

# **Health and Safety Policy Kinver Light Operatic Society**

Produced by Roger Allen and Approved by the General Committee April 2017

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# 1. General Policy Statement

## Kinver Light Operatic Society

- We provide safe working conditions and a healthy environment for our members, non-member volunteers, sub-contractors (including members of the lighting and sound crews) orchestra and visitors (**here after referred to as relevant persons**)
- We ensure that equipment and systems of work used by all **relevant persons** are safe.
- We provide training and information to all **relevant persons** as is necessary within the framework of our health and safety organisation.
- We ensure that the **public at large** are protected from danger or risks to health as a result of our activities.
- We ensure that this policy is reviewed each calendar year and that as a result of that review changes are made to procedures and our overall health and safety organisation to take into account the items identified as needing change in that review.
- We operate a strict NO SMOKING policy which includes e-cigarettes.

### Lead Responsibility for this policy

For each production undertaken by KLOS an experienced committee member will be agreed in advance as the '**lead person**'. For the purposes of this policy, it is their responsibility, working with the **health and safety officer**, (see section 2 below) to ensure compliance with the policy by all **relevant persons**. This will also be in conjunction with the designated **Front of House Manager** and **Back Stage Manager** who will have their own prescribed responsibilities for safety during production preparation, rehearsals and performances. Where a nominated **lead person** is not available for any planned activity requiring their presence, they will appoint a **competent deputy** for that occasion who will also be an experienced committee member. It is important that all committee members familiarise themselves with all documentation concerning health and safety.

### Controls and Instructions

These are normally by verbal discussion and instruction. Written instruction is given where deemed necessary by the **lead person** responsible for any production or the **health and safety officer**.

### Health Issues

It is the responsibility of each individual to make known to the **lead person** any medical condition that may affect his or her ability to work within the Safety Policy.

## 2. Appointment of Health and Safety Officer

KLOS recognises the importance of health and safety to all **relevant persons**, property and members of the public. It appoints a member of the Main Committee to have the responsibility for health and safety matters. The appointee reports directly to the Chairperson of the Main Committee and its Officers.

KLOS has appointed **Roger Allen**, Vice Chairman as its Health and Safety Officer.

## 3. Fire Safety

**See separate Fire Policy Appendix A.**

## 4. First Aid

KLOS takes First Aid seriously.

The policy of KLOS is prevention of accidents in the first place. To this end, it regularly through its **Health and Safety Officer/ Lead person** carries out checks of equipment, procedures and practices to ensure that they are being conducted in a safe manner and in accordance with procedures set down in this policy and its appendices.

KLOS has a permanent first aid kit that meets the requirements of content and size for the number of persons present. During rehearsals, the responsibility for ensuring that the first aid kit is available will rest with the **Lead Person** in charge of the rehearsal and during performances it will be kept by the **Front of House manager**. All relevant persons will be informed of the location of the First Aid kit(s). KLOS will ensure that there are sufficient members of the society trained as first aid **appointed persons**.

A record is kept of the location of the nearest telephone to be used in the case of an emergency and/or that at least two members are nominated as having a mobile telephone to hand to be used in the case of an emergency. Mobiles should be checked prior to each occasion to ensure appropriate signal strength and reception.

Details of any incident that requires first aid, however trivial, are recorded in the accident book. **(See section 18 below)**

## 5. Sign-in Sign-out

KLOS uses a sign-in and sign-out register for both performance/rehearsals and set building.

All '**relevant persons**' will: -

- sign **in** when they arrive and **out** when they leave.
- Chaperones will sign in themselves, and provide a list of names of children/young persons present for the performance.
- Chaperones, children and young persons will be advised of '**house rules**' and will be notified of areas that are out of bounds by the **Lead Person**

Responsibility for ensuring signing in is:

**Set building** ~ Each individual

**Rehearsal** ~ Lead Person

**Performances: -**

- Front of House - Front of House manager
- Back Stage - Back Stage manager
- Technicians Box - Front of House Manager
- Orchestra - Musical Director

See Front of House policy (**Appendix B**)

## 6. Rehearsal requirements

The **lead person** appointed for any specific production/**health and safety officer** are responsible for ensuring that props, staging and other stage furniture are safe for use.

Members are instructed to attend rehearsals wearing suitable loose fitting clothing and footwear that is non-slip for general duties. For some productions, all or some of the cast will be required to wear special footwear such as tap shoes. In these circumstances, they will be instructed to put such footwear on only for the duration of their need for rehearsal purposes.

All relevant persons are instructed to work safely with props and to refuse to use any that are, in their opinion, unsafe. They will be instructed on how to use equipment that requires them to work above floor level. In particular, they are reminded that it is forbidden to stand on makeshift rostra such as plastic nesting chairs or fold-up tables.

No one is to use rostrum, raised staging, steps etc. unless final approval has been given by the lead person following consultation with the set construction team.

The **Lead Person** is responsible for liaising with the **Back Stage Manager** to identify any particular hazardous areas or situations that need to be addressed. As agreed by this liaison, the **Lead Person** will inform the cast and back stage crew of all safety matters that need to be notified to them.

When rehearsals are carried out at different locations to the school, i.e. Fire Station, St Peter's Church Hall or Senior Citizen Centre, the **Lead Person** responsible for the production is to avail themselves of all rules and regulations, including fire safety requirements, of the premises and to impart these to those attending rehearsals.

## 7. Audiences Get-In/Get-Out arrangements

### Get-In Arrangements

#### Front of House Team/Auditorium/Hall

The front of house team is managed by the **Front of House Manager** who liaises with the front of house volunteers to ensure that each has identified themselves to each other. The **Front of House Manager** is responsible for ensuring they are made aware of their duties regarding the admission of the audience to all performances as outlined in **Appendix B**.

## Get-Out Arrangements

### Front of House Team/Auditorium/Hall

The front of house team is responsible for the safe exit of theatre patrons after each performance. To ensure the safe and efficient exit of patrons, the front of house team shall take care of the increased risks of raked floors, dimly lit areas and the special precautions that need to be taken with infirm or disabled persons. **(See appendix B)**

## 8. Dressing Rooms

### Cleanliness

KLOS works on the premise that clean dressing rooms make for pleasant surroundings and a disease-free environment for all relevant persons. One senior member is nominated to ensure that each dressing room is clean and safe before use and is cleaned at the conclusion of each rehearsal and performance. KLOS instructs all its members to observe the rule “Leave nothing but your thanks” when using dressing rooms at rehearsals or performances.

### Allocation of Dressing Rooms and Performers

The **Lead Person** is responsible for the allocation of dressing rooms to the acting members of the Society. He/she records the location of all acting members so that, in the event of an emergency, it can be confirmed that all members have been accounted for should the necessity arise that the building must be evacuated.

### Alcohol

KLOS bans the consumption of alcohol in any form in the dressing rooms or at **any** location during rehearsals or performances. This does not apply to members of the audience who have purchased drinks from the bar provided by the society.

### Horseplay

The **Lead Person** and **Back Stage Manager** are to ensure that there is no horseplay in the dressing rooms or backstage..

## 9. Children and Young Persons

**For the purposes of this procedure, KLOS defines a child and young person as a someone aged between 8 to 18 years of age.**

This procedure applies both to situations in which children/young persons and adults are involved in the activity and to those in which children/young persons are solely involved.

KLOS's Health and Safety Policy and its duties and responsibilities shall apply equally to children/young person.

Although the **Lead Person/ Health and Safety Officer** are responsible overall for the fulfilment of the Health and Safety Policy, they may, at their discretion, appoint a specific person(s) to oversee the Health and Safety of Children/Young Persons as defined above. This will include the appointment of suitable chaperons during performances or indeed at rehearsals if deemed necessary.

The **Lead Person /Health and Safety Officer** are responsible for ensuring that children/young persons either in rehearsal, on-stage, in dressing rooms or engaged on **any** KLOS related activities are inducted into their duties and responsibilities, trained to carry out their duties and responsibilities to the best of their abilities, protected from hazardous situations that might affect their overall safety and instructed in the protection of property.

The **Lead Person/Health and Safety Officer** instructs adults in KLOS to the need for them to exercise special care and attention when performing with children, respect the limits of their physical powers and note the length of their concentration period.

KLOS applies the recommendations in the National Operatic and Dramatic Association's fact sheets entitled *Model Child Protection Policy* and *Children in Theatrical performances*. **(See appendix C ~ Child Protection Policy)**

## 10. On-stage and in the wings

KLOS recognises that the stage and its wings can be hazard areas. Consequently, it instructs its **Lead Person/ Health and Safety Officer** to ensure that they carry out a proper risk analysis of the activities and situations that present themselves or could present themselves in the areas concerned.

The **Lead Person/Health and Safety Officer** ensures that all persons who are required to be in the wings or on-stage before, during and after a performance have been properly instructed in their responsibilities.



The **Back Stage Manager** ensures that performers and chaperons are correctly instructed in their proper response/reaction to:

- Beginners on stage please!
- Not remaining in the wings when not on cue for going on stage unless space available
- Black outs
- Scene changes
- Use of 'props'
- The authority of the Back Stage Manager

## 11. Front of House

KLOS recognises that its front of house team could be subject to hazards in the fulfillment of their duties whilst in the theatre. KLOS also recognises that the responsibility for ensuring the safety of its front of house team may jointly or separately rest with the management of the School.

The Front of House Manager and Team must:

- Have been made aware of their responsibilities in matters of health and safety at the venue they are using.
- Have been advised of the procedures that they should follow in the event of an incident such as an outbreak of fire, first aid emergency etc.
- Have been made aware of the location of the nearest telephone, the location of the fire extinguishers, the route to be used in the event of the need to evacuate the building, the procedures to be used to evacuate patrons in the event of an emergency and the location of the assembly point(s).

The **Lead Person/Health and Safety Officer/ Front of House Manager** are responsible for ensuring that the front of house team is trained to carry out their duties and responsibilities to the best of their abilities, are protected from hazardous situations that might affect their overall safety and are instructed in the protection of persons and property as it affects their duties front of house. **The Front of House Policy is shown at Appendix B**

## 12. Ladders, Stepladders and Scaffolding

KLOS recognises that some of the **relevant persons** will be required to work with all or some of the access and working at height equipment either provided at the performance venue, hired in for the performance or belonging to KLOS, one of its members or non-member volunteers.

KLOS is aware that one of the major causes of injury is falls from height. It therefore has a rigid procedure covering the inspection and use of access and working at height equipment and for the training of its personnel in the use of such equipment.

The **Lead Person/Health and Safety Officer/Back Stage Manager** are responsible for ensuring that:

- Any equipment provided for their use in the theatre or elsewhere is suitable for use and carries the appropriate certification both for its authenticity and serviceability.
- All authorised users of the equipment have been trained in the use of the equipment including the knowledge that ladders are for access only and shall not be used as work stations and that scaffolding is the best means for working at heights.
- Access to the working area is denied to non-approved personnel.
- The equipment whether owned by the venue, hired in or provided by KLOS meets the minimum requirements as laid down in the respective British or European Standard.

## **Ladders/Step Ladders**

### **Set Up**

- Check all ladders prior to new stage set construction (including ladder feet).
- Secure ladder.
- Ensure feet are firmly and evenly grounded.
- Do not locate ladder on sloping surface.
- Ensure upper resting point is firm and strong.
- Ensure floor bearing is clean and dry (i.e. not slippery).
- Use any locking devices on step ladder.
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### **Usage**

- Maximum of 30 minutes' work when on ladder.
- Use only for light work – maximum weight of any lifted object/tool –10kg.
- Do not overreach, belt buckle/navel to stay with stiles.
- Both feet to remain on same rung/step throughout the task.
- Avoid side-on working.
- Do not stand on
  - Normal ladder – top 2 steps
  - Swing/back/double sided – top 3 steps: unless you have a safe hand hold on the steps.

## For all types of ladders

- **When working at height be certain you are happy to carry out the task and are not suffering from an ailment that will impair your safety.**

Hard hats will be made available for occasions that warrant their use and suitable footwear should be worn at all times.

## 13. LOLER Requirements (The Lifting Operations and Lifting Equipment Regulations 1998)

KLOS recognises that certain aspects of LOLER refer to their activities as an amateur theatrical company.

As appropriate, the **Lead Person/Health and Safety Officer** ensures that all relevant persons who are engaged in lifting operations as defined in the regulations, are aware of or carry out, as appropriate, the following precautions:

- Eliminate risks associated with the defined equipment in use as a first priority.
- In cases where the risk cannot be fully eliminated other measures are taken to reduce the risk to a minimum and personnel are warned of the residual risks in the use of the equipment. Such measures shall be reduced by the use of appropriate guarding (fixed or removable), the use of appropriate personal protective equipment and the equipment carries suitable warning signs.
- Safe systems of work shall be documented and followed by the personnel concerned and, as appropriate, personnel receive training in the use and understanding of the safe systems of work.
- That the equipment is used for the purpose intended and that its capacity to carry a load is not exceeded when in use.
- The **Lead Person/Health and Safety Officer** is responsible for ensuring that equipment used whether owned by KLOS, hired or the personal property of members or non-member volunteers is:
  - Of adequate strength and stable for the intended use
  - Positioned and installed to minimise risks
  - Marked to indicate safe working loads
  - Persons are properly trained in its use
  - Used safely (the work is organised and carried out by competent persons)
  - Given on-going examination by competent persons
  - Suitable for use and used under the conditions it should be used.
  - Maintained so as to be safe and not put persons' health at risk
  - Keeping a log of the maintenance and inspections carried out
  - Inspected before first use by a competent person.
  - Persons shall not be permitted to walk under a lifted load or the load transported over a person

## 14. PUWER Requirements (The Provision and Use of Work Equipment Regulations 1998) and Risk Assessments

KLOS recognises that certain aspects of PUWER refer to their activities as an amateur dramatic society.

As appropriate, the **Lead Person/ Health and Safety Officer** ensures that all relevant persons are aware of or carry out, as appropriate, the following precautions:

- Eliminate risks associated with the defined equipment in use as a first priority.
- In cases where the risk cannot be fully eliminated other measures are taken to reduce the risk to a minimum and personnel are warned of the residual risks in the use of the equipment.
- Such measures shall be reduced by the use of appropriate guarding (fixed or removable), the use of appropriate personal protective equipment and the equipment carries suitable warning signs.
- Safe systems of work shall be documented and followed by the personnel concerned and, as appropriate,
- personnel receive training in the use and understanding of the safe systems of work.
- That the equipment is used for the purpose intended.

KLOS recognises that a wide range of equipment comes under the jurisdiction of the regulations such as: Staple Guns, Electric Screwdrivers, Electric Saws, Electric Drills, Hammers, handsaws etc. The **Lead Person/Health and Safety Officer** is responsible for ensuring that equipment under the jurisdiction of the regulation, whether owned by the KLOS, hired or the personal property of a relevant person is:

- Of adequate strength and stable for the intended use
- If applicable, positioned and installed to minimise risks
- Persons using the equipment are properly trained in its use
- Used safely (the work is organised and carried out by competent persons)
- Given on-going examination by competent persons
- Suitable for use (used for its proper purpose, used under the conditions it should be used, conforms to any relevant European Directive in regard to CE marking, such as covered by the Machinery Directive, Electromagnetic Compatibility Directive etc.)
- Maintained so as to be safe and not put persons' health at risk
- Keeping a log of the maintenance and inspections carried out
- Inspected before first use and inspected and records kept at frequencies which match its risk, by competent persons

## 15. Risk Assessments

KLOS's approach to risk assessment is based on a simple process that examines the hazards and risks associated with our activities, be they in rehearsal, in the theatre or hall or elsewhere.

Firstly, we distinguish between a **hazard** and a **risk** by using and applying the definitions given below.

**Hazard.** A hazard is its potential to cause harm. It may cause you to cough, feel heat, kill you etc.

**Risk.** A risk is the likelihood that it will harm you in the actual circumstances presented by the hazard.

This depends on:

- the hazard(s) that have been identified
- how it (they) is (are) controlled
- who is exposed
- their involvement at the time

### **Risk assessment method**

The examination of a series of situations to determine each situation's potential to do harm.

We look at the hazard/risk situations in terms of probability and severity.

Any risk has a **probability** and a **severity**.

We categorise **probability as being:**

- A Always happens
- B Nearly always happens
- C Often Happens
- D Doesn't happen very often
- E Hardly ever happens

We categorise **severity** as being:

- 1 Death
- 2 Severe Injury
- 3 Serious Injury
- 4 Minor Injury
- 5 Little effect

Clearly what is meant by the terms used is subjective but the intention is to give a series of yardsticks that can be used to further the investigation. We examine each situation where there is a hazard/risk situation to a person or property and apply a probability factor from A to E and a severity factor from 1 to 5 to each of them as a probability/severity factor in the following form:

Example: Probability **A** and Severity **4** = Probability/Severity Factor **A4**

Each situation and its assessed probability/severity factor are recorded in the risk assessment register.

We rank any assessed probability of A to C and any assessed severity of 1 to 3 as significant and apply corrective measures to minimise their occurrence. This means that any probability/severity factor from A1 to C3 requires action on our part by the use of a variety of remedies. Depending on the circumstances of the situation these remedies could be re-design, protection, training, warning signs etc.

The measures and remedies taken are recorded in the risk assessment register.

We rank any assessed probability of D to E and any assessed risk of 4 to 5 as not being significant and only apply remedial measures where necessary. These remedial measures would be of an insignificant nature. However, should the occurrences suggest that the probability/severity factor needs amending, we carry out a further risk assessment as detailed above to establish whether the probability/severity factor needs to be re-classified.

All such analyses and amendments are recorded in the risk assessment register.

## 16. New Recruits

KLOS recognises that new recruits (members or non-member volunteers) are particularly at risk, especially those who have not belonged to an amateur dramatic society before.

The **Lead Person/Health and Safety Officer** in conjunction, if applicable, with other specific members of KLOS with particular experience or knowledge in the particular subject matter concerned, carries/carry out an induction course that covers, at least:

- The KLOS's Health and Safety General Policy Statement
- Fire Safety
- First Aid
- Attendance requirements
- Rehearsal requirements
- Get-in/get-out arrangements
- Dressing rooms
- On stage and in the wings

- Safe systems of working
- Sign/Sign out
- Accident book

For certain members, such as children, those engaged in backstage activities or front of house duties also receive as appropriate induction training in:

- Children responsibilities
- Front of House duties
- Use ladders and scaffolding
- LOLER and PUWER requirements
- Electrical safety

KLOS ensures that recruits who have had some or considerable experience of amateur theatre, in that they have been or are still members of other societies, receive the same induction training as new recruits, in order that the requirements of its Health and Safety General Policy Statement are fulfilled.

## 17. Safe Systems of Working

KLOS recognises that its main activity is that of preparing for and performing amateur theatrical productions and is very aware that those taking part are often working under pressure and time restraints to put on a production.

KLOS utilises the procedures laid down in this policy as the means to ensure that all relevant persons adhere to a safe system of working.

In those instances, where unsafe systems of working have been identified or an incident has occurred which suggests that its cause was an unsafe system of working, the **Health and Safety Officer** will investigate the cause(s) and institutes procedures to minimise the risk of it occurring again.

Where incidences of unsafe systems of working have been identified, which have been caused by horseplay, inebriation, drug taking, incompetence etc., they should be immediately brought to the attention of the General Committee for further action. Such incidences are treated very seriously and may be subject of disciplinary action.

## 18. Accident Book

KLOS uses the Health and Safety Executive's Accident Book B1 510 to record all incidents that happen during events that are organised by KLOS.

Incidents are recorded which involve any of the relevant persons referred to in the general policy statement above or members of the public.

Each complete accident book is numbered starting from 01.

Each book is maintained and stored by the **Health and Safety Officer**.

The current book accompanies the **Health and Safety Officer/Lead Person** to each function organised by KLOS.

The report is completed, where possible by the person to whom the incident occurred. In cases where the injuries make it impossible for the person to whom the incident occurred to make the entry, then the **Lead Person/Health and Safety Officer** is required to complete the details required of the report. They will also take statements from witnesses.

The **Health and Safety Officer/Lead Person** tears off the record and files it away in a safe location.

In those cases where the accident is considered to be reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995) then the Health and Safety Officer or his/her nominated representative completes Form: F2508 (HSE form entitled: Reporting of an injury or dangerous occurrence).

KLOS reports accidents in accordance with RIDDOR that involve:

- Death or major injury
- Fractures (other than to fingers, thumbs or toes)
- Amputations
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burns
- Injury resulting from electric shock or electrical burns leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Injuries leading to hypothermia, heat induced illness or requiring resuscitation or requiring admission to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that



this resulted from exposure to a biological agent or its toxins or infected material

Reportable accidents are notified to the Local Authority, within 10 (ten) days of the occurrence by the **Health and Safety Officer/Lead Person**

Records of reportable accidents are maintained and kept by the Health and Safety Officer for at least 3 (three) years after the incident in a form that is easily and quickly retrievable for those in authority that need or wish to see the report.

## 19. Electrical Safety

KLOS has identified electrical equipment that is subject to its procedures under electrical safety.

This includes all electrical equipment owned by the school, KLOS, hired or the personal property of a member or non-member volunteer used on KLOS activities. This is subject to annual inspection and testing by a competent authority. At the conclusion of each inspection and test the said equipment is then labelled to show its inspected status. The label includes the name or mark of the inspecting authority, the date that the test was carried out and the date for the next inspection together with the signature of the tester.

Any equipment that fails to pass the inspection is removed and quarantined to prevent use. Equipment is stored and maintained in a safe working condition between inspections.

The **Health and Safety Officer/Lead Person** keep records of all inspections together with a record of each individual piece of equipment.

In those cases, where it would be uneconomic to employ an outside body to perform the inspections KLOS uses the following procedure:

- Ensures that inspections are carried out by a technically qualified member.
- Disconnects the equipment and checks that such disconnections do not affect other equipment or cause the disconnected equipment being inspected to fail
- Checks any flex or trailing leads for good condition
- Checks the plug for security of cable to plug, no signs of overheating, no signs of damage and can continue to be used with safety
- Does the equipment work, can it be switched on and off properly, no signs of damage and can it be used safely?
- As required perform an earth leakage/continuity test and check that the impedance between the earth pin and the metal case of the appliance is less than 0.1 ohm
- As required, perform an insulation test. However electronic components can

be damaged in this situation. KLOS therefore favours and uses a visual inspection to confirm this test. If in doubt it uses the services of an outside competent body

- Sockets are checked for signs of overheating, loose connections and an earth impedance test is carried out in accordance with the current IET Wiring Regulations

## 20. Annual Audit

The **Health and Safety Officer** carries out an annual audit of the safety manual and the procedures contained in it with the objective of checking that the contents are relevant. Audits also include examination of records and interviews with KLOS members.

The **Health and Safety Officer** agrees a plan of action, if necessary with General Committee, to deal with the points revealed in the audit.

The **Health and Safety Officer** keeps a constant eye on the feedback from the audits in order to maintain a high profile on the need to make the amendments as revealed in the audit.

## 21. Safe methods of working

### Lone Working

Lone working within the theatre (school) building is not encouraged by KLOS but it accepts that by the nature/regime of the theatre and its members this is inevitable.

To reduce the risk against the likely hazards the following should be adhered to by each person.

- To have no medical condition which makes them unsuitable for working alone.
- Tasks intended to be carried out are within the competence, training and skill of that person.
- Person to advise a telephone contact of his/her intentions.
- Task to be within capabilities of one person.
- No ladder work to be carried out unless of nominal height (feet no greater than 1.0 metre off the ground).
- All lifted scenery, items, props etc. to be within the capability of the lone worker (maximum lift weight 20kg).
- If the lone worker has any doubts as to his/her fitness/condition when carrying out his/her task they are to cease immediately.

## 22. COSHH (Control of Substances Hazardous to Health)

KLOS uses a variety of paints, thinners and chemical cleaning agencies before, during and after a performance. All of these substances have the potential to cause harm. The instructions for use must be strictly complied with. A risk assessment must be carried out prior to being used. If the production of a Risk Assessment indicates the need for additional precautions or special instruction relating to COSHH, this will be provided prior to any activity or production being undertaken.

## 23. Manual Handling

Many loads are awkwardly shaped, heavy and often difficult to move in sometimes very confined spaces. This movement is often also done under time pressure. More than a third of the injuries reported annually to HSE are related to manual handling.

All **relevant persons** must have a working knowledge of good manual handling procedures. Protective clothing such as gloves, boots, hats will be worn by all people if deemed necessary by the **Back Stage Manager/ Lead Person**. The **Back Stage Manager** will provide advice on lifting upon request.

## 24. General Accident Prevention

The policy of KLOS is to make every effort to avoid production accidents. It is therefore essential that people under its guidance:

- Must not work on equipment without authority
- Must not fail to warn others of danger
- Must not leave equipment in a dangerous condition
- Must not use defective equipment
- Must not use the wrong type of, or inappropriate, equipment
- Must lift loads in the correct manner and with the appropriate number of people.
- Must not abuse alcohol or drugs.
- Must not engage in horse play

### Lighting specific instructions

Whenever lights are being hung from brackets or ceiling mountings, the lighting crew will ensure that:-

- the light is in good condition
- the mounting brackets are secure and adequate sized bolts are used
- a secondary mounting point is used to attach a safety chain
- all cables are in good condition and adequately secured to appropriate mounting point
- all adapters will be in good condition and inspected for electrical and

mechanical

faults prior to use.

### **Sound Specific Instructions**

The sound crew will ensure that :-

- speakers and cables are in good condition
- the mounting brackets for speakers are secure
- all microphones and cables are in good condition and adequately secured if appropriate.
- No cables to be laid so as to create a tripping hazard