



Theatre Inspection Checklist

Staff Health & Safety Unit
Human Resources

Inspection Team:					
Laboratory Room No:		Laboratory Supervisor:		Date of Inspection:	

NB: Boxes to be ticked as items are sighted (√) or not present (x), or otherwise **NA** indicates the item is not applicable to this laboratory.

No.	Question	√ / x / NA	Corrective Actions	Responsible Person	Target Completion Date
1	Safe Working				
1.1	Does the theatre maintain written procedures: a) Safe Work Procedures b) Risk Assessments?				
1.2	Are hazards and incidents reported (Safety Net) and investigated?				
1.3	Is there an out of hours system/log book in use (security informed, doors locked)?				
1.4	Do people comply with the working alone policy?				
2	Audience seating				
2.1	Is all seating correctly set up and locked off?				
2.2	Are centre plates for seating correctly installed and locked off?				
2.3	Are handrails correctly installed and locked off?				
2.4	Are all passageways clear of obstructions?				
2.5	Have audio SPL checks been completed and a maximum level set?				
3	Lighting				
3.1	Are safety lights operating to allow safe passage of audience members, crew and actors?				
3.2	Are exit lights operating and clearly visible?				
4	Stage				
4.1	Are all barn doors properly secured?				
4.2	Are all shutters and/or lighting frames properly secured?				
4.3	Are all props secured and in the correct position?				
5	Electrical equipment				

Theatre Inspection Checklist

Staff Health & Safety Unit Human Resources

5.1	Do trained technicians operate lighting, cameras, and projectors?				
5.2	All electrical equipment has current e-tags?				
5.3	Are all the leads on the floor gaffed as per industry standards?				
5.4	Pathways clear and unobstructed (no cables)?				
5.5	Are only silicon extension leads in the lighting grid?				
5.6	Are all lantern power cables free from binding and/or chafing?				
5.7	Are all three phases balanced on the dimmer rack?				
5.8	Are all dimmer channels loaded up to a maximum 20 Amps?				
5.9	Are all DMX cables secured/covered when portable lighting controllers are in use?				
6	Fumes, gases				
6.1	Is there adequate ventilation when a haze machine is used?				
6.2	Can a door be opened if haze is excessive and visibility is reduced?				
7	Falling objects				
7.1	Are all lanterns and/or droppers secured to the lighting grid using industry approved scaffold and/or G-clamps?				
7.2	Do all lanterns and/or droppers have a secondary restraint in the form of an industry approved safety cable attached to the grid?				
7.3	Are all lanterns operating in the correct plane (i.e. lamp base is horizontal)?				
7.4	Are all gobo/gobo holders properly secured in the relevant lanterns?				
8	Storage areas				
8.1	Are lighting poles removed from lanterns and stored in correct locations?				
8.2	Are all gel holders stored correctly and secured with a chain when not in use?				
8.3	Are all ladders stored correctly and secured with a chain when				

Theatre Inspection Checklist

Staff Health & Safety Unit
Human Resources

	not in use?				
8.4	Are relevant warnings put in place when and where required?				
9	Emergency Response				
9.1	Are there emergency procedures placarders at exit points?				
9.2	Is a First Aid Kit accessible and serviced regularly (check certificate date)?				
9.3	Is the Fire Extinguisher accessible with instructions in tact?				

Other Comments: