

How to fill in and use the Evacuation & Safety Instructions and Production Risk Assessment.

Evacuation & Safety Instructions

The Evacuation and Safety Instructions Procedure consists of two forms, The **'Evacuation and Safety Instructions Procedure'** form and The **'Safety Instructions and Evacuation Procedure – Conformation sheet'**. It is to be completed for all productions.

The first form, **'Evacuation and Safety Instructions Procedure'**, is a brief instructional note on our fire and evacuation procedures and should be presented to the incoming company/tour manager as soon as is practical on arrival.

The company manager should then be guided through the form by a member of GCT staff and then be presented with the second form **'Safety Instructions and Evacuation Procedure – Conformation sheet'**.

If the Company Manager fully understands our procedures and is happy to pass this information on to her/his company then they can sign off the bottom of the confirmation sheet and no further action needs to be taken.

If the Company Manager is not happy to pass on the information then it will be their responsibility to distribute the **'Evacuation and Safety Instructions Procedure'** form and the **'Safety Instructions and Evacuation Procedure – Conformation sheet'**, to each company member and have them sign off and return a confirmation sheet before any rehearsal or show can take place on stage.

The introduction of this form does not negate our responsibility as a venue to give a comprehensive health and safety talk to any company where deemed necessary. All amateur productions or shows involving large numbers of cast should be given a full H&S Briefing as early as possible upon entry to the building.

Production Risk Assessment

Unless we have seen and hold a copy of a comprehensive risk assessment, the Production Risk assessment must be filled in on any production taking place in the theatre or main hall.

It consists of two forms, **RA01/A** and **RA01/BA**. If no risk is identified when filling out **RA01/A** there is no need to fill in **RA01/BA**. If a risk is identified **RA01/BA** MUST be completed. Each risk should be as comprehensively assessed as is reasonably practicable by the duty stage manager. Stating the specific risk/risks posed by the area of hazard identified in **RA01/BA**. A continuation sheet should be used if needed. Should the risk identified following safety measures score in the amber section of the risk matrix a senior member of staff must approve any further action on this activity. Should the risk score in the red section of the matrix the activity should not be carried out until further risk reduction can be put in place.

Once completed both the production risk assessment and health and safety evacuation forms should be placed in the orange evacuation card holder for the SM, stage left for the duration of the shows run. Once the production is complete and the company are clear of the building the forms are to be placed in the white document holder on the wall below the window in the yellow area.

Please forward any questions regarding these procedures to the Chief Technician.