

## **Gordon Craig Theatre Hard Hat/Steel Toe Caps - Safe Working Practice**

The Gordon Craig Theatre has identified, in addition to other control measures, the need for all personnel in specific areas to wear protective headwear (Hard Hats) and footwear (Steel Toe Capped Boots) during the Load In and Load Out of events.

This is due to the risk of head and feet injuries from working on and around Rigging/Lighting equipment and unloading/loading sets and equipment from vehicles.

Movement of rigging, fly bars or other equipment during a performance are subject to separate control measures and fall outside of this procedure. However the requirements of this SWP must be followed for such moves outside of performance times.

Whenever activity involving working on or around rigging, grid work, focussing lighting or other technical equipment is taking place then **ALL** personnel in the following locations are required to wear a hard hat:

Stage  
In/On the Orchestra Lift including at lower level.

Whenever activity involving working on or around rigging, unloading or loading of vehicles, moving scenery or other technical equipment is taking place then **ALL** personnel in the following locations are required to wear Steel Toe Capped boots:

Stage  
In/On the Orchestra Lift including at lower level.  
Dock Area  
Workshop area

### **Signage**

There are orange flashing beacons and orange signs located at the following locations:

Yellow Area by Stage Door, Stage Left entrance door, Stage Right entrance door, rear of proscenium arch.

The beacons will be activated or de-activated by the Gordon Craig Theatre's Duty Stage Manager, or senior member of Gordon Craig Theatre Staff only.

Production staff should contact either the Venue SM or the senior member of staff to activate the beacon system.

### **Failure to Comply**

All Gordon Craig Theatre Staff, Incoming Companies and Freelancers are to ensure this SWP is adhered to. Any personnel, who are asked more than once to put a hard hat or steel toe caps on, will be required to leave the building and not return that day. Formal notification will be sent to their employer explaining the failure to comply, a copy of which will be forwarded to the Gordon Craig Theatre Programming and Sales Manager. Persistent offenders will be banned from the building on a permanent basis.

All incidents of non-compliance should be reported to the Technical Manager and Health & Safety Manager as soon as possible.

### **Exceptions**

The only exceptions to this SWP are:

When there is an event where no equipment overhead is to be moved or personnel are not required to work at height.

Where a sound or lighting engineer is working at a desk for any considerable time, verbal consent to remove the PPE may be granted by the Duty SM or Technical Manager for the time the engineer is sat at the desk in a safe area. Any movement away from the desk must only be made with the PPE in place.

### **Protective Headwear**

Suitable head and feet protection is to be provided by Production or Contractor. Arrival at the Gordon Craig Theatre without suitable PPE may result in the staff being turned away or work being delayed. A small quantity of Hard Hats are kept on site and can be used by incoming personnel.

Suitable PPE is to be worn to comply with this SWP. Headwear is to comply with BS EN 397 or BS EN 12492. Footwear is to comply with BS EN ISO 20345:2011

All PPE is to be worn correctly and where necessary secured with a strap under the chin of the wearer.

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