

Technical Health & Safety Induction

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Fire Evacuation & Egress Routes

If the fire alarm is activated, house lights will automatically switch on and the PA system will cut off. You will be asked to leave the building via the exits below:

Stage



Stage Right fire exits: double doors leading to the loading bay.

Backstage & Dressing Rooms



Rear glass door at the bottom of the stairwell.

Assembly Point



The designated assembly point is the loading bay.

All touring shows must keep a register of personnel present in the building and notify the duty technician at the assembly point once all staff are accounted for.

2

Pyrotechnics, Flame Effects, Smoke Effects, Sparkulars, and Confetti Cannons

Any use of pyrotechnics, flame projectors, smoke machines, sparkulars, confetti cannons, naked flame, or fire-breathing **must be declared at least 14 days in advance**.
Additional documentation may be required, including:

- Risk assessments
- Method statements
- Proof of training and operator competence

These items will be checked prior to approval.

Operational Requirements

We will ensure that all special effects (SFX) are used strictly in accordance with your submitted method statement, risk assessment, and the manufacturer's instructions. This process includes:

- A visual inspection of all equipment
- A test fire of all devices (excluding confetti cannons)
- Line-of-sight verification
- Measurement of required safety distances

All checks will be recorded, documented, and signed off before the performance.

A cleaning fee will apply when confetti cannons are used.

Fire Breathing

Fire breathing is **not permitted** unless:

- A dedicated risk assessment and COSHH assessment are submitted
- Proof of appropriate training and experience is provided
- All documents are approved by the Technical Manager **at least 14 days prior to the event**

Safety and Venue Responsibility

It is the venue's responsibility to ensure that the installation and operation of all pyrotechnic or flame-based effects are safe and do not pose a risk to staff, performers, or visitors.

We reserve the right to prohibit the use of any special effect deemed unsafe. - **The decision of the Duty Technician is final.**

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Lasers

Please provide information on any laser effects **at least 14 days in advance** so risk assessments and method statements can be reviewed.

All shows using lasers must comply with **PLASA Laser Guidance**:
www.plasa.org/guidance-for-display-lasers

We will check:

- Laser safety distances
- Beam paths
- Emergency stop systems
- Compliance with risk assessments and manufacturer instructions

You must provide details of your **Laser Safety Officer**, including proof of training and experience.

It is the venues responsibility to ensure that the installation and operation of any laser display is safe and does not constitute a risk to staff or those entering the premises. The venue reserves the right to disallow any laser effect deemed unsafe. - **The decision of the Duty Technician is final.**

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4. Flying & Rigging

All touring shows must provide:

- Details of flying and rigging equipment
- Weight loadings
- Risk assessments / method statements

These must be submitted **14 days prior to the event** so they can be reviewed and authorised by the Technical Manager. All rigging equipment **must have valid and in-date LOLER certification**, which will be checked on arrival. Equipment without certification cannot be used.

Only specified rigging points may be used.

5

Noise

We must comply with the *Noise at Work Regulations*. Touring companies must follow HSE guidance:

- www.hse.gov.uk/pubns/books/hsg260.htm
- www.hse.gov.uk/event-safety/noise.htm

Please submit noise-related risk assessments/method statements **14 days prior** to the event.

We reserve the right to:

- Monitor sound levels
- Request reductions if required
- Agree mutually acceptable dB levels at sound check

Further dB checks will be conducted during Acts 1 and 2.

The venue is responsible for ensuring PA installation and operation is safe and does not constitute a risk to staff or those entering the premises. We reserve the right to adjust dB levels.

The decision of the Duty Technician is final, regarding sound levels.

6

Manual Handling

Please provide your Manual Handling Regulations documentation **no fewer than 14 days before your event**.

7

Electrical Equipment

All electrical equipment must:

- Be in good working condition
- Include appropriate protective circuits
- Be wired according to current IEE Wiring Regulations
- Have RCD protection on all 13A or sound-distribution outlets
- Comply with the **Electricity at Work Regulations 1989**

DO NOT bring equipment which does not comply with the above
Portable appliance testing certificates must be available for inspection.

8

COSHH

All chemicals brought on site—including haze and smoke fluids—require a **COSHH assessment**. Please submit documentation **14 days in advance**.

9

Helium Balloons

Prior notice is required if your event uses helium balloons. Balloons must not be allowed to drift into roof space due to the risk of activating alarms.

10

Public Liability Insurance

All events must provide **in-date Public Liability Insurance (PLI)** documentation.

11

Safeguarding Policy

Where applicable, please supply your **current safeguarding policy and procedures**.

Thank you for your cooperation in maintaining our Health & Safety standards.

