



SAFETY PROCEDURE

Introduction

This document outlines the steps to be taken by members of Bradgate Drama Society to preserve the health and safety of both Society members, and the general public when attending performances. It only applies to performances at Newtown Linford Village Hall.

The Procedure has been prepared after considering two documents produced by the Health and Safety Executive, "Maintaining portable electrical equipment in offices and other low-risk environments"¹ and "Maintaining portable electrical equipment in Hotels and tourist accommodation"².

This document has been agreed by the Committee of Bradgate Drama Society. It has been submitted to the Village Hall Committee for their consideration.

It is noted that all electrical equipment was given a formal "PAT" test in 2008. The Society has no electrical equipment operating at over 230V.

Appendix 1 lists the electrical equipment owned by the Society.

Potential Hazards.

The Table below shows the hazards which have been identified.

Hazard	Risk	Action to minimise hazard
Electrocution	Personnel suffering electric shock from exposed 230 V equipment	All electrical equipment to be inspected before each Production.
Setting up lighting	The stage lights are placed on a bar suspended from the roof. Access is via a step-ladder.	Use of proper inspected safety ladder to access lights. Lone Working Procedure.
Lights falling on members of public	Lights are attached to a lighting bar (which is part of the Village Hall structure) by nut and bolt. A secondary restraint is provided.	Secondary restraints to be inspected before each production.
Fire	Hot electrical equipment producing an ignition source.	Producer to identify any particular hazard. Curtains are all fire-proofed. Village Hall has standard fire safety precautions.

¹ <http://www.hse.gov.uk/pubns/indg236.pdf>

² <http://www.hse.gov.uk/pubns/indg237.pdf>

Actions to be taken

For each Production, the Committee is to appoint a Producer, who shall be responsible for ensuring that people dealing with technical aspects of the production are aware of this document, and agree to abide by it.

When the lights are set up, all electrical equipment is to be given a visual inspection. Particular attention shall be paid to flexes, leads and plugs to ensure that they are fit for purpose. Any fraying of insulation, insecure cord grips, loose screws, etc. shall be rectified before the equipment is used. This inspection will not require any equipment to be dismantled or tested. It is noted that there is no requirement for formal qualifications or training to undertake this inspection, but the person undertaking the inspection must, in the opinion of the Producer, be competent to undertake the task.

Lone Working

At times people may be working in the Village Hall on their own. While there is no specific ban on this practice, any member working alone shall take steps to ensure that, in the event of an accident, the alarm shall be raised within a maximum of 1 hour. It should be noted that mobile telephone reception within the Village Hall is poor, and non-existent on some networks. It is believed, however, that emergency calls work over any network.

Safety Announcement

The Stage Manager is responsible for a safety announcement to be made at the start of each performance. This announcement is to comprise a reminder concerning the location of the emergency exits. It may also include a warning if any strobe lights, bangs or flashes are to be used during the production.

Checklist

Name of Production			
Dates			
Producer			
Stage Manager			
Technical staff briefed		Date	
Electrical Equipment checked by:		Date	
Secondary restraints checked by:		Date	

The above table is to be completed before the start of any performance.

Prepared by Toby Manning, 2 April 2009
Ratified by BDS Committee 17 June 2009
Amended Dec 2009

APPENDIX 1

Asset	Number	Notes	Date Bought
Old type lanterns: Furse SS25 Spotlight	4		Pre 1970, refurbished
Old type lanterns: Furse, similar to type 23	1		Pre 1970, refurbished
CCT Minuette Fresnel Spotlight	2		approx. 1990
"	2		1992
"	2		approx. 1993
"	2		1995
"	4		2002
"	6		2006
Pulsar 18 way analogue Control Desk (7069)	1		1992
Control leads for above	3		2007
Zero 88 (Betapack) 6 way x 2kW Dimmer Pack (507483)	1		1992
Zero 88 (Betapack) 6 way x 2kW Dimmer Pack (95430016)	1		1995
Zero 88 (Betapack) 6 way x 2kW Dimmer Pack (0511463)	1	Bought second hand with 6- way control desk.	2006
Spot Bars above stage	1	Cost includes 63A electrical supplies. Now considered to be part of Village Hall.	1990
Spot Bars - Front of house	1	Installed by Village Hall as part of 2002/3 refurbishment.	
Fog Machine	1		2006
Cassette Tape Deck	1		Approx 1985
4-way mixer	1		Approx 1995
Amplifier	1	Bought second-hand	Approx 1995
Bass speakers	1	Bought second-hand	Approx 2007
Mid/top speakers	1		Approx 2001
200 Watt amplifier	1		Approx 2001
Phillips 3-head reel to reel recorder.	1	Non-functioning	Approx 1995
Cable for remote control sound desk	1		2007
Video Camera	1	Bought second-hand	2006