

The image shows the interior of the Grand Opera House in York, featuring a grand stage with red curtains, ornate balconies, and rows of dark seats with red cushions. The text is overlaid on this background.

Grand Opera House York

Visiting Company Technical Information Pack

2010

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**GRAND
OPERA
HOUSE
YORK**

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Dear Guest

In the interests of setting up an exchange of Health and Safety information, please find enclosed our Visiting Company information pack, which includes a copy of our Rules for Visiting Productions, Health and Safety Policy Statement, Venue specific Risk Assessments and General Venue Information, including emergency procedures.

I would ask you to read and distribute the Rules for Visiting Productions document to all relevant personnel as it contains essential information designed to promote the Health, Safety and Welfare of all the people who occupy or visit the venue. It would be grateful if you could ensure that this information is passed onto all relevant personnel within the production.

If audience participation features in the performance, I would like to schedule a short meeting prior to the first performance, with the appropriate Production representative, to run through the safe management for this element of the show.

Yours sincerely,



Lizzie Richards
General Manager



Venue Information

**GRAND
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Postal Address:	Cumberland Street, York. YO1 9SW
Load in point:	Cumberland Street
Parking/Unloading:	The theatre does not have any designated parking spaces. There are short stay pay and display parking spaces on Cumberland Street or Clifford Tower's pay and display car park is 5 minutes walk away.
Truck Parking:	Trucks may be able to park at the Race Course. In most cases it will need to be pre arranged with Technical Manager. <u>Please note that we do not have a landline facility for sleeper coaches!</u>
Stage Door:	Stage door is located on Cumberland Street <i>Please note:</i> we do not employ a stage door keeper. Access into the building is via a keypad. The code is changed regularly and staff will inform you of the number on arrival. Identification will be required before this information is given. No access/exit through the box office.
In/Out register	Please note, whilst the Grand Opera House will ensure the highest security and fire procedures in all areas of the theatre, the visiting company has responsibility in also ensuring these aspects are met. The company manager should ensure all production staff are briefed in the fire procedure and security and that all company members sign in/out on the documents provided by the visiting company.
Smoking:	No smoking is allowed in any part of the theatre.
Illegal Substances:	The use of illegal substances is prohibited.
Alcohol:	All Grand Opera House staff practice a zero tolerance policy regarding consuming alcohol during working hours (including breaks). In the interests of health and safety for all people working in the building, we request all visiting company members do the same.
Food:	No food or drink allowed onstage, dressing rooms only.
Staff Room:	Due to limited space backstage, we are not able to offer a rest room.
Accident Reporting:	All accidents and near misses must be reported to the GOH Technical Stage Manager
First Aid:	The Grand Opera House has designated first aiders. Signage detailing these staff are posted in all areas

Venue Information

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- Compressed Gas:** No compressed gasses are allowed in any part of the Grand Opera House.
- Emergency Evacuations:** Should the need arise, following the instruction to evacuate from the stage manager all company members should leave the building by the closest, safest route and assemble by the river Ouse. In the event of the quayside being flooded, the assembly point is in the car park behind Plonker's Wine Bar. The company manager is responsible for ensuring all members have vacated the building and liaising with theatre management.
- Post for Visiting Companies:** Any post sent to the theatre for members of the visiting companies will be either given to the company manager or pinned to the notice board outside dressing rooms two and three.
- Damage to property:** Should any members of the visiting company damage either the fabric of the building or items within the dressing rooms, replacement or repair will be recharged back to the company.
- Pets:** Whilst we welcome guide dogs, any other request for pets to enter the building is at the discretion of the Technical Stage Manager.
- Lost Property:** The dressing rooms are cleaned the following morning. Any personal items left are transferred to our lost property department. If you think you have left an item, please call 01904 678700 and we will try and locate these for you.
- Electrical Equipment:** Any electrical equipment that is not provided by the Grand Opera House York, but is used in the dressing room block needs to be approved by the resident Chief LX. All equipment must be PAT tested with a up to date label.
- Post Show Curfews:** Only authorised personnel are permitted backstage. Should any post show meetings backstage be required, this must be approved by the Technical Stage Manager. For shows remaining in the theatre for more than one night, performers and associated staff are expected to vacate the theatre 30 minutes from curtain down.
If the show is leaving that night, this curfew does not apply, however, all staff should have left by the time the theatre technical staff have finished.

Dressing Rooms

Dressing room keys are available. Please ask a member of the technical staff. Failure to return these on departure will mean a £50.00/key recharge for their replacement.

Stage Level

There are three dressing rooms, all with en-suite facilities. The company office is situated on this level with a telephone point / phone. A water cooler and x3 separate toilets are also on this level.

First Floor

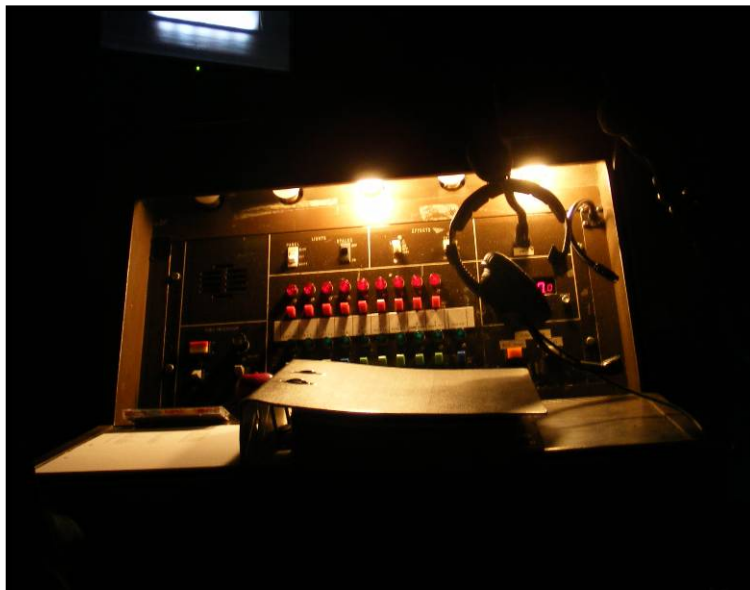
There are three dressing rooms, all with en-suite facilities. A water cooler and x2 separate toilets are also on this level.

Wardrobe Facilities

Wardrobe facilities are situated on the first floor. We have a washing machine and x2 dryers. We also have our own ironing facilities with are available for use upon request.

Free broadband Wi-Fi is available in all dressing rooms and backstage. For details on how to connect, please see notices within dressing rooms or ask a member of staff.

If you require any further information regarding our dressing room / wardrobe facilities, please do not hesitate to contact the Technical Stage Manger.





Auditorium Rules

- NO glass to be taken into the auditorium at any time (plastic cups available from the bar area)
- NO hot food to be taken inside the auditorium
- NO photography allowed inside the auditorium
- NO member of the public to be admitted inside the auditorium without a valid ticket

General House Rules

- The Grand Opera House has a NO smoking policy throughout the building
- All fire exits and aisles MUST be kept free from obstruction
- The backstage areas MUST be kept as clean and tidy as possible
- All accidents MUST be logged in detail in the Accident Book – please see a member of technical staff
- Visiting companies MUST ensure that all members are full aware of the location of the fire exits and evacuation meeting point, located by the Rive Ouse.

Venue Contacts

**GRAND
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ADMINISTRATION – *please contact to arrange advance payments*

General Manager Lizzie Richards 01904 678701
LizzieRichards@theambassadors.com

Deputy General Manager Clare Devon 01904 678702
ClareDevon@theambassadors.com

MARKETING – *please contact for any marketing / press related queries*

Marketing Manager Kate Smithson 01904 678704
KateSmithson@theambassadors.com

Press Officer Celestine Dubruel 01904 678711
CelestineDubruel@theambassadors.com

FRONT OF HOUSE – *please contact for any queries relating to Catering and FOH for your production, including merchandise and brochures.*

Front Of House Manager Gordon Glover 01904 678707
GordonGlover@theambassadors.com

BOX OFFICE – *please contact for show figures*

Box Office Manager Catherine Richards 01904 678703
CatherineRichards@theambassadors.com

TECHNICAL & STAGE – *please contact for stage technical information and to schedule crew calls and get-ins.*

Technical Stage Manager James Holmes 01904 678715
JamesHolmes@theambassadors.com

Technical Deputy Mark Waters 01904 678710
MarkWaters@theambassadors.com

Chief Electrician Magnus Leslie 01904 678710
MagnusLeslie@theambassadors.com

Technical Information

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ARRIVAL

Transport:

The loading dock is situated on Cumberland Street. As the venue does NOT have any car parking facilities AND Cumberland Street is a lifeboat slipway – all trucks must not stay on Cumberland Street once the load-in has finished. There is parking available along by York Racecourse – situated 15 minutes walk away from the theatre. Technical staff will be able to advise further on the day regarding transport.

Get In / Out:

The amount of staff we offer is subject to change in relation to each contract. For more information on this, staffing and recharges please contact our Technical Stage Manager.

The loading docks location is from Cumberland Street to upper stage right. The doors are 2m x 4m and the top section can open up to add an extra 1.5m in height.

Safety:

Hard hats MUST be worn on stage at ALL times during the get-in / out and at times requested by the Stage Manager

The Stage 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 STAGE & EQUIPMENT

Stage:

The stage is constructed from Iroko, tongue and groove, semi sprung. It is covered with 7mm oil tempered hardboard and painted matt black.

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.

Orchestra Pit

Our orchestra pit can accommodate approximately 40. Access to the orchestra pit is from prompt corner. There are 56 chairs, 4 lit music stands, 2 un-lit music stands and 2 lit conductors' stands which are available to use.

Lighting:

Please submit your lighting plan two weeks prior to the performance of your show with a full description of the lighting rig.

We have a Strand 520i desk which is located at the back of the stalls. This contains 250 channels. D54 to DMZ converter capabilities are also included and there are 95 ways of Rank Strand Permus dimmers

We have two Robert Julian 'Topaze' 1.2kw followspots with Bullseye laser sights located at the back of the grand circle auditorium level.

Pre-Rig:

Due to our very busy programmes, it is not always possible to pre-rig. Should a pre-rig be desired, then please contact the Technical 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 fixed position for the sound desk, which is situated at the back of the stalls, next to the lighting desk.

We do have an in-house sound system which can be used – which consists of the following:

Mixer:	Allen and Heath GL3300 24 channel
Mixer Position:	Rear centre of stalls. (Loss of 4 seats R8 9 10 11)
Amplifiers	3 x © AUDIO ST400 Mounted in Main rack 1 x HK VX1200 Monitor amp.
Digital Delays	2 x TOA 310D
Graphic EQ's	1 x Yamaha Q2031A 31 band stereo.
Speakers	Grand Circle 2 x HK PR115 Dress Circle 2 x TOA 310D Delays Stalls 2 x HK PR115 On Stage 2 x HK PR211M
Wedge monitors	2 x Generic Wedge Monitor
Microphones	1 x AKG D321, 2 x AKG D222, 2 x SM58, 2 x Upright Studio Condensers, 3 x Short Rifle Condensers, 1 x Sennheiser Rifle, 6 x Trantec S4000LM lapel mic. 1 x Sennheiser Radio Hand Held.
Audio playback	Trantec Minidisc With AutoPause, Denon CD, Yamaha rev 100 FX generator.
Accessories	6 x microphone stands.

NB: Although our sound system is adequate for sound FX during drama productions, low volume level dance and stand up comedy, it is by no means suitable for high volume, high output shows as we have no bass capability. We can supplement with equipment hired locally, which will be recharged onto the settlement

Flying Facilities:

We have 29 hemp sets, x12 variable speed controlled, 450kg motorised bars and x4 450kg hand-winned bars.

House Tabs and Masking:

Our house tabs are admiral red with a gold braid on them. These can be flown in if required.

We have 1 pair of black tabs – 5.5m by 7m (22'9") drop, 8 black legs 2.5m by 7.5 drop and 4 black borders 10.2m by 4m drop.

We also have one bleached white cotton cyclorama which is 10.2m by 10m drop.

Comms System:

Our comms system works on a single channel. There are 6 outstations (plus prompt desk).

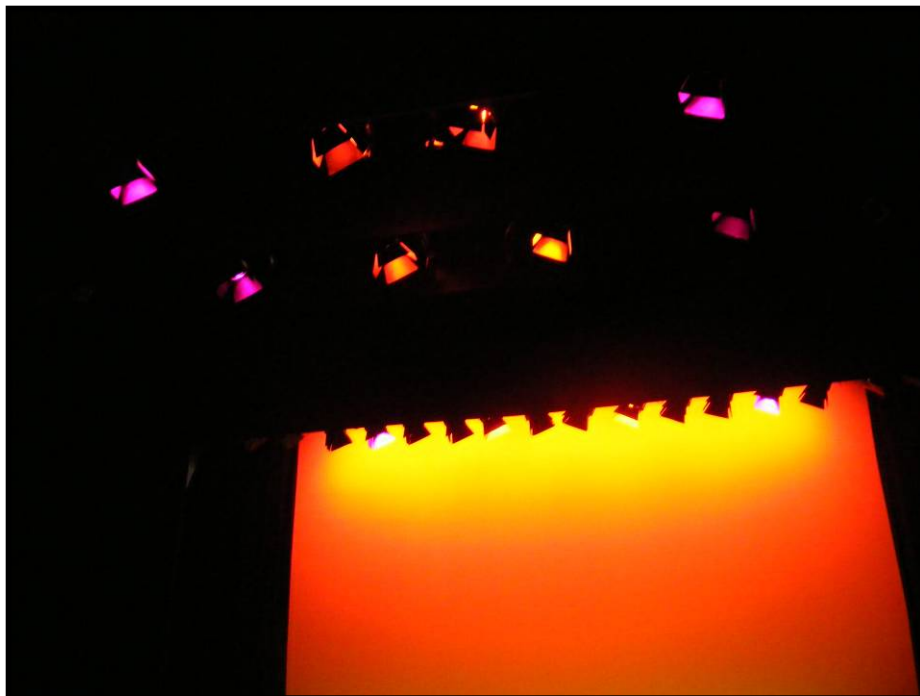
Special Effects:

Please inform the technical department of any pyrotechnics / smoke that will be used during your show before arrival.

Dry Ice is available by prior consultation.

Dance Floor:

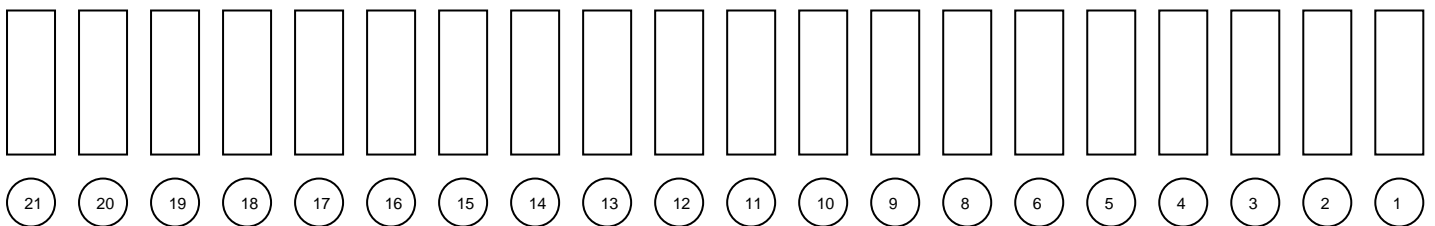
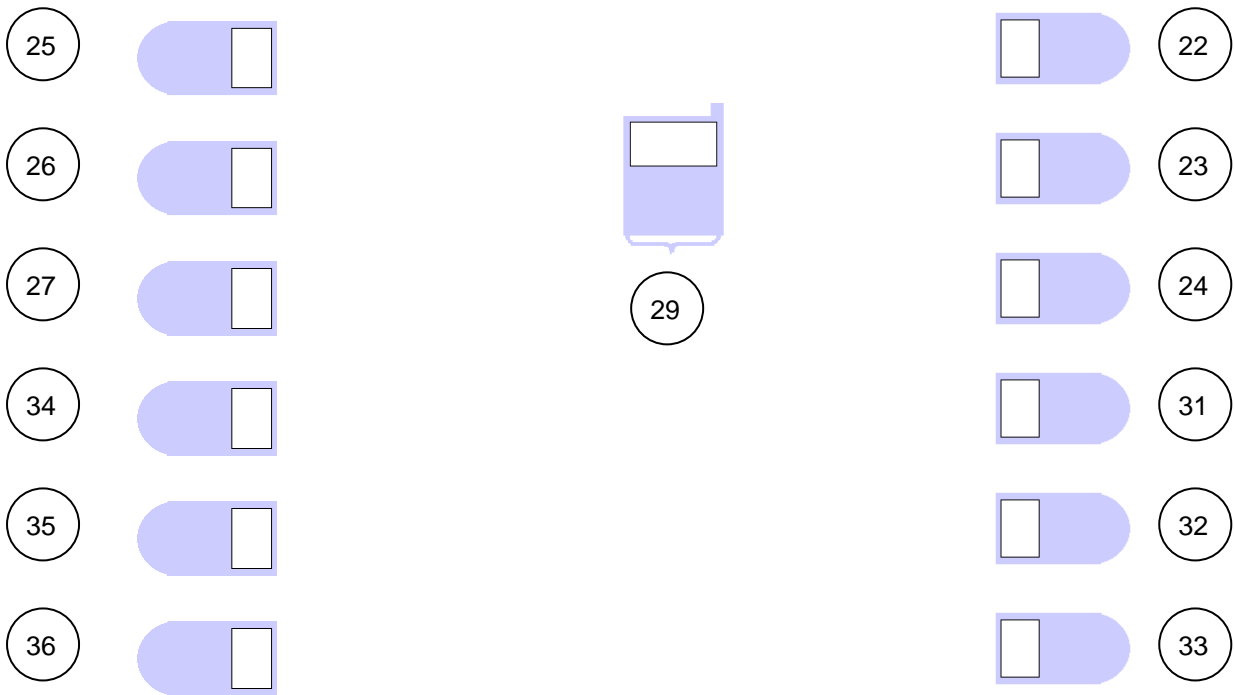
We have a Harlequin STU880 dance floor which is available on request. This is an additional cost and will be recharged on the settlement.



Front Of House Plan

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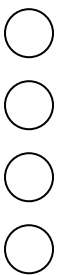
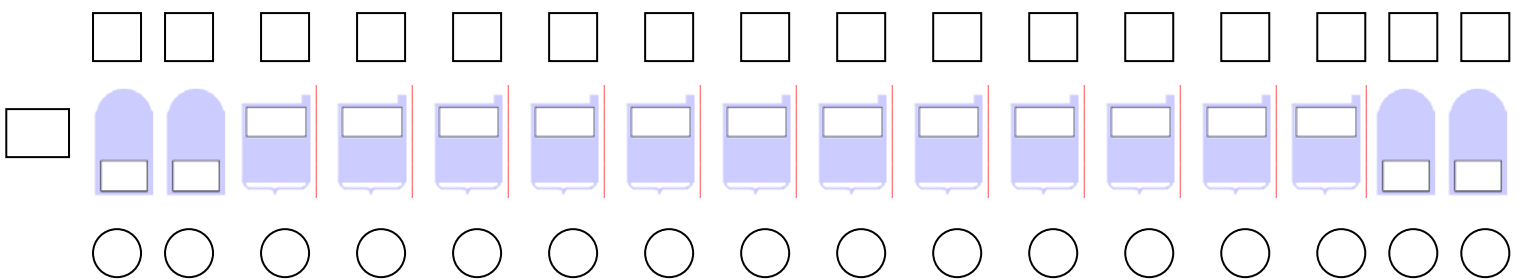
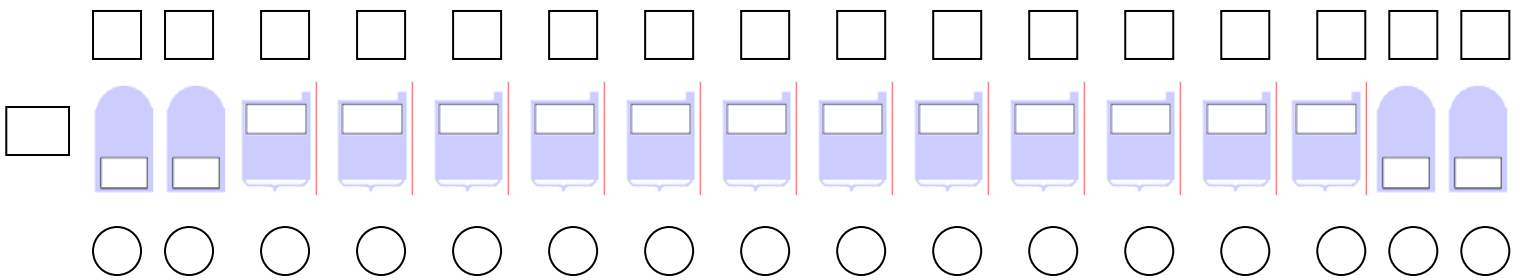
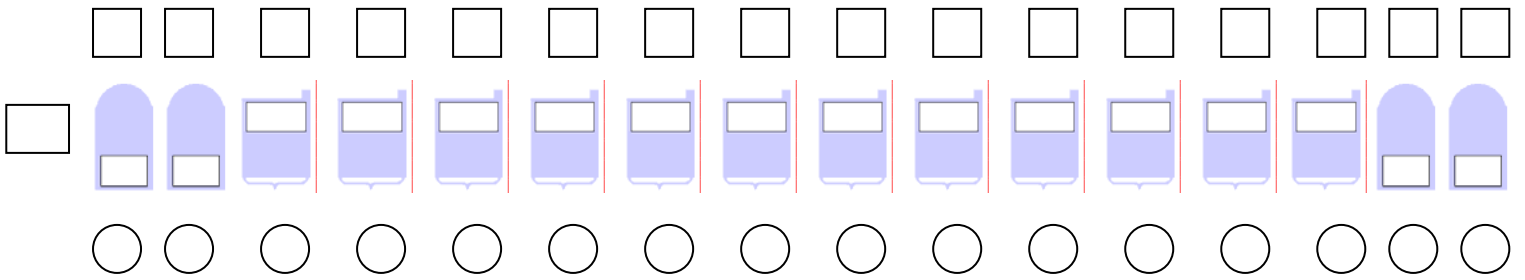
Standard 4 Colour Wash Generic Rig



Basic LX Rig

**GRAND
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YORK**

Standard 4 Colour Wash Generic Rig



Health and Safety Statement

The Ambassador Theatre Group Venues Ltd is committed to ensuring the health, safety and welfare of its employees, as far as is reasonably practicable. We will take steps to ensure that our statutory duties are met at all times.

Management

Directors and Management recognise and accept that it is their responsibility to provide and maintain the safest and healthiest work conditions as are reasonably practicable for its employees, audience, performers, visiting company personnel, hirers and any other people while they are on our premises. In particular we recognise the specific needs of people with disabilities and young people.

It is therefore our policy to do all that is reasonably practicable to prevent personal injury, damage to property and to protect everyone, including the public, from foreseeable work hazards in so far as they come into contact with our venues. Management have a duty to:

- provide and maintain safe and healthy working conditions taking account of any statutory requirements.
- provide instruction and training to enable employees to perform their work safely and efficiently.
- make available all necessary safety devices and protective equipment/clothing, and to supervise their use.
- maintain a constant and continuing interest in health and safety matters applicable to our activities. In particular to consult with and involve employees or their representatives wherever possible.
- provide and maintain, as far as is reasonably practicable, a safe and healthy place of work with proper access and egress, and welfare facilities.

Employees equally have a duty to exercise personal responsibility and do everything to prevent injury to themselves and others by working safely and efficiently by:

- using the protective clothing and equipment provided and by meeting statutory obligations.
- reporting incidents and hazards that have led to, or may lead to, injury or damage to equipment.
- adhering to company procedures, directions, and safety instructions jointly agreed on their behalf for securing a safe working place.
- assisting in investigations of accidents with the object of introducing measures to prevent reoccurrence.
- refraining from wilful misuse, or interference, with anything provided in the interests of health and safety, and to take reasonable care in any action that might endanger themselves or others.



Safe Working Practice

Show Flying (Hemp)

- Only move a flying piece on a verbal or visual cue
- Report any flying defects to the Stage Manager
- Inform the Stage Manager if a piece is incorrectly weighted for hemp flying
- If the Stage Manager calls stop you should do so immediately
- ALWAYS wait for Master Flymans cue
- Wear gloves when necessary
- Do not wear loose clothing; make sure long hair is tied back.
- Do not wear jewellery such as rings or watches

Use of Tallescope

- Outriggers must be used at all times
- Carry out a visual inspection of the 'scope, paying particular attention to locks, catches.
- Any tools used at the top of the 'scope should be secured by a lanyard or similar restraint device.
- Whenever the basket is occupied there must be two pushers standing at each end of the base, outside the perimeter of the 'scope with both feet on the floor.
- Whenever the basket is occupied the access bar must be in the closed position
- **NEVER** climb onto the toe rails or basket bars to gain height.
- **NEVER** overreach to the side of the basket.
- Whenever possible the 'scope should be moved in the direction of it's longest axis with one of the pushers watching the operator in the basket.
- **NEVER** move the 'scope without being instructed to do so by the person in the basket.
- Communication between the person in the basket and the pushers must be clear and concise. Giving direction of travel, a start command and a stop command. The pushers must acknowledge and confirm the command
- The pushers must endeavour to move the scope as smoothly as possible.
- **NEVER** attempt to lift the scope whilst the operator is in the basket.
- Hard hats must be worn by the pushers.
- If the tallescope has been adjusted for a raked stage, double-check that the legs have been correctly locked off.
- When not in motion the brakes must be locked off

Working in the Auditorium Roof Void

- Ensure that the Supervising Technician or Stage Door know that you are working in the roof void
- Inform the Supervising Technician or Stage Door when you have left the area
- If possible take a house Motorola radio with you
- Use a harness if leaving the walkways
- Only rig from rigging points authorised by the Supervising Technician

Use of Power Tools

- Always use a circuit breaker and test it prior to use.
- Always wear safety goggles and ear defenders if appropriate.
- Thoroughly inspect all tools for damage before use.
- Report any defects to the technical manager and do not use the tool until the defect has been rectified.
- Ensure there is adequate lighting for your activity.
- Ensure all tools are subject to periodic Portable Appliance Testing.

Please ensure you have read the associated risk assessments

Safe Working Practice

Access via Jacob's Ladders

- Tools must be carried in a toolbelt or raised/lowered on a line
- Both hands must be used for climbing
- Do not climb or descend until the ladder is clear
- Inform other personnel when you are clear of the ladder
- Do not climb or stand on the guardrail

Loading/Unloading Counterweight Cradles

- Do not commence work until C/hand fly confirms cradle is safe to work on.
- Only load cradles to the weight as directed by chargehand flys
- Advise chargehand flys when loading is completed and the collar is secure.
- Only authorised personnel to load/unload cradles
- Ensure correct PPE is being worn

Raising or Lowering the Safety Curtain

- **Only authorised personnel to operate this equipment.**
- Before dropping or raising the curtain ensure that you call it loudly and clearly.
- When dropping the safety curtain watch it all the way in.
- Be prepared to brake the safety curtain if necessary
- Check the line of the Safety Curtain for impediments or obstructions prior to dropping it in

Working in the Grid

- Remove all loose items from pockets before working in the grid.
- Look out for trip hazards.
- Remember any machinery might move without warning.
- All tools should have a lanyard attached.
- Any tools and fittings not being used must be stored in a grid tray
- Before leaving the grid check the work area for loose items or tools
- Ensure that the lighting is adequate for the operation being performed

Using the Load-in Ramp

- Safety footwear must be worn.
- Ensure correct manual handling technique is used.
- Ensure sufficient personnel are present to raise or lower ramp.
- When the ramp has been raised it must be tied off securely.
- Ensure sufficient personnel are present to move the load up or down the ramp
- One person should call the manoeuvre clearly and precisely
- Ensure lighting levels are adequate

Please ensure you have read the associated risk assessments

RISK ASSESSMENT

FLYING SCENERY DURING FIT-UP/GET-OUT (HEMP)

DESCRIPTION OF JOB – APPLIES TO VISITING COMPANY / EMPLOYEES / YOUNG PEOPLE

Flying and rigging scenery/lighting whilst doing a get-in/get-out
Hemp side S/R

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Muscle strain from lifting heavy scenery	2	2	4	Medium
2) Burning of hands whilst gripping hemp lines with loads	1	3	3	Medium
3) Injury caused due to insufficient training i.e. correct tie offs, coordinated lifting techniques.	2	2	4	Medium

RECOMMENDED PRECAUTIONS

- 1) Ensure there are the correct number of people required to carry out the lift (Should be called from the Stage Manager or the Flyfloor supervisor)
- 2) Proper use of PPE should be used at all times, in this case-Gloves.
- 3) Only allow trained staff to operate flybars, a designated competent member of staff should supervise at all times. The Stage Manager should select whom should be operating and supervising based on their competence and training.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Muscle strain from lifting heavy scenery	1	2	2	Low
2) Burning of hands whilst gripping hemp lines with loads	1	3	3	Low
3) Injury caused due to insufficient training i.e. correct tie offs, coordinated lifting techniques.	2	2	4	Medium

DETAILS OF FURTHER ACTION REQUIRED

- 1) Re-assess the activity if an accident, near miss or change in operation takes place.
- 2) Ensure staff have gone through induction training with regards to this activity

Assessed by James Holmes – Technical Manager

Likelihood	1 = Unlikely	2 = May Occur	3 = Will Occur	Severity	1 = Minor	2 = Moderate	3 = Major
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Risk 1-3 = Low

Risk 4-5 = Medium (Reduce if possible)

Risk 6-9 = High (Immediate Action required)

RISK ASSESSMENT

DROPPING/RAISING MOTOR CHAIN FOR INSTALLING / UNINSTALLING TEMPORARY POINTS IN WHICH TO SUSPEND LIGHTING

DESCRIPTION OF JOB – APPLIES TO VISITING COMPANY / EMPLOYEES

Pulling up motor chain via climbing rope. Attaching motor chain hooks to a beam clamp situated on rigid steel beams in the roof space above the auditorium.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Injury to back whilst hauling heavy chain	1	2	2	Low
2) Dropping chain on to someone whilst transferring hook from hauling line to beam clamp shackle.	2	2	4	Medium
3) Burning hands on hauling line when dropping motor chain in	2	2	4	Medium
4) Dust inhalation whilst working in roof void	3	1	3	Low
5) Slipping and falling through plastered ceiling whilst moving around roof space	2	3	6	High

RECOMMENDED PRECAUTIONS

- 1) Train staff properly on how to use a hauling line when lifting/lowering weight. Rigging course. Only use fully trained staff for this activity.
- 2) As above. Ensure that there are two people doing task so one person can hold the chain whilst the other takes the hauling line off the motor hook.
- 3) Ensure that the correct PPE has been issued for this activity, i.e gloves.
- 4) Wear dusk masks at all time whilst working in the roof space
- 5) Install solid walkways and handrails around all areas connected with task.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Injury to back whilst hauling heavy chain	1	2	2	Low
2) Dropping chain on to someone whilst transferring hook from hauling line to beam clamp shackle.	1	2	2	Low
3) Burning hands on hauling line when dropping motor chain in	1	2	2	Low
4) Dust inhalation whilst working in roof void	1	1	2	Low
5) Slipping and falling through plastered ceiling whilst moving around roof space	1	3	3	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 that all staff connected with this activity have read the Safe Working Practice associated with this activity

Assessed by James Holmes – Technical Manager

Likelihood	1 = Unlikely	2 = May Occur	3 = Will Occur	Severity	1 = Minor	2 = Moderate	3 = Major
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Risk 1-3 = Low	Risk 4-5 = Medium (Reduce if possible)	Risk 6-9 = High (Immediate Action required)
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RISK ASSESSMENT

LOWERING SPEAKERS AND CASES INTO THE ORCHESTRA PIT

DESCRIPTION OF JOB – APPLIES TO VISITING COMPANY / EMPLOYEES

Lowering heavy speakers and heavy cases (sound equipment) into the orchestra pit off the front edge of the stage.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Crush related injury, due to loss of control of the case.	2	3	6	High
2) Muscular strain, due to a member of the team taking too much weight on their own.	3	2	6	High
3) Bruising or fractures to hands and feet as case is grounded on the steel deck between levels.	2	2	4	Medium
4) Injury due to falling from the front edge of the stage as lowering a case down to the next level.	3	3	9	High

RECOMMENDED PRECAUTIONS

- 1) Ensure personal protective equipment is worn at all times, this includes steel toe cap boots, gloves and hard hats (if not too intrusive)
- 2) Ensure the case is evenly weighted.
- 3) Ensure you have sufficient people to carry out the task, a minimum of 4 (2 onstage lowering and 2 in the pit receiving)
- 4) Always use strops to assist the lowering of the case, to allow people on stage to take the weight but not be too close to the edge of the stage.
- 5) Make sure one person calls clearly as case is being lowered.
- 6) If the case is on wheels, always lower it onto them.
- 7) If possible keep safety line across front edge of stage.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Crush related injury, due to loss of control of the case.	1	3	3	Low
2) Muscular strain, due to a member of the team taking too much weight on their own.	2	2	4	Medium
3) Bruising or fractures to hands and feet as case is grounded on the steel deck between levels.	1	2	2	Low
4) Injury due to falling from the front edge of the stage as lowering a case down to the next level.	1	3	3	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.

Assessed by Mark Waters – Technical Deputy

Likelihood	1 = Unlikely	2 = May Occur	3 = Will Occur	Severity	1 = Minor	2 = Moderate	3 = Major
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Risk 1-3 = Low	Risk 4-5 = Medium (Reduce if possible)	Risk 6-9 = High (Immediate Action required)
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RISK ASSESSMENT WORKING IN THE GRID

DESCRIPTION OF JOB – APPLIES TO VISITING COMPANY / EMPLOYEES
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

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Objects falling from the grid to stage level	2	2	4	Medium
2) Injury to grid worker due to trip hazards	2	2	4	Medium
3) Injury due to machinery moving without warning	2	2	4	Medium
4) Injury due to poor lifting technique in enclosed areas	2	2	4	Medium

RECOMMENDED PRECAUTIONS
<ol style="list-style-type: none"> 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 a warning should be clearly and concisely given 4) Only specifically trained staff are allowed into the grid area

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Objects falling from the grid to stage level	2	2	4	Medium
2) Injury to grid worker due to trip hazards	1	2	2	Low
3) Injury due to machinery moving without warning	2	2	4	Medium
4) Injury due to poor lifting technique in enclosed areas	1	2	2	Low

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

Assessed by Magnus Leslie – Chief LX

Likelihood	1 = Unlikely	2 = May Occur	3 = Will Occur	Severity	1 = Minor	2 = Moderate	3 = Major
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Risk 1-3 = Low	Risk 4-5 = Medium (Reduce if possible)	Risk 6-9 = High (Immediate Action required)
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RISK ASSESSMENT USING LOAD-IN RAMP ON CUMBERLAND STREET

DESCRIPTION OF JOB – APPLIES TO VISITING COMPANY / EMPLOYEES /

The load in ramp is located by the dock door and is used to run equipment and set onto and off the stage onto street level. The load in ramp is stored in the Stage Right wing in the up position (Tied Off) and has to be manually lowered for use.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Flight case or scenery could cause crushing/abrasion injuries to various parts of the body	3	2	6	High
2) Injury from pushing or lifting	2	2	4	Medium
3) Objects moving due to angle of Cumberland Street	3	1	4	Medium
4) Injury from raising or lowering ramp	1	1	1	Low
5) Tripping/falling off ramp whilst pushing/pulling flight cases	1	2	2	Low

RECOMMENDED PRECAUTIONS

- 1) Ensure safety footwear and gloves are worn
- 2) Sufficient personnel are present and one person is calling the manoeuvre
- 3) Ensure that flight cases and scenery are laid off/tipped securely in the street
- 4) Ensure two people raise or lower the ramp
- 5) Make sure that the handrails are attached and secured to the ramp all ALL times when in use

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Flight case or scenery could cause crushing/abrasion injuries to various parts of the body	2	2	4	Medium
2) Injury from pushing or lifting	1	2	2	Low
3) Objects moving due to angle of Cumberland Street	2	1	2	Low
4) Injury from raising or lowering ramp	1	1	1	Low
5) Tripping/falling off ramp whilst pushing/pulling flight cases	1	2	2	Low

DETAILS OF FURTHER ACTION REQUIRED

- 1) Re-assess the activity if an accident, near miss or change in operation takes place.
- 2) Since this risk assessment was recorded the theatre now has a custom built ramp with handrails. Other hazards/risks still apply.

Assessed by James Holmes – Technical Manger

Likelihood	1 = Unlikely	2 = May Occur	3 = Will Occur	Severity	1 = Minor	2 = Moderate	3 = Major
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Risk 1-3 = Low	Risk 4-5 = Medium (Reduce if possible)	Risk 6-9 = High (Immediate Action required)
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RISK ASSESSMENT LOADING/UNLOADING WAGONS

DESCRIPTION OF JOB – APPLIES TO VISITING COMPANY / EMPLOYEES

Equipment and set is loaded/unloaded from wagons usually from a ramp from the truck to street level and then from the street to the stage via another ramp.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Muscular strain from incorrect lifting techniques	2	2	4	Medium
2) Crush injuries from pack shifting in back of wagon	2	3	6	High
3) Bruising or fractures from contact with scenery	2	2	4	Medium
4) Injury due to obstructions on route causing trip hazards	2	2	4	Medium
5) Injury due to trips, contact with hard edges as a result of poor lighting levels	2	2	4	Medium

RECOMMENDED PRECAUTIONS

- 1) Ensure that there enough personnel to move the piece and that all staff are aware of correct manual handling techniques
- 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
- 3) The person calling the move should explain clearly to staff how the task is going to be carried out
- 4) Check that the route being taken is free from obstructions
- 5) Ensure that the area is adequately lit
- 6) In some cases hard hats must be issued
- 7) Keep Opera House staff off the load-in/out vehicles should company personnel appear untrained or disorganised.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Muscular strain from incorrect lifting techniques	1	2	2	Low
2) Crush injuries from pack shifting in back of wagon	2	2	4	Medium
3) Bruising or fractures from contact with scenery	2	2	4	Medium
4) Injury due to obstructions on route causing trip hazards	1	2	2	Low
5) Injury due to trips, contact with hard edges as a result of poor lighting levels	1	2	2	Low

DETAILS OF FURTHER ACTION REQUIRED

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

Assessed by James Holmes – Technical Manger

Likelihood	1 = Unlikely	2 = May Occur	3 = Will Occur	Severity	1 = Minor	2 = Moderate	3 = Major
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Risk 1-3 = Low	Risk 4-5 = Medium (Reduce if possible)	Risk 6-9 = High (Immediate Action required)
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RISK ASSESSMENT

MEMBERS OF PUBLIC ENTERING/EXITING THE STAGE VIA THE STEPS IN THE AUDITORIUM.

DESCRIPTION OF JOB – APPLIES TO VISITING COMPANY / EMPLOYEES / CONTRACTORS / PUBLIC
Preventing members of the public entering the stage from the auditorium via the steps either side of the stage. This risk assessment has been drafted as a proactive measure to prevent members of the public from getting on to the stage without prior agreement or as part of audience participation.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) People tripping/falling on the stairs	2	2	4	Medium
2) People falling off the stage	2	2	4	Medium
3) Members of staff being put at risk due to unruly customers wanting to get on the stage	2	2	4	Medium
4) Members of public disturbing performances	1	2	2	Low
5) Members of public going onstage in general	2	2	4	Medium

RECOMMENDED PRECAUTIONS
<ol style="list-style-type: none"> 1) Install barrier at the foot of the steps leading to the stage 2) Ensure security staff are guarding both sets of steps during concerts or similar events 3) Ensure ushers are present during intervals and all performances 4) Train staff in dealing with unruly members of the public

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) People tripping/falling on the stairs	1	1	1	Low
2) People falling off the stage	1	3	3	Low
3) Members of staff being put at risk due to unruly customers wanting to get on the stage	2	2	4	Medium
4) Members of public disturbing performances	1	1	1	Low
5) Members of public going onstage in general	1	1	1	Low

DETAILS OF FURTHER ACTION REQUIRED
<ol style="list-style-type: none"> 1) Review assessment in six months 2) Monitor carefully once recommended precautions are in place

Assessed by James Holmes – Technical Manger

Likelihood	1 = Unlikely	2 = May Occur	3 = Will Occur	Severity	1 = Minor	2 = Moderate	3 = Major
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Risk 1-3 = Low	Risk 4-5 = Medium (Reduce if possible)	Risk 6-9 = High (Immediate Action required)
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RISK ASSESSMENT

ASSISTING AT HEIGHT THE RIGGING OF THE PROS BOOMS

DESCRIPTION OF JOB – APPLIES TO VISITING COMPANY / EMPLOYEES

The general assistance of the main rigger in attaching boom arms and guiding hauled equipment into place. The attachment of cabling to certain equipment already rigged if accessible.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Slipping and falling at height.	3	3	9	High
2) Slipping and banging your head.	3	3	9	High
3) Dropping equipment being used at height.	2	3	6	High
4) Injury from moving or rigging heavy equipment at height.	2	2	4	Medium

RECOMMENDED PRECAUTIONS

- 1) A general fall arrest harness and singular riggers lanyard will be used at all times. Only certain areas of the booms can be assisted from, at no point must the individual over stretch or climb on the booms to assist. They are purely to assist from the reachable areas of the boxes.
- 2) A climbing helmet or hard hat must be worn at all times.
- 3) All equipment being used at height must be attached to a workable lanyard. Boom arms and other equipment must be passed to the main rigger via the closest route possible at all times. At no point must they over stretch or climb on the boom to pass equipment.
- 4) Under no circumstances must the individual over stretch or climb on the booms. The weight of the equipment to be rigged shall be managed on the hauling line at stalls level.

DESCRIPTION OF HAZARDS / RISKS	LIKELIHOOD	SEVERITY	RISK FACTOR	RISK (BEFORE PRECAUTIONS)
1) Slipping and falling at height.	1	2	2	Low
2) Slipping and banging your head.	1	2	2	Low
3) Dropping equipment being used at height.	2	1	2	Low
4) Injury from moving or rigging heavy equipment at height.	1	2	2	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) All harnesses and rigging equipment to be inspected on regular basis.

Assessed by Magnus Leslie, Chief LX

Likelihood	1 = Unlikely	2 = May Occur	3 = Will Occur	Severity	1 = Minor	2 = Moderate	3 = Major
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Risk 1-3 = Low	Risk 4-5 = Medium (Reduce if possible)	Risk 6-9 = High (Immediate Action required)
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01. GENERAL DETAILS

Address of premises	Cumberland Street York, YO1 1SW		
Use of premises	Theatre		
Owner of premises	Live Nation		
General Manager	Lizzie Richards		
Technical Manager	James Holmes		
Licensing Authority	City of York council		
Fire Authority	North Yorkshire Fire & Rescue Services		
Description of premises			
The building is a Grade 11 listed Edwardian theatre fronting Clifford St in the centre of York. The building construction comprises solid brickwork walls, slate covered timber pitched roofs and suspended timber floors.			
General description of the occupancy of the building			
The Grand Opera House plays host to a variety of theatrical events from drama to opera and popular musicals and rock and roll style music gigs			
Maximum number occupancy present at any one time	1007		
Maximum number of staff present at any one time	24		
Number of internal staircases comprising fire exit runs	4		
Number of external staircases comprising fire exit runs	0		
Number of designated final fire exits	9		
Proactive measures taken to ensure the integrity of electrical systems, exit runs, floor coverings etc.	Y	N	
Are fire exits, floor coverings, stair treads checked prior to the admission of the public?	✓		
Is the secondary lighting checked prior to the admission of the public?	✓		
Are the Live Nation premises H&S checklists completed on a monthly basis?	✓		
Is the premises subject to an annual fixed electrical installation inspection?	✓		
Is the safety curtain checked prior to the admission of the public?	✓		
How often should this Fire Risk Assessment re-assessed?			
<ul style="list-style-type: none"> • Annually • If a new work process introduces fresh fuels or ignition sources. • If any building work changes access to fire exit runs. • If the number of employees or visitors are increased so that the present arrangements are unsatisfactory. 			
Who carried out this assessment?	Position	Date of inspection	
Peter Gates	Group H & S adviser Northern	21-4-09	
Which venue staff assisted with this Fire Risk Assessment?			
James Holmes			
Responsible Person Theatre/Premises Manager	Position	Signed (To be signed by Theatre/Premises Manager)	Date
Lizzie Richards	General Manager		


Venue Responsible Persons

**GRAND
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General/Premises Manager		Signed	Date
Lizzie Richards		<i>Lizzie Richards</i>	01.05.2009
Deputy General/Premises Manager			
Stacey Broadmeadow			
Area H&S Co-Ordinator		Job Title	
James Holmes		Technical Manager	
Venue/Premises H&S Advisor		Job Title	
James Holmes		Technical Manager	
Display Screen Equipment Representative		Job Title	
James Holmes		Technical Manager	
Legionella Representative		Job Title	
James Holmes		Technical Manager	
Asbestos Representative		Job Title	
James Holmes		Technical Manager	
Employee or Union H&S Representative		Job Title	
James Holmes		Technical Manager	
Heads of Departments		Department	
James Holmes		Technical Manager	
Catherine Richards		Box Manager	
Kate Smithson		Marketing Manager	
Gordon Glover		Front Of House Manager	

Safety & Technical Procedures for Visiting Companies

**GRAND
OPERA
HOUSE
YORK**

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- 01 Introduction
 - 02 Basic Regulations
 - 03 Health & Safety Policy
 - 04 Insurance
 - 05 Prior to Work on the Production commencing
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 - 07 Electrical Work
 - 08 Connection to Utilities & Other Services
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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 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:
 1. To protect the Health & Safety of its employees and any other persons affected
 2. To conserve the environment
 3. 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.

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.

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.

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.

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.

22 Audience Participation – please complete the form within this pack

- 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.

Audience Participation

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Please complete the following form if any audience participation takes place within your production

Venue	AUDIENCE PARTICIPATION ARRANGEMENTS		
Grand Opera House York			
Production		Date(s) of Show	

TO BE COMPLETED BY VISITING PRODUCTION
Details of Audience Participation (To include description of events & at which point(s) in the show they occur)

Control Measures to ensure Audience safety

TO BE COMPLETED BY VENUE MANAGER
Control Measures to ensure Audience safety (To include control of public as they enter & exit the stage)

Signed for Visiting Production			
Name	Position	Signed	Date

Signed for Live Nation			
Name	Position	Signed	Date

Visiting Company Feedback Form

**GRAND
OPERA
HOUSE
YORK**

Please put completed visiting company feedback forms in an envelope address to the 'General Manager' and leave at stage door. The management of the venue will use this feedback when required and issue praised when deserved. Thank you for your time and we look forward to welcoming you back to the venue soon.

COMPANY / PROMOTER						
SHOW NAME						
SHOW DATE(S)						
How would you rate the following:	Excellent	Good	Average	Bad	N/A	Comments
Information provided before your visit; Information, Technical Packs etc						
Communication before your visit						
Information provided during your visit; H&S, Fire Regs						
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 of backstage?						
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?						
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		

GRAND OPERA HOUSE YORK

Technical Information Provided By
James Holmes

Produced By
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