

## Theatre Health & Safety Check List

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The following is a simple checklist you can use to assess the safety measures of a venue and or production and assure yourself that you are entering a safe working environment.

### General Considerations

- Who is the person responsible for Health & Safety issues.
- Is there an evaluation procedure for new hazards caused by use of new materials, special effects or productions?
- Are there material safety data sheets and operating manuals for plant and equipment or chemicals in use on the production
- Is there a right to know training for all employees
- Are there special procedures for the health and safety of child performers

### Fire Safety

- Are there written emergency procedures and evacuation plans clearly displayed
- Are fire drills routinely scheduled
- Are the emergency exits clear marked and accessible
- Is the sprinkler system functional
- Are there enough and appropriate fire extinguishers
- Are the extinguishers marked as having been checked and tested
- Is there adequate training in their use
- Is there a working fire alarm system
- Are there working smoke alarms
- Are the set and props and if appropriate costumes, fireproofed
- Is there a fire officer at each performance
- Is there a fire safety curtain and if so are you made aware of how it is operated

### Venue Conditions

#### **Stage**

- Is rigging safely secured
- Are props safely secured
- Are lights safely secured
- Are trap doors and pits adequately marked
- Are electrical outlets safe and working
- Is all cabling secured and clearly marked in the wings
- Are elevations clearly marked and safe
- Does stage floor have enough resiliency

- Are the floors dry and clean
- Is the stage clear of splinters, loose boards, nails etc

### **Lighting**

- Are the stage lights properly focused, and rigged
- Is there adequate working light backstage including in galleries, the grid, trap room etc
- Do lasers meet basic safety requirements (see separate chapter)
- Is black light output low in UV radiation
- Are there adequate precautions when using strobe lighting (see separate chapter)

### **Stairways**

- Are the treads and backstage stairs maintained in good condition
- Are the stairwells properly lit
- Are the alleyways clear of rubbish and obstructions

### **Environmental Conditions**

- Is the temperature comfortable
- Are the costumes modified appropriately for extremes of temperature
- Is the humidity level optimal
- Is there sufficient airflow with adequate intake of clean outside air
- Is the stage area free of drafts
- Is the air free of contaminants

### **Stage Conditions**

- *Stage Traffic*
- Are entrances and exits well choreographed and rehearsed
- Are onstage movements well choreographed and rehearsed

### **Stunts/stage combat**

- Are there written procedures
- Are stunts and combat carefully choreographed and planned by qualified personnel
- Is there adequate training and rehearsal time
- Are there padded landing areas for jumps over 2m

### **Firearms and weapons**

- Is there a competent person in charge of all firearms and weapons?
- Are there the appropriate licences?
- Is there secure storage for firearms when not in use?
- Is there adequate training and procedures for those using firearms
- Are the firearms and weapons routinely inspected?

**Special effects (fogs, fire, smoke, etc)**

- Is there a permit where required
- Is there hearing protection if required
- Are materials chosen for optimum safety?
- Is sand and artificial snow free of contaminants?

**First aid/medical**

- Are there adequate first aid kits available?
- Are they accessible and clearly marked
- Are there defined medical procedures and are all trained in them
- Is there a list of local physicians and medical facilities prominently displayed?
- Are there emergency ice packs easily available?
- Is there a sick bay, rest area, set aside should any one become ill

**Make Up**

- Are there individual make up kits for each performer
- 2 .Are ingredients listed on make up
- Is there appropriate ventilation in the dressing rooms when using aerosols (hairspray etc)?

**Travel/Tour**

- Is there advance inspection of stage and dressing rooms etc
- Is there adequate rest time between arrival at a location and rehearsal/performance
- Are buses/trucks recently serviced and licenced
- Is the accommodation provided of a reasonable standard
- Is there available sanitary drinking water backstage
- Have you been warned of any dietary considerations relating to the locale
- The touring party should have copies of the following:
  - Health & safety in Employment Act 1992 and its subsequent amendments
  - Health & safety in Employment Regulations 1995
  - HSNO Act 1996 and regulations
  - Building regulations 1992
  - A copy of this guide