

Get in/Get out Health & Safety Check Sheet

The Check Sheet is for data collection and transfer of Health and Safety information for touring productions to ensure compliance with the Code of Conduct for Get ins, Fit ups and Get outs. The Check Sheet should be completed for each production in each venue. A copy should be retained by both the resident and the touring managers' representatives.

Theatre:	Show:	Venue Reps:	Touring Reps:	Dates:
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	Get In	Get Out		Get In	Get Out
Staffing	No. of Venue Staff Called		No. of Touring Staff Called		
	Sufficient Venue Staff Present? Y/N		No. of Touring Staff Present		
Comments					
Pre Get In	Venue Staff (please circle) - Minimum rest break between last shift worked and this Get In If less than 11hrs - Number of Venue Staff effected by this			>11 hrs	<11 hrs
	Touring Staff (please circle) - Minimum rest break between last shift worked and this Get In If less than 11hrs - Number of Touring Staff effected by this			>11 hrs	<11 hrs

Hours Worked	Venue Staff (please circle) -			Touring Staff (please circle) -
	Stage	LX	Other	
Get In - Comments:				
Overnight rest/breaks - Get In/Fit up Comments:				
Last show day duration (hrs)				
Get out duration (hrs)				
No. of breaks taken during Get Out (max ½hr per 3hrs worked)				

Other Concerns (please tick)	Did Lorry Drivers adhere to Safe Working Practices?	Yes	No	N/A
	Were Staff adequately experienced?	Yes	No	
	Were alcohol/drugs concerns raised? Were they dealt with to mutual satisfaction?	Yes	No	Yes No
	Was PPE legislation complied with?	Yes	No	
(provide full details)	Certificates provided? (chain hoists , Motors , steels, shackles etc.)	Yes	No	N/A
	Safety non-compliance?	Yes	No	
Loading Plan (please tick)	Method Statement/Risk Assessment provided?	Yes	No	
	Loading according to plan or specific instruction?	Yes	No	
	Was loading/unloading officer conversant with plan or specific instruction?	Yes	No	

	Get In	Get Out	N/A
Vehicle load & general access (please tick)	Was there safe access/egress?		
	Yes	No	Yes No
	Was the vehicle load safe and secure?		
	Yes	No	Yes No
Lifting	Were all items stacked safely?		
	Yes	No	Yes No
	Was the vehicle interior lit appropriately?		
	Yes	No	Yes No
Packing (please tick)	Were ramps and lifting machinery working and operated correctly?		
	Yes	No	Yes No
	Did operators have correct licences?		
	Yes	No	Yes No
Reporting (please tick)	Were all items weight marked?		
	Yes	No	Yes No
	Were all items marked to show number of people required to lift?		
	Yes	No	Yes No
Reporting (please tick)	Were all items properly packed?		
	Yes	No	Yes No
	Was the front of the stage marked by rope, chain or hard barrier?		
	Yes	No	Yes No
Reporting (please tick)	Was Touring Incident Book available prior to Get In?		Yes No
	Were there any Accidents/Incidents/Near Misses?		Yes No
	Were there sufficient crew called/touring staff present to complete get in/out safely, in the time allotted?		Yes No

Attach copies of relevant TSC Accident & Near Miss reporting forms

Other Comments - Resident Managers' Representative	Other Comments - Touring Managers' Representative
Was the Code of Conduct adhered too? Yes / No	Was the Code of Conduct adhered too? Yes / No
Signed: _____ Tel: _____ email: _____ Date: _____	Signed: _____ Tel: _____ email: _____ Date: _____

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This revision: <https://library.prospect.org.uk/id/2018/02218/2023-01-19>