

PRODUCTION RISK ASSESSMENT INVENTORY - CHECKLIST AND AGREEMENT

Select your answers from the drop down fields. "Yes" may need an explanation. "No" means a problem: action is required. Specify in the text field or a separate document.

PART I DATA

1 The Production

Company	Republique		
Show	THE TIGER LILLIES PERFORM HAMLET	Sound designer	Janus Jensen
		Costume designer	Astrid Lunge Ottosen
Director	Martin Tulinius	Producer	Søren Normann Hansen
Set designer	Martin Tulinius	Date	2012 (original premiere)
Lighting designer	Adalsteinn Stefansson	Theatre	Republique, Main venue

2 The Theatre

Name of the theatre	_____	Technical fax number	_____
Address	_____	Technical e-mail address	_____
Postal code & city	_____		
General phone number	_____	Contacts:	
General fax number	_____	General management	_____
General e-mail address	_____	Technical management	_____
Technical phone number	_____	General RAI responsible	_____
		RAI responsible on stage	_____

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3 The Company

Name of the company	Republique	Contacts:	
Address	Østerfælled Torv 37	General management	Hans Christian Gimbel
Postal code & city	2100 Copenhagen Ø	Technical management	Oliver Campbell-Calder
Country of residence	Denmark	Production management	Oliver Campbell-Calder
General phone number	+45 3323 3100	Stage manager on tour	Anna Cathrine Colberg
General fax number	N/A	Rigging engineer on tour	Morten Bisgaard
General e-mail address	mail@republique.dk	Head carpenter on tour	Morten Bisgaard
Technical phone number	N/A	Lighting engineer on tour	Adalsteinn Stefansson
Technical fax number	N/A	Sound engineer on tour	Janus Jensen
technical e-mail address	N/A	General RAI responsible	Søren Normann Hansen
Mobile phone on tour	+45 3085 0970	RAI responsible on tour	Morten Bisgaard

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4 The Producer

Name of the producer N/A

Address

Postal code & city

General phone number

General fax number

General e-mail address

Technical phone number

Technical fax number

Technical e-mail address

Contacts:

General management

Production management

Technical management

Stage manager on tour

General RAI responsible

RAI responsible on tour

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PART II RESPONSIBILITIES

1 The Theatre

1. Knowledge of risk assessment and safety regulations, shown in a general Risk Assessment Inventory.
2. Practise of this knowledge at the workplace.
3. Responsible behaviour of technicians employed or hired by the theatre.
4. Safety education of technicians employed or hired by the theatre.
5. Appropriate personal protective equipment for technicians employed by the theatre.
6. Safety on stage in general.
7. Safety, certification and maintenance of house materials and utensils.
8. Safe operation of the theatre's installations.
9. Safety of materials rented by the theatre.
10. Contact with local fire department to obtain permits for fire effects, based on information provided by the company through the producer.
11. Working schedule for technicians employed or hired by the theatre, based on agreements between company and theatre, in accordance with the working hours regulations.

2 The Company

1. Knowledge of risk assessment and safety regulations.
2. Practise of this knowledge at the workplace.
3. Responsible behaviour of technicians employed or hired by the company.
4. Safety education of technicians employed or hired by the company.
5. Correct, appropriate and complete information about the safety aspects of the production for the producer and the theatre.
6. Appropriate safety instructions for house technicians about the company's materials, during setup, rehearsal, show and strike
7. Appropriate personal protective equipment for company technicians, and for house technicians if necessary for handling company materials or installations.
8. Safety, certification and maintenance of all company materials and utensils used on tour.
9. Safe operation of company installations.

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10. Safety of materials rented by the company.
11. Working schedule for technicians employed or hired by the company in accordance with working hours regulations.

3 The Producer

1. Knowledge of risk assessment and safety regulations.
2. Practise of this knowledge at the workplace.
3. Correct, appropriate and complete information about the standards, rules and regulations.
4. Correct, appropriate and complete information about the safety aspects of the production to the theatre, based on information provided by the company.
5. Work permits for company members.
6. Adequate tour planning as to enable the company to schedule its members in accordance with the working hours regulations.
7. Responsible behaviour of technicians employed or hired by the producer.
8. Safety education of technicians employed or hired by the producer.
9. Appropriate personal protective equipment for technicians employed by the producer.
10. Safety of materials owned or rented by the producer.
11. Working schedule for technicians employed or hired by the producer in accordance with the working hours regulations.

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PART III CHECKLIST

1 General Information

- Has a person been designated to be responsible for safety on stage from setup till strike? **Yes**
- Are safety instructions being provided to all participants? **Yes** Before first rehearsal

2 Safety during setup and strike

- Does the company carry an appropriate First Aid Kit for those who work on stage? **Yes**
- Is safety for the technicians being monitored with relation to:
- hazardous surfaces (sharp edges, corners, points, rough surfaces, protruding parts)? **No**
 - movements of parts or material which may result in a person being hit?
moving parts **Yes** Only REPUBLIQUE personal operate
 - trapping, tripping, falling and slipping? **No**
 - unhealthy low or high temperatures? **No** indoor performance
 - blinding or electrocution of persons? **No**
 - sound levels high enough to damage hearing (see manual ch. 10 about sound)? **No**
 - fire or explosion? **No**
- Are regular checks performed on the materials? **Yes** By REPUBLIQUE technical crew
- Are safety documents and instructions being carried? **Yes** By REPUBLIQUE technical crew
- Is personal protective equipment being provided and used? **Yes**

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3 Safety during rehearsal and show

Does the company guarantee not to block the theatre's emergency exits and exit signs?	Yes
Does the company guarantee not to block the way to the theatre's fire extinguishing materials?	Yes
Does the company carry an appropriate First Aid Kit for those who work on the show?	Yes With Stage manager
Is safety for the artists being taken into account with relation to:	
▪ hazardous surfaces (sharp edges, corners, points, rough surfaces, protruding parts)?	Yes
▪ movements of parts or material which may result in a person being hit?	Yes Safety routines are followed
▪ trapping, tripping, falling and slipping?	Yes
▪ unhealthy low or high temperatures?	No indoor performance
▪ blinding or electrocution of persons?	Yes Safety routines are followed
▪ sound levels high enough to damage hearing?	Yes No such sound level
▪ fire or explosion?	No no such material
Is safety for the audience being taken into account with relation to:	
▪ movements of parts or material which may result in a person being hit?	Yes no such material
▪ trapping, tripping, falling and slipping?	Yes no objects installed in audience area
▪ unhealthy low or high temperatures?	Yes indoor performance
▪ blinding or electrocution of persons?	Yes
▪ sound levels high enough to damage hearing?	Yes
▪ fire or explosion?	Yes no such material
Is safety information being given to the audience about specific risks or hazards?	N/A no specific risks for the audience

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4 Working at heights

Is working at heights avoided during setup and strike?	Yes
Is working at heights avoided during rehearsal and show?	No
Is a safe way to reach the working height being guaranteed?	Yes Presenter to provide a genie lift and ladders
Is (personal) protection being provided and used?	N/A
Are the persons who work at heights qualified to do so? (Specify qualification)	Yes Experienced theatre technicians.
Are the necessary certificates being carried?	Yes

5 Set

Has the set been constructed by qualified persons? (specify in last column)	Yes
Is the set made of flame resistant material, or treated with flame retarder?	Yes
Are certificates being carried?	Yes
Has the use of electricity on the set been avoided?	No
Are regular checks performed on the electrical parts?	Yes By REPUBLIQUE technical crew
Is an earth line being attached to metal parts on which electricity is used?	Yes
Has the use of engines been avoided?	No
Are regular checks performed on the parts of the engines?	Yes Before each rehearsal and performance.
Has the use of heavy materials been avoided? (specify weight of heaviest parts in last column)	Yes
Do the parts have their weight indicated on them?	No
Has overhead rigging of the set been avoided?	No
Has overhead rigging of heavy weights been avoided? (Weight of heaviest points in last column)	No

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Are safety regulations being respected when doing overhead rigging?	Yes certified materials: steels, shackles etc.
Has the Working Load Limit of all materials been taken into account?	Yes
Are the necessary certificates being carried?	Yes
Are the persons who do the overhead rigging qualified to do so? (Specify qualification)	Yes experienced theatre technicians
Have fly movements of the set been avoided?	No NOTE Safety measures are taken.
Have safety measures been taken to protect persons during fly movements of the set?	Yes

6 Props

Are the props made of flame retardant material, or treated with flame retarder?	Yes
Has protection of the artists been taken into account in the choice or construction of the props?	Yes
Has the use of weapons been avoided?	Yes
Are the necessary certificates being carried?	N/A
Are the persons who carry and handle the weapons qualified to do so? (specify qualification)	N/A

7 Orchestra pit

Is the safety of orchestra members in the pit being taken into account?	N/A
Does the company guarantee not to block the emergency exits and exit signs around the pit?	N/A
Are measures being taken to protect persons from falling into the orchestra pit?	N/A

8 Costumes

Are the costumes flame resistant, or treated with flame retarder? (Only in case of open fire.)	No no open flame
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Has attention been paid to the comfort of the persons who handle and wear the costumes? **Yes**

9 Lighting

Does lighting equipment brought by the company meet international safety standards? **Yes**

Are regular checks being performed? **Yes**

Does rental lighting equipment come from a professional company? (specify in last column) **Yes**

Are safety cables attached to all instruments rigged overhead? **Yes**

Is safety on lighting galleries being monitored? **Yes**

10 Sound

Does sound equipment brought by the company meet international safety standards? **Yes**

Are regular checks being performed? **Yes**

Does rental sound equipment come from a professional company? (specify in last column) **Yes**

Are safety cables attached to all instruments rigged overhead? **Yes**

Is refrained from high sound levels that could damage the hearing of participants? **Yes**

Is additional information given to participants (technicians, artists, audience, ...)? **Yes**

Is personal protective equipment being provided and used? **Yes**

11 Special Effects

Has the use of smoke been avoided? **No The show uses theatrical haze**

Has the use of open fire been avoided? **Yes**

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- Has the use of explosions or fireworks been avoided? **Yes**
- Has the use of dangerous chemicals or gases been avoided? **No A very small amount of CO2 gas is used to run the Crack/mist smoke machine. The gas is being handled by experienced theatre technicians.**
- Has the use of other special effects been avoided? **No Safety routines are being followed.**
- Are measures being taken to perform the special effects in a safe way? **Yes Safety routines are being followed**
- Are the necessary certificates being carried? **Yes**
- Are the persons who perform the special effects qualified to do so? (specify qualification) **Yes Professional theatre technicians.**

12 Tools and utensils

- Are tools and utensils appropriate for their use? **Yes**
- Do the tools and utensils suit the workers? **Yes**
- Are tools and utensils safe for operation by the workers? **Yes**
- Are the necessary certificates being carried? **Yes**
- Is instruction about the use of the tools and utensils given to the workers? **Yes**
- Is exposure to substances hazardous to health and safety being avoided? **Yes**
- Is personal protective equipment being provided and used? **Yes Gloves, steeltoe boots, safety harnesses when required.**

13 Physical conditions

- Are awkward movements or postures being avoided for all participants? **Yes**
- Is there enough space to perform movements in the most suitable posture? **Yes**

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Is lifting and carrying of heavy weights by persons (>25 kg. per person) being avoided? carried by more than one person	Yes All heavy equipment is on wheels and
Do workers carry heavy weights for no longer than 2 hours per day?	No
Has instruction been given to workers about weight-lifting?	Yes
Are wheels or other utensils being used to reduce lifting and carrying of weight by persons?	Yes
Is pushing and pulling of heavy weights being avoided?	Yes Flight cases on wheels.
Is squatting and kneeling being avoided?	Yes
Is variety of movements being provided?	Yes

14 Organization of the work

Are there enough people to do the work?	Yes
Is there enough time to do the work?	Yes
Are all participants clearly informed about their job and their responsibility?	Yes
Can the workers contribute to decision-making affecting their own work and task?	Yes
Are proper arrangements made for dealing with accidents and emergencies?	Yes
Are regulations about working hours and breaks being respected?	Yes

15 Participants who require special attention

Has the participation of children in the work been avoided?	Yes
Are the regulations about work done by children being obeyed?	N/A
Are the necessary certificates being carried?	N/A

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Has the participation of people with mental or physical disabilities been avoided?	Yes
Are measures being taken to protect the disabled persons?	N/A
Are the other participants aware of their disabilities as far as relevant for the work?	N/A
Has the participation of animals been avoided?	Yes
Are measures being taken to protect the animals?	N/A
Are measures being taken to protect the health of other participants in regard of the animals?	N/A
Are the necessary certificates being carried?	N/A

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PART IV SIGNATURES

The theatre declares


- to accept the responsibilities described in part II of this document
- to have read and accepted the information given in part I and III

The company declares

- to accept the responsibilities described in part II of this document
- to have given complete and correct information in part I and III is
- that the information is given by persons with ample knowledge of safety and risk assessment at the workplace.

The producer declares

- to accept the responsibilities described in part II of this document
- to have read and accepted the information given in part I and III

The theatre	The company	The producer
Name _____	Name Søren Normann Hansen	Name N/A
Date _____	Date January 6, 2015	Date
Signature	Signature 	Signature

Søren Normann Hansen, International Producer
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