causing users to fall resulting in bruising, abrasions, concussion and fractures or fatalities	3	6	18	High
2) The handrails fail causing users to fall resulting in bruising, abrasions, concussion, fractures or fatalities	3	6	18	High
3) Too many people try to access the treads resulting in attempted entry to the stage area via unsafe routes causing structural failure of surrounding areas leading to bruising, abrasions, concussion, fractures or fatalities.	3	6	18	High
4) Trips, falls and slips occur due to low lighting levels leading to bruising, abrasions, concussion and fractures.	3	4	12	Medium
5) Trips, falls and slips occur due to users exiting the stage in a disoriented state due to the difference in lighting levels between the stage and auditorium causing bruising, abrasions, concussion, fractures or fatalities.	3	6	18	High
6) Cuts, abrasions and trips caused by sharp edges or protruding fittings or fixtures on the handrails or treads.	4	3	12	Medium

Recommended precautions

- Ensure that the treads are securely anchored and structurally adequate for the purpose of getting technical staff or the audience on and off stage.
- Ensure that the handrails also have a mid rail, are securely anchored and of sufficient strength to contain the users.
- Ensure that there are sufficient staff positioned at the top and bottom of the treads marshalling the entrance and egress of the audience. When on stage members of the audience should be supervised by the visiting company and directed away from the front of the stage.
- Ensure that lighting levels on the treads are sufficient. Highlight the edge of the treads with white paint or tape.
- Ensure that members of the cast or foh staff are positioned at the top and bottom of the treads to assist the audience in leaving the stage.
- Ensure that when fitted the treads are checked for sharp edges or protruding fixtures and fittings.

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) The treads collapse causing users to fall resulting in bruising, abrasions, concussion, fractures or fatalities.	1	6	6	Low
2) The handrails fail causing users to fall resulting in bruising, abrasions, concussion, fractures or fatalities.	1	6	6	Low
3) Too many people try to access the treads resulting in attempted entry to the stage area via unsafe routes causing structural failure of surrounding areas leading to bruising, abrasions, concussion, fractures or fatalities.	1	6	6	Low
4) Trips, falls and slips occur due to low lighting levels leading to bruising, abrasions, concussion and fractures.	1	4	4	Low
5) Trips, falls and slips occur due to users exiting the stage in a disoriented state due to the difference in lighting levels between the stage and auditorium causing bruising, abrasions, concussion, fractures or fatalities.	1	6	6	Low
6) Cuts, abrasions and trips caused by sharp edges or protruding fittings or fixings on the handrails or treads.	1	3	3	Low

Details of further action required

- Re-assess the activity if an accident, near miss or change in operation takes place.
- Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)

Assessed by	Anis Khan	Position	Stage Manager	Signed		Date	04-03-08
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Signed General Manager	Sarah Bleasdale.	Print name		Date	
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Likelihood	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue
OPERA HOUSE MANCHESTER

HEALTH & SAFETY Risk Assessment



Activity	Working on the loading platform
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Description of operation
Loading in and out of the venue of heavy scenery, flight cases and any other technical equipment.

Who is affected by this operation?										
Employees	√	Contractors	√	Visiting Company	√	Public		Young people		Pregnant Women

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Losing control of technical equipment whilst loading in or out the venue.	4	5	20	High
2) Falling from unguarded platform edge.	5	5	25	High
3) Injures due to misuse of hoist.	3	3	9	Medium.
4) Being pulled over the unguarded edge by technical equipment.	3	5	15	Medium

Recommended precautions

- Only technical personnel who have been instructed in safe use of the hoist should operate the equipment.
- Install up to date harnesses and lanyards.

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)

Details of further action required

- Re-assess the activity if an accident, near miss or change in operation takes place.
- Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- Restraints not used due to being very restrictive and limitations of staffing during get-in/out

Assessed by	Anis Khan	Position	Stage Manager	Signed		Date	04-03-08
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Signed General/Theatre Manager	Sarah Bleasdale.	Print name		Date	
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Probability	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time due to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor

Venue

Manchester Opera House

RISK ASSESSMENT


ACTIVITY Working in the Roof Void

DESCRIPTION OF ACTIVITY

A variety of activities take place in the roof void. These include but are not limited to the following: rigging motor points; running in temporary LX supplies; in-house maintenance work

WHO COULD BE AFFECTED

Employees	x	Contractors	x	Visiting Company	x	Public	x	Young people	x	Pregnant Women	x
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Description of Hazardous Events & Possible Consequences (Prior to implementation of Control Measures)	Likelihood	Severity	Risk Factor	Risk Pre Controls
1. Injury caused by failure of truss due to using incorrect rigging points.	2	3	6	High
2. Head injuries caused by contact with low girders	3	2	6	High
3. Injury or death as a result of falling through the ceiling	2	3	6	High
4. Injury from falling object through rigging holes.	2	3	6	High
5. Risk of fire as a result of smoking in enclosed space	3	3	9	High

Mandatory Control Measures

- 1) Ensure rigging company have signed a safe working agreement and that they are accompanied by a member of house staff who is aware of the rigging points
- 2) Ensure that adequate lighting is in place and the girders are marked with hazard tape
- 3) Ensure that all personnel keep to walkways and if access is required away from them that harnesses are worn
- 4) Tools should have a lanyard attached
- 5) Ensure all personnel are aware that the area is a strictly no smoking area, and enforce with supervision and signage
- 6) Use a radio to maintain contact with stage area when lone working in the void

Description of Hazardous Events & Possible Consequences (After implementation of Control Measures)	Likelihood	Severity	Risk Factor	Risk Post Controls
1. Injury caused by failure of truss due to using incorrect rigging points.	1	3	3	Low
2. Head injuries caused by contact with low girders	1	2	2	Low
3. Injury or death as a result of falling through the ceiling	1	3	3	Low
4. Injury from falling object through rigging holes.	1	3	3	Low
5. Risk of fire as a result of smoking in enclosed space	1	3	3	Low

Further Action Required

1. Ensure Employees read the Risk Assessment. (Employee Read Risk Assessment records to be retained in Departmental Risk Assessment File)
2. Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
3. Re-assess the activity if an accident, near miss or change in operation takes place.

Assessed By	Anis Khan	Position	Stage Manager	Signed		Date	1/6/09
Signed by General Manager		Print Name	Sarah Bleasdale	Date			10/6/09

Likelihood	1 = Unlikely	2 = May Occur	3 = Will Occur	Severity	1 = Minor	2 = Moderate	3 = Major
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MULTIPLY LIKELIHOOD BY SEVERTITY TO OBTAIN RISK FACTOR

Examples of Minor Injuries: Bruises, Cuts, Abrasions, Strains. **Examples of Moderate Injuries:** Breaks, Fractures, 3 day injury, injuries resulting in attendance at hospital. **Examples of Major Injuries:** Fatality, Fatalities, Permanent Disability.

Risk 1-3 = Low

Risk 4-5 = Medium (Reduce if possible)

Risk 6-9 = High (Immediate Action required)

Venue	HEALTH & SAFETY Risk Assessment
OPERA HOUSE MANCHESTER	



Activity	Working on the Loading Platform
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Description of operation

Loading in and out of the venue of heavy scenery, flight cases and any other technical equipment.

Who is affected by this operation?

Employees	√	Contractors	√	Visiting Company	√	Public		Young people		Pregnant Women	
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Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Losing control of technical equipment whilst loading in or out the venue.	4	5	20	High
2) Falling from unguarded platform edge.	5	5	25	High
3) Injures due to misuse of hoist.	3	3	9	Medium.
4) Being pulled over the unguarded edge by technical equipment.	3	5	15	Medium

Recommended precautions

- Only technical personnel who have been instructed in safe use of the hoist should operate the equipment.
- Installation of unrestricted harnesses and lanyards.
- Always give clear communication before operation of hoist.
- All staff suitable trained.
- Raise lip on unguarded edge to prevent flight case roll of.
- Ensure notification of unguarded edge.

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Losing control of technical equipment whilst loading in or out the venue	1	3	3	Low.
2) Falling from unguarded edge.	1	2	2	Low.
3) Injuries due to misuse of the hoist.	1	3	3	Low
4) Being pulled over the unguarded edge by technical equipment.	1	3	3	Low

Details of further action required

- Re-assess the activity if an accident, near miss or change in operation takes place.
- Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
- Current restraints not used due to being very restrictive and limitations of staffing during get-in/out also equipment out of date.

Assessed by	Anis Khan/ Paul Binks	Position	Stage Manager/ Chief Electrician	Signed		Date	12-06-09
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Signed General Manager	Sarah Bleasdale.	Print name		Date	
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Probability	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
Severity	1 Very minor injury	2 Minor injury	3 Lost time due to injury	4 Major injury	5 Single fatality	6 Multiple fatality

Risk Factor 0-6 Low Risk factor above 6 Improve if possible	Risk Factor 7-17 Medium Risk factor above 12 Further action required	Risk Factor 18-36 High Immediate action required
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Multiply Probability x Severity to obtain Risk Factor



Safety & Technical Procedures

(For Visiting Productions engaged in performances at Live Nation Premises)

Safety & Technical Procedures for Visiting Productions

Contents

- 01** Introduction
- 02** Basic Regulations
- 03** Health & Safety Policy
- 04** Insurance
- 05** Prior to Work on the Production commencing
- 06** Alcohol & Drug Abuse
- 07** Electrical Work
- 08** Connection to Utilities & Other Services
- 09** Housekeeping
- 10** Working at Height
- 11** Working in Hazardous Areas
- 12** Stage Machinery
- 13** Fences & Barriers
- 14** Personal Protective Equipment
- 15** Emergency Services
- 16** Fire Precautions & Hot Work
- 17** Accident Reporting
- 18** Control of Substances Hazardous to Health
- 19** Rigging & Suspension of Stage Scenery
- 20** Use of Pyrotechnics, Smoke, Vapour, Lasers & Special Effects
- 21** Asbestos
- 22** Audience Participation
- 23** Noise
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Safety & Technical Procedures for Visiting Productions

01 Introduction

These rules and guidelines have been written by Live Nation with the intention of reducing accidents at our venues and promoting an active Health & Safety culture that will benefit the Health, Safety & Welfare of all Employees, Visiting Productions Staff, Contractors, Visitors and Members of the Public.

The following procedures are made by Live Nation UK and shall apply to all works carried out at Company premises by third parties under contract to the Visiting Production

- All persons engaged by the Visiting Production at the location shall be acquainted with these rules and their consent to abide by them shall be an essential condition of their authority to work at the location.
- Live Nation reserve right to stop the work at the Visiting Production's expense in the event of any violation of these rules. Further guidance will be provided, as required, by Company staff authorised to order the execution of the work.
- The Production will take all necessary precautions in connection with the works, so as to be entirely consistent with Live Nation's policy:
 - To protect the Health & Safety of its employees and any other persons affected
 - To conserve the environment
 - To avoid any damage to the property as a result of its activities

02 Basic Regulations

All work carried out at the location shall be in accordance with:

- Statutory regulations and their amendments
- Company regulations and their amendments
- Relevant British and European standards and their amendments
- The Visiting Production is responsible for acts and omissions of his employees, agents, sub-contractors and their employees (hereinafter called his 'invitees' while at the location and shall ensure that they comply with these rules.
- It is essential that the invitees of the Visiting Production shall read, understand and comply with any conditions or precautions laid down in these rules or in any order placed by Live Nation.

03 Health & Safety Policy

- Live Nation reserves the right to examine the Visiting Production's and his invitees Safety Policies.
- Live Nation will supply, upon request, their own Policy to the Visiting Production or his Invitees.

04 Insurance

Contractors and his Invitees must provide evidence to Live Nation that they have insurance in place with a reputable Insurer in respect of the following:

- Employers Liability in respect of personal injury or death of any person arising under a contract of service with the Visiting Production and/or arising out of an incident occurring during the course of such persons employment in compliance with the Employer's Liability (Compulsory Insurance) Act 1969, minimum limit of Indemnity £10,000,000
- Public Liability in respect of their legal liability for accidental loss or damage to material property, minimum limit of Indemnity £5,000,000
- Proof of insurance must be provided prior to commencement of the work.

Safety & Technical Procedures for Visiting Productions

05 Prior to Work on the Production commencing

- A copy of the Safety & Technical Procedures for Visiting Productions document must be provided to all Invitees.
- All site personnel must familiarise themselves with Emergency Procedures at the location.
- All site personnel must sign in and sign out of the venue/premises.
- All site personnel must abide by any venue/premises specific guidelines.
- Risk Assessments/Method Statements must be supplied to the venue where the performance is taking place.

06 Alcohol & Drug Abuse

- Live Nation operates a zero tolerance to alcohol, drug and solvent abuse and as such it is forbidden to drink alcohol or take drugs, (Other than those prescribed by a doctor that do not affect the capacity of the person to work.) whilst working at Live Nation venues.
- Live Nation reserve the right to expel from the Location any person who is under the influence of drugs or alcohol.

07 Electrical Works

- The Visiting Production must ensure that all work is undertaken in accordance with the latest edition of the IEE Regulations, the Electricity at Work Regulations 1989 & EU standards.
- Company regulations limit the voltage to a maximum of 110 volts for portable electrical equipment, such as hand tools, where this is not practicable the electrical equipment/installation must be protected by a Residual Current Device. (RCD)
- All electrical equipment must be isolated when not in use.
- All electrical equipment must be subject to a regular maintenance regime and the appropriate Portable Appliance Testing records must be available for inspection if required.
- Visiting Productions are advised that three phase connection to the venue's power supply is to be made via Powerlock/Cee-form connectors.
- Working on open live electrical circuits is not permitted at any time.

08 Connections to Utilities & Other Services

- Connection or disconnections for the Visiting Production's use shall only be made to any electrical, gas, steam, compressed air, water or any other installation following the written permission of Live Nation.
- The Visiting Production will ensure that appropriate measures are taken to guard against live overhead cables and services laid underground.

09 Housekeeping

- It is essential that good housekeeping is maintained throughout the period of work, both at the work area and in and around any temporary buildings. The working area shall be kept tidy at all times, access and emergency exit ways kept clear, and surplus and scrap material removed daily. Cleaning up at the end of the job is not considered sufficient.
- The Visiting Production shall make arrangements for disposal of waste and surplus materials and the daily disposal off-site, of combustible and other refuse. Such disposal shall be carried out in accordance with statutory requirements as applicable.
- The Visiting Production shall make arrangements for the storage and removal of any toxic waste. The arrangements will be in accordance with statutory regulations and Codes of Practice. Only licensed waste disposal companies shall be used.
- Spillages of oil or chemicals shall be cleaned up immediately in view of the hazards from fire, slippery surfaces, toxicity etc. Appropriate safety precautions shall be taken during the cleaning up.
- Storage of materials must be authorised by the venue/premises.

Safety & Technical Procedures for Visiting Productions

10 Working at Height

- The Visiting Production must ensure that access to heights using ladders, scaffolding, edge protection, etc. is undertaken safely and all access equipment thoroughly checked before use.
- Where overhead working is carried out, full regard must be given to the safety of the access to the working area and of the working area itself. All necessary safeguards shall be maintained to protect those working or passing beneath the working area, and if necessary, the area below should be cleared and access to it prevented by substantial barriers including appropriate warning signs.
- Full and appropriate protection must be used in the vicinity of fragile roof coverings/ceilings etc. and at all exposed edges where a fall may result in injury.

Where there is a risk of head injury beneath a working area (to contractors, Live Nation employees, visitors or members of the public) the following steps must be taken in order of priority listed:

- Segregate area below;
- Prevent access for the duration of the work posing the risk;
- Use hard hats for all remaining persons granted access. The Work at Height Regulations 2005 require hard hats to be worn by all persons to whom a risk of head injury exists during the course of construction work and Live Nation operate a strict hard hat policy with regard to this
- It is strictly prohibited for any person to climb on makeshift objects, shelving, racking or any other structure, which is not designated for access purposes. Trestles should only be used as part of a working platform.
- The erection, use and dismantling of scaffolding and mobile access towers will be carried out by the Contractors within the provisions of current BS/EN standards. Guidance is available from the National Association of Scaffolding Contractors in the user guide to safe access scaffolding. The Contractor must regularly update a scaffold register where required and make it available for inspection.
- Tallescope procedures must be followed as laid down by the Live Nation Use of Tallescopes document & risk assessment which can be provided by the responsible person on site.
- Use of Genies, mobile access platforms etc. must adhere to the guidelines provided with the equipment.

11 Working in Hazardous Areas

- Access to roofs, roof voids and voids must be authorised by the responsible Live Nation representative on site.
- Access to sub-stage areas, the grid, fly floors, galleries, electrical switch rooms & plant rooms must be authorised by the responsible Live Nation representative on site.

12 Stage Machinery

- Operation of the flying system must be authorised by the responsible Live Nation representative on site.
- Operation of pit lifts, get-in lifts and any associated Live Nation owned lifting gear must be authorised by the responsible Live Nation representative on site.
- Operation of the Safety Curtain must only be carried out by authorised Live Nation personnel.

13 Fences & Barriers

- When carrying out works where areas of flooring are removed, such as in grids, fly floors, galleries and the stage, the Visiting Production will provide their invitees with safety barriers of a type and size suitable for the work area and bearing a message or symbol indicating the hazard.
- When works are left incomplete and forming a hazard (e.g. open sections of the stage) then the appropriate signage and barriers will be put in place.

Safety & Technical Procedures for Visiting Productions

14 Personal Protective Equipment

- During the course of work whether below, on, or above ground level, the Visiting Production will ensure that their invitees, wear safety footwear that conforms to current BS/EN Standards.
- The Visiting Production will ensure that their invitees wear hard hats when the working under Working at Height activities. Safety hats must comply with the current BS/EN Standards.
- The Visiting Production will provide their invitees with correct protective overalls and recommend that they be worn at all times.
- The Visiting Production will supply their invitees with correct industrial gloves to be worn as and where applicable.
- The Visiting Production will supply their invitees with correct dust masks, appropriate to the materials being used or other breathing apparatus as deemed necessary.
- The Visiting Production will provide their invitees with correct eye protection goggles or shields to be worn whenever works at a location or occasion give rise to grit, metal particles etc.

15 Emergency Services

- The Visiting Production must obtain and be fully aware of the arrangement on each location to obtain first aid and fire services in the case of an emergency.
- The Visiting Production is required to provide the statutory first aid requirements for his employees, and fire extinguishers of an approved type.

16 Fire Precautions & Hot Work

- Fire exits, escape routes, associated signage, and fire defence equipment must be kept free from obstruction at all times.
- All Hot Works are a potential cause of fire and a Live Nation Hot Work Permit must be obtained from the responsible person on site and completed prior to any Hot Works commencing.
- The Hot Work Permit conditions must be strictly followed.
- All flammables such as solvents, paints etc must be stored appropriately.
- All scenic elements must be appropriately flame retardant.

17 Accident Reporting

- The Visiting Production shall in addition to any report required by statutory regulations, report immediately to the responsible person or Venue/Premises Manager all accidents occurring within the duration of the works which result in injury to persons or damage to property. Live Nation shall also be informed when a person involved in a lost time accident returns to work. The Visiting Production shall co-operate to the full in any subsequent investigation of the accident as required by Live Nation.
- The Visiting Production shall keep their accident records in accordance with statutory regulations and shall make these records available to Live Nation. If so requested, the Visiting Production shall discuss their accident data with Live Nation.

18 Control of Substances Hazardous to Health

- All Wardrobe, Wigs and Production departments will retain the relevant COSHH assessments to the production for inspection by Live Nation if required.
- Storage of such substances will adhere to the manufacturer's guidelines.

Safety & Technical Procedures for Visiting Productions

19 Rigging & Suspension of Stage Scenery

- All work that requires suspension of any equipment from the fabric of the building or structure therein by means of temporary wires, cords, slings, chains or lifting appliances shall be classed as rigging and shall comply with the LOLER Regs 1998 & any applicable EU legislation.
- Live Nation reserves the right to inspect all rigging services and to prohibit its use if considered to be unstable, unsafe, unfit for use or not complying with the appropriate British or European standard.
- All rigging operations by the Visiting Production will be planned and carried out by competent persons. The competent person must be capable of predicting potential hazards, eliminating potential hazards and certifying that the rigging is free from defect and suitable in every way for its use.
- Risk Assessments for all rigging operations must be provided to the venue.
- When rigging operations are in progress, hard hats must be worn by all personnel and if possible the area beneath the activity kept clear by the use of signage or barriers as appropriate.
- Safety harnesses must be worn at all times where there is a potential risk of fall.
- During rigging operations tools must be secured by a lanyard or other suitable means.
- All lifting equipment shall be of sound material and construction and fit for the purpose for which it is to be used.
- Only chains designed and approved for load carrying operations shall be used.
- All lifting accessories will conform to the relevant British and European standards and be fit for their intended use.
- All hoisting equipment will be marked with a Safe Working Load.
- Motorised lifting operations will be planned & carried out by competent personnel.
- Weight loadings for all elements of the production must be supplied to the venue prior to the arrival of the production.

20 Use of Pyrotechnics, Smoke, Vapour, Lasers & Special Effects

- Each venue must be informed of any special effects intended for use during a production prior to arrival at the venue. (Some Licensing Authorities insist on a minimum period of notification and failure to provide this information may lead to the effects not being authorised.)
- Direct laser scanning of the audience is not permitted.
- Material Data sheets must be available for all pyrotechnic, smoke & vapour effects.
- Use of smoke and vapour effects must be regulated to ensure that accumulation of the smoke or vapour does not occur in confined spaces and that emergency signage and exit routes are not obscured.
- Appropriate Risk Assessments and Method Statements for all Special Effects must be provided to the venue.
- All pyrotechnics must be stored in appropriate containers and operated by competent, experienced staff.
- Storage of any pressurised containers must be authorised by the venue in conjunction with the Licensing Authority.

21 Asbestos (If applicable)

- Prior to carrying out any work the premises Asbestos Register must be checked and if the area has been covered in the register and No Asbestos Discovered (NAD) then work may proceed.
- If the register has noted that there is asbestos in the area work must not continue if there is any danger of disturbing the Asbestos Containing Material (ACM), until the appropriate remedial action has been taken.
- If the work area has not been covered in the asbestos register, further investigation, including a type 3 asbestos survey, if building invasive work is involved, must be carried out to ensure that the area is asbestos free.
- The Contractor and his invitees must sign the premises asbestos register form to acknowledge having consulted the register.
- If ACM's are discovered or suspected during the course of the work all activity must cease, the area vacated and the responsible person on site informed to allow remedial procedures to be put in place.

Safety & Technical Procedures for Visiting Productions

22 Audience Participation

- Any show involving audience participation must be discussed with the Venue/Premises Management prior to the show.
- Adequate and suitable control measures must be in place to ensure the safety of the Public when on stage.
- The Visiting Production will brief all relevant staff regarding the appropriate control measures.

23 Noise

- Visiting Productions will comply with exposure limit values as laid down in the Control of Noise at Work Regulations 2005
- In order to comply with the Control of Noise at Work Regulations 2005 Live Nation may carry out noise monitoring and measurement to establish if any areas of the venue need to be designated Mandatory Hearing Protection Zones for employees or contractors.
- Live Nation reserves the right to prohibit the use of percussive special effects if they exceed the absolute limit of 140 dB
- Live Nation will share with the Visiting Production any show specific noise data that they have gathered to allow the Visiting Production to take their own precautionary measures and in return would be grateful to receive any noise output data from the Visiting Production

24 Smoking

- Live Nation enforces a dedicated no smoking policy, complying with the requirements of the Smoke-free (Premises and Enforcement) Regulations 2006 and the Health Act 2006.
- In Ireland live Nation complies with the requirements of the Tobacco Smoking (Prohibition) Regulations 2003

Live Nation reserves the right to expel from the location any person who fails to comply with the Smoke Free Regulations 2006 or the Tobacco Smoking (Prohibition) Regulations 2003.