

## SANM Pre-show Health and Safety Checklist

The supervising member of staff must complete this form immediately prior to every production, assessment, installation or visiting performance in an SANM venue (on or off campus). A risk assessment must be submitted to the production office at least 14 days prior to the event. If necessary complete an additional risk assessment for anything that has not been taken in to account.

**SANM staff member supervising:**  
**Front of House manager:**

**Production Manager:**

<b>Assessment/production:</b>		<b>Date:</b>	
<b>Runtime:</b>		<b>Interval? Yes/no:</b>	

### Studio Configuration (tick as applicable):

- |   |   |
|---|---|
| <input type="checkbox"/> End on (black box)             | <input type="checkbox"/> Seating bank in use                      |
| <input type="checkbox"/> Thrust                         | <input type="checkbox"/> Alternative audience layout <sup>1</sup> |
| <input type="checkbox"/> In the Round                   | <input type="checkbox"/> Steel deck stage in use                  |
| <input type="checkbox"/> Steel deck seating bank in use |   |

### Health and safety checklist (tick as you check each item):

- |   |  |
|---|--|
| <input type="checkbox"/> All Fire exits unobstructed (interior)   | <input type="checkbox"/> Risk assessment completed                 |
| <input type="checkbox"/> Fire extinguishers accessible  | <input type="checkbox"/> Emergency Exit signs illuminated          |
| <input type="checkbox"/> All Fire exits unobstructed (exterior)   | <input type="checkbox"/> Emergency exit signs clearly visible      |
| <input type="checkbox"/> Seating hand rails in place <sup>2</sup>   | <input type="checkbox"/> Seating safety locks secured <sup>3</sup> |
| <input type="checkbox"/> Seating step lights illuminated <sup>2</sup>   | <input type="checkbox"/> Emergency lighting operational            |
| <input type="checkbox"/> All cables taped to floor and trip hazards removed   |  |
| <input type="checkbox"/> Electrical equipment carries a valid PAT   |  |
| <input type="checkbox"/> Backstage areas clearly lit with 'working lights'  |  |
| <input type="checkbox"/> Specific warning signs displayed (e.g. strobe lighting, strong language etc <sup>4</sup> ) |  |
| <input type="checkbox"/> Visiting company informed of evacuation procedure, fire assembly point & first aid point.  |  |
| <input type="checkbox"/> Required number of FOH stewards present and fit for work (with 'clicker')                  |  |
| <input type="checkbox"/> Have specific risk assessment controls and/or duties been implemented? <sup>5</sup>        |  |
| <input type="checkbox"/> Seats reserved for FOH stewards  |  |
| <input type="checkbox"/> Phone accessible for emergencies   |  |
| <input type="checkbox"/> Exits and potential obstacles marked with white tape.                                      |  |
| <input type="checkbox"/> Has a performance studio detection log been completed for use of smoke?                    |  |

Yes/No      Has anything been added to or changed in the production that requires an additional risk assessment? (If yes, attach completed risk assessment)

Signed (FOH manager):

Signed (Production Manager):

Checked (SANM staff member):

<sup>1</sup> When an alternative audience layout is in use, ensure that you have followed guidelines to meet emergency exit requirements and check risk assessment.

<sup>2</sup> If seating not in use, indicate 'not applicable'

<sup>3</sup> If seating not in use, indicate 'not applicable'

<sup>4</sup> See risk assessment for any specific warning signs that may be necessary

<sup>5</sup> See risk assessment for any specific controls that should be monitored by the stewards