

A Guide To The Safe Use Of Rotherham Civic Theatre

Including Health & Safety and
Safe Systems of Work

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Introduction

This is a guide to the safe use of Rotherham Civic Theatre including Health & Safety information and Safe Working Practices that should be followed while at Rotherham Theatres, whilst it can never be totally comprehensive, these guidelines, if followed correctly, will safeguard against predictable accidents and hazards. Please also ensure you pass on all relevant information to cast/crew working on your production. Contact with the Technical Department should be made at least 2-4 weeks before the date of your show, to identify any contentious issues and if you have any questions in the meantime please ask.

1 General

1.1 General recommendations

- All corridors, exits, exit routes must be kept clear at all times.
- Familiarise yourself with the exit routes of the building; if unsure please ask the Theatre staff and Inform them immediately if exit routes are blocked
- Note the fire assembly point location at Catherine Street car park and for a suspect package the assembly point is Clifton Park Museum car park.
- Fire doors must not be propped open
- Everyone must make themselves aware of what's happening on stage, off stage and around you at all times. Be aware of the pit – it is very hazardous.
- Do not spray anything e.g. hairspray/fly spray anywhere near to fire detectors, and especially not in the under stage area.
- Teas and coffees can be made in the annex kitchen
- No access to Front Of House on Sundays unless specifically authorised.
- Crew to wear steel toe capped boots
- Knots must be checked by venue staff and If you are working the fly's make sure that you have been trained by Rotherham Theatres staff
- Ladders must be footed
- Any building related issues should be reported to resident crew as soon as possible.
- No visitors are allowed backstage without prior arrangement & must sign in and out at stage door.

1.2 Security

- External doors are to be kept closed at all times
- Do not wedge open doors, if found open please close them
- Valuables are your own responsibility, don't leave them in dressing rooms
- We can not accept any responsibility for valuables lost or stolen
- Access is via stage door only
- All company members must sign in and out - must be adhered to at all times
- If you don't recognise a person back stage, challenge them and advise the company stage manager.

1.3 Car Parking

- We do not provide car parking facilities at the Civic Theatre.
- There is space for parking on Catherine Street and on Nottingham Street

1.4 Over Running

- If companies should over run their performance or get in/get out times a charge will be applicable (see terms and conditions and annual fees and charges for details)
- Backstage should be clear no later than 30 minutes after each show.
- No access will be available backstage after the 30-minute period, as the technical staff will have locked down. (so please take your belongings with you)

1.4a Over Running (Sundays)

- On a Sunday the first 8 hours are charged at a flat rate any time after this is charged at a higher rate so please plan you fit ups and rehearsals accordingly.

1.5 Smoking and Alcohol

- Smoking of any form is not permitted anywhere on site, including e-cigarettes.
- The Consumption of alcohol backstage or on stage is strictly prohibited.

1.6 Food and Drink

- Once Front Of House (FOH) all food and drink consumed must be purchased from the caterers on site.

2 Show Related

2.0 Pre Production

- Please make sure that you or a member of your company has filled out the request to hire form – found here - www.rotherhamtheatres.co.uk/technical/
- A pre production meeting is advised a minimum of 2 weeks before the production.
- All stage plans, rig plans and technical info is to be discussed during a technical pre production meeting.
- Any stage plans, rig plans and technical info is to be sent to the technical team no more than 2 weeks before the load in commences.
- If you have any problems or expect to encounter any issues please inform the technical team with as much notice as possible.
- Rotherham Civic Theatre Technical Specification can be found at www.rotherhamtheatres.co.uk/technical

2.1 Get Ins

- All of the company must sign in/out.
- All crew working on the get in should be wearing the correct PPE for the tasks that they are expected to be carrying out.
- The theatre does not supply tools; please make sure that you bring whatever is needed.
- Any change in level and edges of steps to be clearly marked, where edge marking is inappropriate on stage, temporary marking should be used during rehearsals. Changes in level must be clearly identified in off stage areas. Inform resident crew of any changes
- For floor coverings (carpets, protective or decorative sheets and boards) are secured to the floor using suitable tape.
- Scenery tracks and small holes do not present hazards. As far as is practical no gap should exceed 8mm other wider gaps may be acceptable where the performers have appropriate footwear.
- There are no sharp edges or projections, especially in the wings and other constricted areas. All edges of scenery should be smoothed (arrised or chamfered) during construction. Check for protruding nails, screws, bolts during fit up. Braces and stage weights should be clearly marked, off stage edges of flats should be marked. Working lights can be used behind the set.
- All abrasive non slip safety floor coverings both on and off stage (e.g. stair treads), clearly marked.
- Barefoot performers should use footwear backstage as loose screws, nails and hairgrips can be found onstage until it has been properly swept.
- All rostra must be constructed in accordance with the manufactures instructions, with all bracing and handrails in position. Where handrails are inappropriate on stage, temporary handrails should be used during rehearsals and sufficient rehearsal time should be allowed before removing handrails. Inform resident crew of any changes

2.1 a Manual Handling

- Ensure that all company are trained in manual handling and that are aware of the latest HSE guidelines on manual handling. Ask resident staff for guidance if required
- Make sure that those expected to undertaking any manual handling are in a fit state to do so.
- When carrying make sure that your pathway is clear before undertaking the task.
- Make sure that there is constant communication between yourself and those around you whilst carrying out the task.

2.1 b Technical and Dress Rehearsals

- Clarify who is in charge of the backstage area (Resident Crew) and how the person in charge will communicate instructions, especially in an emergency.
- Check all artistes have walked the set in working light conditions. Check the marking of hazards. It is important that there is sufficient time for the cast to become familiar with the set.
- Artistes should walk through any scene changes that involve actors in working light

2.2 Company Stage Managers Responsibilities

- Ensure that there is a full exchange of all relevant technical information regarding the show; risk assessments, safe systems of work documents, Approved Code of Practice and data sheets etc. with Resident Technical Crew.
- Walk the working area examining for hazards and possible problems, raising concerns as necessary. Agree the schedule for the day with resident stage manager.
- Ensure signing in sheets are in place and that all cast and crew are signing in and out.
- Ensure crew has been made aware of hazards as identified by the Resident Stage Manager (RSM) and in the Operational Risk Assessment.
- Agree security/risk assessment measures for immediate storage of items requiring special measures eg; weapons, pyro's, items subject to Control of Substances Hazardous to Health (CoSHH) with the RSM.
- In the event of any evacuation, the Company Stage Manager (CSM) will take the signing in book to the assembly point and perform a roll call of all cast and crew.
- Ensure all members of the company know of and adhere to the terms and conditions of use of the theatre
- Oversee and supervise all activity on stage at all times.
- Ensure that no individual is deemed to be 'under the influence' of alcohol or drugs whilst backstage
- Ensure that written risk and fire risk assessments are provided to the venue prior to the event.
- Ensure that all crew have had any training required from Rotherham Theatres Technical Department in regards to the use of ladders, rigging and undertaking manual handling.
- The company is responsible for providing adequate supervision for children within their cast. For further information contact Education Welfare on (01709) 822335.
- To ensure that no member of the company or crew parks in Rotherham Theatres parking spaces.

2.2 Visiting LX Responsibilities

- All visiting lighting technicians must contact the theatres resident crew a minimum of 4 weeks prior to arrival to discuss rig plans and to give details of any equipment that they are intending to bring in to the theatre.
- Make sure that all equipment is PAT tested and supply the theatres technical team with copies of the certificates.
- Make themselves aware of the safe working load of our bars (more information on this can be found in section 8.0 Rigging).
- Must not overload any bars at any time.
- Make themselves aware of the theatres lx stock.
- To bring with them all show critical items that are not included in the theatre lx stock.
- Ensure that they are aware of the working at height regulations and best practice.
- Make sure that all lighting fixtures are rigged correctly using either g-clamp or c-clamp and additional safety bond.
- To be aware of the dimmers/circuits electrical load capabilities.
- Must never overload the dimmers/circuits at any time.
- Make sure all cables are taped to bars securely and tidily.
- To be aware of who or what is on stage when working over head or lowering down lighting bars.
- Must return the lighting grid to the generic lighting rig during the get out.

2.3 Visiting Sound Responsibilities

- All visiting sound engineers must contact the theatres resident crew a minimum of 4 weeks prior to arrival to discuss any issues such as power capabilities and multi-core runs and to give details of any equipment that they are intending to bring in to the theatre.
- Make sure that all equipment is PAT tested and supply the theatres technical team with copies of the certificates.
- If using the theatres in house system all visiting sound engineers must make themselves aware of the capabilities of the PA and not overpower it.
- If bringing their own stackable speaker cabs visiting sound engineers must ensure they are stable secure and make them selves aware of any sightline issues
- Must make themselves aware if multicore run distance and bring a suitably sized multicore.

- Must make sure that they have the correct licenses for any radio mic's they may intend to use.
- Make sure all cable runs are tidy and are covered or taped down to avoid tripping.
- To be aware of manual handling regulations and best practice.

3.0 First Aid, Accidents and Illness

- All accidents, near misses and incidents must be reported to the Rotherham Theatres Stage Manager at the time they occur.
- The incoming company should provide suitable first aid provision for its personnel.
- There is a defibrillator onsite and all Rotherham Theatres staff are trained to use it.

4.0 Electrical Safety

- All mains electrical equipment needs to be PAT tested.
- Any necessary supplementary earth bonding must be in place.
- Any cables on floors are secured, protected from damage and visibly marked and should not cause a trip hazard. Wherever possible, cables should be routed around the perimeter.
- Any electrical equipment (Hair Straighteners, kettles, drills etc) must be PAT tested. This includes onstage practical's.

5.0 Fire Safety

- CSM to ensure all cast and crew sign in and out.
- All of the company must make themselves aware of where call points, emergency exits and exit routes are. (Assembly point is Catherine Street car park.)
- Company should be aware of fire fighting equipment, different types of extinguishers and their uses.
- If you hear the alarm you should vacate the building immediately and make your way to the assembly point.
- All corridors, exits and exit routes must be kept clear at all times.
- All set, scenery, cloths, drapes, carpets and coverings used must be fire proofed or intrinsically flame retardant before it can be used in the theatre. The use of angle grinders, electric drills and welding equipment or any other equipment with hot fallout can only be used with prior permission of the RSM.

5.1 What to do if you discover a fire in the theatre:

- Sound the alarm at the nearest alarm point (red break glass)
- Leave the building by the nearest exit (do not stop to collect belongings)
- Assemble at the allocated assembly point
- Report immediately to senior member of theatre staff and inform them of the location of the fire, the extent and cause if known.
- Company members must assemble quickly and separately from audience members to have a roll call taken by their CSM.
- CSM to inform the DM if anyone from the company is missing.
- Do not re-enter the building until you have been told to by the DM.

5.2 What to do if the alarm sounds:

- Leave the building by the nearest exit (do not stop for personal belongings)
- Assemble at the assembly point
- Company members must assemble quickly and separately from audience members to have a roll call taken by their CSM.
- CSM to inform the DM if anyone from the company is missing.
- Do not re-enter the building until you have been told to by the DM.

5.3 Evacuation for power failure or suspect packages:

- These evacuations will be supervised by theatre staff alone and with assistance from the CSM.
- In the event of suspect packages you will NOT be told why to leave the building. You will be told to take your belongings and assemble at the car park at Clifton Park Museum.
- You will not be allowed back on site until theatre staff authorise it.
- In the event of power failure theatre staff will control the evacuation. The venue does not need to be evacuated immediately.
- CSM to assist RSM in evacuating backstage when prompted.

6.0 Dressing Room Code of Conduct

Any problems with dressing rooms should be reported to the RSM on the day in question, and we will endeavor to deal with the problem as quickly as possible.

6.1 Rotherham Theatres Staff Will:

- Always knock and wait for a response before entering an occupied dressing room.
- Pass messages to children through designated licensed chaperones.
- Respect your right to privacy and only approach performers in dressing rooms if asked and necessary to do so.
- Reserve the right to enter any dressing room in an emergency situation without due warning.

6.2 Visiting Companies Are:

- Responsible for ensuring that all children are chaperoned by licensed chaperones and to the correct ratios.
- Responsible for their own belongings. Personal items are left at own risk.
- Responsible for ensuring that all incoming electrical equipment items carry a PAT test certificate.
- Responsible for ensuring all equipment is unplugged and turned off when not in use.
- Forbidden from smoking and consuming alcohol in dressing rooms & any backstage areas.
- Requested to keep dressing room doors closed at all times to protect the dignity of others.
- Responsible for signing in and out at the stage door and not allowing any visitors backstage.

7.0 Risk Assessment

- All incoming companies should send a risk assessment/s to the technical team a minimum of two weeks prior to the show date
- Incoming company Risk Assessments to be submitted are:
 - ◆ Show Risk Assessment
 - ◆ Live Show overhead moves Risk Assessment
 - ◆ Artist Flying and Stunts Risk Assessment
 - ◆ Pyrotechnics Risk Assessment
 - ◆ Animals on stage Risk Assessment

7.1 Our Risk Assessments

Rotherham Theatres conduct risk assessments for every show, please contact the technical team if you wish to see these.

Rigging

8.0 Rigging Equipment Inspections

Two companies inspect our grid annually, all of the onstage Hemp, Motorised, Hand Winch and Lighting Bars including Pulleys and Cleats are inspected by CCT (www.cctlighting.com). Our Front of House (FOH) truss of which motors, truss, chain, chain bags and pickle is inspected by Technical Stage Services (www.technicalstageservices.co.uk) with inspection reports on file.

8.1 Production Rigging, Competence and Practices

- All Flying is to be done by competent people who have received instruction on flying by the theatres staff.
- Access to the flying and rigging equipment is limited to authorised/supervised staff only. All company staff will cooperate with house staff in the rigging of overhead equipment.
- During lifting and lowering operations exclusion zones should be in place and only authorised staff may be present.
- Care must be taken when rigging around pre installed equipment and cabling. This especially applies to rigging on or near Lighting Bars.
- All top rigging must be steel. All bare steel wire rope (SWR) must be sufficiently burlapped at baskets and bearing points or the SWR sheathed with PVC sleeve. Wire rope round slings may also be used for this purpose.
- Take extra care when lifting and lowering due to some bars that can strike RSJ's stage right

8.2a Submission of rigging plans

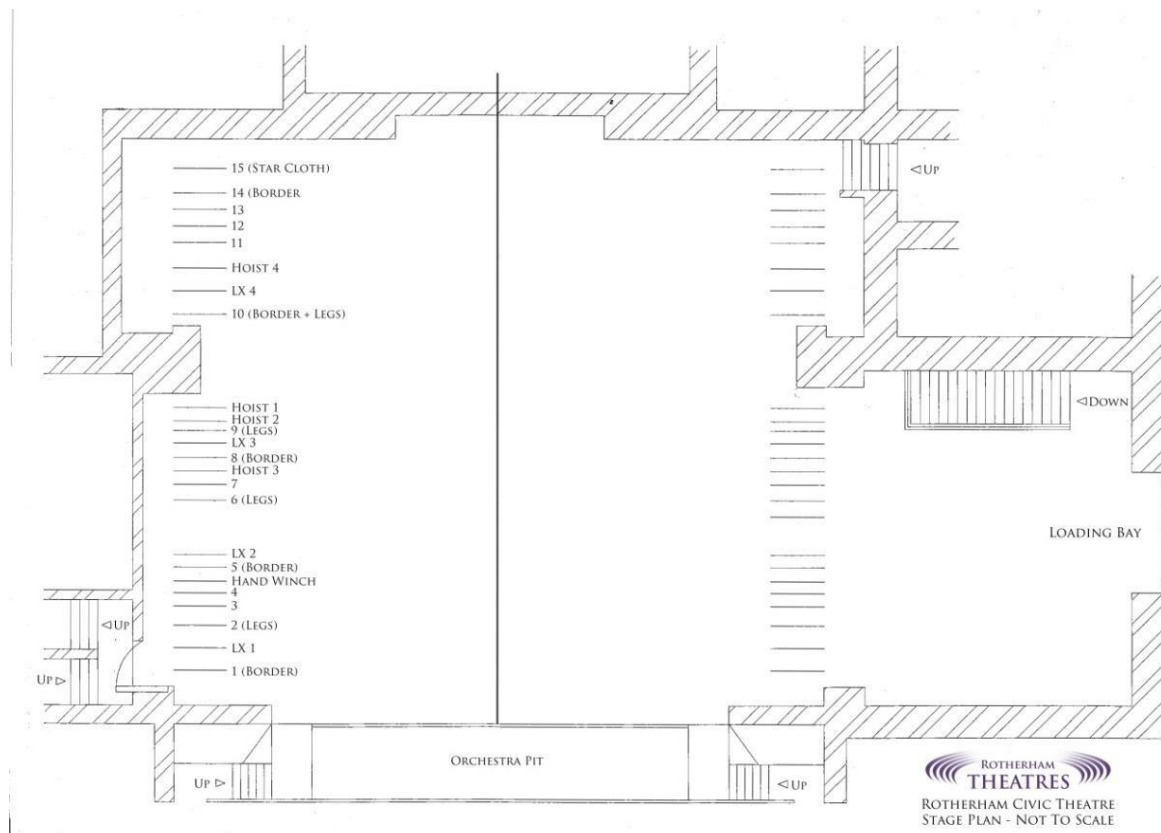
- All companies must provide a full list of items to be rigged including the weight of every item two weeks prior to the get-in of the show.

8.2b Bringing rigging equipment into Rotherham Civic Theatre

- All equipment must be suitable for the task, conform to Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) where appropriate and be marked with a safe working load (SWL).
- Rotherham Civic Theatre requires proof of thorough examination of all lifting equipment and accessories brought on to site. These must be available to see on request with the exception of proof of examination for lifting machinery which must be available for RSM to see at the start of the load-in.

8.3 Grid design

- A larger version of the grid plan can be found at www.rotherhamtheatres.co.uk/technical/
 - Please note that we do not have a scale plan available at present.



8.4 Live Show Moves

- Any moving effect during the show must be the subject of a separate Risk assessment this must be provided at least two weeks prior to the dress rehearsal. This is also subject to approval by Rotherham Civic Theatres Technical Manager.

8.5 Safe Working Loads (SWL)

- The Safe Working Load (SWL) on each bar MUST be adhered too. Every bars SWL figure does not include any preinstalled equipment and therefore this equipment must be considered before rigging anything else. Below is a list of every bars SWL with indication of in house masking.

FOH Truss – 150kg
 Hemp Line 1 - (Header) - 40kg
 Lighting Bar 1 - Hand Winch -
 220kg Hemp Line 2 - (Legs) -
 40kg
 Hemp Line 3 -
 40kg Hemp Line 4
 - 40kg Hand
 Winch - 225kg

Hemp Line 5 - (Header) - 40kg
Lighting Bar 2 - Hand Winch -
220kg Hemp Line 6 - (Legs) -
40kg
Hemp Line 7 - 40kg
Electrical Winch 3 - 250kg
Hemp Line 8 - (Header)
40kg
Lighting Bar 3 - Hand Winch -
220kg Hemp Line 9 - (Legs) -
40kg Electrical Winch 2 - 250kg
Electrical Winch 1- 250kg
Hemp Line 10 - (Legs + Header) - 40kg
Lighting bar 4 - Hand Winch - 220kg
Electrical Winch 4 - 250kg
Hemp Line 11 -
40kg Hemp Line
12 - 40kg Hemp
Line 13 - 40kg
Hemp Line 14 – (Star cloth) -
40kg Hemp Line 15 – 40kg

8.6 Artist Flying and Stunts

- All rigging for artist flying and stunts will be individually assessed and agreed (subject to specific risk assessment) during pre-production meetings and in relation to use of such effects at Rotherham Civic Theatre and may only be undertaken on the specific instructions or under the supervision of Rotherham Civic Theatre Technical crew.
- Prior approval must be sought for any installation by Rotherham Civic Theatre's Technical Department and/or the RMBC Health and Safety Manager.
- Specialist rigging and effects will likely require installation from 3rd party professional rigging companies, we can advise of industry professionals who may be able to assist but before a specific title is chosen.

8.7 Roof access

- There is NO access to the roof; all rigging is to be done from either Access Tower or Genie with crew that has sufficient rigging knowledge and IPAV or PASMA qualifications.

9.0 Working at Height & Access Equipment

Before any working at height, authorisation must be gained from Rotherham Theatres Technical Department.

Working at height should be limited to a short a time as possible and where an item of rigging or lamp to be focused can be lowered to minimize the use of access equipment this is advised. Most Technical staff will need to use access equipment at some time and it is essential that safe working practices be followed if accidents are to be avoided.

Ladders and steps are among the most commonly used pieces of access equipment, and perhaps the most misused. Most accidents occur because a ladder has not been secured. An unsecured ladder is often made more unstable by the practice of climbing while carrying loads, overreaching and overbalancing. Ladders that are badly placed or set on an uneven or unstable base are also a common factor in accidents.

While stepladders, ladders and "A" frames etc. are a valuable and easily provided means of access in certain circumstances, especially where work is prolonged, difficult or requires freedom of movement, using a Tallescope, Genie or Access tower may be the most appropriate means of satisfying this requirement.

Anyone working at height is at risk of unconsciousness because of a fall; therefore there must be a way of raising the alarm.

An exclusion zone must be established beneath and around anyone working at height, anyone within the zone must have appropriate PPE (e.g., Helmets, Boots).

Always use correct type of access equipment for the job, never put yourself or others in danger by your actions or omissions.

All Access equipment should be inspected before use by user

Working at heights is not everyone's idea of fun, anyone who has a fear of heights should not be asked to, or made to feel they must, work in an area where they feel unsafe.

Remember it is the responsibility of the person using the equipment to ensure it is being used correctly.

It is important to understand that certain activities, for example using power tools or painting will have a Safe System of Work and associated Risk Assessments relating to them whether or not they are done at height.

All tools and equipment when used at height should be attached with an appropriate lanyard to a secure point.

9.1 Single Ladders, Extension Ladders, "A" Frame Ladders (Zarges) and Stepladders

Before Use:

Only Class 1 and class 2 ladders to be used on theatres sites (ladders are labeled to show classification,) always make sure the ladder is in good repair by inspecting before use, check for cracks or damage etc. Read and follow the manufacturer's instruction label affixed to the ladder before use.

9.2 Access Tower

Before Use:

- Only PASMA trained personnel to erect and dismantle the tower.
- Always make sure the tower is in good repair by inspecting before use, check for cracks or damage etc. also that locking collars and locking pins are effective and that the outriggers are fitted correctly. The handbook and datasheet should provide instructions as to the safe erection of the tower.
- Extreme care should be taken when working on or building access towers.
- Read and follow the manufacturer's instruction label affixed to the tower or user manual before use.

Tools:

- Do not accumulate tools and materials on the tower platform. If equipment is pulled up to the top of the tower, it should always be kept within the wheelbase of the tower.
- Do not stand on kickboards or rails to gain height.
- Do not clutter up the platform with equipment.

9.3 Genie

Before Use

- Only IPAF trained personnel to operate a Genie.
- Always make sure the Genie is in good repair by inspecting before use, check for damage etc. also that the outrigger locking pins are effective and that the outriggers are fitted correctly.

Tools:

- Do not accumulate tools and materials on the Genie platform.
- Do not stand on kickboards or rails to gain height.
- Do not clutter up the platform with equipment.
- Never leave tools or equipment in the

basket.

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10 Articles Pyrotechnic and Related Equipment

Pyrotechnics can be extremely hazardous and can cause bodily harm, they have the potential to cause serious damage to property by way of fire and should only be operated by competent personnel.

Pyrotechnics generally fall into two categories, hot or cold fall out. Hot fall out has the potential to burn or ignite fire whereas cold fall out has less potential to harm.

There must be a discussion and briefing prior to use of all pyrotechnics with the Technical Department and the fit up of pyrotechnic equipment and subsequent operation should be closely supervised by Rotherham Theatres staff.

All pyrotechnics come with operating instructions which need to be read, understood, and strictly adhered to. Data sheets are available from the manufacturer containing information regarding safety zones, toxicology of discharge and disposal procedures for spent and misfired pyrotechnics, these data sheets should be read, and copies given to the RSM to be put on file and included in appropriate risk assessments.

A written risk assessment will be conducted by Rotherham Theatres, the incoming company are also advised to complete a risk assessment prior to installation, adjust to take note of usage during performance and disposal after use. The incoming company's risk assessment must be given to the RSM before tech/ dress rehearsal commences.

10.1 Precautions

Front of house need to be briefed and suitable warning signs put in place. Have suitable firefighting equipment present as specified. Have suitable first aid provision to hand. Firing systems used must always be of a recognized design and manufacture, incorporating both electrical and mechanical fail-safes, i.e.:- Key switch and panel switch enable systems.

10.2 Storage

All pyrotechnics should continue to be stored in the labeled container the manufacturers dispatched them in and be stored in the tab store. Hazard notices are in place on the outer door.

The Fire Service is aware of the location of pyrotechnics that are being stored on site. Advice from the fire service is that there is no need to inform them every time pyrotechnics are used. The procedures that are in place are sufficient and must be followed.

10.3 Installation and Operation.

Identify who is going to fit-up the pyrotechnic equipment, who will oversee the loading and operation of the firing equipment; including the relevant qualifications and experience of those involved, this would include previous experience of pyrotechnics, firefighting capabilities, first aid provision and to be aware of the proximity of all personnel, scenery, and other equipment in situ on stage at the time of detonation. Be aware of all other possible sources of ignition on stage including naked flames, crushing and electrical induction for example.

Pyrotechnics are to be deployed into their firing positions at the latest possible moment, just before the house opens for act 1.

The person in charge of firing should carry the key at all times and should only insert the key immediately prior to ignition. At no time should the key be left in the controller.

Around each firing pod is a safety zone which can be found on the manufacture data sheet, the cast and crew are to be aware of this. At the technical rehearsal stage, a "Dry" practice run is to be carried out, then a "live" run with the pyrotechnics being fired.

The person carrying out the firing must have a clear line of sight.

The person firing pyrotechnics takes the responsibility to detonate. The pyrotechnic must not be fired if anyone is within the safety zone.

Remove the key and switch off the unit immediately after use, dispose of spent or misfired pyrotechnics according to the manufacturer's instruction as soon as possible.

10.4 Other Notes

10.4a Maroons, Bomb Tanks, Concussions + Pots and Confetti Cannons

- The containment equipment (bomb tank) must be industry standard and manufactured for this use.
- Maroons are very loud and can produce a forceful shock wave. When testing make sure the area and all staff are suitably prepared, animals are particularly at risk from fright, shock and hearing damage.
- Small maroons look the same as stadium maroons – check very carefully the labeling of product.

10.4b Jets, Gerbs, Stars, Waterfalls, Flame Projectors, Flashes and Spark machines

- These are pyrotechnics with a hot fall out.

- Special attention must be given to fire prevention, and first aid provision for burns.
- Check very carefully the labeling of product for burn height and duration.

10.4c Standard Confetti, Chinese Confetti and Glitter

- Though these are potentially less hazardous than pyrotechnics with hot fall out, care and attention still needs to be observed as they are still fired with pyrotechnic charges.
- The confetti is fire proofed but good practice demands that they are rigged so the fall-out doesn't go into the lighting rig, special attention should be given to fan cooled projectors and moving lights.
- Singers could be vulnerable to inhalation of small confetti.

11 The Use and Operation of Special Effects

Incorporating

- Haze and fog fluids.
- Guns, firearms and weapons.
- Strobes and flashing lights.
- Magical effects, flash paper.
- Smoking on stage.
- Naked Flame (Candles).
- Larger Flame effects.

11.1 Introduction

Special effects cover a broad area of possible equipment and risks. The procedures outlined here are for the in-house systems that we use. Further investigation will have to be carried out on other effects and equipment brought into the theatre.

11.2 General Safety Advice

Special effects are an integral part to the theatre and productions. All effects should be thought through and consideration given how to minimise any risk of harm to people and damage to the building and other equipment. All special effects need to be approved by the RSM on day of load in. Other agencies may need to be consulted prior to rehearsals including –Operations Manager, Technical Manager, the councils Health and Safety Department, the Fire service, the animal welfare officer etc. Refer to product data sheets, manufacturer's instructions regarding use, industry best practice, etc. Examine ways to minimise identified risks. Produce a written risk assessment prior to attempting the execution of the effect.

Specifically for the use of guns and weapons the company will make known to the RSM the person who is the designated Armourer. The company must have permission from the venue management to use weapons and allow sufficient rehearsal time.

11.3 Installation and Operation

Identify who is going to fit up the effect equipment and oversee its use and operation during the show, this would include any relevant qualifications and previous experience of those involved, including their firefighting capability if appropriate.

11.4 Risk Assessment

Have a written risk assessment prior to installation or execution of the effect; adjust to take note of operational risks identified and the measures taken to ameliorate them. Include special note of data sheets and manufacturer's instructions, include previous use and specialist knowledge or training of the personnel involved.

11.5 Precautions

Front of house need to be briefed and suitable warning signs put in place. Have suitable firefighting equipment present as needed. Have suitable first aid provision to hand. It is possible that rescue equipment would need to be on hand.

11.6 Storage

Effects are to be stored in the tab store or in a suitable place as outlined on the data sheets and according to manufacturer's instructions.

Guns and other weapons are to be placed in a marked metal locker in the tab store. The tab store door must

be kept locked and the key under the control of resident staff. Access to weapons prior use is via RSM, Weapons are then issued by the CSM / Armourer prior to use. Collected and stored as soon as possible after use.

11.7 Further Information:

www.lemaitreltd.com

www.skyhighfx.com

www.hse.gov.uk/pubns/etis16.p

[df www.plasa.org/](http://df.www.plasa.org/)

www.martin.com

12 Animals

- The Animal Welfare Act (AWA) 2006 makes owners and keepers responsible for ensuring that the welfare needs of their animals are met which should be followed.
- Each Animal should have its own handler who is with the animal at all times who has a good understanding of the animal's needs.
- Animals should not be on site longer than necessary and take breaks from being on stage.
- A Risk Assessment needs to be completed regarding animals on stage.
- An emergency plan must also be written to include the recovery and treatment of any escaped animals and evacuation procedures in the event of a fire.
- A nearby site should be identified where animals can be kept temporarily if relocation is needed.
- A local Vet's emergency contact number must be known by the handler and CSM.
- The Animal/s should have up to date vaccinations before arriving on site.
- Animals should have a separate suitable environment away from cast and noise with adequate food, water, bedding and toilet facilities.
- Different species are sensitive to different volumes and frequencies. Ask an expert for information about noise and frequency levels and the best precautions to take.
- In most circumstances animals should have constant access to water also access to water for bathing or swimming should not be withheld for longer than is normal for the species.
- The Rotherham Civic Theatre Technical Department must be made aware of any animal to be used in a production at the pre-production meeting.
- RSPCA's Performing Animals Advisory Service hotline - 0300 123 8787
- The RSPCA provide "Guidelines for the Welfare of Performing Animals" online at
<https://www.rspca.org.uk/webContent/staticImages/Performing/GuidelinesForWelfare.pdf>

