

Event:Charleys Aunt.....

Date:2008.....

Company: Heartbreak Productions, North Hall, Spencer Yard, Leamington Spa, Warks, CV31 3SY. Tel. 01926 430307

Designated Health & Safety person Laurence Aldridge (Company Manager)

	Hazard	People Affected	Risk Level	Controls
1	Erection and breakdown of site	Company members and members of public	Med	All staging to be erected by trained company members. Each get-in carefully assessed by performer on pre-performance site visit. Moving of loads practised during rehearsals.
2	Stage – falling off, slipping.	Performers setting up, striking and performing. Members of public outside of performance times.	Low	Staging surfaces treated with anti slip treatment. Carefully rehearsed moves during performance, training for erection/striking of set and extra care taken in wet weather, including wet weather blocking. Company Manager to decide when to use this. Outside performance times area fenced off and warning signs posted on staging forbidding access to public.
3	Stage – under / back stage accidents	Company members	Low	Carefully rehearsed moves, and padding installed on any very low pieces.
4	Vehicle movement on site	Company members and members of public	Med	Vehicle movement to be supervised, and site limited to company members as much as possible. All vehicles to limit speed to 5 m.p.h max and display hazard warning lights when manouvering around the site.
5	Electrical shocks or burns	Company members	Low	All electrical equipment PAT tested. RCD protection fitted to all power supplies.
6	Hazards relating to cabling – falls, slips	Company members and members of public	Med	Site and group cables carefully to cause minimum possibility of risk for maximum number of people. Cover where necessary, or route suspended out of reach of public, as site allows. Company Manager to check layout.
7	Extremes of weather	Company members and members of public	Low	In the event of high winds event coordinator to assess the safety of structures and dismantle if appropriate. Event coordinator has authority to stop the event. Wet weather plan on place
8	Damage / injuries by fire or smoke	Company members and members of	Low	Accumulation of combustibles keep to minimum.

		public		Fire extinguishers available in pre-designated places. All electrical equipment PAT tested and RCD's used.
9	Theft / Malicious damage / public disorder	Company members and members of public	Low	Trained security staff on site during performance times. Charged mobile phone available with event coordinator to contact police.
10	Climbing on structures / public accessing staging area	Company members and members of public	Low	Staging area to be monitored by, and accessed only by trained company members. Staging area to be fenced off, and signage displayed out of performance times.
11	Seating/crowd control – blocking of access, exits	Members of public.	Med	Entry to performance by ticket only to control numbers, maximum number determined by venue / licence. Stewarding staff and company members to monitor audience seating and ensure marked gangways / exits remain clear.
12	Equipment Failure – accidents through lack of light	Performers setting up, striking or using during performance. Members of public.	Med	All electrical equipment PAT tested. Company manager to check equipment before each show. Fire extinguisher standing by back stage. Company manager to ensure all personnel aware of its location. Strong beam torches on hand in case of complete power failure for performers and free-standing battery light for de rig times. City venues torches available Most show time occurring in light / dusk. Venues responsible in hiree situations
13	Medical Emergencies	Company members and members of public	Low	Event coordinator trained first aider on site in city venues. Charged mobile phone available with event coordinator at all times. Other venues promoter responsible.

City Venue = Newcastle, Sheffield, Manchester, Bristol, Leamington Spa where Heartbreak is promoter.

Each van contains:

First Aid Box
First Aid Leaflet
Accident Record Book
Written Safety Policy

Stage Construction Documentation
PAT Testing Certification
Signs forbidding public access to stage
Insurance Documentation