|  |  |  |  |
| --- | --- | --- | --- |
| PAT Testing | Talk to artists and ensure in an email |  |  |
| Cable ties, gaffa tape etc. | Festival pack | HPSS | X |
| First aid trained personsInclude defibrillators? | Louise St John’s ambulance |  |  |
| CCTV @ Sentamu | Check with James |  | X |
| ESMP | CT WRITE |  | X |
| Signage | Laminator in the office!Lisa Mayes for branding details |  | X |
| Waste units @ Sentamu | Check with James |  | X |
| Meet up Point @ Sentamu, Hymers, North Point, Sirius,  | Find out how |  |  |
| Check all TENs for details | Sentamu, North Point, Hymers,  | Before Jan 5th ? |  |
| Evidence of training: e.g. manual handling / working at height | HPSS |  | X |
| CCTV @ Hymers | Check with Craig |  |  |
| Waste units @ Hymers | Check with Holly |  |  |
| Security @ North Point | Confirm with North Point in email security duties |  |  |
| Fire Extinguishers @ North Point | HPSS |  |  |
| Evacuation plans | ALL |  |  |
| Check Evacuation plans with venue partners | ALL |  |  |
| PPE | HPSS |  |  |
| Decibel Reader | HPSS |  |  |
| JOAN Seating plan | Draw up | 2 weeks prior to event |  |
| Front of House briefings | Who does them? Include being on the stairs @ Sentamu |  |  |
| Crew briefings:Include smoking areas- check with venuesInclude locations of fire exits | Write them |  |  |
| Lift access @ Sentamu for equipment | Check with James |  | X |
| Cordoning areas off from public @ North Point | HPSS  |  |  |
| Cleaner @ North Point | Ensure in email with Louise |  | X |
| Businesses @ North Point | Ensure in email with Louise |  | X |
| Fire Alarms @ Sentamu, KINGSWOOD, | Notify again  | 2 weeks prior to event |  |
| Artist Briefings  | Write them |  |  |
| School lockdowns  | Ask academies and ensure in an email |  |  |
| Mr B Seating plan | Draw up | 2 weeks prior to event |  |
| Risk Assessments from all artists | Email | Before January 5th |  |
| Risk Assessments from HPSS | Email | Before January 5th |  |
| Waste Units @ Sirius | Email  | Before January 5th |  |
| Security @ Sirius | Hire | Before January 5th |  |
| Will Freedom Centre be open on Sat 25th? | Email Tony | 9th December | X YES |
| Waste Units @ Freedom | Email Tony | 9th December | X |
| Security @ Freedom | Email Tony and ensure |  | X |
| Robertson Dan and Jason available for festival dates | Email Ben | End of Dec |  |
| Monitoring of dressing room | Email Sentamu and Kingswood | 1 week prior |  |
| Mojo Barriers @ Freedom | Ask Tony |  | X |
| Mojo Barriers @ Sirius | Quotes |  | X |
| Mojo Barriers @ North Point | Quotes |  | X |
| Accident Book for reporting |  |  |  |
| Speedy Get-in @ North Point | Add into Risk Assessment |  |  |
| Volunteers @ North Point Get-In | Distract public from crew |  |  |
| Fireproofing company props and set | YES |  |  |
| The venue’s responsible manager.A) Nominated Venue Manager (representative from venue partner)B) Hull 2017 representative? F.O.H Manager? | F.O.H Manager |  | X |
| Registers for crew to sign-in / out template | Bring up in Von Tech also for template to be reused? | 21st Dec |  |
| Box Office QR Codes  | To account for audience members in evacuation |  | X |
| Designated staff area | In all venues |  |  |
| Radios or phones? | Do we budget for radios or just use our phones?  |  |  |
| Print Report Forms | For Front of House Managers in each venue |  |  |
| Who from 2017 to be with 1 crew and artists (e.g. Mr B) |  |  |  |
| Volunteer Rota |  |  |  |

|  |  |
| --- | --- |
|  | Confirm with Chris |
|  | Ensure in an email with venue managers |
|  | Ask venue managers |
|  | HPSS |
|  | Robertson |
|  | Artists |
|  | BTO Team measures to be budgeted |
|  | ME WRITE. |