



Appendix A: Health & Safety and Fire Guidelines

Fire Evacuation Procedures and Induction

All production team, cast and operation crew must be fully briefed on fire evacuation procedures. The BOAT Duty Manager will undertake this before the Get In commences. A representative from the Visiting Company will be nominated to inform any company members not present during the induction of the fire evacuation procedures.

Risk Assessment

The Visiting Company must complete and return, via email, a Risk Assessment to the Manager, a minimum of 21 days before the agreed first performance. The Risk Assessment must detail any risks that the production (set, performance aspects or technical equipment) might cause.

The risks must be rated as low, medium or high, and each must detail a suitable solution or control measure.

The Visiting Company may also use the Risk Assessment to detail any unusual aspects of the performance that staff and audience need to be made aware of, e.g. loud music, gun shots, etc.

Please note that the Manager reserves the right to refuse any activity outlined in the Risk Assessment if a suitable solution or control measure has not been suggested.

A Risk Assessment template can be found in the Additional Documents folder.

Effects Plot

The Effects Plot is an application for smoking, real flame, dry ice, pyrotechnics or smoke to be used in performance (from here on referred to as 'Effects')

Please note that the Manager reserves the right to refuse the use of any Effects.

If the use of Effects is agreed in principle between the Visiting Company and the Manager, the Visiting Company must complete and return, via email, an Effects Plot, a minimum of 28 working days before the agreed first performance. The information required is as follows:

- A full copy of the script, highlighted to show all points where actors or crew light, extinguish and mention the relevant Effect.



- The make and model of the smoke/haze machine used, and the make/details of the smoke/haze liquid used.
- A full outline of why the Effect is essential to the production. For example, describing why it's essential for a certain character to smoke, or why smoke/dry ice is essential for the production.
- Full approximation of how long the relevant Effect will be in use during the production.
- If the Effect is flammable, full details on how it will be lit and extinguished, and by whom.

An Effects Plot is included in the Additional Documents Folder.