

STAGING SAFETY INSTRUCTIONS

The staging

- The staging is of good quality and is inspected three times a year, repaired as required and any faulty or missing parts replaced, and any necessary additions made.
- Staging risers conform to safety rules.
- Staging is stored appropriately to minimise deterioration.

Instructions for transporting, offloading, moving (to and from venue), and reloading staging

- The staging is transported to the venue by trained professionals; the Choir is responsible for unloading it, moving it from the van into the venue and back again, and reloading it.
- The Staging Manager is responsible for directing and overseeing these processes
- At least six people should be involved with offloading/loading the staging and moving it to/from the venue.
- At least two people should pass each flat down/up to two on the pavement or verge/the van; the staging is transported on trolleys to and from the venue.
- There should be one helper (not involved with lifting) to direct pedestrians safely avoiding the offloading/loading site.
- Everyone involved in these processes must be made aware of any potential hazards and how to avoid them.

Instructions for erecting staging

- The Staging Manager is responsible for directing the people erecting the staging and will have a plan which varies according to the number of singers for each concert.
- The Staging Manager will ensure that there is adequate lighting for erecting and dismantling the staging in the venues used.
- All people involved must take reasonable safety precautions for working with heavy items (for example: wearing suitable gloves to move flats and suitable footwear for the job).
- The Staging Manager will direct helpers to place each box of staging in a specific point in a venue
- Flats will normally be brought in and uploaded to position *upside down*, with *Velcro side pointing away from audience* (for frill to be attached later).
- Legs are set out at a designated place; the number of each size is determined in advance by the Staging Manager, who will direct operations.
- Legs are attached when and where directed - some flats require legs of differing lengths, so all helpers need to follow instructions carefully.

- Once the legs are attached, flats should be flipped back to front, so the Velcro side faces the audience: at least three people should lift each flat. Some people must crawl underneath staging to fix legs together.
- Leg clamps must be attached securely.
- Kick plates must be attached to prevent chairs from sliding backwards.
- When all in place attach black frills to fronts of flats by Velcro, trying to match lengths so that all joints are hidden.
- Safety railings must be installed at the ends of rows.
- The Staging Manager or designated helper must make a final check on all fastenings.

Instructions for dismantling staging

- Staging is dismantled in the reverse order to above.

Instructions for use of staging

- For each concert, staging is erected to accommodate a particular number of singers. This number varies from concert to concert and must not be exceeded. (The maximum number of singers that can be accommodated is one hundred.)
- Choir members must be informed about using the staging safely but also be made aware that although the Committee strives to make rehearsals and performances safe, members are expected to behave responsibly and look out for one another, and attend rehearsals and performances at their own risk.
- Members proceed to their seats on the staging in orderly lines as directed.
- Less able Members are assisted onto the staging five minutes before the rest of the choir and helped down when the rest of the choir has left.
- One designated choir member must assist members who need it over the step from the chancel to and from the seating area in the Fakenham church.
- At the end of the concert singers are each responsible for taking their own chair to the storage trolley as directed by the Staging Manager. The chairs of singers who are unable to move them will be moved by helpers.
- In an emergency, singers will leave the staging in the reverse order to which they went on and then move out of the venue as directed by stewards. (Directions will vary according to the venue.)

Staging Manager' signature:

Print Name:

Date:

Agreed by FCS Committee on

Date: