

CODE OF CONDUCT **FOR GET-INS, FIT-UPS AND GET-OUTS (DRAFT)**

This code of conduct has been agreed jointly by TMA and BECTU and is intended to set minimum standards to ensure safety for ALL get-ins and get-outs. Additionally, where appropriate, it suggests best practice which should be adopted wherever practicable.

PART A – STAFFING

1. Staffing

The touring and resident managers will provide sufficient competent, trained staff for the safe getting-in, fitting-up and getting-out of each production.

2. Touring Company – Loading / Unloading Supervisor

It is incumbent on the touring manager to appoint a competent person to supervise the unloading / loading of wagons. This person should be easily identifiable, for example by wearing a distinctive high visibility jacket. Ideally this will not be the driver of the wagon, though this is acceptable when, and only when, there is only one wagon.

Nothing must be loaded onto, or unloaded from, a wagon unless the competent supervisor appointed by the touring manager is present. The loading and unloading of the wagon must be under his/her control.

3. Resident Company – Loading / Unloading Supervisor

It is incumbent on the resident manager to appoint a competent person of equal rank to the touring company Loading / Unloading Supervisor, to supervise the staff unloading / loading wagons. This person should be easily identifiable, for example by wearing a distinctive high visibility jacket.

Nothing must be loaded onto, or unloaded from, a wagon unless the competent supervisor appointed by the resident manager is present. The staff loading and unloading the wagon must be under his/her control.

4. Working Hours / Breaks

It is recognised that the usual patterns of work dictate that long hours will often be worked by resident and touring company staff employed in the getting-in, fitting-up and getting-out of productions. It is further recognised that in order to complete the work, breaks have tended to be eroded. However, the safety of staff must never be compromised and wherever practicable a break of 11 hours should be given in any 24 hour period, in accordance with the Working Time Regulations (WTR).

As an absolute minimum a break of 8 hours must be given for each member of staff in any 24 hour period, and compensatory rest given to comply with the WTR. This applies equally to resident and touring staff, and to anyone else involved, including drivers.

It is never acceptable for compensatory rest to be paid to full-time members of staff instead of giving an actual break.

Where it is occasionally necessary to work through other breaks the resident and touring managers' supervisors will ensure that safety is not compromised.

5. Drugs and Alcohol

TMA and BECTU apply a zero tolerance approach to the misuse of alcohol and drugs.

No member of staff employed in safety-critical areas is permitted to be under the influence of alcohol or drugs (whether prescription or otherwise) whilst at work. This includes ALL staff involved in the getting-in, fitting-up and getting-out of productions employed by both the resident and touring managers. For the avoidance of doubt, no alcohol should be consumed within eight hours of starting work, and none permitted until after the final shift is finished.

Any member of staff in safety-critical areas smelling of alcohol, or reasonably believed to have consumed alcohol within eight hours of starting work, or anyone whose actions are impaired by drugs, will be sent home and, where appropriate, disciplinary action will be considered.

6. Personal Protective Equipment (PPE)

It is inevitable that the requirement to wear PPE adopted by the resident manager will occasionally differ from that adopted by the touring manager. This potentially creates a tension between the two sets of staff. It is incumbent on the touring manager to ensure that all members of his / her staff comply with the standards adopted by the resident manager. The resident manager's rules will apply.

Personal Protective Equipment suitable for the task in hand will be worn by all staff. It is the responsibility of the resident manager to set the standard for the use of PPE in his / her venue, and the touring manager's staff to comply with that standard. At the very minimum, steel toed boots, gloves, hard hats and high visibility jackets will be worn by everyone involved in the getting-in and out of productions, where deemed appropriate by the resident manager.

7. Training

The standard and extent of training varies from venue to venue and touring company to touring company.

As a minimum, all staff employed by the touring and resident managers on a get-in, fit-up and/or get-out will have had an industry standard induction course which will include:

- **manual handling (theatre specific);**
- **working at heights;**
- **flying;**
- **theatrical terms;**
- **use of knots;**
- **use of PPE;**
- **drugs and alcohol policy;**
- **H&S policy and guides to safe working;**
- **risk assessments;**
- **working hours and the Working Time Regulations;**
- **working with electricity;**
- **COSHH;**
- **Noise Regulations;**
- **BECTU/TMA Agreement.**

Staff who have completed the induction course will be issued a card by BECTU confirming they have completed the course.

PART B – LOADING / UNLOADING

1. Loading Plan

Each wagon should have a loading plan / method statement which has been signed off by a responsible representative of the touring manager. This plan and statement, accompanied by a risk assessment for the load, should ideally be sent to the resident manager prior to the production arriving at the venue. A sample Loading Plan is attached.

The loading plan / method statement / risk assessment will be available to, and read by, the resident Loading / Unloading Supervisor before any unloading or loading takes place.

2. Access / Egress

The resident manager will ensure that there is adequate access for vehicles, and that there is sufficient lighting for safe loading and unloading.

3. Ramps / Tail lifts

The resident and touring managers will ensure that ramps and vehicle tail lifts are working and operated correctly.

4. Lifting Machinery

The resident and touring managers will ensure that any lifting machinery is working and operated correctly, and that operators are properly trained, and where appropriate, have the necessary licences.

5. Working Weights

It is recognised that many items on tour will be of irregular shape and that the weight of an object may not immediately be apparent. It is imperative that anyone lifting that object knows the rough weight, how many people are needed to lift it, and where the optimum lifting points are. Touring and resident managers are encouraged to get weighing facilities if they do not already have them.

Each item which needs more than one person to lift it will be clearly marked either with the approximate weight, or the optimum number of people who are needed to lift it or, preferably, both. Where an object needs to be lifted in a certain way, or is likely to be dangerous, this will be clearly set out in the loading method statement.

6. Packing of Boxes, Skips and Flight Cases

It is recognised that some items are packed in advance of loading by personnel not directly involved in the process. It is likely that different items may be packed in a box or skip each time, so that weights may change. It is also possible that untrained staff may pack items unsafely, resulting in top heavy or unbalanced loads.

Staff not directly involved in the loading / unloading who pack items for transit will be given suitable training to ensure that boxes, skips and flight cases are not over-filled, top heavy or unbalanced.

7. Working at Height – Unloading / Loading Wagon

When inside a wagon members of staff are covered by Working at Height legislation.

Staff who need to work inside a wagon during the get-in or get-out will have received appropriate working at height training.

8. Working at Height – Working on Stage

It may not be generally understood that working near the front of the stage, where there is a potential to fall into or drop something into the auditorium or pit is covered by working at height legislation. In ideal circumstances a load bearing pit net will be deployed when staff are working close to the edge of the stage.

As a minimum during get-ins, fit-ups and get-outs, a highly visible marker, such as a yellow chain, will be hung across the stage front. In addition, a non-load bearing net suitable for their own pit, will be provided and deployed by each resident manager where people are working both on stage and in the pit.

9. Stacking Techniques

Where there are several pieces of a similar shape and size, for example 8 x 4 flooring sheets, ideally they should be stored in purpose built wheeled racking.

As a minimum such sheets should be toed out and tied off every 10 sheets in the wagon. If it is not practicable to toe out, they should be tied off every 5 sheets.

PART C – REPORTING

1. Dangerous Occurrences / Problems/ Incidents

A system must be in place to ensure that a dangerous occurrence is not repeated in each venue on the tour. Each resident manager must not approach the get-in afresh without the benefit of knowing of previous problems / incidents.

An incident book will be toured with every touring production, (in the same way that each venue will have an accident book), to be kept by the touring company loading / unloading supervisor. Any dangerous occurrences, problems or incidents will be entered in this book and signed off by both the touring and resident supervisor. The resident and touring managers will ensure that these records are kept up to date and reviewed before the start of any get-in. In the case of any serious occurrence, the resident supervisor will undertake to email or phone ahead to the next venue on the tour, so that the following venue can be prepared.

2. Get-in / Get-out Health and Safety Check Sheet

The Get-in / Get-out Health and Safety Check Sheet (attached) will be completed for each production in each venue. A copy will be retained by both the resident and the touring managers' representatives. This is to ensure compliance with this code of practice. In cases where there is significant non-compliance, a copy of the check sheet will be sent to the Resident and Touring Managers **for their personal attention.**

If the resident manager and touring manager disagree, they should each complete a Check sheet and send copies to the Resident and Touring Managers **for their personal attention.**

Get in/ Get out Health & Safety Check Sheet

TMA / BECTU Agreement: Data collection and transfer of Health & Safety information for touring productions to ensure compliance with the TMA / BECTU Code of Conduct for Get-ins, Fit-ups and Get-outs.

Theatre	
Show	
Resident Manager's Supervisor:	
Touring Manager's Supervisor:	
Date(s)	

:

Staffing	Comments / details	Complied with Code
How many resident staff were called?		YES / NO
How many resident staff were provided?		YES / NO
How many touring staff were provided?		YES / NO
How many hours were worked by resident stage staff?		YES / NO
How many hours were worked by resident LX staff?		YES / NO
How many hours were worked by other resident staff?		YES / NO
How many hours were worked by touring staff?		YES / NO

Staffing	Comments / details	Complied with Code
How many hours overnight break were given to resident stage staff?		YES / NO
How many hours overnight break were given to resident LX staff?		YES / NO
How many hours overnight break were given to touring staff?		YES / NO
Were there any eroded or missed meal breaks for touring or resident staff?		YES / NO
Were there any concerns over the competence of resident staff?		YES / NO
Were there any concerns over the competence of touring staff?		YES / NO
Were resident staff properly trained?		YES / NO
Were touring staff properly trained?		YES / NO
Were there any concerns about drugs and alcohol with resident staff?		YES / NO
Were there any concerns about drugs and alcohol with touring staff?		YES / NO
Was there any non-compliance with resident manager's PPE policy?		YES / NO

Loading / Unloading	Comments / details	Complied with Code
Was a loading plan / method statement provided?		YES / NO
Was the loading plan / method statement fit for purpose?		YES / NO
Were the vehicle(s) loaded according to the plan?		YES / NO
Was the touring loading officer conversant with loading plan?		YES / NO
Was there a risk assessment for the load(s)?		YES / NO
Were there any specific loading or unloading instructions?		YES / NO
Was the vehicle load safe and secure?		YES / NO
Were all items safely stacked?		YES / NO
Was there safe access to / egress from the vehicle(s)?		YES / NO
Was the access / egress appropriately lit?		YES / NO
Was the inside of vehicles appropriately lit?		YES / NO

Loading / Unloading	Comments / details	Complied with Code
Were any ramps and tail lifts working correctly?		YES / NO
Were any ramps and tail lifts operated correctly?		YES / NO
Was any lifting machinery (forklifts, pump forks etc) working correctly?		YES / NO
Was any lifting machinery operated correctly?		YES / NO
Did the operators of any lifting machinery have appropriate licences?		YES / NO
Were all items marked with their weight?		YES / NO
Were all items marked with details of how many people were needed to lift it?		YES / NO
Were boxes, skips and flight cases properly packed?		YES / NO
Was the front of stage marked by a rope or chain?		YES / NO
Did the resident manager have a pit net?		YES / NO
Did the resident manager deploy a pit net?		YES / NO

Reporting	Comments / details	Complied with Code
Was the touring incident book made available to the resident supervisor before the get-in commenced?		YES / NO
Were there any accidents? (Please give details)		YES / NO
Were there any near misses? (Please give details)		YES / NO

Other comments – resident supervisor

Signed:

Other comments – touring supervisor

Signed: