

## **Schedule for Annual Risk Assessment and review of Insurance Cover for the Hutton Rudby Village Hall Stage and related equipment**

Safety standards within the Dramatic Society and around the stage area remain very high with no episodes resulting in significant injury on record despite the increasing sophistication of equipment and productions in recent years.

Because the village hall and the dramatic society are covered by separate insurance policies, in October 2017 a formal review was performed by village hall trustees to ensure that there was neither duplication nor gaps in insurance cover. This included a formal risk assessment and certification for the stage area and equipment owned and used by the Dramatic Society.

Following this review, insurance cover for the Dramatic Society was re-arranged through NODA insurance, with cover for £30,000 of possessions, £5,000,000 public liability and £10,000,000 of employee liability, based upon a declared membership of 70.

Details of insurance cover and certification documentation is now on file.

The insurers of the village hall have asked the trustees to confirm that the Dramatic Society has a schedule of regular risk assessment and review of insurance cover and this document forms the basis of such a schedule.

### **Fire Risk:**

#### **Drapes:**

Drapes and backcloths on stage should be flame retardant.

Professionally purchased backcloths will normally be painted on flame retardant material and should be certified as such on the invoice at the time of purchase. Any backcloth material purchased from a commercial supplier for painting in-house should be

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similarly certified.

The illuminated LED cloth is certified as being flame retardant.

Additional backcloths or wings at the initial review for which no certification was on file were sprayed with flame retardant and appropriate stickers attached. Any additional drapes fabricated should have fire retardant certification documents on file or should be similarly sprayed before use.

## **Costumes and wigs:**

Where pyrotechnics are used a formal risk assessment needs to be performed by the production team in co-operation with the wardrobe department. In general a 2 meter exclusion zone should be agreed around pyrotechnics and filters used where practicable to prevent the escape of hot particulate matter.

## **Pyrotechnics:**

Pyrotechnics are stored away from other combustible material in a locked room in compliance with ASPT guidelines.

## **Fire extinguishers:**

Fire extinguishers are located on and adjacent to the stage area and in the lighting box and are subject to an annual inspection by the installers. Certificates relating to these inspections are held on file by the trustees.

Signage throughout the hall indicates the location of all extinguishers and all hall users are required to be familiar with these.

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## **Storage of Combustible materials:**

The village hall trustees have on file a fire risk assessment document, based upon the document "Fire Safety Risk Assessment for small and medium places of assembly", which encompasses the storage of dramatic society equipment and materials. Keeping public areas and access routes clear of stored equipment and materials, and keeping designated storage areas tidy and accessible is an important part of the village hall fire risk assessment.

## **Electrical Safety:**

The fixed electrical installations in the hall were formally inspected and certified in July 2015 and will be subject to regular review by the trustees. Next inspection is recommended by July 2018.

The electrical wiring related specifically to the stage lighting controls and dimmer pack were formally inspected and certified on 3-10-17 ( re-inspection recommended before 3/10/22 )

## **Pat Testing of portable equipment including stage light fitting:**

The approach to PAT testing follows the recommendations following the Lofstedt report and subsequent HSE recommendations.

PAT testing equipment is available in the hall. However it is recognised that 90% of electrical faults affecting portable equipment are detectable by external inspection of the plug and lead looking specifically for signs of damage or inadequate clamping of the lead at the plug or equipment, and incorrect fuse rating where fitted.

Rigging and de-rigging of lighting fixtures should be limited to members of the society with

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proven competence and familiarity with working at height legislation.

The dramatic society policy is to de-rig most of the light fittings at the end of each production and store fittings in the loft above the stage.

As there is a small risk of damage during handling and storage, when the fittings are next rigged the installer should complete an external inspection with the option of a formal PAT test if judged appropriate.

### **Lighting Bars and equipment suspended above stage:**

Formal assessment and load testing of fixation points of the front of house lighting bars and above stage equipment was performed and certified on 10-10-17. Recommended review 10/4/2018.

Rigging of equipment above stage should be only be performed by members of the society who have demonstrated competence and are familiar with working at height legislation.

In general, three point fixation of load bearing supports will be employed where possible. All equipment suspended above stage should be protected by additional safety lanyards, with independent fixation points where judgement dictates.

### **Hoists:**

Though not strictly the remit of the dramatic society, the 3 electrical hoists in the main hall used to support the marquee ridge pole were load tested and certified in October 2017.

Date of next inspection 10-4-18 which will be overseen by the trustees.

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[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/66790/lofstedt-report.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/66790/lofstedt-report.pdf)

[www.hse.gov.uk/pubns/indg236.pdf](http://www.hse.gov.uk/pubns/indg236.pdf)

[http://www.stage-pyro.org.uk/viewpage.php?page\\_id=7](http://www.stage-pyro.org.uk/viewpage.php?page_id=7)

Using ladders and stepladders safely: A brief guide Leaflet INDG455 HSE Books 2014  
[www.hse.gov.uk/pubns/indg455.htm](http://www.hse.gov.uk/pubns/indg455.htm)

Working at Height: A brief guide.  
<http://www.hse.gov.uk/pubns/indg401.pdf>

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-small-and-medium-places-of-assembly>

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