



Appendix to Production Health and Safety Health File

Stage Manager
*Insert name of
SM here*

Performance Dates: *Insert dates here*

Rehearsal Venue: The Reading Rooms, Curdridge

Performance Venue: The Reading Rooms, Curdridge

This induction will be undertaken with all cast, crew and production personnel of **Insert Title here**

| | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Rehearsal venue information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a) Emergency procedures – including the fire exits, assembly points, fire call points | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Welfare facilities – toilets, kitchen, | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Rehearsal space house rules – horse play, running, sensible shoes, etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Known hazards pointed out – provision for slips, trips and falls. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Key personnel for the society | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f) First aid box and first aiders | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Performance Venue Information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a) Emergency procedures – including the fire exits, assembly points, fire call points | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Performance space house rules – horse play, running, sensible shoes, working in the dark, listening to stage management during the run, signing in and out | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Known hazards – ensure tour of all known hazards – cables, scenery, lighting, special effects, trap doors, edge of stage, completion of risk assessments and any control measures that they need to be aware of and be a part of. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Orientation tour of the theatre space – even if they have performed there before. Routes to exits, routes to dressing rooms, all children to be accompanied by chaperones. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Key Personnel – from the theatre – introduce cast and crew to theatre manager, stage manager, technical staff etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Key events for the Technical, Dress Rehearsal, Band Call – including times and their responsibilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. First aiders and First Aid Box Location. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Accident Reporting procedure and location of accident book / forms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Ensure that all cast and crew complete the production induction form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Stage Manager name: **Insert Name of SM here**

Signature:

Date:

Production Contact Sheet

Insert Title here

| Character Name | Position | Last Name | First Name | Contact number | Adult or Junior | Email Address | Parent/Guardian Number |
|----------------|----------------------|-----------|------------|----------------|-----------------|---------------|------------------------|
| | Director | | | | | | |
| | Producer | | | | | | |
| | Stage Manager | | | | | | |
| | ASM | | | | | | |
| | Lighting Designer/Op | | | | | | |
| | Sound Designer/Op | | | | | | |
| | Prompt | | | | | | |
| | Musical Director | | | | | | |
| | Props | | | | | | |
| | Set Design | | | | | | |
| | Set Construction | | | | | | |
| | Sound Equipment | | | | | | |
| | Lighting Equipment | | | | | | |
| | First Aider | | | | | | |
| | First Aider | | | | | | |
| | Chaperone | | | | | | |
| | Chaperone | | | | | | |
| | Stage Crew | | | | | | |
| | Stage Crew | | | | | | |
| | Stage Crew | | | | | | |
| | Stage Crew | | | | | | |
| | Stage Crew | | | | | | |
| | Stage Crew | | | | | | |

Production Name **Insert Title here**

Stage
Manager

Insert name of SM here

Date of Production **Insert dates & times here**

Director

Insert Name of Director here

| Production Initial Actions (3-6 Months Before Production) | ✓ or N/A when addressed | COMMENTS <i>State action to be taken as appropriate</i> |
|--|-----------------------------------|---|
| 1. Book Venue (please state Venue Details in Comments Box and Contact Detail) | | |
| 2. Arrange meeting with production staff at Venue (date and details and any outcomes in Comments box) | | |
| 3. Ask Venue to supply Theatre Risk Assessment, Fire Risk Assessment, Public and Employer Liability Insurance). Copies seen and filed in production folder – any issues contact NODA Safe on 0845 257 6632 or email nodasafe@noda.org.uk | | |
| 4. Check on Society Insurance Certificates – copies filed in production folder | | |
| 5. Hold initial production meeting with director, producer, lighting / sound / ASM and any other significant persons – follow Production Overview Form | | |
| 6. Complete Production meeting notes | | |
| 7. When rehearsals start – ensure that induction is completed for all cast and crew (special checking should be centred around new members) as per SM Induction Checklist. | | |
| 8. Any other notes | | |

| Production Intermediate Actions (1 Month Before Production) | ✓ or N/A when addressed | COMMENTS <i>State action to be taken as appropriate</i> |
|--|------------------------------------|---|
| 9. Review previous production meeting Notes | | |
| 10. Hold Production meeting with director, producer, lighting / sound / ASM and any other significant persons – follow production meeting checklist. | | |
| 11. Complete production meeting notes | | |
| 12. Check with Venue for any significant changes since Risk Assessments received - amend accordingly and note in comments box | | |
| 13. Complete Production Risk Assessment – as per guidance from NODA SAFE - contact 0845 257 6632 for further assistance. | | |
| 14. Significant findings and additional controls required communicated to director, producer and if required the venue | | |
| 15. Review and update production Overview Form | | |

| Production – one week before | ✓ or N/A when addressed | COMMENTS <i>State action to be taken as appropriate</i> |
|---|------------------------------------|---|
| 16. Check that Risk Assessments have been completed and all controls are in place | | |
| 17. Hold a briefing with stage crew – outline hazards and risks, programme of events, work schedule, risk assessments and controls. | | |
| 18. Brief Cast at rehearsal venue with outline of programme of events when at the performance venue. Times, requirements, briefing etc. | | |

| Dress / Technical Rehearsal | ✓ or N/A when addressed | COMMENTS <i>State action to be taken as appropriate</i> |
|---|----------------------------|--|
| 19. Check that Risk Assessments have been completed and controls are in place | | |
| 20. Ensure that sign in sheets to venue are completed | | |
| 21. Carry out a hazard spotting exercise around the performance and backstage areas | | |
| 22. Check venue for fire provision; firefighting equipment & designated fire wardens have been appointed. | | |
| 23. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place | | |
| 24. Brief Stage Crew on duties and show them around the theatre – pointing out any hazards and controls. First aid and Fire Provision. Also remind them of their responsibilities | | |
| 25. Carry out cast, orchestra briefing as per S/M Induction Checklist | | |
| 26. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment. | | |
| 27. Complete Show report and file in production file | | |

| Performance 1 | ✓ or N/A when addressed | COMMENTS <i>State action to be taken as appropriate</i> |
|--|----------------------------|--|
| 28. Check that Risk Assessment have been completed and controls are in place | | |
| 29. Ensure that sign in sheets to venue are completed | | |
| 30. Carry out a hazard spotting exercise around the performance and backstage areas | | |
| 31. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place | | |
| 32. Check venue for fire provision; firefighting equipment & designated fire wardens are in place. | | |
| 33. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment. | | |
| 34. Complete Show report and file in production file | | |

| Performance 2 | ✓ or N/A when addressed | COMMENTS <i>State action to be taken as appropriate</i> |
|--|----------------------------|--|
| 35. Check that Risk Assessment have been completed and controls are in place | | |
| 36. Ensure that sign in sheets to venue are completed | | |
| 37. Carry out a hazard spotting exercise around the performance and backstage areas | | |
| 38. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place | | |
| 39. Check venue for fire provision; firefighting equipment & designated fire wardens are in place. | | |
| 40. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment. | | |
| 41. Complete Show report and file in production file | | |

| Performance 3 | ✓ or N/A when addressed | COMMENTS <i>State action to be taken as appropriate</i> |
|--|----------------------------|--|
| 42. Check that Risk Assessment have been completed and controls are in place | | |
| 43. Ensure that sign in sheets to venue are completed | | |
| 44. Carry out a hazard spotting exercise around the performance and backstage areas | | |
| 45. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place | | |
| 46. Check venue for fire provision; firefighting equipment & designated fire wardens are in place. | | |
| 47. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment. | | |
| 48. Complete Show report and file in production file | | |

| | ✓ or N/A when addressed | COMMENTS <i>State action to be taken as appropriate</i> |
|--|----------------------------|--|
| 49. Check that Risk Assessment have been completed and controls are in place | | |
| 50. Ensure that sign in sheets to venue are completed | | |
| 51. Carry out a hazard spotting exercise around the performance and backstage areas | | |
| 52. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place | | |
| 53. Check venue for fire provision; firefighting equipment & designated fire wardens are in place. | | |
| 54. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment. | | |
| 55. Complete Show report and file in production file | | |

| Performance 5 | ✓ or N/A when addressed | COMMENTS <i>State action to be taken as appropriate</i> |
|--|------------------------------------|---|
| 56. Check that Risk Assessment have been completed and controls are in place | | |
| 57. Ensure that sign in sheets to venue are completed | | |
| 58. Carry out a hazard spotting exercise around the performance and backstage areas | | |
| 59. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place | | |
| 60. Check venue for fire provision; firefighting equipment & designated fire wardens are in place. | | |
| 61. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment. | | |
| 62. Complete Show report and file in production file | | |

| Performance 6 | ✓ or N/A when addressed | COMMENTS <i>State action to be taken as appropriate</i> |
|--|------------------------------------|---|
| 63. Check that Risk Assessment have been completed and controls are in place | | |
| 64. Ensure that sign in sheets to venue are completed | | |
| 65. Carry out a hazard spotting exercise around the performance and backstage areas | | |
| 66. Check for first aid provision – accident sheets in production file, first aid box, first aiders are in place | | |
| 67. Check venue for fire provision; firefighting equipment & designated fire wardens are in place. | | |
| 68. Ensure all activities such as scenery erection and dismantling, working at height, fly towers are performed safely and as per Risk Assessment. | | |
| 69. Complete Show report and file in production file | | |

ADDITIONAL COMMENTS

Not used.