Theatre & Performance Hire Health & Safety Declaration Checklist

Venue: _____

Hirer/Organisation: _____

Event/Production: _____

Hire Date(s): _____

Please tick each box to confirm that you have read, understood and complied with the following requirements.

✓ **Declaration**

☐ I have completed suitable risk assessments for all activities taking place during my hire and will provide copies if requested.

☐ I hold appropriate Public Liability Insurance covering this event/activity and can provide evidence if requested.

☐ All electrical equipment brought into the venue is safe for use, in good condition and appropriately tested where applicable.

☐ All staging, scenery, sets and temporary structures brought into the venue are safe, stable and suitable for their intended use.

☐ All props are safe to use and do not present an unnecessary risk to performers, staff or audience members.

☐ All costumes, masks and accessories are suitable for performance and do not create avoidable trip, visibility or fire hazards.

☐ Any special effects (including haze, smoke, pyrotechnics, naked flames, lasers, confetti, snow effects or similar) have been declared to the venue in advance and will not be used without written approval.

☐ Any lighting, sound or audiovisual equipment brought into the venue is suitable, safely installed and operated by competent persons.

☐ Any lifting equipment, access equipment or work at height will only be carried out by competent persons using suitable equipment.

☐ All participants, performers, crew and volunteers have been appropriately briefed on health and safety arrangements.

☐ Suitable supervision will be provided throughout the hire period.

✓ **Declaration**

☐ Fire exits, escape routes, fire doors and firefighting equipment will remain unobstructed at all times.

☐ I will not exceed the venue's occupancy limits or create unsafe audience arrangements.

☐ Any hazardous substances brought into the venue have been assessed and will be used, stored and disposed of safely.

☐ Manual handling activities have been considered, and appropriate precautions will be taken.

☐ Cables, equipment and other trip hazards will be suitably managed and protected.

☐ Children and vulnerable adults involved in the activity will be appropriately supervised and any relevant safeguarding requirements met.

☐ I will report any accident, incident, near miss or damage to venue management immediately.

☐ I understand that the venue reserves the right to prohibit the use of any equipment or activity considered unsafe.

☐ I accept responsibility for the health and safety of my performers, crew, contractors, volunteers and audience members where applicable during my period of hire.

Hirer Declaration

I confirm that the information above is accurate and that I accept responsibility for ensuring my organisation complies with all relevant health and safety legislation and the conditions of hire while using the venue.

Name: _____

Organisation: _____

Position: _____

Signature: _____

Date: _____