

# Canterbury Players

*Amateur Dramatic Society*



**HEALTH AND**

**SAFETY**

**Guidelines**

# **CANTERBURY PLAYERS**

## **HEALTH & SAFETY GUIDELINES**

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## 1. INTRODUCTION

The purpose of this booklet is to familiarise everyone with safe working practices. Whilst it can never be totally comprehensive, these guidelines – if followed correctly – will safeguard against predictable accidents and hazards.

Please remember that if you decide to take a risk, you not only put yourself in danger, you may also threaten Canterbury Players. A substantial amount of damage to persons, the building and its contents may occur. Please think about the implications of your actions.

You are asked to sign the back page of the booklet to show Canterbury Players Committee that you have read and understood its contents and agree to follow the principles herein. If you are unhappy with any of the aspects you must let us know immediately.

## 2. FIRST AID, ACCIDENTS AND ILLNESS

- For each production there will be a named First Aider, who will be in charge and deal with any problems. In rehearsals .....???????
- There is a first aid kit in the kitchen drawer near the sink and also one on the stage by the stage manager's corner. ....still to be done
- Accidents, however minor or trivial need to be *reported to the Stage Manager or Director* and should be recorded in the Accident Book. We will use the Church Accident Book which is located in a holder on the wall in the kitchen.
- Any illness should be reported to the Stage Manager or Director, as appropriate..
- The Stage Manager is responsible for ensuring all kits are fully stocked. Any item used from the kit should be reported to the Stage Manager as soon as possible.
- Anything accidentally broken (or a repair that is identified) should be reported in the maintenance book kept in the kitchen.

## 3. FIRE SAFETY

**EMERGENCY EXITS ARE LOCATED AT THE FRONT OF THE AUDITORIUM ON BOTH THE LEFT AND RIGHT SIDES AND THE SIDE CORRIDOR EXIT TO THE CAR PARK.**

The fire extinguishers are located as follows:

- In the corridor to the Car Park
- The entrance hall
- Near the top of the stairs
- Room 4
- On the stage
- In the Worship Hall Emergency Exit lobbies

## **Precautions:**

- Before a public performance starts in the Church Hall a warning notice should be given of the actions to be taken to evacuate the building if an emergency occurs.
- Smoking is not permitted anywhere in the Church.
- Please keep doors and fire exits free from obstruction.
- Do not block any stairs or passages with chairs, tables or such like.
- Access to the Emergency Fire Exits must not be restricted by any performance or trailing cables.
- Fire spread control doors and the side entrance door from the car park should not be propped open except for a few moments to facilitate access and when carrying articles. They should be closed at all other times.
- Rubbish of any form should not be left in rooms, corridors or in the car park.
- Use only approved appliances for heating water or food.
- Water boilers should not be moved from the room in which they are situated.
- No persons under the age of 16 to be permitted unsupervised access to the kitchen.
- Do not interfere with the heating controls; instead report any concerns in the repair book kept in the kitchen. If considered an emergency or any other emergency occurs:- contact a) the key holder b) the Rev. Stuart Smith or c) Church Stewards whose contact numbers are given on the Notice Board.

## **In the event of a fire .....**

### **On discovering a fire:**

- Immediately raise the alarm by shouting "FIRE – EMERGENCY!" Fire Warden to call the Fire Service and provide details and location of the fire.

### **On hearing the fire alarm:**

- Canterbury Players on duty should encourage patrons to remain calm and guide them to the nearest exit.
- Immediately leave the building by the nearest exit and assist any infirm person
- DO NOT STOP TO GATHER YOUR BELONGINGS!
- Report to our Fire Warden at the assembly point in the car park by the fence so that everyone can be accounted for. Our Fire Warden will be wearing a high visibility jacket.
- DO NOT RE-ENTER THE BUILDING UNLESS AUTHORISED TO DO SO BY THE FIRE OFFICER.

#### **4. MANUAL HANDLING**

When involved in the lifting or moving of any heavy or awkward object, it is vital that you follow the correct lifting procedures to avoid personal injury. Before starting the task consider:

- Can the task be completed using a mechanised process?
- If not – can another system or aid be employed, such as a truck, trolley or winch to reduce the impact of the task?
- Do you have enough people to undertake the task safely?

In making your assessments consider the following:

##### **The Load**

- The size of the load – can you make it smaller or lighter?
- Its shape – can you roll it or pull it rather than lift it?
- Its stability – have you got enough people to hold it steady?
- Its weight – can you make it lighter or use lighter containers?
- How easy is it to hold – can you fit handles or reduce sharp edges?

##### **Individual Capabilities**

- Are those involved able to lift/ move the load without causing strain or injury?
- Is anyone pregnant or experiencing health problems?
- Is the correct Personal Protection Equipment (PPE) being used (e.g. gloves)

Only attempt to lift an item when you are confident of your ability to do so with ease

##### **Correct Lifting Guidelines (see also appendix)**

- Avoid twisting or bending sideways while lifting
- Bend your knees and keep a straight back

- Keep the load close to your body
- Keep arms close to the body
- Keep your chin tucked in
- Keep feet apart, with one leg forward to the other
- Stacking chairs should be stacked no higher than five chairs to avoid them falling over.
- Prior approval from the church is needed to fix items to walls or doors and for the floor to be marked in any way.

## **5. SCENERY**

- One person should take responsibility for the position and order in which scenery is erected and give instructions to others
- Do not leave power tools lying around where they may cause a trip hazard or injury
- Do not leave power tools plugged in when unattended
- Only trained operatives may use power tools, unless supervision is given
- No one under the age of 18 may operate a power tool or other stage machinery
- Always ensure that there are sufficient people to complete a task safely
- Do not leave any items on the stairs, ladder tops or on surfaces that may be moved or dropped
- To get onto the stage from the auditorium our small, white steps with a handle should be used.

## **6. SAFE USE OF LADDERS**

- Check that the ladder is in good condition before use
- Stand the ladder on a firm level base
- Ensure that it is firmly secured at the top, or if not possible, secured or footed by a second person at the base
- Make sure shoes are clear of grease and mud
- Make sure the ladder is the correct size for the job
- The foot of the ladder must be supported on a firm surface, not resting on any loose or un-level material, or on other equipment used to gain height
- The bottom rung of the ladder must not be used to support the weight of the ladder
- It must be ensured that the ladder cannot slip. Where possible the ladder should be fixed to a suitable surface with lashings or straps. Where this is not possible the ladder must be footed by a second person or by other safe means to prevent slipping and overbalancing. The person footing the

ladder should stand with one foot on the floor, the other on the bottom rung and with one hand on either stile (side piece) of the ladder

- Only one person at a time should climb or be supported by the ladder
- Ladders with wire supporting the rungs should be used with the wire to the underside of the rung
- Metal ladders must not be used if there is an electrical hazard present
- When climbing a ladder both hands should be free to hold on. Use a rope thrown over the bar (for example) to raise and lower heavy items (e.g. lanterns)

### **Leaning ladders**

- The angle of lean should not be more than 75 degrees to the horizontal
- The top of the ladder should extend beyond the landing place by at least 1.05 metres

### **Extension ladders**

Sections of extending ladders should overlap by:

- 1.5 rungs when the ladder is at 5m height or less
- 2.5 rungs when the ladder is between 5m and 6m height
- 3.5 rungs if extended to a height of over 6m

### **Step ladders**

- Do not stand on the top level of a step ladder
- Ensure that the ladder is fully opened out and that any safety stays are properly engaged

## **7. ELECTRICAL SAFETY**

### **General Guidelines**

- All items of electrical equipment (including extension leads and adaptors) must be subject to a visual inspection prior to use
- Any piece of equipment that fails an inspection **MUST NOT BE USED!**
- Personal items of electrical equipment brought into the Church must be reported to the Production Department and may require a Portable Appliance Test (P.A.T.)
- All P.A.T. tested items are tested as a whole (including power cable and plug top). If a plug is removed from an item then the P.A.T. becomes invalid
- All electrical installations (production wiring on a set is considered and installation), both permanent and temporary, must satisfy BS7671 Requirements for Electrical Installations. Information on this can be obtained from the our electrician
- Any set with electrical equipment attached/ rigged to exposed metal work must be earthed

- Faulty electrical equipment, or parts of an installation, must be labelled as faulty, reported to the Stage Manager immediately and **MUST NOT BE USED!**
- Under no circumstances should work on live electrical equipment be undertaken, except by members of the Electrics Department and only then after discussion with the Stage Manager.

## **8. RIGGING LIGHTING EQUIPMENT**

- Any person, other than permanent members of technical staff, handling lighting equipment must have the permission of the electrics department as supervision and training may be required
- All lanterns and other lighting equipment (extension cable, adaptors) must be subjected to a visual inspection as they are being rigged. If in doubt, don't use it and check
- Any piece of equipment failing a visual inspection should be clearly labelled as being faulty and **MUST NOT BE USED!**
- All hook clamps must be tightened off to the bar as they are rigged. They can be un-tightened if they need to be moved
- All lanterns must be rigged with a safety chain/ bond, with enough slack to freely pan and tilt the unit
- When plugging up, enough slack should be left on the power cable to freely pan and tilt the lantern
- Barn doors and colour frames must attach to lanterns with some form of safety bond, catch or screw mechanism
- Extension leads and multicore cables should be securely taped or tied off to bar ends to provide strain relief
- Wherever possible lighting bars should be plugged up so as to avoid crossing phases

## **9. INSTALLATION OF SOUND EQUIPMENT**

- All equipment connected to the sound system must be powered by the sound supply from the amp area
- No other electrical equipment may be plugged into the sound supply, i.e. working lights
- All mains powered sound equipment must be subject to a visual inspection, and if found to be faulty should be labelled as such and **MUST NOT BE USED!**
- Where cables and multicores run across walkways and may present a trip hazard, they should be covered by a cable mat or taped down
- Correct lifting practices should be observed when lifting P.A. stacks and flight cases

## **10. USE OF SMOKE, HAZE AND DRY ICE**

- When selecting a smoke effect for a performance reference should be made to the particular data sheets for that type of fluid and any hazard identified.
- Smoke machines must be subject to a visual inspection prior to use
- Care should be taken when handling fluids on stage as this could contribute to slip and shock hazards
- Smoke machines must be switched off during re-filling
- Consideration should be taken when high levels of smoke are to be used and visibility impaired. Possible trip or fall hazards may arise

## 11. SAFE USE OF HAND TOOLS

- Ensure all hand tools are sound, adequate for the intended purpose, and use as intended
- All tools should be returned to their storage place when not in use. Do not leave tools lying around unattended
- If you are unsure about the correct way to use a tool seek advice before attempting work
- Hand tools should not be used by **work experience or students** under the age of 18 without adult supervision **needed??**
- Any defective tools should be withdrawn from use and reported to the Stage Manager
- Hammer heads should be secured to a sound shaft that is not split, broken or loose
- Chisels should be sharpened to the correct angle and not be used with mushroom heads
- Files should have handles and not be used as levers
- Screwdriver handles should be sound and the heads not used as chisels
- Cutting tools such as knives etc should be kept sharp. Knives with retractable blades should be used in preference to fixed blades where possible
- When using knives always cut away from your body
- Saws should be checked before use to ensure blades are sound
- Worn spanners should be discarded. Makeshift extension tubes should not be used
- Sweep up any debris immediately after the task complete
- Always work in an uncluttered area on a sound and stable surface – bench from under stage
- Wear protective goggles and gloves where appropriate

## 12 . SAFE USE OF POWER TOOLS

For example: sanders , drills, electric screwdrivers, routers, jigsaws etc

- Do not use power tools unless you are completely aware of the correct method of usage
- Only use power tools for the purpose for which they were designed
- Never use power tools if the working area is damp or wet
- Do not allow persons under the age of 18 to operate power tools

- Always ensure you have enough cable to safely reach your work area without pulling the cable tight
- Do not place the cable in a position where it might become entangled with any moving parts
- Always use a RCD on mains powered tools
- Ensure that all tools carry valid PAT test certification
- Keep power tools clean and free from dust etc. and return to carry boxes after use

### **13. TECHNICAL AND DRESS REHEARSALS**

#### **Before the start of any rehearsal on stage please:**

- Make sure all cables are taped down securely and not run across walkways or doorways. Bulky cables or plug & sockets should be clearly marked with tape
- Clearly mark any changes in levels backstage with white tape or similar
- Ensure there is sufficient working light for safe movement backstage
- Familiarise the cast with the layout backstage by walking them round in full light and also in show lighting conditions
- Remove all objects lying in walkways or access doors
- Make sure all fire fighting equipment is readily accessible and that staff are familiar with its use
- Clearly mark the edges of any object – including lanterns – that may be walked into or cause head injury
- Do not block any doorway or exit with any item at any time
- Familiarise the cast and crew with any moving pieces or flying pieces that may present a danger to those onstage
- Make sure that the iron line is clear at all times, or if items are placed under it that they are easily moved by one person. Make individuals responsible for the movement of any items under the iron should the alarms sound
- All spare scenery, ladders and equipment to be safely secured on the stage

#### **During the rehearsal:**

- Ensure that all exits, fire fighting equipment and walkways are kept clear of any obstruction at all times
- Do not move scenery etc over trailing cables – if this is unavoidable the rehearsal must be stopped and cable runs re-routed before proceeding
- If at any point for any reason you become unaware of an imminently dangerous or unsafe situation that you cannot immediately deal with **STOP THE REHEARSAL**
- In terms of cueing the Stage Managers' word is final **UNLESS** as an operator you are aware of a potentially dangerous situation which the Stage Manager is not aware of – for example, someone stood too close to a pyro box, or underneath a flying piece
- In the event of a rehearsal being stopped due to accident or imminent danger the working light must be turned on immediately

### **14. USE OF DRESSING ROOMS**

When using the Dressing Rooms, please observe the following guidelines:

- Please ensure that nothing comes into contact with the bare bulbs in the dressing rooms – they get EXTREMELY hot
- Please turn off the mirror bulbs when the dressing room is unoccupied
- Any personal mains operated electrical equipment brought into the building (e.g. hairdryers, radios etc) MUST be passed to one of the Society's electricians for inspection before use. Please note that un-inspected items may get their plugs cut off!
- Please do not wedge open any doors in the backstage area.
- Please familiarise yourself with the Society's Fire Evacuation Procedure, and the nearest exit route to your location.
- Please do not leave the building by any of the fire exits except in an emergency or when specifically instructed to do so.
- Performers in costume are not permitted in the Front of House areas after the half hour call, unless directed as part of the performance.
- Only cast and stage crew may go beyond the Pass Door.
- Any damage done to any of the dressing room must be reported to the Stage Manager that evening.
- If you are unhappy about any aspect of the dressing room, please let the Stage Manager know

## **15. REPORTING HAZARDS AND MAINTENANCE PROBLEMS**

If you notice anything in the Church that could constitute a hazard (such as damaged equipment), or is need of attention (sticking doors, loose signage etc) then please report it to the Stage Manager.

## **16. CHURCH SECURITY**

- If a meeting is taking place upstairs, the entrance door should be locked for the start of the meeting for security and safety, unless the door is manned. When someone arrives late the doorbell should be used to give notice of someone waiting for access.
- If it is necessary to open the upstairs windows for ventilation, the short steps provided and kept in Room 4, should be used and the windows closed at the end of the meeting or when vacating the room. The downstairs windows should be opened by using the cords provided. Again windows should be closed when the room is vacated.
- Any keys issued to authorised key holders should not be given to any other person or copies made, without the approval of Mrs Pat Shires.
- On leaving the building the responsible person / key holder should ensure that there is nobody left in the building, that all lights, including those in the toilets are switched off, that any doors that are opened are relocked and the final exit door is double locked – using both locks.

## **17. RISK ASSESSMENT FORM**

- A Risk Assessment form should be completed for each production and put in the Back Stage File. This would be done by the Stage Manager with reference to the stage crew. A copy is attached to this document.

## **18. SIGN IN AND SIGN OUT**

- A *Sign in and out Record* should be completed for rehearsals and kept by the Director. A proforma is attached to this document.
- During play week, Front of House and Back Stage should also keep a *Sign in and out Record* each. These records should be in the Front of House File and The Back Stage Clipboard respectively. A proforma is attached to this document.
- At the start of the performance, a head count of the audience should be taken by the Hall Manager and checked by the Fire Warden. The number should be recorded on the Sign In and Out Sheet, kept in the Front of House File
- The stage manager will have the head count of cast and stage crew on the Sign In/Out sheet.
- In the event of the building being evacuated, the Hall Manager and Stage Manager are responsible for taking the File and Clipboard into the car park for the Fire Warden/ Fire Service to check that everyone is safe.