

## **Health and Safety in the workshop and working on stage**

1. Ensure all tools are stored away in the cupboard at the end of use after each period of working and that the cupboard is locked. This also applies to the screw cupboard and loose fittings, bolts, screws, nails and the like, should all be locked away to avoid any danger to persons passing through the workshop.
2. Ensure that all electrical tools are correctly working and plugs are fitted safely. Ensure they are switched off between uses and clear of the working area when not in use. Be aware of the task being carried out and be prepared to wear safety goggles if necessary.
3. The workshop area, giving access from the coffee bar to the dressing rooms and auditorium, should be kept clear at all times and especially when any production is ongoing. All materials should be cleared from the floor during this period and the bench cleared of loose debris.
4. The bench circular saw is not to be used under any circumstance and when feasible, should be removed from the workshop.
5. Work on stage should not be carried out by a single person alone in the building, unless some minor adjustments to the set is required, that does not require the movement, lifting or other action with any heavy item of the scenery. Be aware of the dangers of any actions you are taking and assess the possible outcome of your actions, prior to commencement. All good working practise should be complied with at all times and any heavy objects should not be carried by one person.
6. Work on ladders or high steps, should be carried out by two people, with the ladder foot being securely held by the second person at all times. Care should be taken with lifting any item into place, with the area below the work in progress kept clear at all times. Be aware of the consequences to other people, as well as yourself, of the work being carried out. When placing stage flats, these should always be handled by two people and one person must have secure hold, at all times, of the flat being fixed into place. Care should be taken to avoid any trip points in the construction of the flats for anyone using the stage either at the time of erection or during productions. (this should be taken care of by the stage manager in the separate report prepared prior to each production.)
7. All paint cans to be maintained in the designated area and all lids replaced after use. No Turps or other similar materials to be left in view, these items should all be stored in the wall or base cupboards. Care should be taken when transferring paints to other cans or buckets and loose paint should always be returned to sealed cans on completion. Any spillage to be cleared immediately.