



**VISITING COMPANY TECHNICAL INFORMATION PACK**

**2008**

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## WELCOME TO THE PRINCESS THEATRE

Dear Guest

I am pleased to be able to welcome you to the Princess Theatre with your forthcoming production.

In the interests of setting up an exchange of health and safety information, we have put together a visiting company information pack, which includes a copy of our health and safety policy statement, venue risk assessments, general venue information and emergency procedures. To promote the health, safety and welfare of all staff I would be grateful if you could ensure that this information is passed onto the appropriate people within the production.

On your arrival at the venue I would be very grateful if we could schedule a short meeting with one of our technical team prior to the first performance to run through the visiting company checklist. This will allow us to ensure that you have received the necessary H&S information from us and that we have the relevant information from yourselves to ensure the Health, Safety & Welfare of all staff, visitors, contractors and public within our venue.

Included in the pack is a contact list of staff that will try to answer any queries you may have. Everyone here at the theatre is more than happy to assist you and ensuring that your time with us is pleasurable and successful.

I look forward to talking to you in the very near future about your forthcoming visit to us.

Wendy Bennett  
General Manager

## LOCATION

The theatre is located on Torquay sea front overlooking the harbour.

### Parking

There is parking for 9 cars at the theatre by the dock door.

Articulated lorries have to drive in at the back of the theatre parallel to the dock doors. Parking needs to be liaised with our Technical Manager before arrival.

At this present moment in time there is no parking on the sea front. The nearest car park is by the marina, 3mins work.

### Train

The theatre is a 15min walk along the seafront from Torquay train station.

### Airport

Exeter airport 35mins drive away.

## BACKSTAGE FACILITIES

Is situated by the dock doors on the roadside of the theatre. We have a sign in/sign out policy. Please do not use the exit doors around the theatre, in order to protect both your security as well as our own. There is a disabled toilet situated in the auditorium. The stage door is un-manned and on a keypad lock, the code will be announced on arrival. The stage door is open for the get-in time or prior arrangement.

### Visiting Company Office

This is situated on stage right in dressing room 5. This room can accommodate 1-2 people. A phone line is available.

### Stage left dressing rooms (1-3)

Access up 5 steps, 1 shower unit, 1 toilet, dressing room 1 & 2 accommodate 1-2 people. Dressing room 3 can be used as a green room/lounge with TV and fridge and sofa. This room can accommodate up to 5 people.

### Rear of stage dressing rooms (4) and gent's toilet

Has flat disabled access accommodates up to 12 people and has 2 showers with flat access.

### Stage right dressing rooms (5,6,7)

Access via 4 steps, 1 shower unit. 3 separate toilets on this side (2 marked as ladies) dressing rooms 5,6,7 accommodate 1-2 people, dressing room 5 doubles as Company office.

### Under stage, dressing room 8, wardrobe, access to pit, resident crew room and technical manager's office

Access from down 12 stairs Dressing room 8 can accommodate up to 12 people, wardrobe has automatic washing machine and tumble dryer. Wardrobe annex can accommodate up to 10 people as well.

### Wardrobe Facilities

We have a wardrobe with plumbing and power for a variety of equipment as well as our own automatic washing machine and tumble dryer (subject to charge).

### Administration Offices

Are located at the front of the building, upstairs from the foyer turn right at the top of the stairs in the bar.

## HOUSE RULES

### Auditorium Rules

No glass to be taken into the auditorium at any time (plastic cups available from the bars)

No hot food to be taken into the auditorium

No photography allowed inside the auditorium

No members of the public to be admitted inside the auditorium without a ticket

### General House Rules

The Princess Theatre has a NO smoking policy in all areas. To smoke you have to be 15ft away from the perimeter of the building.

All company members MUST sign in and out at the stage door.

All fire exits and aisles MUST be kept free from obstruction.

All backstage areas MUST be kept as clean and tidy as possible.

All accidents MUST be logged in detail in the accident book located in the administration office.

Visiting companies MUST ensure that all members are fully aware of the location of all fire exits and the evacuation meeting point, located by the shelter on the green at the rear of the theatre.

Dressing room checklists MUST be completed upon arrival and prior to departure from the theatre.

The photocopier is situated in the Administration Office.

## CONTACTS

### ADMINISTRATION *Please contact to arrange advance payments.*

General Manager	Wendy Bennett	01803 290288
	Email <a href="mailto:wendy.bennett@livenation.co.uk">wendy.bennett@livenation.co.uk</a>	
Deputy Manager	Helen McDonald	01803 290288
	Email <a href="mailto:helen.mcdonald@livenation.co.uk">helen.mcdonald@livenation.co.uk</a>	
Assistant Manager	Kayte Smith	01803 290288
	Email <a href="mailto:kayte.smith@livenation.co.uk">kayte.smith@livenation.co.uk</a>	

### Marketing *Please contact for marketing plans, overprinting and other publicity related queries (e.g. media, mailings)*

Groups/Marketing Manager	Kim Risdon	01803 380842
	Email <a href="mailto:kim.risdon@livenation.co.uk">kim.risdon@livenation.co.uk</a>	

*Please contact for all press related queries.*

Press Officer	Leah Miller	01803 290288
	Email <a href="mailto:leah.miller@livenation.co.uk">leah.miller@livenation.co.uk</a>	

Fax. Number	01803 290170
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**Breezes** Please contact for all hospitality arrangements

Catering Manager	Liz Roberts	01803 212383
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**Box Office** Please contact for show figures

Box Office Manager	Steve Gillon	01803 290288
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**Technical/Stage** Stage technical information and to schedule crew calls and get-ins.

Technical/Stage Manager	Martyn Jenkins	01803 290068
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Chief Electrician	Martin Roberts	01803 290068
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Assistant Stage Manager / Fireman	Eric Payne	01803 290068
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Visiting Company Office (Logged and recharged)		01803 290075
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**Useful Numbers**

Taxi		01803 213521
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Doctor	Parkhill medical practice	01803 212489
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Stage Electrics (nearest hire company)		01392 824100
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## Technical Information

### Arrival

### Security

Stage door is open via prior arrangement. The stage door is unmanned access via a coded lock. It is required that you sign-in here before entering the backstage area. Please do NOT use the fire exits, which are situated, around the theatre. This is for security and to protect your safety as well as our own.

### Smoking

As with the rest of the theatre, the backstage area is a NO smoking zone. This includes the stage, grid; fly floors, dock area, control rooms and under-stage areas.

### Safety Curtain

The safety curtain MUST be lowered at or before the interval in the presence of the public; this is a legal requirement and a waiver cannot be obtained.

### Parking

The loading dock is situated off Torbay Road at the rear of the building. Please note there is room for only ONE 40ft truck. It has to be driven front first down the back of the theatre so the back doors are level with the dock door. Parking permits have to be arranged to unload from the road and to be arranged with the Technical Manager prior to arrival. There is room for 9 cars by the dock door.

### Get-in/out

The get-in is at street level. The amount of staff we offer is subject to change in relation to each contract. We operate to the BECTU/TMA agreement. For more information on this, staffing and recharges please contact the Technical Manager. Due to our Health & Safety Policy it will not be possible for you carry on working on stage during theatre staff meal breaks.

### Equipment

All electrical equipment that is brought into this venue MUST meet with current EEC Safety Standards and have a current PAT Test Certificate. This applies to both personal and professional equipment. The Chief Electrician will withdraw any equipment that does not comply.

## Safety

Hard hats MUST be worn on stage at times requested by the Technical Manager. Due to hygiene reasons we do ask that you provide your own.

The Technical Manager is responsible for the safe and satisfactory operation of all stage procedures. The venue reserves the right to put in place any staff or systems to ensure safe working practices are maintained. The cost of this will be recharged to you.

## Minimum Staffing Level

The theatre requires a minimum of technical 3 staff to comply with licensing requirements. Comprising of Stage Manager, Electrician and ASM / Fireman.

## The Stage & Set

### Suspension or Lifting Equipment

All equipment MUST be accompanied by a warranty or annual inspection certificate and MUST show working loads. Due to our Health & Safety Policy we regret that any equipment that comes into the venue that does not show safe working loads or have a certificate cannot be used. There is no rigging equipment stocked at the venue.

### Lighting

Please submit your lighting plan two weeks prior to the opening of your show with a full description of the lighting rig. There is an in-house lighting general rig plan and specification on page 12.

### Colour call

We expect companies to supply their own colour. In case of emergency there is a limited stock available.

### Pre-rig

Due to our very busy programme, it is not always possible to pre-rig. Should a pre-rig be desired, then please contact the Stage Manager as early as possible. Please note that additional charges apply for pre-rigs and this will be recharged on the settlement.

### Sound

We have a limited sound system listed on page 14. We have a fixed sound position at the back of the circle. For touring sound desks we have a position at the back of the stalls in the centre. Multi-cores are pulled through a pipe from the centre of the orchestra pit, 25m in length. Due to licensing restrictions no cables are to be taped across aisles in the Auditorium. We have speaker platforms either side of stage.

## Drum Riser

We have risers 2 x 1.83m(6') Long by 1.4m(4'6") Wide by .5m(18") High

## Piano

We have no piano on site, Should a piano be required, one can be hired and recharged to you. Please contact Stage Manager ASAP to arrange this.

## Special Effects

Due to the small stage dimensions at the theatre only a limited variety of special effects are allowed by the licensing authority. Please contact the Stage Manager as early as possible as to the suitability and position of the effects you use. All special effects are at the discretion of the Stage Manager/Fireman.

## The Stage Dimensions

### Size Information

Pros Width	10,580 mm	34ft. 9in
Pros Height	4,877 mm	15ft.10in
Stage Depth	7,430 mm	24ft.4in(Fire curtain to back wall)
	9,250 mm	30ft.4in (Forestage to back wall)
Stage Width	18,340 mm	60ft
Grid Height	12,600 mm	41ft
Stage to underside of fly bar	12,440 mm	40ft 6in
Rear Catwalk "tie" bar to floor	7,640 mm	24ft 10ins
Front Truss Hanging points	660lbs/300kg per point- 6 Points-60ft Wide	
Black Box bordering	at 13' 6"	

For further information and scale drawing of the stage area, please contact Stage Manager.

## Access Equipment

1 x	3 x 14 rung Zarges Extension height 9.7m
1 x	3 x 8 rung Zarges Extension height 5.8m
2 x	3 x 6 rung Zarges Extension height 4.1m
1 x	17 rung double extension ladder

## The hanging plot for our black box

PRINCESS THEATRE TORQUAY-FLY PLOT.				
BAR NO.	DISTANCE FROM REAR OF IRON			
				Black Box
1		302mm		House tabs
2		505mm		False pross
3		708mm		LX.1
4		913mm		
5		1116mm		
6		1266mm		
7		1516mm		
8		1771mm		
9		1901mm		
HEMP		2113mm	Is only suitable to fly a border	Border
10		2326mm		Hard legs
11		2532mm		LX. 2
12		2687mm		
13		2932mm		
14		3207mm		
15		3482mm		
16		3648mm		
17		3821mm		
18		4009mm		
19		4214mm		
20		4417mm		
21		4842mm		Border
22		5057mm		Hard legs
23		5212mm		LX.3
24		5410mm		
25		5617mm		
26		5822mm		Flood bar
27		6026mm		Soft legs
28		6226mm		
29		6434mm		
30		6628mm		BlackTabs
Back wall		7430mm		

S.W.L. of bars 540kg

Bars 1,2,3,4,5,29 &30, marked in red, are Double Purchase Max load 354kg.



## Lighting Equipment Technical information

### Lanterns used in General Rig

#### Circle Front (16 circuits)

16 x 19 degree Source 4's

#### FOH Perch (6 circuits a side)

5 x Cantata 26/44's a side.

1 x Harmony 22's a side.

#### FOH Advance slot (8 circuits)

6 x Par source 4's Paired

4 x 36 degree source 4's.

#### Pros booms (6 circuits a side)

6 x Parcans (cp62's) a side

#### LX 1 (17 circuit IWB)

8 x Cantata F's

4 x Patt 743's

3 x Harmony 22's

2 x Cantata 11/26's

#### LX 2 (17 circuit IWB)

10 x Selecon Rama's

2 x Patt 743's

3 x Harmony 22's

2 x Cantata 11/26's

#### LX 3 (18 circuit IWB)

12 x Parcans (cp62's)

#### LX 4 (4 circuit IWB)

6 x Coda 4's (use theatre's only 5KW circuits)

### Floor Stands

6 x Parcans (cp61's)

### Surplus Stock

1 x Run of 3 channel footlights (150w) only available when fore stage down.

20 x Patt 60's (500w floods), 4 x Prelude 16/30, 12 x Parcans (CP62'S)

8 x Patt 743's, 8 ADB F's

## Lighting Control

Strand 520i, software for 250 channels dmx control.

## Dimmers

140 x 2Kw dimmers

4 x 5Kw dimmers

## Follow-spots

2 x 2000w Long throw Lycian follow-spots situated in a booth at the back of Circle.

## Temporary Power Supplies

3 Phase 160 Amp	Lugs	Stage Left
3 Phase 100 Amp	Lugs	Stage Right
3 Phase 200 Amp	Power Lock	Intake room (10m from Stage Right)
3 Phase 63 Amp	C-Form	Stage Right
1 Phase 63 Amp	C-Form	Stage Right

## Music Stands

25 x Rat music stands with lights

## General Information

10 station Tecpro Intercom system

Show Relay System

B & W Infra – red C.C.T.V in prompt corner

Infra – red Induction loop

Q lights 8 channel ( 5 portable, 3 hard wired at flys,house lights and sound control rooms.

There is no acknowledge button.

## Wardrobe Equipment (Subject to charge)

1 x Hoover Nextra Washing Machine

1 x Zanussi Tumble dryer

1 x iron + board

## Sound Equipment Technical information

### Sound Desk

Soundcraft K1 24 channel desk

### FOH Playback Equipment

1 x Tascam MD-301 Mk 1 Minidisc Player

1 x Denon DN-C635 C.D Player

1 x Denon 770R Cassette Deck

1 x Revox B77 Mk2 3.75 / 7.50 IPS

### FOH FX and EQ Equipment

1 x Yamaha Rev100

1 x dbx 166xl Compressor gate

1 x Roland Chorus/Echo SRE-555

2 x Xtra GQ600 Graphic

2 x Yamaha 2031 Graphic

1 x Ashley Protea system II 4 channel 24bit digital graphic

### FOH Speakers

J.B.L concert series cabinets tri-amped using J.B.L 6290, 2 x 60w J.B.L 6260, 2 x 300w speakers inside each cabinet.

J.B.L SR4731A Full range using Yamaha P2201, 2 x 200w amp

4 x EAW front fill speakers in Orchestra pit using a QSC pl218amp

### Foldback Speakers (3 mix's back to stage)

2 x J.B.L. EON 15" non powered

4 x Wharfdale 15" wedges

4 x JBL control 1's non powered

Amps used

2 x Yamaha P2201, 2 x 200w

1 x Yamaha P2050, 2 x 90w

### Mic Stands

4 x pump stands    4 x short straight stands

4 x boom stands    4 x short boom stands

### Microphones/ DI boxes

7 x Shure SM58, 2 x Shure KSM109, 3 x Shure easyflex choir mics

2 x A.K.G. 452E, 3 x Sennheiser ME80/K30, 1 x PZM

1 x Shure SM57, 1 x A.K.G D12, 3 x Crown P.C.C.

3 x EMO/520 DI box, 2 x Behringer Ultra 2 channel DI box

## SAFE WORKING PRACTICE

### Counterweight Flying during get in/out

- Counterweight system to be operated by competent resident crew only.
- Ensure there are constant lines of communication between fly floor and stage level.
- Always use the correct safety clothes.
- Ensure that there is a final check of the item to be flown (and it's weight) between stage level and the fly floor before being called out.
- Ensure bar is clearly called and watched out from deck before moving

### Loading & unloading trucks

- Ensure all items to be handled are correctly co-ordinated and called
- Always use the correct safety clothes.
- Do not place yourself in danger.
- Watch out for traffic when unloading from road.

### Lone working in remote parts of the building

- Inform a member of stage management team of exact location and carry a radio with you.

### Raising or lowering the safety curtain

- Safety curtain to be operated by competent in-house crew only.
- Ensure that the manoeuvre is clearly called.
- Ensure curtain is watched in and out.
- Keep hand on emergency brake and be prepared to stop in emergency.

### Working in grid

- Please inform the Stage Manager before working in the grid.

### Performing in bare feet

- A disclaimer has to be signed available from The Stage Manager.

Please ensure you read the associated risk assessments

## SAFE WORKING PRACTICE

### Show Flying

- Counterweight system to be operated by competent resident crew only.
- Only move flying pieces upon instruction from stage management
- Always use the correct safety clothes.
- Ensure all flying pieces are correctly weighted, any that are not should be reported to the Head Flyman immediately
- Always use the correct safety clothes.

### Use of hand tools

- Ensure safety goggles are worn if appropriate.
- Inspect tools prior to use.
- Replace tools after use.
- Report any damages or defects to your HOD.

### Using ladders

- Examine ladder for defects before each use.
- Ensure the ladder is secured to a fixing point. If not ensure a second person is present to foot the ladder.
- Ensure that any tools carried up the ladder are carried in a tool belt.
- Ensure person footing ladder wears a hard hat.

### Using load in ramp

- Ensure safety footwear is worn.
- Ensure sufficient personnel are on hand to help
- Ensure manoeuvre is correctly co-ordinated and called.

## SAFE WORKING PRACTICE

### Working in grid

- INFORM A MEMBER RESIDENT STAFF BEFORE GOING TO GRID SO FIRE ALARM CAN BE ISOLATED.
- Remove loose items from pockets.
- Ensure tools have lanyards attached.
- Ensure bump caps are worn.
- Ensure hard hats are worn onstage below.
- Clear non-essential staff from stage.
- Watch out for low ceilings and girders.
- Prior to any movement of machinery warning should be given clearly and concisely.

### Use of Power tools

- Check PAT test is in date.
- Ensure safety goggles are worn if appropriate.
- Inspect tools prior to use.
- Replace tools after use.
- Report any damages or defects to your HOD.

### Working in the roof void

- INFORM A MEMBER RESIDENT STAFF BEFORE GOING TO ROOF VOID SO FIRE ALARM CAN BE ISOLATED.
- Mind girders—please wear a hard hat.
- Ensure tools have lanyards attached.
- Always stick to walkways

Please ensure you read the associated risk assessments

<b>Venue</b>	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage Department</b>
<b>Princess Theatre</b>		

<b>Activity</b>	Counterweight flying during get-ins
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**Description of operation**  
Scenery is rigged onto flying bars. At grid level brick weights of 28lbs are loaded into counterweight cradles to counterbalance the flown scenery.

<b>Who is affected by this operation?</b>								
<b>Employees</b>	<b>x</b>	<b>Visiting Company</b>	<b>x</b>	<b>Public</b>		<b>Young people</b>		<b>Pregnant Women</b>

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Risk of muscle strain through lifting heavy scenery onto flying bars	4	3	12	Medium
2) Risk of counterweight falling from grid	3	5	15	Medium
3) Risk of runaway bar if weighting not accurate	3	4	12	Medium
4) Risk of injury through contact with flying bar	3	3	9	Medium
5) Failure of lifting cables, shackles and suspension accessories	3	6	18	High

**Recommended precautions**

- 1) All personnel should wear safety footwear and be aware of safe manual handling techniques
- 2) Only trained house staff should carry out counterweight loading
- 3) Ensure only competent staff operate the machinery
- 4) Ensure that before a bar is moved it is called clearly. All personnel on stage should listen out for calls
- 5) All steels, shackles and accessories must be rated. There must be regular in-house inspections.
- 6) Persons within the risk area should wear a hard hat

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Risk of muscle strain through lifting heavy scenery onto flying bars	3	2	6	Low
2) Risk of counterweight falling from grid	2	2	4	Low
3) Risk of runaway bar if weighting not accurate	2	4	8	Medium
4) Risk of injury through contact with flying bar	2	3	6	Low
5) Failure of lifting cables, shackles and suspension accessories	2	6	12	Medium
6) Risk of being hit on the head	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.

<b>Assessed by</b>	Martyn Jenkins	<b>Position</b>	Technical Manager		<b>Date</b>	29/08/06
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<b>Likelihood</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

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

<b>Venue</b>	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage Department</b>
<b>Princess Theatre</b>		

<b>Activity</b>	Counterweight flying during a show
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**Description of operation**  
 Scenery is flown in or out during a show to facilitate a scene change.

<b>Who is affected by this operation?</b>									
<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Visiting Company</b>	<input checked="" type="checkbox"/>	<b>Public</b>		<b>Young people</b>		<b>Pregnant Women</b>	

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Risk of injury to staff and performers working on stage being hit by flown scenery	4	4	16	Medium
2) Muscle strain due to flying inaccurately weighted bar	4	3	12	Medium
3) Muscle strain due to incorrect hauling technique	4	3	12	Medium
4) Injury due to failure of components in the lifting equipment	3	6	18	High

**Recommended precautions**

- 1) Ensure that flymen only move their flying pieces when they have been given a stage management "GO" and that they are aware that if the head flyman calls stop they should stop immediately
- 2) Ensure that all pieces are weighted correctly and any that are not brought to the attention of the head flyman
- 3) Ensure only competent staff operate the flying system
- 4) Ensure that all flymen are instructed in the correct technique by a competent person
- 5) All steels, shackles and accessories must be rated. There must be regular in-house inspections.

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Risk of injury to staff and performers working on stage being hit by flown scenery	3	4	12	Medium
2) Muscle strain due to flying inaccurately weighted bar	2	3	6	Low
3) Muscle strain due to incorrect hauling technique	2	3	6	Low
4) Injury due to failure of components in the lifting equipment	2	6	12	Medium

**Details of further action required**

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

<b>Assessed by</b>	Martyn Jenkins	<b>Position</b>	Technical Manager			<b>Date</b>	29/08/06
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<b>Likelihood</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

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

Venue	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage</b>
<b>PRINCESS THEATRE</b>		

Activity	Lone Working
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<b>Description of operation</b>
Carry out activities in remote parts of the building

<b>Who is affected by this operation?</b>											
Employees	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>	Visiting Company	<input checked="" type="checkbox"/>	Public	<input type="checkbox"/>	Young people	<input type="checkbox"/>	Pregnant Women	<input type="checkbox"/>

Description of hazards & possible consequences	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Lack of immediate attention in case of injury	4	4	16	Medium
2) Possibility of being locked in the building	3	2	6	Low
3) Possibility of being trapped in the building as a result of fire	4	5	20	High

<b>Recommended precautions</b>
<ol style="list-style-type: none"> <li>1) Inform the resident staff of your exact location and carry a radio with you, if possible a mobile telephone as well. If not another responsible person.</li> <li>2) Inform the resident staff of your exact location and carry a radio with you, if possible a mobile telephone as well. If not another responsible Person.</li> <li>3) Inform the resident staff of your exact location and carry a radio with you, if possible a mobile telephone as well. If not another responsible person.</li> </ol>

Description of hazards & possible consequences	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Lack of immediate attention in case of injury	1	4	4	Low
2) Possibility of being locked in the building	2	2	4	Low
3) Possibility of being trapped in the building as a result of fire	1	5	5	Low

<b>Details of further action required</b>
<ol style="list-style-type: none"> <li>1) Ensure Employees read the Risk Assessment. (Employee Read Risk Assessment records to be retained in Departmental Risk Assessment File)</li> <li>2) Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)</li> <li>3) Re-assess the activity if an accident, near miss or change in operation takes place.</li> </ol>

Assessed by	Martyn Jenkins	Position	Technical Manager	Signed		Date	30/08/06
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Signed General/Theatre Manager		Print name	Wendy Bennett	Date	30/08/06
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<b>Probability</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	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

<b>Venue</b>	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage Department</b>
<b>Princess Theatre</b>		

<b>Activity</b>	Loading/unloading Lorries/Trailers
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<b>Description of operation</b>
Equipment and set is loaded/unloaded from lorries & trailers

<b>Who is affected by this operation?</b>									
<b>Employees</b>	<b>X</b>	<b>Contractors</b>	<b>X</b>	<b>Public</b>		<b>Young people</b>		<b>Pregnant women</b>	

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Muscular strain from incorrect lifting techniques	4	3	12	Medium
2) Crush injuries from pack shifting in back of wagon	4	5	20	High
3) Bruising or fractures from contact with scenery	4	5	12	High

<b>Recommended precautions</b>
<ol style="list-style-type: none"> <li>1) Ensure all staff are aware of correct manual handling techniques</li> <li>2) Ensure that a competent person is tying or untying the pack and that one person is calling the manoeuvre. All personnel should be wearing safety footwear and gloves</li> <li>3) The person calling the move should explain to staff how the task is going to be carried out.</li> </ol>

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
4) Muscular strain from incorrect lifting techniques	2	3	6	Low
5) Crush injuries from pack shifting in back of wagon	2	5	10	Medium
6) Bruising or fractures from contact with scenery	2	3	6	Low

<b>Details of further action required</b>
1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	Martyn Jenkins	<b>Position</b>	Technical Manager			<b>Date</b>	29/08/06
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<b>Probability</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	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	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage Department</b>
<b>Princess Theatre</b>		

<b>Activity</b>	Use of power tools
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**Description of operation**  
 Maintenance and technical jobs utilise a variety of power tools these include but are not limited to the following items: electric drill, angle grinder, jigsaw, circular saw.

<b>Who is affected by this operation?</b>									
<b>Employees</b>	<b>x</b>	<b>Contractors</b>		<b>Public</b>		<b>Young people</b>		<b>Pregnant Women</b>	

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Tool is unsafe electrically causing risk of electric shock	3	5	15	Medium
2) Tool produces debris resulting in eye injury	4	3	12	Medium
3) Tool can slip or jam causing abrasion/laceration	3	3	9	Medium
4) Tool can produce excessive noise resulting in hearing loss/injury	3	3	9	Medium

**Recommended precautions**

- 1) Ensure Residual Current Device is used and equipment is periodically PAT tested
- 2) Ensure safety goggles are worn if appropriate
- 3) Ensure person who is using the tool has been instructed in safe use
- 4) Ear defenders must be worn if appropriate

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Tool is unsafe electrically causing risk of electric shock	1	5	5	Low
2) Tool produces debris resulting in eye injury	1	3	3	Low
3) Tool can slip or jam causing abrasion/laceration	2	3	6	Low
4) Tool can produce excessive noise resulting in hearing loss/injury	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.

<b>Assessed by</b>	Martyn Jenkins	<b>Position</b>	Technical Manager			<b>Date</b>	29/08/06
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<b>Probability</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> 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	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage Department</b>
<b>Princess Theatre</b>		

<b>Activity</b>	Using ladders
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**Description of operation**  
Ladders are used for technical or maintenance work where access is required above ground level

<b>Who is affected by this operation?</b>									
Employees	x	Contractors	x	Public		Young people		Pregnant Women	

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Injury caused by dropping tools or fixings from the top of the ladder	4	3	12	Medium
2) Injury caused by the ladder falling over with person on it	3	4	12	Medium
3) Injury caused by the ladder failing structurally	3	4	12	Medium

**Recommended precautions**

- 1) Toolbelt to be worn if appropriate
- 2) Ladder must be used on a level surface and a second person must foot the ladder if appropriate
- 3) Thoroughly examine ladder before use

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Injury caused by dropping tools or fixings from the top of the ladder	3	3	9	Medium
2) Injury caused by the ladder falling over with person on it	2	4	8	Medium
3) Injury caused by the ladder failing structurally	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.

<b>Assessed by</b>	Martyn Jenkins	<b>Position</b>	Technical Manager			<b>Date</b>	29/08/06
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<b>Probability</b>	<b>1</b> Very unlikely	<b>2</b> Unlikely	<b>3</b> May occur	<b>4</b> Likely	<b>5</b> Very likely	<b>6</b> Will occur
<b>Severity</b>	<b>1</b> Very minor injury	<b>2</b> Minor injury	<b>3</b> Lost time to injury	<b>4</b> Major injury	<b>5</b> Single fatality	<b>6</b> 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	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage Department</b>
Princess Theatre		

Activity	Using load-in ramp
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<b>Description of operation</b>
A load-in ramp will be used to run equipment and set to the stage level from the rear of delivery trucks

<b>Who is affected by this operation?</b>							
Employees	x	Contractors	x	Public		Young people	Pregnant women

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Flight case or scenery could cause crushing/abrasion injuries to various parts of the body	3	3	9	Medium
2) Injury from pushing or lifting.	4	3	12	Medium
3) Falling objects from edge of platform	3	4	12	Medium
	3	5	12	Medium

<b>Recommended precautions</b>
1) Ensure safety footwear and gloves are worn 2) Ensure sufficient personnel are present and one person is calling the manoeuvre 3) Ensure that one person calls the move 4) Ensure a minimum of two people raise or lower the ramp

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Flight case or scenery could cause crushing injuries to various parts of the body	3	1	3	Low
2) Injury from pushing or lifting.	2	3	6	Low
3) Falling objects from edge of platform	2	4	8	Medium
4) When in storage position load-in ramp could fall down	1	4	4	Low
5) Injury from raising or lowering ramp	2	3	6	Low

<b>Details of further action required</b>
1) Re-assess the activity if an accident, near miss or change in operation takes place.

Assessed by	Martyn Jenkins	Position	Technical Manager	Date	29/08/06
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<b>Probability</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	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	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage Department</b>
<b>Princess Theatre</b>		

<b>Activity</b>	Working in the grid
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**Description of operation**  
A variety of operations can take place in the grid during a fit-up or get-out. These include but are not limited to the following: tying or untying spot lines, maintenance work on the flying system, installing motors, stage lantern maintenance, rigging work

<b>Who is affected by this operation?</b>									
Employees	X	Contractors	X	Public		Young people		Pregnant Women	

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Objects falling from the grid to stage level	3	5	15	Medium
2) Injury to grid worker due to trip hazards	3	3	9	Medium
3) Injury due to machinery moving without warning	3	5	15	Medium
4) Fire on stage due to discarded cigarette	3	6	18	High
5) Injury to head because of restricted head room	3	3	9	Medium

**Recommended precautions**

- 1) Ensure all loose items are removed from pockets and placed in safe area in grid. Ensure tools have a lanyard attached. When grid is occupied hard hats should be worn on stage
- 2) Ensure adequate lighting is in place and trip hazards are highlighted with tape
- 3) Prior to any movement of machinery warning should be clearly and concisely given
- 4) The grid is a strictly No Smoking area and this must be rigorously enforced
- 5) Bump caps to be worn when going onto the grid

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Objects falling from the grid to stage level	2	5	10	Medium
2) Injury to grid worker due to trip hazards	2	3	6	Low
3) Injury due to machinery moving without warning	2	5	10	Medium
4) Fire on stage due to discarded cigarette	1	6	6	Low
5) Injury to head because of restricted head room	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.

<b>Assessed by</b>	Martyn Jenkins	<b>Position</b>	Technical Manager	<b>Signed</b>		<b>Date</b>	29/08/06
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<b>Likelihood</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	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

<b>Venue</b>	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage Department</b>
<b>Princess Theatre</b>		

<b>Activity</b>	Working in the roof void
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**Description of operation**  
 A variety of activities can 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 is affected by this operation?**

<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Contractors</b>	<input checked="" type="checkbox"/>	<b>Public</b>	<input checked="" type="checkbox"/>	<b>Young people</b>	<input checked="" type="checkbox"/>	<b>Pregnant Women</b>	<input checked="" type="checkbox"/>
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Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Injury caused by failure of truss due to using incorrect rigging points.	3	6	18	High
2) Head injuries caused by low girders	4	3	12	Medium
3) Injury or death as a result of falling through the ceiling	3	6	18	High
4) Injury from falling object through rigging holes.	3	5	15	Medium
5) Fire hazard as a result of smoking in No Smoking area	4	6	24	High

**Recommended precautions**

- 1) Ensure rigging is accompanied by a member of the 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 one and enforce with supervision and signage.

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Injury caused by failure of truss due to using incorrect rigging points.	2	6	12	Medium
2) Head injuries caused by low girders	3	3	9	Medium
3) Injury or death as a result of falling through the ceiling	2	6	12	Medium
4) Injury from falling object through rigging holes.	2	5	10	Medium
5) Fire hazard as a result of smoking in No Smoking area	2	6	12	Medium

**Details of further action required**

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

<b>Assessed by</b>	Martyn Jenkins	<b>Position</b>	Technical Manager			<b>Date</b>	29/08/06
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<b>Probability</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

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

<b>Venue</b>	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage Department</b>
<b>Princess Theatre</b>		

<b>Activity</b>	Working on the Roof
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<b>Description of operation</b>
A variety of maintenance jobs are carried out on the roof

<b>Who is affected by this operation?</b>							
Employees	x	Contractors	x	Public		Young people	

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Death or injury caused by falling from roof area	3	5	15	Medium
2) Injury sustained by wind blown debris	3	4	12	Medium
3) Injury caused by collapse of walkways	3	5	15	Medium

<b>Recommended precautions</b>
1) Ensure all safety handrails are inspected and maintained , ensure that all work is carried out within the confines of the safety rails and if work needs to be done outside of them a harness is worn or and additional safety rail is erected 2) Ensure that no loose materials are stored on the roof and a thorough clearance of rubbish takes place after any maintenance work 3) Ensure regular inspections are carried out and corrosion is checked by the application of primer or paint

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Death or injury caused by falling from roof area	2	5	10	Medium
2) Injury sustained by wind blown debris	2	4	8	Medium
3) Injury caused by collapse of walkways	2	5	10	Medium

<b>Details of further action required</b>
1) Re-assess the activity if an accident, near miss or change in operation takes place.

<b>Assessed by</b>	Martyn Jenkins	<b>Position</b>	Technical Manager			<b>Date</b>	29/08/06
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<b>Probability</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	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	<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>Stage Department</b>
Princess Theatre		

Activity	Access via Jacob's ladders
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<b>Description of operation</b>
Vertical fixed ladders that are used to access the grid, stage lantern roof and either side of the stage

<b>Who is affected by this operation?</b>									
Employees	x	Contractors	x	Public		Young people		Pregnant Women	

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Injury caused by object or person falling onto second person on the ladder	3	6	18	High
2) Injury caused by person falling from the ladder	3	5	15	Medium
3) Injury caused to people standing below by falling objects or tools	4	4	16	Medium

<b>Recommended precautions</b>
1) Ensure that only one person accesses the ladder at any one time 2) Ensure that there are three points of contact with the ladder at all times and that safety hoops are installed above two metres 3) Tools must be carried in a tool belt and objects lifted on a hauling line

Description of hazards / risks	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Injury caused by object or person falling onto second person on the ladder	1	6	6	Low
2) Injury caused by person falling from the ladder	2	6	12	Medium
3) Injury caused to people standing below by falling objects or tools	2	4	8	Medium

<b>Details of further action required</b>
1) Re-assess the activity if an accident, near miss or change in operation takes place.

Assessed by	Martyn Jenkins	Position	Technical Manager			Date	29/08/06
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<b>Likelihood</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	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

<b>HEALTH &amp; SAFETY Risk Assessment</b>	<b>STAGE</b>
<b>Venue</b> PRINCESS THEATRE	

<b>Activity</b>	Use of Helium Gas
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**Description of operation**  
Helium is a colourless, odourless compressed gas. It is shipped as a compressed gas ( at pressures up to 300 bar) in high pressure steel cylinders. Helium is extremely inert. There are no known toxicological effects or ecological damage caused by the product

<b>Who is affected by this operation?</b>											
Employees	X	Contractors		Visiting Company	X	Public	X	Young people	X	Pregnant Women	

Description of hazards & possible consequences	Likelihood	Severity	Risk Factor	Risk (before precautions have been taken)
1) Helium could be inhaled and cause Asphyxiation	5	2	10	Medium
2) Steel cylinder could fall over causing crush injuries	5	3	15	Medium
3) Cylinder could explode due to excess heat	3	4	12	Medium

**Recommended precautions**

- 1) Observe the safety precautions on the cylinder neck label and the warning on the side of the cylinder. Always use a regulator that is designed for balloon filling operations. Do not allow ANYONE to breathe helium from the cylinder or from filled balloons. When filling balloons always use in a well ventilated area.
- 2) Cylinder should always be stored in an upright position and held in position be either chain or rope to prevent the cylinder falling over.
- 3) Keep cylinder away from direct sunlight and sources of radiant heat.

Description of hazards & possible consequences	Likelihood	Severity	Risk Factor	Risk (after precautions have been taken)
1) Helium could be inhaled and cause Asphyxiation	3	2	6	Low
2) Steel cylinder could fall over causing crush injuries	2	3	6	Low
4) Cylinder could explode due to excess heat	1	4	4	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.

<b>Assessed by</b>	Martyn Jenkins	<b>Position</b>	Technical Manager	<b>Signed</b>		<b>Date</b>	30/08/06
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<b>Signed</b> General/Theatre Manager		<b>Print name</b>		<b>Date</b>	30/08/06
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<b>Probability</b>	1 Very unlikely	2 Unlikely	3 May occur	4 Likely	5 Very likely	6 Will occur
<b>Severity</b>	1 Very minor injury	2 Minor injury	3 Lost time to injury	4 Major injury	5 Single fatality	6 Multiple fatality

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

# LIVE NATION

## H&S POLICY STATEMENT

### VENUES

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, Company Directors 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 Directors and Senior Managers) 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 and Procedures Manual a hard copy of which is available for examination at each Live Nation venue.**

**The Policy & Procedures Manual has been produced in loose-leaf format to allow for the inclusion of updates. All venues will be informed of updates that can be downloaded from the Intranet Resource Centre Entertainment Health & Safety site.**

Paul Latham	Chief Executive Officer	
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<b>Effective Date</b>	January 2006
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**01. GENERAL DETAILS**

<b>Address of premises</b>	TORBAY ROAD TORQUAY TQ2 5EZ		
<b>Use of premises</b>	THEATRE		
<b>Owner of premises</b>	LIVE NATION		
<b>General Manager</b>	WENDY BENNETT		
<b>Technical Manager</b>	MARTYN JENKINS		
<b>Licensing Authority</b>	TORBAY BOROUGH COUNCIL		
<b>Contacts at the Council</b>	TORBAY TOWN HALL 01803 290290		
<b>Fire Authority</b>	DEVON FIRE AND RESCUE		
<b>Fire Authority contact</b>	CHRIS TWINE 01803 653734		
<b>Description of premises</b>			
<p>THE THEATRE CONSISTS OF A STRUCTURAL STEEL FRAME WITH BRICK ELEVATIONS AND A MIXTURE OF FLAT AND PITCHED ROOFS. FLOORS ARE CONCRETE AND STRUCTURAL STEEL WINDOWS GENERALLY OF THE METAL FRAMED TYPE. FLOOR LEVELS VARY FROM BASEMENT TO FIRST FLOOR</p> <p>BASEMENT LEVEL CONSISTING OF FRONT OF HOUSE LADIES TOILETS, ORCHESTRA PIT, DRESSING ROOM 8, WARDROBE, CREW ROOM, TECHNICAL MANAGERS OFFICE, MAINTINANCE STORE &amp; BOILER HOUSE.</p> <p>GROUND FLOOR LEVEL CONSISTING OF FOYER, AUDITORIUM STALLS, BOX OFFICE, BREEZES RESTURANT &amp; KITCHEN, STAGE AND DRESSING ROOMS.</p> <p>FIRST FLOOR LEVEL CONSISTING OF ADMINISTRATION OFFICES, CIRCLE BAR, TOILETS, BREEZES FUNCTION SUITE, STAFF CHANGING ROOMS, AUDITORIUM CIRCLE AND CONTROLL ROOMS.</p>			
<b>General description of the occupancy of the building</b>			
<p>DUE TO THE NATURE OB THE BUISNESS CARRIED OUT IN THE BUILDING THE NUMBERS OF PERSONNE L AND MEMBERS OF THE PUBLIC PRESENT WITHIN THE BUILDING VARIES FROM PRODUCTION TO PRODUCTION.FOR THE PURPOSES OF THE FIRE RISK ASSESMENT I HAVE AVERAGED THE NUMBERS BASED ON TWENTY YEARS OF EXPERIENCE WITHIN THE BUILDING. TO ILLISTRATE THE FLUCTUATION IN THE OCCUPANCY NUMBERS WE COULD GO FROM 1500 AUDIENCE ,100 CAST AND CREW AND 30 FOH STAFF, A TOTAL OF 1630 DOWN TO BETWEEN 10 AND 15 IF THE THEATRE IS DARK</p>			
<b>Maximum number occupancy present at any one time</b>	1630	<b>Max. number of staff present at any one time</b>	50
<b>Number of internal staircases</b>	6	<b>Number of external staircases</b>	1
<b>Number of designated fire exits</b>	17		
<b>Who carried out this assessment?</b>	<b>Position</b>	<b>Date of inspection</b>	
ERIC PAYNE	ASM/FIREMAN	21/07/06	
<b>Which venue staff assisted with this Fire Risk Assessment?</b>			
M.JENKINS TECHNICAL MANAER			
<b>How often is the Fire Risk Assessment re-assessed?</b>			
<p>The Risk assessment will be re-assessed under the following circumstances:</p> <ul style="list-style-type: none"> <li>• If a new work process introduces fresh fuels or ignition sources.</li> <li>• If any building work changes access to fire exit runs.</li> <li>• If the number of employees or visitors are increased so that the present arrangements are unsatisfactory.</li> </ul>			

## **FIRE SAFETY, ACCIDENT REPORTING AND FIRST AID PROCEDURES**

### **ON DISCOVERING A FIRE**

- 1. Activate the nearest call point by breaking the glass and tell a member of resident staff immediately.**
- 2. Attack the fire if possible, using the appliances provided but without taking personal risk.**
- 3. Leave the building via, the nearest available escape route and report to the person in charge of the assembly point.**

**THE ASSEMBLY POINT IS THE SHELTER ON THE GREEN AT THE REAR OF THE BUILDING.**

### **ON HEARING THE ALARM OR CODE MR. SANDS**

- 4. Leave the building via the nearest available Exit.  
And report to the person in charge of the Assembly point.**
- 5. Do not stop to collect personal belongings.**
- 6. Do not re enter the building until told it is safe  
To do so by the Fire Brigade**

### **FIRST AID**

**Contact a member of resident staff and ask for Assistance.**

**THERE IS A FIRST AID BOX LOCATED IN THE  
PROMPT CORNER**

**For serious injury/illness dial (9)999 and ask for an Ambulance giving the exact location of the patient. The duty manager must be informed and a record made in the accident book located front of house.**

# **WORKING WITH CHILDREN POLICY**

## **INTRODUCTION**

The Management of LIVE NATION recognise that it is not a child protection agency, however, protecting and ensuring the safety of children should be seen as everyone's responsibility. We believe that as a company we have a moral obligation to contribute to their safety and wellbeing.

LIVE NATION is committed to providing a programme of events, which are both educational and entertaining. This policy and the related procedures establish the roles and responsibilities of management and staff in relation to the protection of children, with whom their work brings them into contact.

Form 33 provides further detailed guidance on helping to protect children, helping to identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse.

In relation to child protection, the approach LIVE NATION will take is based on, and reflects, the principles of UK legislation and guidance:

- the welfare of the child is the paramount consideration
- all children, regardless of age, disability, gender, racial or ethnic origin, religious belief or sexual orientation have a right to protection from abuse.

It is the responsibility of all managers within LIVE NATION to ensure that all staff understand the importance of implementing this policy and the related procedures. They must also ensure, that any contractors, agents or others whom they engage to undertake duties, with whom they work in conjunction or who undertake any work relating to LIVE NATION with their permission, which would involve contact with children, understand and comply with them, as appropriate.

Staff already in, and new staff being recruited to, post identified as 'working with children' will be subject to additional checks, in accordance with best practice in child protection.

## **PROCEDURES**

Child abuse is not always easy to recognise. Management does not suddenly expect staff to become an 'expert' on child abuse, but they can rely on the experiences gained through working with children, training or even as a parent.

If a staff member sees, hears or is told anything that raises a concern that a child, with whom they have a working relationship may be at risk of any form of abuse, they must share that concern with their immediate line manager.

It is acknowledged that reporting concerns regarding the possibility of abuse can be difficult. Saying or doing nothing, however, is not an option. The management of LIVE NATION will support anyone who, in good faith, reports concerns that a child is being or is at risk of abuse or that someone may pose a risk to children, even if those concerns prove to be unfounded.

Line managers, will gather all the facts surrounding the concern, and will then contact Human Resources for further guidance on what, if any, action should be taken.

Line managers, will gather all the facts surrounding the concern, and will then contact Human Resources at which time a decision will be made as to what, if any, action should be taken. Possible actions may include informing the child's chaperone who will then follow their own established procedures.

The protection of children requires specialist skills and knowledge and must be investigated thoroughly, using outside resources, if appropriate. It is important to remember that it is not your responsibility to decide whether a child is at risk of any forms of abuse, it is, however, your moral responsibility to take action to prevent the suffering of a child and it is your duty under these procedures.

## DOS/DONTS IF A CHILD DISCLOSES INFORMATION TO YOU

If a child discloses abuse directly to you, it is important that you react appropriately:

### **Do:**

- remain calm and receptive
- listen without interrupting
- only ask questions of clarification if unclear what the child is saying
- make it clear you take them seriously
- acknowledge their courage in telling you
- tell them they are not responsible for the abuse
- tell them you will do what you can to help them

### **Do Not:**

- allow your shock or distaste to show
- probe for more information/ask other questions
- make assumptions or speculate
- make negative comments about the abuser
- make promises you cannot keep
- agree to keep the information secret

Children who have experienced prejudice and discrimination through racism may well believe that people from other ethnic groups or backgrounds don't really care about them. They may have little reason to trust those they see as authority figures and may wonder whether you will be any different.

Children with a disability will also have to overcome barriers before disclosing abuse. They may well rely on the abuser for their daily care and have no knowledge of alternative sources. They may have come to believe they are of little worth and to simply comply with the instructions of adults.

## EXTERNAL CONFIRMATION OF SUITABILITY TO WORK WITH CHILDREN

Staff with specific responsibility for 'working with children', i.e. chaperones, staff involved in Summer Youth Projects, **will be** subject to additional checks. These may include, Local Authority licences (where appropriate,) local police authority checks.

On completion of these checks, written confirmation of an individual's suitability to work with children should be placed on the individual staff members personnel file.

It is the responsibility of line managers to ensure these checks have taken place and written confirmation of an individual's suitability to work with children is maintained on an individual's personnel file.

Further guidance on this can be obtained from the Human Resources department.

## NEXT STEPS

It is the responsibility of all staff to ensure the safety of children in the workplace at all times. This policy should ensure that children either employed by LIVE NATION or visiting our venues will be treated in a consistent manner by all our employees.

It is the responsibility of all staff who have to work with children as part of their employment to follow the policy and subsequent guidance notes (detailed in form 33). Failure to follow the procedure (or subsequent guidance notes) may lead to the disciplinary procedure being invoked.

**RULES FOR VISITING PRODUCTIONS  
ENGAGED IN PERFORMANCES AT  
PREMISES**

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## 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 rules are made by Live Nation UK (hereinafter called the Company and shall apply to all works carried out at Company premises (hereinafter called the location) by third parties under contract to the Company (hereinafter called the Contractor)**

1. All persons engaged by the Contractor 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. The Company 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.
2. The Production will take all necessary precautions in connection with the works, so as to be entirely consistent with the Company'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

1. 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
2. The Visiting Production is responsible for acts and omissions of their employees, agents, sub-contractors and their employees (hereinafter called his 'invitees' while at the location and shall ensure that they comply with these rules.
3. 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 the Company

## 03 SAFETY POLICY

1. The H&S at Work Act 1974 requires any company that employs more than five people to write and distribute a safety policy to staff, stating the Company's commitment to H&S along with the organisation and arrangements to carry out the Policy.
2. The Company reserves the right to examine the Visiting Production and their invitees Safety Policies.
3. The Company will supply, upon request, their own Policy to the Visiting

Production or their Invitees.

#### 04 INSURANCE

1. Visiting Productions and their Invitees must provide evidence to the Company 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
2. Proof of insurance must be provided prior to commencement of the work.

#### 05 PRIOR TO WORK COMMENCING

1. Visiting Productions must provide all Invitees with a copy of the Rules for Visiting Productions document.
2. All site personnel must familiarise themselves with Emergency Procedures at the location.
3. All site personnel must sign into the venue/premises.
4. All site personnel must abide by any venue/premises specific guidelines.

#### 06 ALCOHOL, DRUG & SOLVENT ABUSE

1. 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.
2. The Company reserve the right to expel from the Location any person who is under the influence of drugs or alcohol.

#### 07 ELECTRICAL WORK

1. The Visiting Production must ensure that all work is undertaken in accordance with the latest edition of the IEE Regulations and the Electricity at Work Regulations 1989.
2. 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)
3. All electrical equipment must be isolated when not in use.
4. 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.

- 5.** Visiting Productions are advised that three phase connection to the venue's power supply is to be made via Powerlock/Cee-form connectors.
- 6.** Working on open live electrical circuits is not permitted at any time.

## 08 CONNECTION TO UTILITIES AND OTHER SERVICES

- 1.** Connection or disconnection's for the Production's use shall only be made to any electrical, gas, steam, compressed air, water or any other installation following the permission of the Company.
- 2.** The Visiting Production will ensure that appropriate measures are taken to guard against live overhead cables and services laid underground.
- 3.** The Visiting Production will ensure that all invitees are familiar with Clauses 8.1 to 8.2 of this document.

## 09 HOUSEKEEPING

- 1.** It is essential that good housekeeping is maintained throughout the period of the engagement in all areas used or occupied by the Visiting Production. Occupied areas shall be kept tidy at all times, access and emergency exit ways kept clear, and surplus and scrap material removed daily.
- 2.** 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.
- 3.** 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.
- 4.** The Visiting Production will ensure that any travel of materials/refuse from the Location shall be recovered and dealt with as in 9.1, 9.2 and 9.3.
- 5.** 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.
- 6.** Storage of materials must be authorised by the venue/premises
- 7.** The Visiting Production will ensure that all invitees are familiar with Clauses 9.1, 9.2, 9.3, 9.4,9.5,9.6 of this document.

## 10 WORKING AT HEIGHT

- 1.** 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.
- 2.** 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.

- 3.** 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.
- 4.** Where there is a risk of head injury beneath a working area (to contractors, Live Nation employees, visitors or members of the public) the appropriate steps must be taken. Where segregation and isolation are not possible, all personnel must wear hard hats.
  - **Segregate area below;**
  - **Prevent access for the duration of the work posing the risk;**
  - **Use hard hats for all remaining persons granted access.**
  - **The Law requires hard hats to be worn by all persons to whom a risk of head injury exists during the course of construction work.**

The supervising Live Nation technician on site will be responsible for determining when the work area becomes a hard hat area.
- 5.** 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.
- 6.** The erection, use and dismantling of scaffolding and mobile access towers will be carried out by the Visiting Productions in line with NASC good practice. 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, which will be available for inspection at all times.
- 7.** Tallescope procedures must be followed as laid down by the Live Nation Use of Tallescopes document, which can be provided by the responsible person on site.
- 8.** Use of Genies, mobile access platforms etc. must adhere to the guidelines provided with the equipment.

## 11 WORKING IN HAZARDOUS AREAS

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

## 12 STAGE MACHINERY

- 1.** Operation of the flying system must be authorised by the responsible Live Nation representative on site.
- 2.** 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.
- 3.** Operation of the Safety Curtain must only be carried out by authorised Live Nation personnel.

## 13 FENCES & BARRIERS

- 1.** 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.

2. 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.

## 14 SAFETY CLOTHING

1. 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 BS 1870.
2. The Visiting Production will ensure that their invitees wear hard hats as dictated by the guidelines laid down in section 10 Working at Height. Safety hats must comply with the current British Standards.
3. The Visiting Production will provide their invitees with correct protective overalls and recommend that they be worn at all times.
4. The Visiting Production will supply their invitees with correct industrial gloves to be worn as and where applicable.
5. The Visiting Production will supply their invitees with correct dust masks, appropriate to the materials being used or other breathing apparatus as deemed necessary.
6. 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.
7. The Visiting Production will advise all other invitees of the provisions of Clauses 14.1 to 14.6 inclusive and recommend similar measures.

## 15 EMERGENCY SERVICES

1. 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.
2. 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

1. Fire exits, escape routes, associated signage, and fire defence equipment must be kept free from obstruction at all times.
2. No Smoking shall take place on the stage, sub-stage areas, voids, galleries, fly floors and any other areas as directed by the venue.
3. 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.
4. The Hot Work Permit conditions must be strictly followed.
5. All flammables such as solvents, paints etc must be stored appropriately.
6. All scenic elements must be appropriately flame retardant.

## 17 ACCIDENT REPORTING

- 1.** The Visiting Production shall in addition to any report required by statutory regulations, report immediately to the Venue/Premises Manager all accidents occurring within the duration of the works which result in injury to persons or damage to property. The Company 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 the Company.
- 2.** The Visiting Production shall keep their accident records in accordance with statutory regulations and shall make these records available to the Company. If the Company so request, the Visiting Production shall discuss their accident data with the Company.

## 18 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

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

## 19 RIGGING AND SUSPENSION OF STAGE SCENERY

- 1.** 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.
- 2.** 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.
- 3.** 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.
- 4.** Risk Assessments for all rigging operations must be provided to the venue.
- 5.** 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.
- 6.** Safety harnesses must be worn at all times where there is a potential risk of fall.
- 7.** During rigging operations tools must be secured by a lanyard or other suitable means.
- 8.** All lifting equipment shall be of sound material and construction and fit for the purpose for which it is to be used.
- 9.** Only chains designed and approved for load carrying operations shall be used.
- 10.** All lifting accessories will conform to the relevant British and European standards and be fit for their intended use.
- 11.** All hoisting equipment will be marked with a Safe Working Load.
- 12.** Motorised lifting operations will be planned & carried out by competent personnel.
- 13.** 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, LASER & SPECIAL EFFECTS

- 1.** 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.)
- 2.** Material Data sheets must be available for all pyrotechnic, smoke & vapour effects.
- 3.** 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.
- 4.** Appropriate Risk Assessments and Method Statements for all Special Effects must be provided to the venue.
- 5.** All pyrotechnics must be stored in appropriate containers and operated by competent, experienced staff.
- 6.** Storage of any pressurised containers must be authorised by the venue in conjunction with the Licensing Authority.

## 21 ASBESTOS

- 1.** 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.
- 2.** 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.
- 3.** 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.
- 4.** The Contractor and his invitees must sign the premises asbestos register form to acknowledge having consulted the register.
- 5.** 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.

## 22 AUDIENCE PARTICIPATION

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

## VISITING PRODUCTION CHECKLIST

<b>Production</b>		<b>Date(s) of show</b>	
<b>Production Contact for Health &amp; Safety</b>		<b>Contact Number</b>	

PLEASE PROVIDE THE FOLLOWING PAPERWORK TO THE MANAGER OF THE VENUE  
(Please answer with Y,N or N/A)

<b>1</b>	Risk Assessments for all relevant aspects of the production.	
<b>2</b>	A copy of your Company's Health & Safety Statement.	
<b>3</b>	Certification for all lifting equipment and accessories.	
<b>4</b>	Details of pyrotechnic/laser/smoke & vapour effects.	
<b>5</b>	Certification of any flame retardant treatments applied to any elements of the production.	
<b>6</b>	Copies of all relevant insurance documents.	

PLEASE ANSWER THE FOLLOWING QUESTIONS TO HELP US TO COMPLY WITH HEALTH & SAFETY MANAGEMENT WITHIN THE VENUE. (Please answer with Y,N or N/A)

<b>7</b>	Is all the machinery and equipment forming part of the production suitably guarded.	
<b>8</b>	Does all lifting equipment and lifting accessories comply with current LOLER regulations.	
<b>9</b>	Has all the lifting equipment and accessories been certificated.	
<b>10</b>	Are any manual handling problems anticipated during the in and out? (if yes, please provide details).	
<b>11</b>	Does all electrical equipment comply with current EEC safety standards?	
<b>12</b>	Has all portable electrical equipment been PAT tested?	
<b>13</b>	Have there been any accidents or incidents at other venues? (If yes, please provide details )	
<b>14</b>	Are pyrotechnics or naked flames to be used in the production? ((If yes, please provide details).	
<b>15</b>	Have your personnel received the appropriate training for the operation and control of these effects?	
<b>16</b>	Will all pyrotechnics be stored in locked flammable cabinets?	
<b>17</b>	Do any of the company smoke on stage during the production?	
<b>18</b>	If pyrotechnics are in use, will you be taking the appropriate fire safety precautions?	
<b>19</b>	Will any hot works (welding, grinding & cutting) be carried out during get-in/get-out?	
<b>20</b>	Does audience participation feature in the production? (If use give details supplied sheet)	
<b>21</b>	Do any performers need access to the auditorium during the show? (If use give details supplied sheet)	
<b>22</b>	Do any performers perform in bare feet during the show? (If use give details supplied sheet)	

YOU SHOULD HAVE RECEIVED FROM THE VENUE (Please answer with Y,N or N/A)

<b>23</b>	A copy of the venue's General Information document.	
<b>24</b>	A copy of Live Nation's Health & Safety Policy Statement.	
<b>25</b>	A copy of the venue's risk assessment package.	
<b>26</b>	A copy of the venue's fire safety, accident reporting and first aid procedures.	
<b>27</b>	A copy of the Rules for Visiting Productions document.	

<b>Signed for visiting company/Promoter</b>	<b>Print Name</b>	<b>Position</b>	<b>Date</b>
<b>Signed for Venue</b>	<b>Print Name</b>	<b>Position</b>	<b>Date</b>

**PLEASE NOTE THAT LOCAL LICENCING AUTHORITY MIGHT REQUIRE A DEMONSTRATION OF PYROTECHNIC, SMOKE AND SPECIAL EFFECTS AND MAY WISH TO SEE ALL RELEVANT CERTIFICATION PRIOR TO LICENSING THE PERFORMANCE**

### Guidelines

It is essential that a meeting between the visiting production representative and venue management takes place prior to the show to ensure that an exchange of H&S information has taken place.  
Formal documentation of this meeting is vital and must be signed and dated by the participants.  
This form must be retained by the venue and available for inspection by appropriate parties at a later date.

## Audience Participation Form

<b>Production</b>		<b>Date(s) of show</b>	
<b>AUDIENCE PARTICIPATION (to be filled in by Visiting Production)</b>			
<b>GUIDELINES: Please give description of what is involved in the audience participation, detailing at which point in the show it occurs and the control measures in place for when the audience are on stage.</b>			
<b>AUDIENCE PARTICIPATION (to be filled in by Venue Management)</b>			
<b>GUIDELINES: Please give description of the venue management plan for the control of Members of the Public as they access and exit the stage. Include description of access and any venue specific information relevant to the Visiting Production.</b>			

<b>Signed for Live Nation</b>	<b>Print name</b>	<b>Position</b>	<b>Date</b>
<b>Signed for the Production</b>	<b>Print name</b>	<b>Position</b>	<b>Date</b>

**THIS FORM MUST BE COMPLETED FOR ANY PERFORMANCE INVOLVING AUDIENCE PARTICIPATION. PLEASE ENSURE THAT A COMPLETED COPY OF THIS DOCUMENT IS PROVIDED TO THE VISITING PRODUCTION AND THE ORIGINAL IS RETAINED BY THE VENUE**

**ARTIST'S HEALTH & SAFETY**

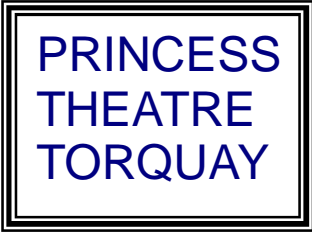
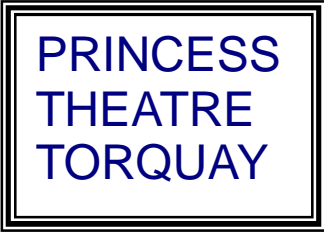
The Health & Safety Regulations and Risk Assessments operating in this Theatre state that:-

"NO PERSON UNDER ANY CIRCUMSTANCE, PERFORM IN BARE FEET"

In doing so, the responsibility is not with Live Nation but with the promoter of the performance.

I have read the above notice and agree to abide by the same.

Signed for visiting company/Promoter	Print Name	Position	Date



# Visiting Company Feedback

Company / Promoter	
Show Name	
<b>Date(s)</b>	

How would you rate the following:	Excellent	Good	Average	Bad	N/A	Comments
Information provided before your visit: Information, Technical Packs:						
Communication before your visit:						
Information provided during your visit including: Health & Safety and Fire Regulations:						
Head of Department's communication during your visit was:						
Technical support during the fit up period from stage was:						
Technical support during the fit up period from electrics was:						
The standard of the wiring of the show was:						
Cleanliness of backstage?						
The signage in the backstage area?						
The company office?						
The wardrobe facilities?						
The dressing rooms?						
The knowledge of venue staff?						
Did a member of management make them-selves known to you & welcome your company to the venue?						
Did you have any dealings with the FOH manager? For example with merchandise & what was the standard of service?						

Administration

The clarity & accuracy of the time sheets:						
The communication re technical items on contra account:						
The application & use of your money:						
Where your administration requirements met:						

Please highlight any persons that made your visit more enjoyable.						
Please highlight any persons that made your visit not enjoyable.						
Would you be happy to visit this venue again	Yes		No			

Additional Comments

Please leave the completed forms for the attention of the Venue Manager.

The management of the venue will use this questionnaire, to ensure improvements are made where required and praise issued when deserved. We can only improve our service by receiving your valuable feedback and can assure you that **your comments will be treated with the strictest of confidence.**

Thank you for your time and help, and we look forward to welcoming you back to our venue in the near future.

Compiled by Martin Roberts  
April 2008