



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:

Sign-In Sheet: **Insert Title here**

Backstage crew

Please Initial against your name on entering the venue

Last Name	First Name	DATE																						

Sign-In Sheet: **Insert Title here**

CAST

Please Initial against your name on entering the venue

Last Name	First Name	Character	Date															

Sign-In Sheet: Insert Title here

Please Initial against your name on entering the venue

		Date																												
Last Name	First Name																													

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						

Character Name	Position	Last Name	First Name	Contact number	Adult or Junior	Email Address	Parent/ Guardian Number
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						
	Actor						

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.