

Health and Safety

A report will need to be done by the theatre. For continuity purpose this will be completed by Mike Ward on your advice. He will show you the completed forms before it is sent in.

Attached at the end are the theatre terms of hire. Please familiarize yourself with them, below is a summary of some important points.

At Get In, it is important that the stage manager briefs the volunteers of the relevant terms.

1 The Waco ladder is not to be used on the inclined seating in the auditorium for health and safety reasons. It may be used on the auditorium floor.

2 The stage left fire escape from the stage MUST be kept completely clear of all obstructions. RHS escape may be used for stage extension, etc

3 Reasonable instructions from the Theatre Staff, including their technical team, must be complied with.

4 All technical proposals relating to productions e.g. moving of theatre lighting desk etc must appear on Risk Assessment Forms or the like. In principal the theatre is happy that we undertake these type of things providing they know about them in advance.

5 The lighting box is not to be used for storage of unused equipment or tools etc. It is either to be taken off site or stored in dressing rooms.

6 SFX, smoke haze machines, radio mikes, cctv, audio equipment are acceptable providing appropriate paperwork is in place.

7 The Theatre will instruct their cleaners to empty bins etc in the lighting box. If this is not done, report to caretaker.

8 General set painting and major set construction is NOT to be carried out in the theatre auditorium or on stage. However set assembly and reasonable patching of paintwork is permitted PROVIDING reasonable protective measures are taken to protect the Theatre's floors walls and ceilings. NO SPRAY PAINT is to be used in the theatre at all. ALL paint is to be water based. Wallpapering is permitted again with suitable protective measures being taken. LBDG is responsible for ensuring that the Theatre fabric is left in the same condition in which it was received.

9 Future pantomimes may include Slapstick scenes subject to health and safety measures being respected and that no damage is done to the Theatre Fabric.

10 There is to be no vaping ANYWHERE in the Theatre during the LBDG hire of the Theatre.