



**Site and Event Manual**

**TRANSFORM Dumfries  
Watling Street Garage**

# **1. General Statement of Policy**

## **1.1. Description of project**

Transform is a programme that works in communities by engaging them through school clusters and learning partnerships. It comprises up to 20 weeks of contact with participants, exploring all aspects of making and promoting a site-specific piece of community theatre, followed by a short run of performances.

Transform is designed to engage a community in creating memorable and innovative theatre. By embedding the company within the community and deploying artists and producers in the schools, and with the community groups involved, we aim to inspire and empower communities to create inspirational theatre, whilst exposing the participants to work-based vocational learning in all aspects of theatre making and event management.

## **1.2. Health and Safety statement**

i) The National Theatre of Scotland has positioned its Health and Safety Policy at the heart of the organisation. Overall and final responsibility for Health and Safety is the role of the Chief Executive, Vicky Featherstone.

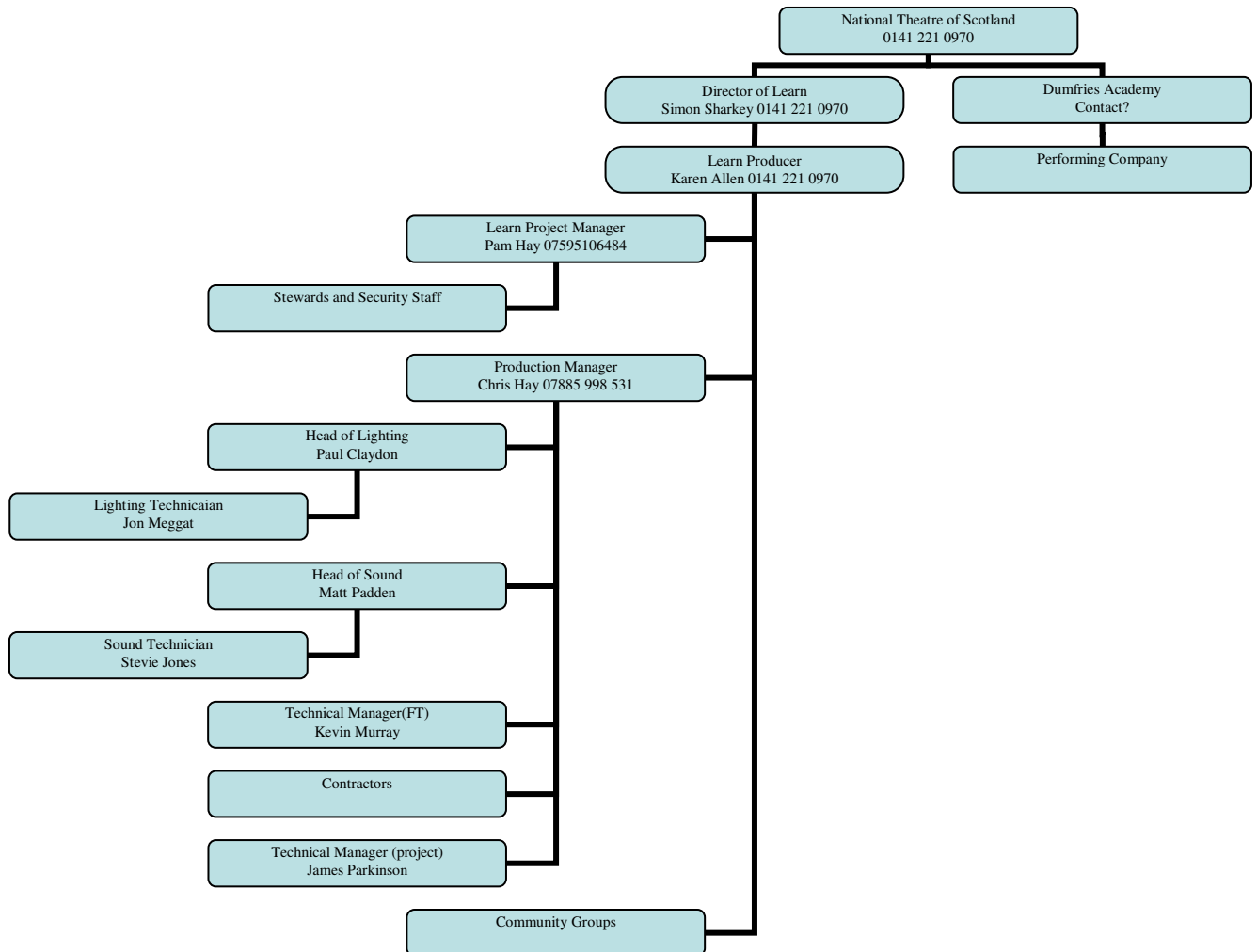
The National Theatre of Scotland believes that Health and Safety within the workplace is also the responsibility of the entire company from Board level down. All members of staff whether Full Time, Part Time, Occasional or contracted in anyway have a duty to themselves, their colleagues and the company to ensure that everyone can work within a safe environment.

ii) The full H&S policy can be made available on request

## **1.3. This document lays out the technical and safety plans for the Transform Dumfries project.**

# **2. Organisational Structure and Management Responsibilities**

## **2.1. Responsibilities/organisations**



## 2.2. Project Areas

### a) Planning and Licensing

The project manager and production manager will take responsibility for the application of any licensing required for the project. Liaison with the local authority, Fire and Rescue, Environmental Health and Building Control will lie with the production manager.

### b) Rehearsal and Workshop Process

On site rehearsals will be managed by the company stage manager. A risk assessment of all activities will be completed and communicated to all concerned.

- c) Design and Scenic Construction
  - i) The production manager alongside the set and costume designer will be responsible for the safe design and construction of any scenic elements
  - ii) The production manager will ensure that a risk assessment of the design is completed before construction begins
  - iii) The production manager will ensure that all local and national regulations relating to scenic construction and raised structures are complied with
  
- d) The responsibility for the safety and security of the company during rehearsal and performances lies with the production manager.
  
- e) The responsibility for public safety during the performance will be with the Project Manager who will act as head steward for the event.

### **3. Operational Arrangements**

#### 3.1. First Aid Cover

##### a) Performance

First Aid cover during the performance will be provided by St Andrews Ambulance Service

##### b) Event construction & take down

Yvonne Buskie  
Kevin Murray  
Pam Hay  
Paul Claydon  
Matt Padden

#### 3.2. Fire Fighting and Evacuation

- i) The building will always be evacuated in case of emergency. The muster point will be at the car park at the rear of the building on St Mary's Street.
- ii) Sounders will be located at the same position as fire extinguishers. See appendix F
- iii) Fire extinguishers will be located at 2 points within the building. See appendix F
- iv) A record of all site users will be kept

### 3.3. Risk Assessment

- i) Full risk assessments will be complete for the project. Please see appendix A

### 3.4. Toilets and public facilities

- i) Toilets will be provided for all public and staff. These will be located in the car park at the rear of the building of St Mary's Street.
- ii) A reception point for the public will be at the entrance on St Mary's Street. Signage will direct public from the main street to the building entrance point. Additional signage will also be posted at the Watling Street entrance directing public to the alternative entrance

### 3.5. Electrical installation

- i) Temporary electrical installation to be installed by qualified electrician
- ii) All equipment to have current PAT test
- iii) Lighting and sound equipment to be installed by competent persons

### 3.6. Access equipment

- i) All mobile elevated work platform users to IPAF accredited
- ii) All mobile aluminium towers to be erected by PASMA accredited operators

### 3.7. Communication

- i) All technical staff & stewards to communicate by radio throughout performance

### 3.8. Implementation of Control Measures

- i) The Production Manager will be responsible for ensuring that all control measures identified by risk assessment are in place.
- ii) The Production Manager will produce a checklist of control measures due to be implemented during the build of the event. This checklist will be completed as part of signing off the site for performance.

### 3.9. Reporting of Incidents, Diseases and Dangerous Occurrences

- i) All staff, performers and contractors will be notified that they must inform their supervisor as soon as practicable of any accident, incident or dangerous occurrence.
- ii) The company stage manager and production manager will hold incident forms and accident books which must be completed in the event of either incident or accident. NTS will report anything to the HSE that is required under the RIDDOR guidelines
- iii) The Production Manager will review all events to identify and reassess any relevant hazards and control measures. Where the obligation to report falls on another body, the Production Manager will ensure the relevant person at that organisation is informed and provide relevant advice and all supporting documentation that may be required.

### 3.10. Monitoring and Review

- i) All risk assessments and procedures will be reviewed in advance of the performance. These will be discussed with the local authority in advance of performance
- ii) In the event of any incident, the Production Manager will immediately review relevant safety arrangements and consider whether spot changes are required to remedy any uncontrolled, or undercontrolled, hazard. These assessments will be recorded retrospectively and placed in the Event Manual file.
- iii) Following the project, the Production Manager will conduct a review of the safety measures and systems implemented and make recommendations for future projects.

## **4. Specific Hazard Areas**

### 4.1. Child Protection

- i) See appendix E for the child protection policy
- ii) All participants will be briefed on the safety and security of the event

- iii) The Director and Producer will advise the production team of any participants who require individual attention.
- iv) The Production Manager will assess any areas of production planning such as schedules, dressing room and sanitary provision and other areas where additional control measures may be required.

#### 4.2. Young and Inexperienced Performers

- i) All participants will receive a briefing on specific hazards and a tour of performance and working areas by the Production Manager or a nominated deputy, in advance of the event or any rehearsal onstage. Where risk may be reduced by rehearsal, the Production Manager will ensure that adequate time is allowed to rehearse relevant sections of the performance.
- ii) All risk assessment will consider the reduced level of experience of performers

#### 4.3. Crowd Management

- i) The project and production manager will create a briefing document for all stewards in advance of the project.
- ii) Stewards will be responsible to the Project Manager for ensuring the safety and security of the public onsite.
- iii) See risk assessment (appendix A) & evacuation processes (appendix F)

## 5. Other information

### Appendix

- A) Risk assessments
- B) Employers and Public Liability Insurance Documents
- C) Electrical installation
- D) Temporary Theatres Licence
- E) Child Protection Policy
- F) Evacuation routes, extinguishers & sounder positions
- G) Daily checklist