Guidance Note 105. COVID-19

Re-opening Places of Entertainment

Systems Inspections & Audit Checklist

07 Sep 2020

Published by:
The Association of British Theatre Technicians
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Workplace requirements

Regulations may set minimum standards for the employer to follow determined on the basis of what is "reasonably practicable" or impose absolute duties, such as a requirement to fence off with a guard or other protective measure dangerous machinery. Irrespective of a worker's employment status, the employer will be responsible should an individual working within its undertaking suffer an injury.

Under the Health and Safety at Work Act 1974, section 3(1), employers are required to conduct their undertaking "in such a way as to ensure, so far as is reasonably practicable, that persons not in [their] employment who may be affected thereby are not exposed to risks to their health or safety". This will include sub-contractors and employees, visitors to the premises, self-employed workers, occupiers of neighbouring premises *and the public at large.* Employers are required to carry out a hazard analysis study of their business operation, identify risks through the appointment of competent persons, analyse them as to their degree of seriousness and put in place appropriate protective and preventative measures to guard against them.

Duties to employees

Health and Safety at Work Act 1974 (HSWA) is the core piece of legislation concerning health and safety and under it, various health and safety regulations have been enacted. Some of these regulations, such as the Management of Health and Safety at Work Regulations 1999 (MHSWR), have a general application to all workplaces and work activities. Others may be sector- or work-activity specific.

Regulations may set minimum standards for employers to follow determined on the basis of what is "reasonably practicable" or impose absolute duties, such as a requirement to fence off, with a guard or other protective measure, dangerous machinery. Breaches of health and safety obligations by an employer can lead to occupational injuries, diseases and deaths to employees and even to members of the public who might be affected by the employer's operation.

There is a general duty on every employer under the HSWA, section 2 "to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees". This duty requires that: plant and systems of work are safe and properly maintained; employees are provided with adequate information, instruction, training and supervision; points of entry to and from the workplace are safe, emergency procedures are adequate, and potentially dangerous articles and substances are properly handled.

Although an employer is at liberty to balance the risk of injury against the sacrifice involved in taking safety measures to eliminate or reduce a particular risk, a number of factors should be taken into consideration, including time, trouble and, to a limited degree, cost. There are some risks to employees that the Government has decided are too high to leave to individual employers. For this reason, there are absolute requirements within health and safety legislation that must be observed.

Inspection, Service and Maintenance	January - December						
Fire Equipment & Systems				RED bar indicates action required	AMBER indicates further consideration required		
Equipment.	**What?**	**When?**	**Who?**	**Report Location**	**Comment/Action**	**Operating Instructions?**	**Controlling Document.**
Fire Extinguishers & Fire Blankets.	Inspection and Test.	Annually.			Annual checks 5yr Discharge (Water), 10yr Hydraulic (CO2).	Federation of Environmental Trade Associations (FETA).	BS 5306-3
Fire Hose Reels.	Inspection and Test.	Annually.			Functional test and examination.	Federation of Environmental Trade Associations (FETA).	BS EN 671-1
Fire Doors.	Inspection.	At least annually.			Functional (sealing) test and examination.	Regulatory Reform (Fire Safety) Order 2005 (RRO).	BS 9999
Fire Hose Reels.	Test.	Annually.			Pressure test for BS compliance.	Federation of Environmental Trade Associations (FETA)	BS EN 671-1
Fire Detection (AFDS) Aspirating.	Test.	Annually.			6-month and annual inspection and testing, activation and test on replacement and upgraded items- ongoing process.	Regulatory Reform (Fire Safety) Order 2005 (RRO).	BS 5839-1
Fire Detection (AFDS) Smoke detectors.	Test.	Annually.			6-month and annual inspection and testing, activation and test on replacement and upgraded items- ongoing process.	Regulatory Reform (Fire Safety) Order 2005 (RRO).	BS 5839-1

Fire Detection (AFDS) Heat detectors.	Test.	Annually.			6-month and annual inspection and testing, activation and test on replacement and upgraded items- ongoing process.	Regulatory Reform (Fire Safety) Order 2005 (RRO).	BS 5839-1
Call Points.	Test.	Annually.			6-month and annual inspection and testing, activation and test on replacement and upgraded items- ongoing process.	Regulatory Reform (Fire Safety) Order 2005 (RRO).	BS 5839-1
Fire Panel and System operation.	Inspection/Certification.	Annually.			Annual certification, ongoing maintenance and upgrades.	RRO - Building Regulations Approved Document B2.	RRO/own process.
Computer/Server Room fire suppression.	Inspection/Certification.	Annually.			Part of the building general system?	3rd party specialist (compliance).	BS EN 15004
Fire Safety Curtain (Iron).	Inspection/Certification.	Annually.			Annual certification recently completed, regular attendance to adjust Iron for different show floor installations.	RRO/Licensing/Building Regulations B2.	BS 9999
Drencher.	Inspection/Certification.	Annually.			Annual certification and training.	RRO/Licensing/Building Regulations B2.	BS 9999
Smoke Lantern.	Inspection, activation and certification.	Annually.			Annual certification.	RRO/Licensing/Building Regulations B2.	BS 9999
Fire Drill.	Evacuation of venue.	6-monthly staff and public annually.	In-house control and management.		No fixed dates.	Regulatory Reform (Fire Safety) Order 2005 (RRO).	N/A.

Fire Alarm tests.	Test of Alarm across venue in non-Public areas.	Weekly.			Ongoing, weekly.	Regulatory Reform (Fire Safety) Order 2005 (RRO).	N/A.
Equipment and procedure.	What?	When?	Who?	Report Location.	Comment/Action.	Operating Instructions?	Controlling Document.
Staff Fire Training.	Training.	Annually.			As required for new and transferring staff, repeated for all staff on a 3yearly basis - fire extinguisher training is a separate exercise.	Regulatory Reform (Fire Safety) Order 2005 (RRO).	N/A.
Smoke/Fire Shutter.	Inspection/Certification.	Annually.				Building Regulations.	Building Regulations Approved Document B2.
Duct Cleaning.	Service/Maintenance	6-monthly.					Building Regulations Approved Document B2.
Sprinklers.	Inspection	Annually.			Annual inspection and testing of the whole system.	Building Regulations Approved Document B2. BAFSE (British Automatic Fire Sprinkler Association).	BS EN 12845

Water & AHU/Air Conditioning Services							
Equipment.	What	When?	Who?	Report Location.	Comment/Action.	Operating Instructions?	Controlling Document.
Water Risk Assessment.	RA for water use.	Annually.				Water RA for detail, L8 for legal requirement.	L8 ACoP for Legionella (HSE).
Shower Head.	De-scaling.	Monthly.				Water RA.	L8 ACoP for Legionella (HSE).
Tap Temperatures.	Temperature & CFU	Monthly.				Water RA.	L8 ACoP for Legionella (HSE).
Air Handling Units & Split Units.	Filter change/clean.	6-monthly.				Manufacturers requirements.	F-Gas Regulations.
Waste Management							
Equipment.	What?	When?	Who?	Report Location.	Comment/Action.	Operating Instructions?	WSE (Written Scheme of Examination?)
Grease Traps – Interceptor.	Cleaning/Clearing.	Monthly.				Water Supply (Water Fittings) Regulations.	N/A.
Painters Wash-Ups – Interceptor.	Cleaning/Clearing.	6-monthly.				Environment Act.	N/A.

Electrical							
Equipment	What?	When?	Who?	Report Location.	Comment/Action.	Operating Instructions?	Compliance with
In-Service Inspection and Testing (PAT).	*Portable Appliance Tests.*	Yearly/other.				HSG85. (HSE).	IET.
Fixed Wiring and Installation.	Test/Checks.	Yearly/5 Yearly (RA).				N/A.	BS 7671
Lightning Conductors.	Inspect, Test, Certify.	Annually.				N/A.	BS 7671
IES (Illuminated Exit Signs).	Certification.	Annually.					BS 7671
IES (Illuminated Exit Signs).	Functional Test.	Monthly.					RRO.
Emergency Lighting.	Certification.	Annually.					BS 7671
Emergency Lighting.	Functional Test.	Monthly.					RRO.
UPS.	Service/Maintenance.	6-monthly.					BS 7671

Statutory (Insurance) Inspections							
Equipment	What?	When?	Who?	Report Location.	Comment/Action.	Operating Instructions?	WSE (Written Scheme of Examination?)
Lifts, Escalators, Flying Equipment, Winches, Hoists, Chandeliers etc.	Periodic Thorough Examination.	6/12 Monthly (Any equipment that lifts people requires inspection and certification every 6 months.				Manufacturer's Instructions.	LOLER Schedule 1.
PLANT							
A/C Refrigerant (e.g. Chiller) Pressure System Safety Valve and Pressure Gauge.	Thorough examination.	6 Monthly.				N/A.	Yes. Usually insurance company requirements.
Expansion Vessel Chilled Pressurisation Pump Set.	Periodic inspection.	6 Monthly.				N/A.	Yes. Usually insurance company requirements.

Boilers - HW Heating and CH Boilers.	Examination.	Annually.				N/A.	N/A.
Calorifiers.	Annual Inspection and visual check.	Annually.				Water RA.	L8 ACoP for Legionella (HSE).
Premises							
Equipment.	What?	When?	Who?	Report Location.	Comment/Action.	Operating Instructions?	WSE (Written Scheme of Examination?)
Suspended Plaster Ceilings.	Periodic Thorough Examination.	RA by competent surveyor.				N/A.	ABTT Guidance Note 20.
Lifts, Escalators, Flying Equipment, Winches, Hoists, Chandeliers etc.	Periodic Thorough Examination.	6/12 Monthly (Any equipment that lifts people requires inspection and certification every 6 months.				Manufacturer's Instructions.	LOLER Schedule 1.