

HEALTH & SAFETY POLICY

Date Reviewed: June 2023

Date of Next Review: June 2024

1. FIRE SAFETY

All Bravo Events staff to be aware of the buildings fire procedure & practices as well as any planned fire drills.

- Maximum use of flameproof materials should be made when constructing scenery, props and costumes. Any cloth purchased should be at least non-durably flame-proofed, and any other lightweight flammable material such as paper and card should be treated with flame proofing solution (such as 'Flamebar').
- Plastic materials should be avoided where possible.
- All permanent & toured drapes should be re-flame-proofed every three years.
- The Stage Management team backstage should be aware of the location of fire-fighting equipment (and how to operate it) and the telephone.
- Any use of real flame in a performance must be approved by the Safety Officer and appointed person in charge of safety in the area.
- Any lantern or lighting fitting used on the stage must be positioned so that it does not touch, or cause a concentration of heat on adjacent scenery or drapes.
- All emergency exits should have a clear corridor of access to them which is at least as wide as the door opening.
- Access to firefighting appliances must be kept clear.
- Use of Candles, pyrotechnics and other; to follow theatre / venue guidelines & procedures.

2. GENERAL ADVICE AND PROCEDURES FOR ACCIDENT PREVENTION

Theatre-making is a potentially dangerous activity. The process of innovation and experimentation often makes unusual demands.

The information above details responsibilities of certain people. The responsibility extends however to everyone involved in carrying out activities, to ensure that safety is an integral part of those activities. This means the user must know how equipment works, the potential dangers, and the correct safe practice to follow. Every person engaged in activities should observe the safety standards and guidelines as set out in this policy.

- Acquaint yourself with the location of fire exits, fire alarm call points, fire extinguishers, telephones and the procedures for emergencies.
- Any activity felt to have a risk to health or safety should be adequately supervised by an experienced person (Duty tech / Duty Manager). Potentially hazardous work should not be attempted by the inexperienced alone.
- Risk assessments are an important tool for identifying and minimizing risk. They must be used whenever they are needed for example, whenever a potential risk is identified. They form an integral part of this Health and Safety policy (see sheet appended)
- Do not interfere with or misuse anything provided for health and safety purposes.
- Always keep working areas and walkways as clear and tidy as is possible. Clear up spillages immediately.
- All containers should be labeled as to whether the contents are hazardous, - avoid permanently decanting into unlabeled containers. Do not mix together chemicals if you are unsure of their subsequent action - it might be violent, particularly with cleaning powders and liquids.
- Heavy and awkward items should not be moved without assistance, - wait, get someone to help, and lift bending your knees, not your back.
- Whenever necessary wear protective clothing. Bare feet can only be permitted when required by the dramatic activity.
- Background music should not be played, nor personal stereos used when engaging in potentially dangerous work. Clear hearing is important in both monitoring the work you are doing, being aware of other people's activities and whereabouts, and hearing cries of warning or help and the fire alarm.
- Work should not be carried out when there is insufficient light to see properly, such as those times when lighting levels are being set. Either the work should be stopped, or temporary working lights supplied by the lighting team who must oblige such requests.

- Where there is a potential danger to health and safety, people must not work alone. (See loan working risk assessment)
- No-one should report for work whilst under the influence of alcohol, or other substances which impair alertness and co-ordination. Neither should these be consumed whilst working. Anyone suffering under the effects of such, should expect to be sent home by a supervisor or working partner.
- Any use of Pyrotechnics or smoke effects should be governed by the ABTT (Association of British Theatre Technicians) Code of Practice. A copy of this is kept digitally by the directors and can be sent if required. Proprietary devices available from theatre suppliers must be used. **UNDER NO CIRCUMSTANCES** can home-made explosive devices be used or experimented with.
- Smoking only in the designated smoking area(s) of the venue.



3. USING EQUIPMENT

Always use the correct tool for the job, and report to the technician in charge if any tools and other equipment that are worn, defective or incomplete, so that repairs can be made or the item scrapped and a replacement sought.

Safe Use of Hand Tools

- Do not use hammers with loosely fitting shafts.
- Renew wooden handles that are split.
- Cutting tools should be kept sharp, and hands should be kept behind the cutting edge when working.
- Protect the sharp edges of tools when not in use.
- At the end of a working session, tools should be put away tidily in the tool store

Portable Electric Tools

- Do not use any portable electric tools unless you have been instructed in their safe use by a competent person.
- Before using a portable electric tool, be certain that it is in good condition.
- Do not use if the casing is damaged.
- Electrical equipment must be labeled to indicate that it has been tested.
- Check with a technician before using any apparently unlabeled equipment.
- Make sure all cables and plugs are sound, sufficiently long, and kept away from the working face.
- Do not undertake any electrical wiring (including plugs) without the supervision of a trained technician (see above).
- Any items rewired / fixed **MUST** be re PAT Tested before use
- Appropriate safety equipment must be worn, and long hair tied securely back.
- Ensure that there is space for people to pass without there being a danger to them or you.

Fixed Equipment

- Do not use any fixed equipment unless you have been instructed in its safe use.

WORKING IN THE AUDITORIUM / ON STAGE

CONSTRUCTION OF SETS AND AUDITORIUM

- There are correct, safe methods for moving tall items of scenery such as flats, to avoid them falling over during handling. Ensure that these are put into practice.
- Scenery must be sufficiently secure to avoid falling when inadvertently brushed or knocked.
- Staging platforms must be securely supported, together with adequate access to and from them. Dark backstage areas must have sufficient illumination from blue working lights.
- Floor cloths and other coverings must be securely fixed to the floor to avoid the dangers of sliding.

- Auditorium rostra must be securely fixed together at all times. Above 4ft (1220mm), diagonal bracing and handrails should be used.
- The design of the auditorium must involve a calculation of seating capacity. The number of tickets issued for the event must not exceed this number.
- Aisles must conform to current safety rules and if chairs are used, they must be joined together, and an edging strip set along the rear and side edges of the platform to avoid feet slipping.
- Adequate access to and from normal and emergency exits must be designed integrally with the auditorium and stage design.

LIGHTING AND EQUIPMENT

- Care must be taken not to touch the pins with the tips of fingers when making and breaking connections to equipment in case they are live. This is especially true with 15A connectors.
- When replacing lamps or otherwise opening a theatre lantern, ensure that you have disconnected it from the supply socket, and the dimmer circuit is off.
- Ensure that socket outlets are not overloaded through the excessive use of adaptors.
- Any equipment that is damaged or has cracked or broken insulation, i.e., the inner coloured cables showing, must not be used, but marked as defective and taken or stored for repair.
- Equipment should be switched off when not in use.
- Temporary electrical cables should be run to cross walkways above head height. Failing this, they should be taped securely to the floor whenever there is a danger of performers or audience tripping. This is especially true in dark backstage areas.
- There must always be at least two people in the building when lighting work is being done. (See loan working risk assessment)
- Installation and repair work should only be done by qualified staff & Re PAT Tested where applicable.
- Non-standard electrical equipment must be checked by a qualified member of staff before being put into operation.
- The correct tools must always be available and used for rigging and focusing theatre lanterns. Gloves should be used when raising and lowering heavy equipment with a rope.
- Correctly Weighted Safety bonds must be used on all lanterns and other flown items.
- The intended use of strobe lighting and pyrotechnics within a performance must be communicated to the venue staff and audience.

THE USE OF ACCESS EQUIPMENT

Careless use of access equipment is the cause of many accidents and injuries in theatre work. This careless use is often caused by a rush to finish work on time and consequent short-cuts being taken. Adequate time must be planned within the scheduling of production work for technical work to be carried out, especially that requiring extensive use of limited access equipment by inexperienced people.

Stepladders

- Always spread stepladders to their fullest extent to ensure maximum stability
- Avoid standing on the top step if a larger set is available.
- Stepladders should not be leant against the wall and used as a ladder - their structure is not designed to do this.
- Large stepladders should be only maneuver by those with experience.

Ladders

- Never attempt to maneuver a long ladder unless there are two of you, one of whom must be experienced.
- Do not pitch (lean) a ladder against an unstable surface.
- Ladders to be locked when not in use
- All ladder work must involve two people -one up the ladder and one >footing= the ladder to prevent it slipping/moving.
- The correct angle for a ladder is one unit out for four units up, ie. The bottom of a 6m ladder should be 1.5m horizontally out from the top.
- Never tie two different ladders together to make one long one.
- Never overextend an extendible ladder, but do ensure that you are not having to work above your head height.
- Ladders used for access to platforms should project at least 1m above the platform level.
- There should not be more than one person at a time on a ladder.
- Training to be provided (IPATH / PASMA) for crew where required

General Advice

- Avoid placing access equipment (ladders, steps, towers etc.) On unstable, sloping or makeshift surfaces. Where this is unavoidable, there must be an experienced person supervising.
- Do not lean out from equipment to try to reach further. Descend if necessary and move position.
- Avoid carrying unwieldy items with you as you ascend or descend. Either have an assistant to pass things to or use a rope, wearing gloves if the item is heavy.
- All access equipment should be inspected regularly by a competent person. Never use any equipment which is, or looks as though it might be broken.

IF YOU HAVE DOUBTS ABOUT USING ANY ACCESS EQUIPMENT SAFELY, DON'T USE IT

FIRST AID AND FIRE PRECAUTIONS

- The First Aid kit should be kept in a clearly visible place and the name and location of the nearest First Aider clearly displayed. A first aid kit is also kept in the Bravo Events Van
 - Access to fire extinguishers should never be blocked.
 - Rags, cotton waste and other inflammable materials should not be allowed to accumulate near an area of potential flame, heat or sparks
 - Flammable substances such as spirit-based paints and thinners, aerosols, resins, solvents etc. must be stored appropriately
 - Any first aid issues or use of first aid boxes must be reported to the duty technician in charge
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