



A Guide To The Safe Use Of Rotherham Civic Theatre

Including Health & Safety and
Safe Systems of Work

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0.5 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 4 – 6 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 annexe 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.

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 4 weeks before the production.
- All stage plans, rig plans and technical info is to be discussed during a technical pre production meeting.
- 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

2.1a Manual Handling

- Ensure that all company are fully 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 undertake 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.

2.1b 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 costume and 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.
- To be aware of manual handling regulations and best practice.
- 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.
- All FOH Duty Managers (FOH DM) are first aid trained.

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 the floor 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. When required this can be done by theatre staff, There is a charge per item for this service.

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 FOH DM if anyone from the company is missing.
- Do not re-enter the building until you have been told to by the FOH 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 FOH DM if anyone from the company is missing.
- Do not re-enter the building until you have been told to by the FOH 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.
- Clean dressing rooms every morning, but leave personal belongings untouched.

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.
- 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 four 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, examples of these can be found in the Appendix section.

- Risk Assessment – Appendix 1
- Orchestra Risk Assessment – Appendix 2
- Genie Risk Assessment – Appendix 3
- Ladders Risk Assessment – Appendix 4
- Scaffold Tower Risk Assessment – Appendix 5
- Stepladders Risk Assessment – Appendix 6
- Animals Risk Assessment – Appendix 7

8.0 Rigging

8.1 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 in the Technical Office.

8.2 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

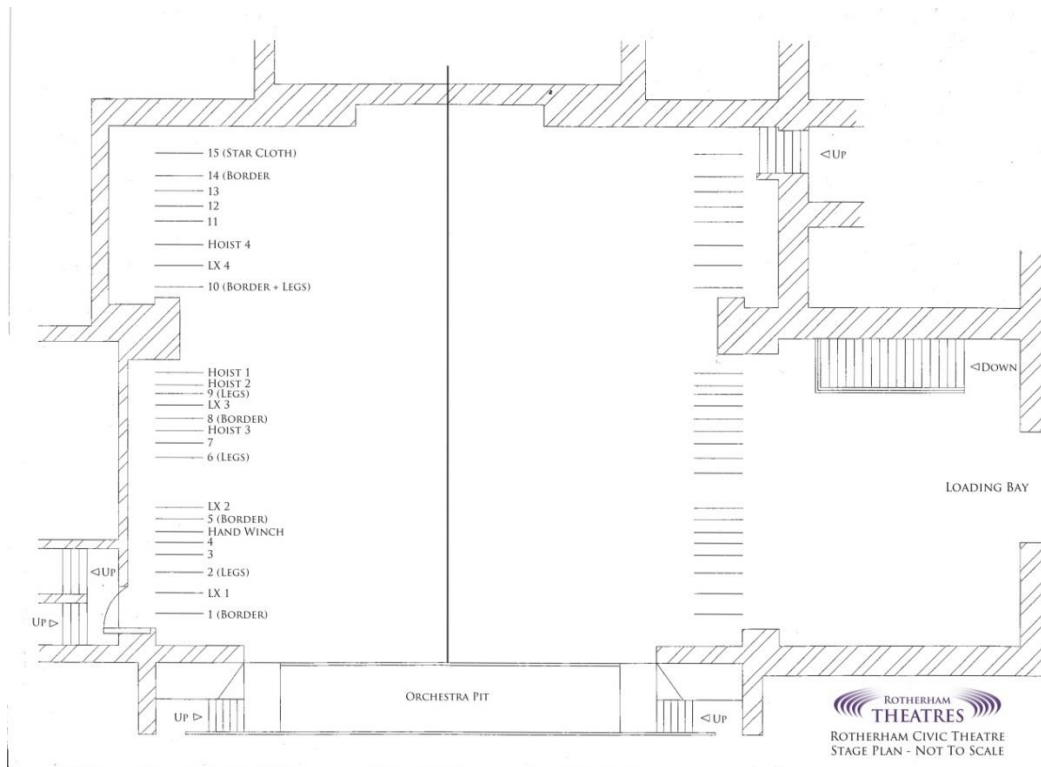
- All companies must provide a full list of items to be rigged including the weight of every item four weeks prior to the get-in of the show.

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 resident crew 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 show. This is also subject to approval by Rotherham Civic Theatres Stage 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 – (Header) - 40kg
 Hemp Line 15 – (Star Cloth) - 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, Gloves, 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.

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.

Use:

- When placing a ladder against a wall make sure it is at the correct angle - pitched at approximately 75° from the ground.
- Ensure the ladder is stable and always get someone to foot the base before climbing.
- In the stage environment make sure that the structure you have placed the ladder against is strong and not likely to move.
- Only one person allowed on the ladder at anytime.
- Face the ladder when climbing up or down.
- Line up the ladder with the work to be done to avoid leaning out.
- Maintain three points of contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up and down the ladder.
- Do not place a ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder if possible lock the door that you are working behind.
- Do not stand on the top two rungs of any ladder.
- Do not place ladders on uneven or unstable bases
- Do not carry items in you hands while climbing up or down a ladder.
- Do not try to 'walk' a ladder by rocking it, climb down the ladder and then move it.
- Do not use a ladder as a horizontal platform.
- Remember it is the responsibility of the person using the equipment to ensure it is being used correctly.

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.

Use:

- Line up the Tower with the work to be done to avoid leaning out
- Read and follow the manufacturer's instructions precisely.
- Adjustable screw legs must not be used to gain height.
- Ensure that the tower is level. If used on a rake the long axis of tower should be up and down the slope of the rake.
- Before climbing the tower ensure that outriggers are fixed and locked into position so that they make firm contact with floor.
- Ensure that the castor brakes are engaged on all wheels.
- Ensure that leg and ladder locks are engaged.
- Before the tower is moved check that there are no overhead obstructions.
- Never move an access tower with someone on it and never store loose tools or equipment on the platform.
- Always climb up the ladder on the inside of the tower and not the outside.
- Always fit handrails and kick-boards to the platform to prevent the risk of persons or materials falling.
- Remember it is the responsibility of the person using the tower to ensure it is being used correctly.

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.

Use:

- Line up the Genie with the work to be done to avoid leaning out
- Read and follow the manufacturer's instructions precisely.
- Before using the Genie ensure that all outriggers are fixed and locked into position Genie so that they make firm contact with floor.
- Before the Genie is moved check that there are no overhead obstructions.
- Remember it is the responsibility of the person using the Genie to ensure it is being used 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.

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.

10.1 Precautions

Front of house need to be briefed and suitable warning signs put in place. Have suitable fire fighting 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, fire fighting 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 or at the interval for act 2.

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 manufacturers 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 and Flashes

- 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, fire arms 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. Other agencies may need to be consulted prior to rehearsals including – the Principle Officer, 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 fire fighting 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 fire fighting 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.pdf

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 animals 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 <http://performinganimals.rspca.org.uk>

Production Name: _____

Company: _____

Company Director: _____

Company Stage Manager: _____

Company's Risk assessment on file.

Fit Up Date: / / Last Show: / /

This Risk assessment covers people and activities concerned with the above production.

Form completed by: _____ for Rotherham Theatres

And on behalf of the company by: _____

<u>Hazard Identified</u>	<u>Rating</u> 5 high 0 low	<u>People at Risk</u>	<u>Existing Controls</u>	<u>Comments/ Actions/ Recommendations</u>
Physical injury caused by slips, trips, falls or collision during fit up / striking the set / get out.	2	Crew.	Resident Stage Manager and Company Stage Manager to oversee all activities in accordance with Civic Theatre Guidelines. Use of P.P.E.	Crew only to be in the work area in times of Get-in / fit up / Get-out. Cast to be allowed on stage when CSM deems the space is fully prepared. CSM to ensure that all activities are in accordance with Civic Theatre Guidelines. Maintain controls.
Physical injury during manual handling operations	2	Cast and Crew.	CSM to ensure suitably experienced crew. All activities in accordance with Civic Theatre Guidelines. Use of P.P.E.	CSM made aware of all personnel involved with manual handling. Experienced staff only, Maintain controls.
Slips, trips and falls during the use of ladders	2	Crew.	CSM to ensure that suitably experienced crew are used. All activities in accordance with the Civic theatre's Working at Height Policy.	CSM and RSM made aware of all personnel working at height. Maintain controls.

Physical injury due to collision with rigging or rigged and flown equipment.	3	Cast and crew.	All Flying / Rigging checked by RSM and CSM. Spotter used during all operations, SWL on bars and rigging adhered too.	RSM and CSM to ensure that personnel who are responsible for rigging or flying are experienced have received training and are deemed competent. All activities in accordance with "Guide to safe use of the Civic Theatre". Maintain controls.
Physical injury due to collision during a black out.	1	Cast and crew.	Sufficient rehearsal to familiarise all cast and crew with the show and the requirements for movement and repositioning of set / props.	CSM to ensure that all cast and crew are rehearsed and are aware of the space, the set, stage edges and each other. All changes to settings are rehearsed. Maintain controls.
Physical injury caused by slips, trips and falls behind the set and in the Wings.	1	Cast and crew.	Walkways clearly marked, All cables taped down, Hazards taped off, use white tape. Sensible storage of scenery.	Cast and crew introduced to set in good working light. Blue working light at rear of set when set and stage lighting will allow. Potential hazards marked Maintain controls.
Physical injury caused by falling off stage, with or without orchestra pit.	1	Cast, crew.	Treads to audience clearly identified with white tape. Safety Barrier in place when the public is not in.	Cast & crew introduced to space in good working light. Maintain controls.
Physical injury caused by falling off high set.	2	Cast and crew.	Edges, steps and stairs clearly marked with white tape. Hand rails secure if used. Floor clear of trip hazards	Cast & crew introduced to space in good working light. Maintain controls.
Risk of electric shock.	1	Cast and crew.	All Third party equipment PAT tested. Theatre equipment PAT tested yearly.	All electrical equipment installed by competent personnel only. Maintain controls.
Inappropriate contact with children or vulnerable people in the cast or crew.	1	Cast and crew.	Recommended ratio of one chaperone to 12 under 16yo, juveniles. Refer to RMBC Guidelines: "Children in entertainment"	Chaperones are vetted and checked by the company. RSM and CSM to ensure they are aware of emergency evacuation drills. Maintain controls.

Epilepsy	2	Cast, crew and audience	Notices displayed at all public entrances of flashing lights / strobe	Limit the use and length of time of strobe according to RMBC guidelines. Maintain controls.
Security breach.	2	Cast and crew.	Maintain the signing in and out register at stage door. All external doors signed, "Keep Closed".	Door codes are not passed on. No-one allowed backstage who is not directly involved with show. Maintain controls.
Fire Evacuation.	1	Cast, crew and audience.	Maintain the signing in and out register at stage door. Fire equipment, break glass, Fire Alarm, Backstage relay	Sign In/Out. Gathering point for fire evacuation is Catherine Street car park. CSM to initiate roll call. Maintain controls.
Bomb threat evacuation	1	Cast and crew.	Maintain the signing in and out register at stage door. Break glass, Fire Alarm, backstage relay	Sign In/Out. Gathering point for bomb threat is the Museum Car Park. Company SM to initiate roll call. Maintain controls.
Fear and anxiety caused by the Use of Guns and Other weapons XXXXXXX	1	Cast, crew and audience.	Suitable warning signs deployed to alert cast, crew, and audience. Data sheets and instruction sheets on file. All guns are replica's and in a non-functioning state. Some fire blanks. Designated Named Armourer.	CSM to ensure that all cast and crew are rehearsed and RSM is satisfied with the arrangements made. All equipment to be placed in a marked metal locker in the tab store. The store door to be kept locked and the key under the control of a designated key-holder. Weapons are issued by the CSM / Armourer prior to use. Collected and stored as soon as possible after use. <u>Specific permission required.</u>
Fear and anxiety and an increased fire risk caused by the Use of pyrotechnics XXXXXXX	2	Cast, crew and audience	Suitable warning signs deployed to alert cast, crew, and audience. Data sheets and instruction sheets on file. Stored in a case in the tabs room. Only handled by competent personnel. Area must be clear, cast rehearsed and all aware of pyro pod and timing of detonation.	CSM to ensure that all cast and crew are rehearsed and RSM is satisfied with the arrangements made. All Pyro to remain in manufacture provided container in the tab store, The store door to be kept locked and the keys under the control of a designated key-holder. All arrangements in accordance with the guide to the use of Rotherham Civic Theatre. Fire extinguisher and bucket of sand deployed at SM desk. Operator to have clear line of sight at time of detonation. All cast rehearsed on stage with a live firing. <u>Specific permission required.</u>

Decrease in visibility caused by the Use of Smoke/haze XXXXXXX	1	Cast, crew and audience	Suitable warning signs used to alert cast, crew, and audience. Smoke machines and fluid must be of type suitable for theatre. Limited and controlled use.	CSM to ensure that all cast and crew are rehearsed and RSM is satisfied with the arrangements made. All cast rehearsed on stage. Liquid stored correctly. <u>Specific permission required.</u>
Fire risk caused by the Use of Naked Flame XXXXXXX	2	Cast, crew and audience	Follow all recommendations, guide lines and best practice. All cast rehearsed on stage. All set has clean edges and is Treated with flame retardant spray:- House tabs 06/12/04 Legs and borders August 2014. Naked flame to be self extinguishing.	CSM to ensure that all cast and crew are rehearsed and RSM is satisfied with the arrangements made. Fire marshall stood by with a suitable fire extinguisher, and a bucket of sand at the SM's desk. <u>Specific permission required.</u>

Permissions granted for:	Authorised by:
Guns and other weapons.	Armourer:
Pyrotechnics.	Operator:
Smoke and haze.	
Naked flame	Marshall:

Orchestra Pit
Risk Assessment

Company: _____

Show: _____

Show Dates inc. Rehearsal: _____

Company Director: _____

Company Stage Manager: _____

Conductor: _____

This Risk assessment covers people and activities concerned with the Orchestra for the above production.

Form completed by: _____ for Rotherham Theatres & RMBC

<u>Hazard Identified</u>	<u>Rating</u> 5 high 0 low	<u>People at Risk</u>	<u>Existing Controls</u>	<u>Comments/ Actions/ recommendations</u>
Slips, trips and falls when getting in/moving to and fro/ getting out of the pit.	2	Musicians, crew	Resident Stage Manager, Conductor and Company Stage Manager to oversee all activities	Pre-determine layout of Orchestra pit in conjunction with the RSM/Conductor. Only musicians, conductor and theatre staff to be allowed in the Orchestra Pit at any time. No excess equipment to be stored in the pit, all cases etc to be moved out to save space.
Manual handling	2	Musicians, crew	Observe H and S recommendations	People must seek assistance if a load is considered to heavy. Check route is clear of obstructions and hazards.
Fire / Bomb threat Evacuation	1	Musicians, cast, crew & members of the public	Fire equipment, break glass, Fire Alarm, Backstage relay	Sign In/Out. Fire gathering point is Catherine car park. Gathering point for bomb threat is the Museum Car Park. Company SM to initiate roll call, in conjunction with Conductor. Capacity of Orchestra pit, including the Conductor, must not exceed recommendation by the RSM/Conductor. Musicians on Stage Left to exit through the auditorium gate entrance & those on Stage right to exit through the under stage door.
Electric shock	3	Musicians, crew	All supplies via R.C.C.D sockets.	All equipment to have PAT test

Appendix 3
Genie Risk Assessment

<u>What is the Hazard?</u>	<u>Who might be at risk of harm and how?</u>	<u>Precautions and measures taken to control the risk of harm.</u>	<u>Further measures to take.</u>	<u>How will the assessment be put into action?</u>
<p>Working at height on a Genie.</p>	<p>1/ Injury to the Genie climber caused by:-</p> <ul style="list-style-type: none"> • Poorly maintained or damaged equipment. • Falling from height. • Overhead dangers. • e.g. hot lights, moving objects, electric cables, rigging and ropes. <p>• Unexpected loss of working light.</p> <ul style="list-style-type: none"> • Muscular fatigue. • Lack of knowledge or training. <p>2/ Injury to the Genie ground worker caused by:-</p> <ul style="list-style-type: none"> • Poorly maintained or damaged equipment. • Falling objects. • Lack of knowledge or training. <p>3/ Injury to other people caused by:-</p> <ul style="list-style-type: none"> • Falling objects. • Collision with access equipment 	<ul style="list-style-type: none"> • Genie users must have relevant experience and/or training for the type of ladder in use. • Familiarity with section 9.0 Working at Height & Access Equipment • Documented ladder Inspection regime adhered to. • Use of P.P.E. • Limit the risks by having regular breaks to avoid fatigue and loss of concentration. • Unnecessary people are excluded from the risk zone. • Barriers and warning signs are used to highlight the hazard. • Emergency lighting tested and deployed. 	<p>Maintain existing controls to limit risk.</p> <p>Source IPAF training. Maintain existing controls to limit risk.</p> <p>Review and amend this risk assessment of the hazard in view of any changes.</p> <p>Consider other methods of access to height if conditions, frequency or duration of activity increases, thereby increasing risk.</p> <p>Combine this risk assessment with other risk assessments in relation to the kind of work to be done at height, e.g. rigging, using an electric drill, etc.</p>	<p>Any person intending to work at height is required to make this known to Rotherham Theatres Technical Crew.</p> <p>Before starting work, authorisation must be gained from Rotherham Theatres Technical Department.</p> <p>A prerequisite of any work at height is to be familiar with section 9.0 Working at Height & Access Equipment</p> <p>Also any related risk assessments covering the work to be done at height.</p>

Appendix 4
Ladders Risk Assessment

<u>What is the Hazard?</u>	<u>Who might be at risk of harm and how?</u>	<u>Precautions and measures taken to control the risk of harm.</u>	<u>Further measures to take.</u>	<u>How will the assessment be put into action?</u>
<p>Working at height on ladders inside the Civic Theatre.</p>	<p>1/ Injury to the ladder climber caused by:-</p> <ul style="list-style-type: none"> • Poorly maintained or damaged equipment. • Falling from height. • Overhead dangers. • e.g. hot lights, moving objects, electric cables, rigging and ropes. • Unexpected loss of working light. • Muscular fatigue. • Lack of knowledge or training. <p>2/ Injury to the ladder Footer caused by:-</p> <ul style="list-style-type: none"> • Poorly maintained or damaged equipment. • Falling objects. • Lack of knowledge or training. <p>3/ Injury to other people caused by:-</p> <ul style="list-style-type: none"> • Falling objects. • Collision with access equipment. 	<ul style="list-style-type: none"> • Ladder users must have relevant experience and/or training for the type of ladder in use. • Familiarity with section 9.0 Working at Height & Access Equipment • Documented ladder Inspection regime adhered to. • Use of P.P.E. • Limit the risks by having regular breaks to avoid fatigue and loss of concentration. • Unnecessary people are excluded from the risk zone. • Barriers and warning signs are used to highlight the hazard. • Emergency lighting tested and deployed. 	<p>Maintain existing controls to limit risk.</p> <p>Review and amend this risk assessment of the hazard in view of any changes.</p> <p>Consider other methods of access to height if conditions, frequency or duration of activity increases, thereby increasing risk.</p> <p>Combine this risk assessment with other risk assessments in relation to the kind of work to be done at height, e.g. rigging, using an electric drill, etc.</p>	<p>Any person intending to work at height is required to make this known to Rotherham Theatres Technical Crew.</p> <p>Before starting work, authorisation must be gained from Rotherham Theatres Technical Department.</p> <p>A prerequisite of any work at height is to be familiar with section 9.0 Working at Height & Access Equipment</p> <p>Also any related risk assessments covering the work to be done at height.</p>

Appendix 5
Scaffold Tower Risk Assessment

<u>What is the Hazard?</u>	<u>Who might be at risk of harm and how?</u>	<u>Precautions and measures taken to control the risk of harm.</u>	<u>Further measures to take.</u>	<u>How will the assessment be put into action?</u>
<p>Working at height on a Scaffold Tower</p>	<p>1/ Injury to the Tower climber caused by:-</p> <ul style="list-style-type: none"> • Poorly maintained or damaged equipment. • Falling from height. • Overhead dangers. • e.g. hot lights, moving objects, electric cables, rigging and ropes. • Unexpected loss of working light. • Muscular fatigue. • Lack of knowledge or training. <p>2/ Injury to the Tower ground worker_ caused by:-</p> <ul style="list-style-type: none"> • Poorly maintained or damaged equipment. • Falling objects. • Lack of knowledge or training. <p>3/ Injury to other people caused by:-</p> <ul style="list-style-type: none"> • Falling objects. • Collision with access equipment 	<ul style="list-style-type: none"> • Staff training (PASMA). • Familiarity with section 9.0 Working at Height & Access Equipment • Documented ladder Inspection regime adhered to. • Use of P.P.E. • Limit the risks by having regular breaks to avoid fatigue and loss of concentration. • Unnecessary people are excluded from the risk zone. • Barriers and warning signs are used to highlight the hazard. • Emergency lighting tested and deployed. 	<p>Maintain existing controls to limit risk.</p> <p>Review and amend this risk assessment of the hazard in view of any changes.</p> <p>Consider other methods of access to height if conditions, frequency or duration of activity increases, thereby increasing risk.</p> <p>Combine this risk assessment with other risk assessments in relation to the kind of work to be done at height, e.g. rigging, using an electric drill, etc.</p>	<p>Any person intending to work at height is required to make this known to Rotherham Theatres Technical Crew.</p> <p>Before starting work, authorisation must be gained from Rotherham Theatres Technical Department.</p> <p>A prerequisite of any work at height is to be familiar with section 9.0 Working at Height & Access Equipment</p> <p>Also any related risk assessments covering the work to be done at height.</p>

Appendix 6
Stepladders Risk Assessment

<u>What is the Hazard?</u>	<u>Who might be at risk of harm and how?</u>	<u>Precautions and measures taken to control the risk</u>	<u>Further measures to take.</u>	<u>How will the assessment be put into action?</u>
<p>Working at height on Stepladders and “A” frame ladders inside the Civic Theatre.</p>	<p>1/ Injury to the ladder climber caused by:-</p> <ul style="list-style-type: none"> • Poorly maintained or damaged equipment. • Falling from height. • Overhead dangers. • e.g. hot lights, moving objects, electric cables, rigging and ropes. • Unexpected loss of working light. • Muscular fatigue. • Lack of knowledge or training. <p>2/ Injury to other people caused by:-</p> <ul style="list-style-type: none"> • Falling objects. • Collision with access equipment. 	<ul style="list-style-type: none"> • Ladder users must have relevant experience and/or training for the type of ladder in use. • Familiarity with section 9.0 Working at Height & Access Equipment • Documented ladder Inspection regime adhered to. • Use of P.P.E. • Limit the risks by having regular breaks to avoid fatigue and loss of concentration. • Unnecessary people are excluded from the risk zone. • Barriers and warning signs are used to highlight the hazard. • Emergency lighting tested and deployed. 	<p>Maintain existing controls to limit risk.</p> <p>Review and amend this risk assessment of the hazard in view of any changes.</p> <p>Consider other methods of access to height if conditions, frequency or duration of activity increases, thereby increasing risk.</p> <p>Combine this risk assessment with other risk assessments in relation to the work to be done at height, e.g. rigging, using an electric drill, etc.</p>	<p>Any person intending to work at height is required to make this known to Rotherham Theatres Technical Crew.</p> <p>Before starting work, authorisation must be gained from Rotherham Theatres Technical Department.</p> <p>A prerequisite of any work at height is to be familiar with section 9.0 Working at Height & Access Equipment</p> <p>Also any related risk assessments covering the work to be done at height.</p>

Appendix 7

Animal Risk Assessment

Date:	Assessed By:	Checked/Validated By	Location	Assessment Ref No:	Review Date:
			Rotherham Civic Theatre		

Task/Premises:

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk Rating	Result
Animal On Stage	Distress Caused to the Animal	The Animal	The Handler and Company Stage Manager to be aware of the requirements of the RSPCA's 'Guidelines for the welfare of performing animals', HSE Entertainment sheet No4 and Rotherham Theatres 'Guide to the us of Rotherham Civic Theatre'. The owner to monitor and provide suitable food, water, housing, and contact provisions as per RSPCA's 'Guidelines for the welfare of performing animals', HSE Entertainment sheet No4 and Rotherham Theatres 'Guide to the us of Rotherham Civic Theatre'.	LOW	A
Animal On Stage	Animal Bite	Cast Or Crew	Monitoring of the situation by the handler and CSM or delegate. Usual First Aid provision from Theatre Staff	LOW	A
Animal On Stage	Personal distress due to Phobia	Audience	Display Warning signs at entrances.	LOW	A

Result: T = Trivial, A = Adequately controlled, N = Not adequately controlled - action required, U = Unknown Risk.

The logo for Rotherham Theatres features a stylized, dark purple oval shape composed of several curved, overlapping lines that create a sense of motion or a theatrical arch. The text is centered within and below this graphic.

ROTHERHAM
THEATRES
TECHNICAL