

Use of stage equipment guidelines

Tallescopes, Towers and Ladders etc.

The Club recognises that nominated and approved members of the Club will be required to work with all or some of the access and working at height equipment either provided at the performance venue, hired in for the performance or belonging to the Club.

The Club is aware that one of the major causes of injury is falls from height. Therefore, it has a rigid procedure covering the inspection and use of access and working at height equipment and for the training of its personnel in the use of such equipment.

The Health and Safety Officer, or his/her nominated representative, shall be responsible for ensuring that:

- The equipment provided for their use in the theatre or other venue, is suitable for use and carries the appropriate certification both for its authenticity and serviceability.
- Society personnel have been trained in the use of the equipment including the knowledge that ladders are for access only and shall not be used as work stations. Tallescopes or towers shall be used for both access and work stations, but require to be anchored or braked when personnel are ascending, working or descending.
- Access to the working area is denied to non-approved personnel.
- All access equipment meets the minimum requirements as laid down in the respective British or European Standard.

Hard hats will be made available for occasions that warrant their use.

Use of Smoke Haze and Dry Ice

The use of smoke machines shall be carried out in accordance with the ABTT Code of Practice 'Pyrotechnics and smoke effects'. The cast and crew shall be advised of safe methods of use and any prohibitions explained. The placement of the machine shall be marked with white tape and the cast and crew made aware of its location.

The Club shall ensure that only experienced and properly instructed people handle dry ice. In addition, the responsible person(s) for handling the machine shall comply with the following safety requirements:

- must always wear eye protection and heavily insulated gloves suitable for the extreme cold temperature of dry ice and take care when carrying packages of dry ice

- must establish the risks involved and ensure they consider the potential of creating an atmosphere with a high concentration of carbon dioxide near the ground
- must not remove or deface any product labels
- must know and understand the properties of dry ice
- must establish emergency plans
- must use carbon dioxide monitors to warn of ventilation problems
- must always keep dry ice away from children
- should be aware that water on solid CO₂ increases sublimation with a corresponding higher risk of asphyxiation
- must dispose of dry ice in a well ventilated area away from the public and not discharge into any place where its accumulation could be dangerous

Safe Use of Hand Tools

The Set Designer shall liaise to ensure that all hand tools are stored and used safely. To this end, they shall ensure that any members of the Club assisting in the erection of sets comply with basic tool safety, e.g., they shall not:

- use tools for jobs they are not intended to do;
- apply excessive force or pressure on tools;
- cut towards themselves when using cutting tools;
- hold the stock in the palm of their hand when using a cutting tool or a screwdriver;
- wear bulky gloves to operate hand tools;
- throw tools, but rather hand them, handle first, directly to other workers;
- carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work.
- carry a sharp tool in their pocket.

Safe Use of Power Tools

The Set Designer shall liaise to ensure that all power tools are stored and used safely. To this end, they shall ensure that any members of the Club assisting in the erection of sets follow good safety practices when using all power tools, e.g., they shall:

- read and understand the tool's operator's manual, tool markings and the instructions packaged with the accessory before starting any work;
- stay alert, watch what they are doing and use common sense when using a power tool;

- do not use power tools when they are tired or under the influence of drugs, alcohol, or medication;
- do not wear gloves, loose clothes or jewellery and contain long hair;
- keep handles dry, clean and free from oil and grease;

ensure that the power tool's switch is OFF before plugging it in or inserting a battery pack; remove adjusting keys and wrenches before turning the tool ON.