Introduction:

These Safety Rules have been produced in order to comply with the duties under the Health and Safety at Work etc Act 1974 and all subsequent Regulations. The rules define the procedures and working practices which must be followed onsite.

Please ensure that these are passed to your Production Manager and/ or Health and Safety Advisor. Sadler’s Wells asks that a copy of this document is signed by the relevant person in your organisation and returned to us.

No Visiting Company will be permitted to start works without the authority of the appropriate signed and dated acceptance of these safety rules, which must be arranged with the Programming Manager prior to work commencing.

Contents

1. Fire and evacuation procedures at Sadler’s Wells & Lilian Baylis Studio
2. Fire and evacuation procedures at the Peacock Theatre
3. Medical emergencies
4. Accidents and dangerous occurrences
5. Fire and safety site rules
6. Equipment storage and disposal
7. Use of special effects onstage
8. Smoking
9. Risk assessments
10. Personal Protective equipment
11. Electrical

List of current legislation applicable to the work undertaken at Sadler’s Wells

Appendix 1 – Technical Department Safe Systems of Work

Disclaimer: Signature required by visiting company
1. Fire and evacuation procedures - Sadler’s Wells and Lilian Baylis Studio

Fire is a major hazard in the theatre complex. The fire hazard is controlled with an automated fire alarm system and comprehensive management procedures.

What to do in case you discover a fire

- Break the fire break glass (these are the small red boxes by exit doors)
- If you are confident in using a fire extinguisher, and the fire is small, try to extinguish the fire – provided that you do not put yourself at risk
- Report to Stage Door to the Emergency Coordinator, who will brief the emergency services as to the location and extent of the fire

In the event of a fire alarm evacuation

- In performance mode the Duty Manager/Technical Producer will manage evacuation of the auditorium and stage areas.
- Listen to the instructions given over the voice alarm – the Fire Evacuation alarm is a two-tone siren followed by a voice message
- Evacuate the building following the ‘Running Man’ green signs which lead to the final exit door
- Report to the Assembly Point in Owen’s Row (at the top of Rosebery Avenue).
- Persons in charge and the Visiting Company Manager must check number of staff safely clear of the building and report to the Emergency Coordinator at Stage Door, paying particular attention to ensure bathrooms and shower rooms are clear.

Notes for evacuation

- Do not use lifts / elevators
- Wheelchair users should proceed to the nearest refuge point by following the ‘green wheelchair’ signs
- Deaf persons and Contractors in remote areas are alerted to fire by Xenon (red light) beacons. These are activated immediately the fire alarm is raised and this may be well in advance of the voice alarm
- Blind or partially sighted persons should be made aware of their exit route and/or be escorted.
- DO NOT listen to radios or Sadler’s Wells staff – obey the fire alarm instructions.

Security

Listen for the alert tone and any voice broadcast. Evacuation may be to an external assembly point or internally to a safe haven (usually the Auditorium) dependent upon the threat.

Should a company member discover a suspicious object or receive any sort of threat report to Stage Door immediately.
2. Fire and evacuation procedures - Peacock Theatre

Fire is a major hazard in the theatre complex. The fire hazard is controlled with an automated fire alarm system and comprehensive management procedures.

What to do in case you discover a fire

- Break the fire break glass (these are the small red boxes by exit doors)
- If you are confident in using a fire extinguisher, and the fire is small, try to extinguish the fire – provided that you do not put yourself at risk
- Report to Stage Door to the Emergency Coordinator, who will brief the emergency services as to the location and extent of the fire

In the event of a fire alarm evacuation

- Listen to the instructions given over the voice alarm – the Fire Evacuation alarm is a two-tone siren
- Evacuate the building following the ‘Running Man’ green signs which lead to the final exit door
- Report to the Assembly Point outside Waterstone’s in Portugal Street
- Persons in charge and the Visiting Company Manager must check number of staff safely clear of the building and report to the Emergency Coordinator at Stage Door.

Notes for evacuation

- Do not use lifts / elevators
- Wheelchair users should proceed to the nearest refuge point
- Deaf, Blind or partially sighted persons should be made aware of their exit route and/or be escorted.
- DO NOT listen to radios or Sadler’s Wells staff – obey the fire alarm instructions.

Security

Listen for the alert tone and any voice broadcast. Evacuation may be to an external assembly point or internally to a safe haven (usually the Auditorium) dependent upon the threat.

Should a company member discover a suspicious object or receive any sort of threat report to Stage Door immediately.
3. Medical Emergencies

For all medical emergencies dial (0) for Stage Door.

The Theatre Receptionist will assist with any medical emergency and summon First Aid within the Theatre or an ambulance for more serious medical emergencies.

There are First Aid Boxes with the Stage Door Receptionist and on stage.

The accident book is held by the Stage Door reception and should be completed for every accident that occurs in the Theatre complex.

4. Accidents and Dangerous Occurrences

All accidents at Sadler’s Wells (no matter how slight), which result in personal injury to visiting company employees, must be reported to Sadler’s Wells Management.

Any incidents of concern, or any near miss which did not result in an accident, must also be reported. This is to enable investigations to take place to ensure no repeat of the incident, and to prevent future accidents.

Any accident or dangerous occurrence reportable under RIDDOR (the Reporting of Injuries Diseases and Dangerous Occurrences Regulations), will be reported to the enforcing authority by Sadler’s Wells Management.

5. Fire and Site Safety Rules

Fire Fighting Equipment
Fire hydrants, hose reels and other firefighting apparatus shall be kept clear and readily accessible. Neither they, nor signs indicating their positions, should be removed or obscured without the express written permission of the Management.

Fire hydrants or other equipment are not to be used for any other purpose other than fighting fires.

Refuse Disposal
Combustible refuse which cannot be safely disposed of onsite shall not be allowed to accumulate but will be removed from site each on each working day.

All waste must be disposed of according to the Environmental Protection Act 1990.

Fire escapes
Must be kept clear and accessible at all times.
Flammable and Highly Flammable Substances
All Flammable and Highly Flammable Substances must be stored, handled and used in accordance with the current legislation. If such substances are kept and/or used on site then suitable signage must be placed in the area concerned. In particular the no smoking rule must be observed.

Sadler’s Wells has an automatic Fire Alarm System with various detection devices and firebreak glass points scattered around the theatre complex.

Explosives
Explosives, or cartridge operated fixing tools, must not be used, not brought to the site, without the express prior, written permission of Sadler’s Wells Health and Safety Management.

Compressed gas
Whether or not the gas is flammable, cylinders must be kept away from sources of heat and any means of escape. Full and empty cylinders not in use must be kept in a safe well-vented storage area designated by the Technical Director or Technical Manager.

When handling cylinders, care must be taken not to damage valves.

Only cylinders required for operating an appliance must be brought in to a building or enclosed space. In the case of liquefied petroleum gas cylinders must not be greater than 15kg.

Unlike mains gas, liquefied petroleum gases (butane and propane) are heavier than air and may accumulate at low level.

6. Equipment storage and disposal

Equipment used must be compatible with the list held by the local authority, be suitably constructed for the particular effect required and have an indication of electrical safety, if appropriate.

Explosives must not be delivered or returned by post.

It is our policy not to store explosives, except for use on current shows: arrangements will be made for the supplier to collect any unused explosives.

Explosives for use on a current show will be stored in their original packaging bearing the correct legend ‘Explosive material – No naked flame’. A suitable fire extinguisher must be nearby.

If it should happen that theatrical explosives cannot be returned to certain suppliers, the effects shall be detonated following the correct procedures or soaked thoroughly in water and disposed of via a foul drainage system.

Dry ice will be kept in a suitable thermal container in a well-ventilated area.
Smoke fluids and pressurised gas bottles will be stored according to the Theatres COSHH code.

Firearms must be approved by the Technical Director or Technical Manager, and approved for use by the local licensing authority. They must be kept in a locked container in a secured room before and after use, and risk management procedures must be in place and approved before use.

7. Use of Special Effects onstage

Advance warning of all special effects to be used, including smoking onstage, must be communicated in advance to the Technical Director or the Technical Manager, so that suitable risk management procedures can be in place and the appropriate local authority or fire authority permissions can be sought.

Attached as an appendix to this document are the Safe Systems of Work in place for various special effects. These are reviewed annually.

8. Smoking

Sadler’s Wells operates a ‘NO SMOKING’ policy. This policy is in the interests of all occupiers and your active co-operation in maintaining a ‘NO SMOKING’ building would be greatly appreciated.

9. Risk Assessments

Before undertaking work at Sadler’s Wells, the Peacock Theatre, or the Lilian Baylis Studio, visiting companies must:

- Carry out a risk assessment to establish any special precautions necessary to ensure the safety of their own employees and others.
- Establish a safe system of work

To help meet this requirement Sadler’s Wells has in place general risk assessments and safe systems of work (see Appendix 1) on all its stages. These however will not cover all hazards to be found in your particular show, as each show is unique, and risk assessments particular to your show or working practices may be required.

Risk assessments are also required under other more specific legislation e.g. COSHH (the control of substances hazardous to health). Please seek the advice of the Technical Director or the Technical Manager should you require any further information or advice.
In the event of a visiting company member committing any unsafe act or working in unsafe conditions they shall be liable. Any company member found to commit an unsafe act may be asked to leave the theatre by a representative of Sadler’s Wells Management.

10. Personal Protective Equipment (PPE)

All employees must be provided with the appropriate personal protective equipment and hygiene wear for the job/task being carried out.

11. Electrical

Portable electric tools, hair dryers, curlers, etc shall be double insulated. They must be fully certified and tested.
Relevant Legislation

When carrying out work at Sadler’s Wells all visiting companies must comply with all current health and safety and safe legislation, directives, and approved codes of practice, including:

Health and Safety at Work Act 1974
The Environmental Protection Act (EPA) 1990
Construction and Design Management Regulations 2015
Control of Optical Radiation at Work Regulations 2010
Confined Spaces Regulations 1997
Construction (Design and Management) Regulations 2007
Construction (Head Protection) Regulations 1989
Health and Safety (consultation with employees) Regulations 1996
Control of Substances Hazardous to Health Regulations 2002 and 2004 Amendment
Dangerous Substances and Explosive Atmospheres Regulations 2002
Electrical Equipment (Safety) Regulations 1994
Health and Safety (Display Screen Equipment) Regulations 1992
Employers Liability (Compulsory Insurance) Act 1696 and Regulations 1998
The Regulatory Reform (Fire Safety) Order 2005
Health and Safety (First-Aid) Regulations 1981
Hazardous Waste (England and Wales) Regulations 2005
Health and Safety (Information for Employees) regulations 1989
Ionising Radiations Regulations 1999
Lifting Operations and Lifting Equipment Regulations 1998
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Noise at Work Regulations 2005
Personal Protective Equipment at Work Regulations 1992
Provision and Use of Work Equipment Regulations 1998
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Safety Representatives and Safety Committee Regulations 1977
Health and Safety (Safety Signs and Signals) Regulations 1980
Supply of Machinery (Safety) Regulations 2008
Vibration at Work Regulations 2005
Workplace (Health, Safety and Welfare) Regulations 1992
Work at Height Regulations 2005
APPENDIX 1

Safe Systems of Work (Technical Department)
edited for information purposes for visiting companies

a) Stage - Sadler’s Wells
b) Stage – Peacock Theatre
c) Stage – Lilian Baylis Studio
d) Loading and unloading trailers
e) Manual Handling Techniques
f) Working at Height – General
g) Working at Height – Use of Harnesses
h) Tallescope and ladders
i) Tallescope Rescue Method
j) Box Boom rigging - Peacock Theatre
k) Top Dock and Hoist – Peacock Theatre
l) Power flying
m) Noise at work policy
n) Special effects – fire and pyrotechnics
o) Special Effects - firearms and/or weapons used in a production
p) Special effects – smoke and vapour effects
q) COSHH Policy
r) Personal Protective Equipment
s) Wardrobe
a) **Safe System of Work for Stage: Sadler’s Wells**

All these points apply to ALL Sadler’s Wells and visiting staff.

If barriers are in place at any entrance to the stage non authorised persons should not access stage, and technical staff should ensure the stage is safe including any overhead work before proceeding.

**Whilst unloading/loading wagons you must:**

- Wear protective footwear.
- Wear high visibility jackets. Jackets are stored Stage left by the dock door.
- Always be aware of people walking past the dock door and give them the right of way.
- On large pieces of equipment have one or two dedicated people watching for people and traffic.
- At night ensure adequate lighting is provided.

**Whilst working in the Grid you must:**

- Inform the flys operators that you are about to enter the grid.
- Inform the senior member of staff onstage that you are about to enter the grid.
- Activate the beacons.
- Ensure you leave EVERYTHING from your person, including emptying your pockets, that is not attached by a lanyard.
- Ensure that EVERY tool is attached safely to your person.
- Keep in constant contact with a member of staff onstage if your location in the grid changes.

**Whilst people are working in the Grid the senior person onstage must:**

- Inform EVERYONE on stage that people are working in the grid.
- Activate the beacons (if not already activated)
- Assess if the work being carried out in the grid requires everyone onstage to wear hard hats, or:
  - if the work is restricted to one area then cordon off the area with safety barriers.
- In the case of anything being hauled/rigged from stage, ensure you have a dedicated member of staff on the ground allocated to the task at ALL times.
Calling in or out flying bars:

- Only the Designated Person for the task should ask for bar to be moved. Inform the fly person who this will be.
- Ensure that the bar is completely clear to fly before calling a bar in or out.
- Watch the bar in or out until the move is completed. DO NOT walk away after calling a bar.
- If the bar has lighting fixtures on it, then ensure that all the fixtures hook clamps are adequately tightened, safety bonds attached to bars, and colour frame clips clipped down.
- If the bar has speakers on it, then ensure that all adequately tightened, and safety bonds attached to bars.
- If the bar has a piece of scenery on it, then ensure that all fixings are secure and safe.

Whilst working in the basket of any MEWP (genie, etc) or Tallescope (or ladders) you must:

- Ensure that EVERY tool is attached safely to your person.
- Ensure that the people at the bottom of the Tallescope wear hard hats AT ALL times.
- Ensure that you have a dedicated crew member working on the ground clearing any objects that may impede your progress across the stage.
- If working on a ladder you must always have at least one member of staff at the foot of the ladder.

Whilst using the orchestra pit lifts you must:

- Wear protective footwear.
- Have a full time member of staff in control of the remote for the lifts.
- Always have the red rope across the front of the stage.
- If using more than one lift to transport goods; always make sure that no item is across two lifts, as the lifts are unpredictable and can sometimes go out of sync from one other.

Personal Protective Equipment

- The PPE cabinet is located stage right, the equipment is there for anyone to use.
b) Safe System of Work for Stage: Peacock Theatre

All these points apply to ALL Sadler’s Wells and visiting staff.

If barriers are in place at any entrance to the stage non-authorised persons should not access stage, and technical staff should ensure the stage is safe including any overhead work before proceeding.

Whilst unloading/loading wagons you must:

- Wear protective footwear.
- Wear high visibility jackets.
- Always be aware of people walking past the dock door and give them the right of way.
- On large pieces of equipment have one or two dedicated people watching for people and traffic.
- At night ensure adequate lighting is provided.

Whilst using the hoist you must:

- Wear protective footwear.
- Wear a fall arrest harness
- Ensure a clear line of sight to the floor
- Ensure no-one is underneath the hoist and erect barriers/signage if there is a danger of this happening

Whilst working in the Grid you must:

- Disable grid sensors
- Inform the flys operators that you are about to enter the grid.
- Activate the beacons.
- Inform the senior member of staff onstage that you are about to enter the grid.
- Ensure you leave EVERYTHING from your person, including emptying your pockets, that is not attached by a lanyard.
- Ensure that EVERY tool is attached safely to your person.
- Keep in constant contact with a member of staff onstage if your location in the grid changes.

Whilst people are working in the Grid the senior person onstage must:

- Inform EVERYONE on stage that people are working in the grid.
- Activate the beacons (if not already activated)
- Assess if the work being carried out in the grid requires everyone onstage to wear hard hats, or:
- If the work is restricted to one area then cordon off the area with safety barriers
• In the case of anything being hauled/rigged from stage, ensure you have a dedicated member of staff on the ground allocated to the task at ALL times.

Calling in or out flying bars:

• Only the Designated Person for the task should ask for bar to be moved. Inform the fly person who this will be.
• Ensure that the bar is completely clear to fly before calling a bar in or out.
• Watch the bar in or out until the move is completed. DO NOT walk away after calling a bar.
• If the bar has lighting fixtures on it, then ensure that all the fixtures hook clamps are adequately tightened, safety bonds attached to bars, and colour frame clips clipped down.
• If the bar has speakers on it, then ensure that all adequately tightened, and safety bonds attached to bars.
• If the bar has a piece of scenery on it, then ensure that all fixings are secure and safe.

Whilst working in the basket of the Tallescope (or ladders) you must:

• Ensure that EVERY tool is attached safely to your person.
• Ensure that the people at the bottom of the Tallescope wear hard hats AT ALL times.
• Ensure that you have a dedicated crew member working on the ground clearing any objects that may impede your progress across the stage.
• If working on a ladder you must always have at least one member of staff at the foot of the ladder.

Whilst using the orchestra pit lift you must:

• Wear protective footwear.
• Have been instructed its safe use and correct procedure
• Always have the rope across the front of the stage.

Personal Protective Equipment

• The PPE cabinet is located upstage right, the equipment is there for anyone to use.
c) **Safe System of Work for Stage: Lilian Baylis**

All these points apply to ALL Sadler’s Wells and visiting staff.

**Whilst unloading/loading wagons you must:**

- Wear protective footwear
- Wear high visibility jackets. Jackets are stored Stage left by the dock door.
- Always be aware of people walking past the dock door and give them the right of way.
- On large pieces of equipment have one or two dedicated people watching for people and traffic.
- At night ensure adequate lighting is provided.

**Whilst working in the Grid you must:**

- Inform the senior member of staff onstage that you are about to enter the grid.
- Ensure that tools are attached safely to your person, and exercise caution when working overhead.
- Use safety barriers as provided to ensure no-one places themselves at risk by walking onto stage (when not working as part of the team) when you are working overhead.

**Whilst people are working in the Grid the senior person onstage must:**

- Assess if the work being carried out in the grid requires everyone onstage to wear hard hats, or:
- If the work is restricted to one area and poses a risk then cordon off the area with safety barriers
- In the case of anything being hauled/rigged from stage, ensure you have a dedicated member of staff on the ground allocated to the task at ALL times.

**Whilst working in the basket of any MEWP (genie, etc) or Tallescope (or ladders) you must:**

- Ensure that EVERY tool is attached safely to your person.
- Ensure that the people at the bottom of the Tallescope wear hard hats AT ALL times.
- Ensure that you have a dedicated crew member working on the ground clearing any objects that may impede your progress across the stage.
- If working on a ladder you must always have at least one member of staff at the foot of the ladder.

**Personal Protective Equipment**

- The PPE box is located stage right, the equipment is there for anyone to use.
d) **Safe System of Work for loading / unloading trailers at Sadler’s Wells and Peacock Theatres**

**Staffing**

- The visiting company must ensure that a competent person is appointed to supervise the unloading and loading of the trailer(s).

- ALL crew will be competent, well rested at the beginning of the shift, and sober.

- ALL crew will follow Sadler’s Wells requirements for Personal Protective Equipment and will wear protective footwear throughout any loading or unloading.

- Sufficient breaks must be scheduled. If in doubt please consult with Sadler’s Wells technical management.

- Sufficient crew must be provided or requested of Sadler’s Wells in advance. If loading/unloading is deemed unsafe as a result of insufficient crew, Sadler’s Wells reserves the right to delay any unsafe activity until such time as additional crew can be deployed.

**Loading/unloading**

- The visiting company will have ensured the truck is safely packed, with no dangerously balanced items at risk of falling and injuring any member of any crew. Ideally a plan of the truck, showing the distribution of items within the truck, will be provided in advance (or at least be carried by the supervising member of staff unloading the truck).

- The visiting company will have ensured that boxes, skips and flight cases are safely packed to avoid any unbalanced loads. Weight should be indicated on each item.

- The visiting company will request any necessary lifting equipment (example: forklift truck with driver) in advance of their arrival (should there not be an adequate tail lift or ramp provided on their truck).

- Sadler’s Wells will provide lighting should there not be suitable internal lighting on the truck.

**Reporting**

- Any and all accidents MUST be reported immediately to a member of Sadler’s Wells crew who will ensure that the relevant persons are informed immediately.

**Accidents and Near Misses MUST be reported to Sadler’s Wells Technical Manager and Technical Director, and to the visiting company’s Production Manager / Company Manager.**
e) **Safe System of Work for Manual Handling**

To safely move or carry equipment around the building, safe methods of work must be employed; these will be in line with safe manual handling techniques as displayed at the entrance to the stage working area at Sadler’s Wells, Peacock, and Lilian Baylis Theatres.

**Method of work**
- Think before lifting/handling.
- Plan the lift.
- Can handling aids be used.
- Where is the load going to be placed.
- Will help be needed with the load.
- Remove obstructions.
- Consider mechanical aids.

**Good techniques for lifting**
- Keep the load close to the waist.
- Adopt a stable position.
- Get a good hold.
- Start in a good posture.
- Don’t flex the back any further while lifting.
- Avoid twisting the back or leaning sideways.
- Keep the head up when lifting and handling.
- Move smoothly.
- Don’t lift or handle more than can be easily managed.
- Put down, then adjust.

**Good techniques for pushing and pulling**
- Any handling or lifting devices should be well-maintained with wheels that run smoothly.
- you should try to push rather than pull when moving a load.
- Ensure you can control steering and stopping.
- enlist help from another crew member whenever necessary.
- Keep your feet well away from the load and go no faster than walking speed.

**Duty of any crew employed in such activities**
- follow appropriate systems of work.
- make proper use of equipment provided.
- co-operate with Sadler’s Wells on health and safety matters;
- inform Sadler’s Wells Technical Management if you identify hazardous handling activities.
- Take care to ensure that your activities do not put others at risk.
f) **Safe System of Work for Working at Height: General**

Working at height is one of the greatest risks taken within the industry. Carry out a risk assessment before working at height to find out what health and safety measures need to be adopted to avoid or reduce risk. Work should be done at a safe level to minimise risk. If this is not possible, consider the following:

- Physical condition of the people involved e.g. age, fitness, pregnancy, vertigo, etc;
- Activity
- Equipment to be used
- Location e.g. near or over water, roads, under power lines, over raked stage, etc.
- Environmental conditions e.g. weather, temperature, lighting
- Duration of the work
- Condition and stability of the work surfaces

Consider the following measures to prevent falls of people:

- Edge protection, e.g. toe boards, guard rails
- Safety harnesses
- Maintaining a safe distance from an edge
- Safety nets

Consider the following measures to prevent objects falling onto people:

- Provide barriers, e.g. a toe boards or mesh guards
- Secure objects to the structure
- Ensure that there are no loose objects and that any tools are properly secured
- Create an exclusion zone beneath areas where work is taking place
- Provide safety helmets

**Temporary access equipment**

Temporary access equipment would include scaffolding, tower scaffolds, ladders, stepladders and trestles. Some general points concerning safe use of temporary access equipment:

- equipment should be properly maintained and regularly inspected particularly if used outside
- defective equipment needs to be clearly identified and not be used
- those using access equipment should be properly trained and competent
g) Safe System of Work for Working at Height: Use of Harnesses

The equipment supplied for use at Sadler’s Wells and related theatres is for fall restraint, and should be used for work positioning to safely restrain the user from the risk of a fall from height. It is not to be used for rope access work. Any rope access work is to be undertaken by qualified personnel only, using their own equipment.

- All equipment onsite must be used under the supervision of a full time member of staff.
- On touring shows only nominated members of the technical staff may use any such toured equipment.
- No one may work at height using a harness unless there is another member of staff present; there must be no lone working at height under any circumstances.
- Any Harness and related equipment such as a Grillon/Lanyard used on site MUST be signed out and signed back in to keep a formal log of usage.
- Each Grillon/Lanyard has a scaff hook and a karabiner, and harnesses have their own karabiners associated with them. These items must not be removed under any circumstances; all equipment must stay in individual and discrete kits.
- Any harness and all related equipment MUST be inspected every time before use:

  Checks must be done by hand and eye to check for:
  - evidence of oil, paint, haze/smoke fluid, or any other contaminant
  - small cuts (1mm at the edge can result in 40% loss of strength)
  - abrasions to lanyard
  - twisting or deformity to the lanyard rope
  - heat or friction damage to lanyard
  - contamination with grit, sand or dirt (will result in internal abrasion)
  - damage to karabiners or scaff hooks

  If any damage is found at all, or even a slight reason to doubt the safety of the equipment IT MUST NOT BE USED, it MUST be removed so that no-one else can use it, and reported to a member of the full time Technical Team immediately.
h) Safe System of Work for Tallescopes and Ladders

Tallescope safe working practice – general rules

At least one person in the team of 4 using the tallescope must be a full time member of Sadler’s Wells Technical staff or a trained Duty Technician. All full time staff will have Tallescope training.

The Supervisor role must have Tallescope training, furthermore all Sadler’s Wells casual staff should have undergone the Sadler’s Wells Tallescope and Ladder safety course as proof of competency. Visiting company staff using the Tallescope will be given a safety briefing before ascending.

The tallescope must be visually inspected before use, and taken out of service if faulty.

Those at the base of the tallescope will wear hard hats and protective footwear at all times.

Noise levels should be kept to a minimum to allow safe communication when working at height.

All tools used by the technician in the cage must be fixed by a lanyard.

Climb the tallescope slowly and steadily, and plan the work to minimise the number of ascents to reduce the risk of fatigue.

Static use

Lone working at height is not permitted, even if the tallescope is used as a static ladder there must be 2 other people present onstage.

For static work only 1 set of outriggers need be used, at 90 degrees to the base.

The brakes must always be applied when the tallescope is used for static work.

If using the tallescope on a raked stage as a static ladder it must be positioned with the long axis up and down the rake.

Moving the tallescope when occupied

There must be a team of 4 persons: 1 supervisor, 1 in the basket, 2 moving the tallescope.

The stage must be flat; this method of work is not permitted on a raked stage.

There should be no obstructions at stage level or overhead along the route of the movement.

The outriggers must be locked off with the feet no more than 10mm above the floor.

The outriggers should be equally spaced, i.e. approx 60 degrees angle between scope and outrigger.
The tallescope must only be moved along its long axis; to move it on its short axis (sideways e.g. when moving upstage/downstage between bars) please ensure the technician in the cage descends first.

The tallescope must be moved by the end posts only, and should be moved slowly and smoothly.

The technician in the cage will give the instructions which must be acknowledged by the crew before the tallescope is moved.

Apply the brakes when hauling or moving loads. However for light work (e.g. most focusing) the manufacturers advise that the brakes need not be applied.

**Do not lift the tallescope over obstructions e.g. cables (not even a tiny lift). Move the obstruction or descend from the tallescope first.**

**Safe use of ladders**

Ladders should be in good condition and examined regularly for defects

They should be secured so they cannot slip, usually by tying them at the top

Access ladders should extend about 1m above the working platform. This provides a handhold for people getting on and off

Avoid overreaching, if you are working from a ladder, make sure it is long enough and positioned to reach the work safely

No ladders should be used if there is the possibility of contact with overhead electric wires or unprotected electrical equipment

Do not climb or work off a ladder unless you can hold onto it

**Safe use of stepladders**

Stepladders should be in good condition and examined regularly for defects

The stepladder should be examined before use

It should be fully open with locking devices in place

The stepladder must be on firm level ground

Avoid overreaching

Avoid side-on work

Do not use the top platform of a stepladder unless it is designed with special hand-holds.
i) Tallescope Rescue Method Sadler’s Wells, Peacock Theatre, and Lilian Baylis Studio

Fall arrest harness and staff present onsite:

- Before ascending the tallescope you must put on the fall arrest harness stored with the tallescope. This must not be removed from the tallescope or used elsewhere on site.

- A member of staff competent in the use and correct fitting of fall arrest harnesses must double check the harness.

- A full time member of staff with tallescope training and familiar with the rescue method must be present onsite, to ensure sufficient supervision should a rescue be required.

Make the tallescope safe:

- Ensure any electrical power running to the bar or scenery is isolated.

- The 1st pair of outriggers must be taken off and attached to the long uprights at the front of the tallescope, parallel with the frame and feet in contact with the ground.

- The 2nd pair of outriggers must be moved to be at the sides, 90° angle to the frame.

Drop the extension:

The ladder should not be extended when attempting the rescue method, so before winching the basket over any extension must be dropped:

- Open winch casing and break the tamper proof seal to access the winch.

- Take out the rope grab from inside the casing and attach to the tallescope rope. The rope used should be the front rope, away from the winch, ensuring that the hoop in the rope grab faces outward away from the ladder.

- To attach the rope grab take out the pin, open the grab, and run the rope through the empty channel. Replace the grab and then the pin to lock it into place

- Wind the winch anti-clockwise to unspool some slack, and attach the hook on the end of the winch cable to the rope grab.

- Wind it clockwise to take the ladder up enough to release the ladder hooks, then wind it anti-clockwise to bring the extension fully down.
Lower the basket:

Once the ladder is no longer extended, it can be lowered to a horizontal position:

- Disconnect the winch hook from the rope grab and wind in the slack, then reattach it to the hook at the base of the ladder itself. Take up any remaining slack.

- Disconnect the ladder locking arms at the base of the ladder, the winch should now be taking the weight of the ladder and the person in the basket

- Pay out the winch cable to smoothly lower the ladder to a horizontal position

The tutorial video on the AAP website explains how to use the rescue system. [http://www.tallescope.co.uk/index/asp](http://www.tallescope.co.uk/index/asp)

Following a rescue:

- Ensure the injured person is given all medical assistance immediately

- Ensure all accident reporting is promptly carried out, including photographs
j) **Safe System of Work for Box Boom rigging: Peacock Theatre**

All users must have had relevant instruction before work commences.

**Rigging:**

- This activity will include all structural rigging work and rigging of lights over head-height. The Technical Manager (or in his/her absence the Duty Technician) must approve all methods of work on the box booms before work commences.

- Any such rigging work above head height will require a harness with 2 work positioning lanyards.

- When the final work position has been reached, both lanyards must be attached so that both hands may be used to safely rig or position lights.

- The area below the ladder in the stalls will be taped off, or a grounds person will be on duty to ensure no-one works or passes directly underneath.

- If the load is not easily manageable then a rope and pulley/chain block must be used, with the grounds person assisting with the lift.

- Loads must be surely attached to ladder with both primary and secondary fixings (e.g. wire safety bonds).

**Focusing/gel change:**

- Low level rigging activity (up to head height) will not require a harness.

- In addition, gel changing or focusing lights up to a safe working height will not require a lanyard.

- As every rig is different, and as light fixtures vary so much, this safe working height will be determined on a show by show basis by the Technical Manager (or in his/her absence the Duty Technician).

- The lighting levels in the auditorium and whether audience are present or not will all play a part in making a decision as regards safe working height.
k) Safe System of Work for Top Dock and Hoist: Peacock Theatre

Before starting work:

- All operators using the hoist must have had suitable training. There will be a list of trained staff clearly displayed at the dock doors.

- 2 people must operate the hoist, to allow for control of the hoist and supervision of the load and its destination.

- Operators and staff receiving the winch at stage level must wear protective footwear.

- Operators must wear fall arrest equipment stored in the dock. An inspection should be carried out by the user each time a harness is used.

- The dock area must be checked for any substance or item that could cause slips, trips or falls.

- A warning barrier will be placed across the fire doors directly under the dock doors to warn people approaching from the sub stage of the work going on over head.

Procedure:

- The stable doors must be opened first to allow for safe retrieval of the harnesses and clipping into the system, without exposing the dock edge.

- No other persons are allowed in the marked zone, and the doors should not be fully opened until other staff have moved behind the line.

- All lifting equipment shall be inspected prior to use. Any equipment that appears susceptible to any foreseeable failure should not be used.

Load:

- No load shall exceed 1000kg, and all lifting accessories (roundslings, shackles) must be in good condition, and fastened securely.

- No load shall be carried or suspended over people.

- Do not load in any scenic items or technical equipment if it is not stable and if lifting will cause it to fail.

- The hoist shall not be used for the lifting of persons under any circumstances.

- If any of the safety equipment or lifting equipment is faulty it should be reported to a full time member of staff immediately and all work should cease.
I) **Safe System of Work for Power Flying System**

- There is an **Emergency Stop** button located in each corner of the fly tower at every level, including the stage level.

- Maintain good communications between the stage and the fly floors, or wherever the operator is based. **Limit the number of persons calling instructions to the fly operator, particularly in show conditions.**

- Manual counterweight systems allow the fly operator to feel the effects of snags on the bar through the rope. This is not the case with power flying and, therefore, **it is extremely important that all moves are clearly observed**; if involving scenic pieces this should preferably be from the floor, and preferably both ends of the bar. There must be agreement in advance between Sadler’s Wells crew and the visiting company for who will be responsible for observing moving bars at stage level.

- The system includes slack rope and overload detection, but these mechanisms must not under any circumstances be relied upon to stop movement in the case of accident: the loads and forces involved means that damage is almost certain to be done before the piece is stopped. The cross stage bars themselves weigh approximately 200kg.

- Ensure that artists are informed of all flying cues within a show, especially where bars are moving in blackout conditions, and that full and safe flying rehearsals have been held before the 1st show. **This includes a flying rehearsal in full working light if requested by the fly operator.**

- Do not work in the grid whilst the system is in use, unless this has been agreed with the operator beforehand.

- The Safe Working Load is 600kg for each cross bar, and is 800kg for point hoists. Make sure that there is a good estimate of the weight of each piece of scenery to be rigged. **If a piece is too heavy to rig on a single bar or hoist, Sadler's Wells should be notified in advance of the get-in.**

- The Power Flying System requires the operator to programme information on the show and the scenery, and to take certain decisions about how to control pieces of scenery in discussion with Stage Management. **Please note: the system cannot be pre-programmed, all flown elements must be in place, and the flying programming session should be uninterrupted.**

- Provide as much information in advance of arriving, including a running plot for the operator in advance of any programming session or technical rehearsal. Without this information the technical rehearsals may take longer than necessary.

- All scene changes, including interval changes behind tabs, should be planned in advance, discussed with the operator, and programmed for both safety and efficiency. **Departing from a pre-programmed sequence will incur significant time delays and potential errors, so should be avoided at all costs.**
m) Noise at Work Policy

Noise at Work Regulations

The Control of Noise at Work Regulations 2005 (the Noise Regulations) aim is to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them suffer hearing damage:

- Hearing damage is permanent and irreversible
- Causes deafness and can lead to other illnesses
- Causes stress, pain and irritation
- May cause tinnitus (permanent ringing in the ears)

The level at which employers must provide hearing protection and hearing protection zones is 85 decibels A weighted (dB(A)) (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is now 80 dB(A). There is also an exposure limit value of 87 dB(A), taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.

The table below shows how quickly you can get an equivalent dose in a loud stage environment:

<table>
<thead>
<tr>
<th>Average noise level</th>
<th>Time taken to receive dose</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 dB (A)</td>
<td>8 hours</td>
</tr>
<tr>
<td>91 dB (A)</td>
<td>2 hours</td>
</tr>
<tr>
<td>100 dB (A)</td>
<td>15 minutes</td>
</tr>
</tbody>
</table>

Both the 1989 and the 2005 sets of noise regulations are based on European Union Directives requiring similar basic laws throughout the Union on protecting workers from the health risks caused by noise. They do not apply to members of the public exposed to noise from their non-work activities, or when they make an informed choice to go to noisy places or from nuisance noise.

Exposure to noise for Audience members:

Members of the public attend performances voluntarily for their own enjoyment. Although they are not exposed to loud noise for the same length of time as those who work there, their hearing may be at risk depending on how often they choose to attend performances and on their exposure to noise from other leisure pursuits or their work.

Information should be provided for the public as to the noise level so they can make an informed decision about protecting their hearing (see below for level).

There is no legislation setting specific noise exposure limits for audiences, but the general requirements of HSWA Section 3 apply. This means that the employer must ensure that the noise exposure from a single event is not in itself likely to damage hearing, which might be the case, for example, if people were allowed to spend several hours immediately in front of the speakers.
The HSE’s *Event Safety Guide* states that:

- The event equivalent continuous sound level (Event Leq) should not exceed 107 dB(A), and the peak sound pressure level should not exceed 140dB.

- where practicable, the audience should not be allowed within 3 metres of any speaker, for example by the use of approved safety barriers and dedicated stewards.

- if the Event Leq (continuous sound level) is likely to exceed 96 dB(A) it recommends that it is good practice to warn audiences about the risk to hearing in advance publicity, for example in programme advertising, notices at entry points or on tickets.

**Action to be taken by Sadler’s Wells**

- All incoming companies are encouraged to provide previous noise level measurements (where possible) and warnings of excessive noise to allow for appropriate actions to be taken by Sadler’s Wells Trust.

- Where appropriate, responses to noise exposure levels will be in line with HSE approved guidelines

- Sadler’s Wells Trust reserve the right to have any noise levels exceeding 107dB(A), or continued noise levels that will cause members of staff to exceed exposure limits, to be restricted, regardless of the circumstances. This may include the use of equipment designed to limit the total level of sound from a PA, re-scheduling of noisy activities, or other solutions as deemed suitable.

- All shows should be monitored in rehearsals or performance at several locations, including onstage, to determine risk to employees or audience

- If the event equivalent continuous sound level (Event Leq) is likely to exceed 96 dB(A) both Programming and Front of House management should be informed, to warn audiences about the risk to hearing in advance publicity if possible, and through appropriate signage.

- The event equivalent continuous sound level (Event Leq) should not exceed 107 dB(A), and the peak sound pressure level should not exceed 140dB.

- where practicable, the audience should not be allowed within 3 metres of any speaker, for example by the use of approved safety barriers and dedicated stewards.
n) **Safe System of Work for Special Effects: Fire and Pyrotechnics**

Only competent persons must be nominated to carry out any fire or pyrotechnic special effect, and trained if competency requires this. There must be enough time and the necessary means to enable them to carry out their duties safely.

Fire and pyrotechnic effects must be rehearsed thoroughly, both for performers and for stage management and the production team.

Fire damping equipment to be readily available and on standby at all time, both during rehearsal and during show.

There must be a comprehensive management procedure outlined for every fire and pyrotechnic effect, and risk assessments must be submitted to the local authority and fire authority.

Clear lines of sight must be maintained at all times between the operator(s) and the effect. If there is no clear line of sight the pyrotechnic must not be triggered.

The operator or performer carrying out any effect must be clearly advised of the risks and any procedures as identified by the risk assessment.

Any person from another employer (i.e. visiting crew) who is in charge of the effect must be clearly advised of the fire evacuation procedure of the theatre.

Training must be provided where necessary, and certainly whenever crew changes or changes to the special effect happen.

All pyrotechnics must be stored in their original packaging, stock should be kept to a minimum on site, and any remaining at the end of the production must be disposed of responsibly.
o) **Safe System of Work for Special Effects: Firearms and/or Weapons used in a production**

Productions at Sadler’s Wells may at times use firearms which either fire blank rounds or which are imitation. Any such item has an associated risk or varying degrees. Ensuring the security of all firearms and weapons, including imitation, is essential both during the show and at all other times they are in the building. Theft is of particular concern, and imitation weapons must be treated with equal weight as regards risk management.

Blank firing firearms have the potential to cause injury from the exhaust expelled from the firearm when fired, the release of the blank if in close proximity, and the physical action of the firearm (i.e. movement of the hammer or slider). There is also the hazard presented by the noise of the shot(s). Those handling or using blank firing firearms should be aware of the hazards involved, be instructed in their safe use, and only use and handle them as instructed.

Each production that uses firearms or other weapons will need a production specific risk assessment, prepared or authorised by the production’s Technical Director or equivalent.

**Firearms:**

- The production specific risk assessment must be approved by the Director of Technical and Production, and the Technical Manager for the relevant theatre (Sadler’s, Peacock, or Lilian Baylis).

- Any firearm must be locked up in the company safe or appropriate toolbox, which itself should not be portable or should be locked in a secure office at all times the firearm is not required.

- There must be a clear procedure of handling the firearm, with nominated show staff being the only ones permitted to hand the firearm to, and receive back from, the nominated performer(s).

- Use of the firearm or weapons onstage should be rehearsed thoroughly, and all staff in the proximity (onstage and offstage) to be considered and accounted for in the production risk assessment.

**Blades and other weapons:**

- There must be a similar procedure in place for all blades (including blunt blades) and other weapons or items with potential to cause harm.

- The production specific risk assessment must be approved by the Director of Technical and Production, and the Technical Manager for the relevant theatre (Sadler’s, Peacock, or Lilian Baylis).

- Any blades or other weapons should be stored securely at all times the production is in the building.
p) **Safe System of Work for Special Effects: Smoke and Vapour effects**

**Hazards**

Smoke and vapour effects can give rise to a variety of hazards depending on the substances used. Manufacturers and suppliers **must** provide information about the hazards which may arise from their products.

The following general hazards may need to be considered:

- Freeze burns or frostbite caused by skin contact with liquid nitrogen or blocks or pellets of dry ice
- Skin irritation from mineral oils or glycols
- Asphyxiation due to high concentrations of carbon dioxide or nitrogen gases
- The presence of toxic substances in the smoke or vapour
- Smoke or vapour may obscure visibility and so increase the possibility of slips, trips or falls.
- Slips due to spilt oil

Work with smoke effects will be subject to the Control of Substances Hazardous to Health Regulations 1994 (COSHH) if adverse health effects are possible. Any person operating such effects should be provided with appropriate information and training.

If there is any doubt about the level of exposure that may result from using a particular effect, on-site monitoring should be used.

**Precautionary measures**

Smoke effects should be under the control of people competent in that activity. Good planning and regular maintenance is essential in the safe use of these effects. The risk assessment should be discussed with the person in charge of the production. People involved in the production should be warned in advance that smoke effects are to be used. Where possible a full rehearsal should be carried out to ensure that no unforeseen risks have emerged, e.g. problems due to reduced visibility.

**Preventing exposure**

Correct usage of these smoke and vapour effects should allow you to limit the number of people exposed. It should be possible to prevent exposure to the audience and certain members of the production team if care is taken to minimise the amount of smoke used, and to control and direct the smoke.

Since CO₂ is heavier than air, particular attention should be paid to low-lying areas, basements, orchestra pits and under-stage areas. It may be necessary to arrange for a competent person to monitor the CO₂ and oxygen levels in these areas if they are to be occupied by any person.

**Controlling exposure**

If monitoring has indicated potentially high levels of exposure, the following precautions should be taken to control and minimise exposure.

- Always use the minimum amount of smoke required
• Ventilate areas well immediately after use
• Minimise the exposure time of those concerned
• Keep people away from areas in front of all machines since concentrations are at their highest here

**Personal protection**

PPE should only ever be used as a last resort when it is not possible to reduce the risk by other means. It may occasionally be necessary to use Respiratory Protective Equipment for the machine operators. If this is the case respirators may be sufficient for oil or glycol effects, but full breathing apparatus may be required for CO₂. Those using dry ice or liquid nitrogen should always wear well insulated impervious gloves to protect against freeze burns. The use of tongs should be considered. Goggles or visors should be worn to prevent eye injuries.

**Audiences**

As productions have no control over the composition of their audiences special care needs to be taken to minimise risks to the audience. Exposure to the effects should ideally be avoided altogether. The person in charge of the production should know if smoke is likely to reach the audience. If this is the case the following precautions should be considered:

- Limit the amount of smoke/vapour to the minimum necessary for the desired effect
- Direct and control smoke effects to the desired place to prevent overspill into audience areas
- Printed warnings on or with the tickets
- Warning notices on the premises (reinforced by verbal warnings before the performance if this is considered necessary)

All warnings should indicate the type of persons who may be particularly at risk.
q) **COSHH Policy - Control of Substances Hazardous to Health**

- No hazardous material or substance should be introduced or used unless there is a Safety Data Sheet on record for its use.
- Copies of the manufacturers’ Safety Data Sheets will be kept locally in each COSHH cabinet in each theatre.
- Materials include cleaning chemicals and agents, paints, dyes, smoke and haze fluids, gases, welding materials, fibre glass, glues, cleaning products, etc.
- All information must be made available to staff using and handling hazardous substances, and information must be kept up to date.
- Exposure will be prevented or adequately controlled.
- Materials must be stored in correct containers and in proper storage containers/areas/cupboards. The storage container must be labelled by hazard type e.g. corrosive, flammable and harmful and warnings must be posted. By law no more than 40 litres of any one chemical can be stored on site.
- Chemicals and empty containers must be disposed of through an appropriate chemical disposal company in such a manner as not to endanger public health or the environment.
- No member of staff should carry out any work which is liable to expose themselves or anyone else to a substance hazardous to health, unless a suitable and sufficient assessment has been made of the risks to health created by the work and the necessary measures to control exposure.
r) **Personal Protective Equipment: use of lifting equipment and working overhead**

The use of PPE should be as a last resort to risk. To avoid creating a culture of complacency, an effective policy of PPE use must be followed by all production staff working at Sadler’s Wells: permanent staff, casual staff, and visiting companies.

- Lighting bars must be checked by a nominated member of the staff before they are flown, all safety bonds should be present and fixed, and all fixtures and fittings secured. If the bar is not safe to fly overhead of crew and performers, it should not leave the floor. Industry practice for flying should be adhered to.

- When flying soft goods and pre-checked fully assembled scenery, PPE in the form hard hats are not necessary. If the goods are not safe to be flown overhead of crew and performers, they should not leave the floor. Industry practice for flying should be adhered to.

- The assembly of scenery that would require the use of tools or that would create risk to those underneath during construction by the nature of the scenery, dictates that **appropriate PPE (safety helmets) must be worn** under these circumstances.

- When using lifting equipment for focusing (genie, tallescope or extendable ladders), risk is present due to the use of tools and the manual nature of the overhead work. **Appropriate PPE in the form of safety helmets must be worn** by all those at the base of the access equipment.

- Industry standards and codes of practice dictate that flying operations should incorporate checks and measures that must minimise the risk to those onstage at all times. The use of PPE at all times would create a climate of complacency, and PPE should therefore be used where appropriate. All members of staff are required to adhere to Sadlers Wells Health and Safety policy, and to realise that they have a duty of care to themselves and to all others working with them.
s) **Safe System of Work for Wardrobe**

The work of the Wardrobe department has its own set of hazards, please ensure the following safe system of work is followed to ensure the safety of both Sadler’s Wells and visiting company staff.

- Do not use equipment which appears faulty. Although all electrical equipment is inspected regularly, please report any faults or damage immediately to any member of the technical team.

- Do not leave irons or steamers unattended. Please turn them off when leaving the work area.

- Take regular breaks from repetitive tasks such as ironing, and ensure you do not maintain a single position for long periods of time. Rotate the tasks you perform to reduce your risk of injury and maintain good posture.

- Advise the Technical Manager or Technical Director immediately of any existing or change to any medical condition, particularly when considering the use of solvents, detergents, hairsprays and other volatile agents that may cause skin or respiratory complaints.

- Do not use chairs or anything unstable to reach from upper shelves, ask a member of the technical team to assist with a ladder if required.

- Practice good manual handling and do not carry heavy or awkward loads; ensure you have enough people to assist, split the load into more manageable portions, and make sure you can clearly see the route ahead of you when carrying loads between rooms and on staircases.

- Be mindful of heavy loads when loading and unloading washing machines and dryers.

- Report any injury immediately to the Duty Technician and/or Stage Door.
DISCLAIMER – Signature required by Visiting Company

Nothing contained within this document relieves the visiting company of their obligations to comply with any statutory legislation or duties under common law and no permission or consent by or on behalf of Sadler’s Wells or its agents under these safety rules and requirements shall in any way relieve the visiting company of their liability for accidents, injury and/or damage under the Contract.

These precautions are additional to any for which the company may be responsible by statute.

These conditions may be varied or added to at any time by Sadler’s Wells

Sadler’s Wells accept no responsibility for any direct or indirect losses caused by the enforced delay or suspension of works imposed as a result of non-compliance with the Site Safety Regulations

I have read and agreed the terms set out above:

Signature ...................................................

Name .......................................................

Company ...................................................

Position ...................................................

Date .....................................................