

VISITING PRODUCTION CHECKLIST

Production		Date(s) of show	
Production Contact for Health & Safety		Contact number	

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

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

5	Is all machinery and equipment forming part of the production suitably guarded?		
6	Does all lifting equipment and lifting accessories comply with current LOLER regulations?		
7	Has all lifting equipment and accessories been certificated?		
9	Are any manual handling problems anticipated during the in and out? (If yes, please provide details)		
10	Does all electrical equipment comply with current EEC Safety standards?		
11	Has all portable electrical equipment been PAT tested?		
12	Have there been any accidents or incidents at other venues? (If yes, please provide details on a separate sheet)		
15	Are pyrotechnics or naked flames be used in the production? (If yes, please provide details on a separate sheet)		
16	Have your personnel received the appropriate training for the operation and control of these effects?		
17	Will all pyrotechnics be stored in locked flammable cabinets?		
18	Do any of the company smoke on stage during the production?		
19	If pyrotechnics are in use, will you be taking the appropriate Fire Safety precautions?		
20	Will any hot works (welding, grinding & cutting) be carried out during the get-in/get out?		
21	Does audience participation feature in the production? (If yes, please provide details on page 2)		
22	Do any performers need access to the auditorium during the show? (If yes, please provide details on page 2)		

WHAT YOU SHOULD HAVE RECEIVED FROM THE VENUE. (please answer Y or N)

25	A copy of the venue's General Information document		
26	The CCE Health & Safety Policy statement		
27	A copy of the venue's Risk Assessment package		
28	A copy of the venue's Fire Safety, Accident Reporting and First Aid Procedures		
29	A copy of the Rules for Visiting Productions document		

NOTE TO THE VENUE: Please ensure all of the above documentation has been provided to the Visiting Production prior to the show.

Signed for Visiting Company/Promoter	Print name	Position	Date
Signed for CCE	Print name	Position	Date

PLEASE NOTE THAT THE LOCAL LICENSING 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.

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AUDIENCE PARTICIPATION (to be filled in by Visiting Production)			
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.			
Signed for Visiting Company/Promoter	Print name	Position	Date

AUDIENCE PARTICIPATION (to be filled in by Venue Management)			
GUIDELINES: Please give description of the venue management plan for the control of Members of the Public as they access and exit the stage.			
Signed for CCE	Print name	Position	Date