**EVENT SAFETY**

**MANAGEMENT PLAN**

**Flood, Part Two: Abundance**

**Prepared by Slung Low**

DOCUMENT CONTROL

THIS DOCUMENT IS LIVE AND SUBJECT TO REVISION.

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**Section 1 - Overview**

**1.0 Event Overview**

Flood, Part Two: Abundance is an outdoor theatre production which will be performed on a series of floating platforms and boats in the Victoria Dock half tide basin. An audience of 600 will watch the 70-minute performance each night from dry land, listening to the action through headphones. The event is produced by Slung Low and Hull UK City of Culture 2017.

**Key Dates**

Get in on site Monday 6th March 2017

Tech & Fit Up Monday 6th March to Sunday 19th March 2017

Tech rehearsals Monday 20th March to Monday 10th April 2017

Performances Tuesday 11th April to Saturday 15th April 2017

Get out Monday 17th April to Tuesday 18th April 2017

Slung Low is an award-winning new work company based in south Leeds which specialises in making adventures for audiences outside of conventional theatre spaces. Since its creation in 2000, Slung Low has created ground-breaking work with such organisations as The RSC, Sheffield Theatres, The Barbican, The Lowry, Liverpool Everyman Theatre, Singapore Festival and I Love West Leeds Festival. Recent work includes *Camelot: The Shining City*, an epic outdoor adventure for the city of Sheffield and *The White Whale*, a new version of Melville’s Moby Dick performed on the Leeds Liverpool canal.

**1.1 Contacts**

**Slung Low**

Joanna Resnick Producer 07525 832774 joanna@slunglow.org

Alan Lane Director 07718 644296 alan@slunglow.org

**Event Safety Advisory Group (ESAG)**

Details to follow

**1.2 Licensing**

Premises License information to be provided by Hull 2017

**2.0 Safety Policy Statement**

The methodology and operational outline contained in this document has been developed over many years using the experience of similar outdoor events on which Slung Low has led and with guidance from others who have produced outdoor events of a similar scale and nature.

This Event Management Plan describes the methods and plans for the event scheduled for the period 6th March to 18th April 2017 including set up and on-site rehearsals, performances and get-out. The Event Manangement Plan is an operational guide and should be regarded as the event method statement. The manual also contains the overall risk assessment for the event. This is a working document and will be constantly updated throughout the planning process.

This document is provided as a supplement to the requirements placed in individuals and organisations by current Health and Safety legislation and contractual agreements. Compliance with this document should therefore not be regarded as fulfilling all the relevant statutory obligations pertinent to a particular individual or organisation, which remains their own responsibility.

In keeping with its overall objectives and in accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, Slung Low will take all reasonably practicable steps to ensure the health, safety and welfare of its employees, sub-contractors and audience. We also recognise the effect our work may have on visitors to the site, and members of the public – either attending the event or passing through the site – and local residents and businesses within the vicinity.

It is therefore our policy to ensure that everyone who works on, or is involved with Flood Part Two Abundance is able to do so in a safe and healthy environment and that any risks related to work activities are reduced as far as possible. This statement sets out the arrangements we have made in order to achieve this safe environment.

The Event Managers as described in this document refer jointly to Alan Lane and Joanna Resnick (Slung Low) who are both IOSH *Managing Safely* certified.

**2.1 Appointed Persons**

The following persons have been appointed as responsible for Health and Safety for this event:

Alan Lane & Joanna Resnick

**Section 2 – Contractors and Personnel**

**3.0 Legislative Duties**

All personnel and contractors undertake that during any works, they will comply with and will ensure that its employees and sub-contractors comply with all relevant safety, health and environmental legislation. At all times all personnel and contractors must take into consideration:

**The Health and Safety at Work Act 1974**

2(1) “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”

3(1) “It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.”

3(2) “It shall be the duty of every self-employed person to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety.”

7 “It shall be the duty of every employee while at work—

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

**The Management of Health and Safety at Work Regulations 1999**

**3.**(1) “Every employer shall make a suitable and sufficient assessment of—

(a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

(2) Every self-employed person shall make a suitable and sufficient assessment of—

(a) the risks to his own health and safety to which he is exposed whilst he is at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.”

**4.0 Responsibilities of Contractors**

All work activities must be undertaken as per contractors risk assessment and carried out as per method statements, any work carried out that is deemed to be unsafe or unsatisfactory by a person responsible will be terminated immediately.

Contractors must:

* Provide a safe place of work and safe methods of carrying out the work
* Ensure that employees are competent and have the required knowledge and experience to carry out the work
* Ensure that adequate training and supervision for all staff is provided, where this is found necessary
* Ensure that all plant, equipment and tools are of the correct standard and type and are in good working order

**4.1 Accident and Near Miss Reporting and Investigation**

All accidents, incidents and near misses must be reported without delay to a person responsible. An accident book will be available at all times. The person responsible will report incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

**4.2 Materials**

All floor coverings, furniture, furnishings, scenery, props and drapes brought onto site must comply with the relevant standards.

**4.3 Personal Protective Equipment**

The contractor shall provide, maintain and ensure the correct use of personal protective equipment (PPE) relevant to their task(s) where its use is required by legislation or identified in a risk assessment and/or method statement.

**4.4 Segregation**

Contractors shall ensure that their equipment and material is segregated from others, is not left unattended and that clear access is maintained at all times.

**4.5 Risk Assessment**

Contractors must provide written risk assessments of all potentially hazardous operations carried out by them. The risk assessments shall not be just generic but must contain elements specifically relating to this event.

**4.6 Compliance**

Contractors shall comply with any health and safety and other accompanying documentation or instruction issued by a person responsible, together with their own written procedures. Failure to do so may result in a person responsible requiring the immediate removal of the company or individual involved from site, at no cost to the client.

**5.0 Accesses and Egress**

General public will be permitted access to the public walkways around the half tide basin site at all times but restrictions will be applied to the slipway and other specific areas where loading/unloading or construction is underway. This will be carried out in a phased system to maintain the access as near normal as possible. Stage management will ensure that on daily completion of work all practicable measures are taken to prevent unauthorised or inadvertent access to the non-public areas of the site and exposure to site hazards.

Deliveries, loading/unloading activities will be closely monitored as to minimise any disruption to traffic and pedestrians in the area. Vans and trucks will be loaded/unloaded at specified times. Contractors requiring vehicular access will be instructed in advance of when they can access the site and where to park their vehicles and will await permission to access the site, which will be granted by the Event Managers. When onsite, vehicle movement will be restricted to walking pace and hazard lights must be used at all times. Contractors will be advised where to off-load (and load) equipment and as soon as they are empty all vehicles must be removed to park where arranged.

**6.0 Fire safety**

All contractors and personnel will be shown the location of fire evacuation routes, muster point and fire-fighting equipment prior to any work commencing.

No hot works to be carried out without a permit.

If you do discover a fire, raise the alarm immediately.

Only attempt to fight a fire of doing so does not put you at personal risk.

On hearing the alarm stop work immediately and proceed to the muster point, do not stop to collect personal belongings.

The Event Managers (or other appointed person in their absence) will be responsible for evacuating the site and calling the emergency services if necessary.

**7.0 Medical Plan**

A qualified, designated first aider will be on duty whenever work is being carried out on site. All injuries or accidents on site, however minor, must be recorded in the accident book which will be located in the Site Production Office. The Event Managers will be responsible for reporting directly to the Heath & Safety Executive as necessary under the Reporting of Injuries, Diseases and Dangerous Occurances Regulations (RIDDOR) 2013.

First aid kits will be stored in the following locations:

- Production Kitchen and Green Room (84 South Bridge Road)

- Site Production Office, Airstream caravan, parked on the edge of half tide basin

An appointed person will be responsible for checking the First Aid kits regularly and restocking as necessary.

*The closest public Automated External Defibrillator (AED) with 24hr access is Prospect Shopping Centre, Brook Street, Kingston-upon-Hull, HU2 8PP (10min cycle / 30min walk)*

**8.0 General Site Conditions**

**8.1 Venue – Special Considerations**

**Working on/near water**

All staff and contractors will receive water safety briefing prior to working on or near water. Staff working on the water must wear properly fitting buoyancy aids, suitable footwear and outdoor waterproof clothing. Staff are required to work in groups/pairs and to be vigilant of each other.

A Safety Boat crewed by two designated staff will remain on standby whenever crew are working on or in close proximity to the water. At least one member of the Safety Boat crew will be RYA Safety Boat qualified.

**8.2 Smoking**

Smoking is only permitted outside in designated areas.

**8.3 Alcohol and drugs**

All personnel and contractors are not permitted to consume alcohol prior to or during work sessions. Any person who is believed by a person responsible to be intoxicated through the consumption of alcohol or use of recreational drugs will be considered to be unable to carry out their duties safely and will be required to leave site.

**8.4 Venue Facilities**

A ground floor flat on Victoria Dock (84 South Bridge Road) will serve as a Production Kitchen and Green Room for the company and contractors with toilet and shower facilities, refreshments and a centrally-heated living room with comfortable seating.

Additional kitchen, toilet, rehearsal room and storage facilities are available at the Victoria Dock Village Hall – to confirm details and times of access.

**8.5 Working at Height**

When it is necessary to work at height precautions must be taken to prevent a fall.

* Where scaffolding is used, it must be provided and erected by competent, trained person(s) and must comply with all current regulations.
* Where working platforms are used handrails and toe boards must be used.
* When working at height, care must be taken to ensure that nothing can fall onto persons below.
* Where a risk assessment of method statement has identified the need for the use of a harness, it should be a full body harness attached to the correct fall arresters and/or work positioning lanyards. Body harnesses must be manufactured in accordance with BS5750, comply with EN361 and carry a CE mark.
* Before any work at height is undertaken a full and sufficient rescue plan must be in place.
* When working at height, all tools must be attached to a person or structure by a suitable lanyard.

**8.6 Manual Handling**

Like all other legislation enacted in 1992 the Manual Handling Regulations are risk assessment based. To that end contractors and personnel shall:

* Identify any manual handling operations where there is a risk of injury to staff.
* Identify and implement any reasonably practicable means of avoiding the operation.
* Where the operation cannot be avoided the contractor will identify any measure that can be taken to control the risks.
* Carry out a task specific risk assessment, which will be recorded and be kept under review and revised as necessary.

**8.7 Lifting Operations**

* Lifting operations shall be planned and supervised by a competent person and carried out in a safe manner.
* Lifting equipment should be inspected and maintained in accordance with the relevant guidelines and legislation (Lifting Operations and Lifting Equipment regulations 1998) and the required documentation should be available onsite to support such maintenance and inspection.
* All lifting equipment, including, but not limited to, wire ropes, winches, chain hoists, shackles, spansets, ropes, slings etc. shall be suitable for their purpose.

**8.8 Ladders**

Should the work to be carried out identify ladders as the most suitable means of access, the following will apply:

* Where ladders are used, they must be selected and used with due consideration to the HSE publication INDG402 (Safe Use of Ladders and Stepladders).
* The ladder(s) should be in good condition and fit for purpose.
* The ladder(s) should be correctly positioned to prevent over stretching and be secure to prevent slipping.

**8.9 Fatigue**

An increased risk of accidents occurs if personnel are allowed to work for long periods of time with insufficient rest periods so that mental or physical fatigue becomes an issue. Mental fatigue can result in errors of judgment leading to accidents. Risk assessments are required to take into account the possibility of fatigue, especially when employees are operating machinery.

**8.10 Electricity**

* All electrical installations shall comply with the requirements of the Electricity at Work regulations 1989.
* Each contractor shall ensure, as part of their own ongoing inspection and maintenance procedures, that they regularly inspect all portable electrical equipment to be used onsite. Visual inspections should be carried out prior to use and any defects should remedied prior to use or the equipment withdrawn from use.
* All portable electrical equipment brought onto site shall have a suitable and sufficient test certification (PAT or similar).

**8.11 Equipment Suspended at Height**

All equipment suspended at height shall be fitted with a suitable and sufficient secondary means of suspension.

**8.12 PPE**

When identified as necessary by a Risk Assessment or Method Statement appropriate Personal Protective Equipment shall be worn.

**8.13 Waste Management**

**Full waste management plan to follow**

No industrial rubbish will be left on site. All contractors are instructed to remove any debris or rubbish and to keep all work areas clean and tidy. Sites will be checked by the Stage Managers before leaving each day.

The flat on Victoria Dock (84 South Bridge Road) which will serve as a Production Kitchen and Green Room for the company and contractors has access to a shared residents-only waste and recycling store for domestic waste only. This is collected on a regular basis by Hull City Council. Residents are entitled to apply for up to 12 free commercial vehicle permits for domestic waste per year - to apply once we receive the keys to the flat via Hull City Council - 01482 300 300

**9.0 Contractors Risk Assessments and Method Statements**

Full Risk Assessments and Method Statements to follow.

Expected to include but not limited to:

* Set Installation, Flotation & Sinking Mechanism, RAMS – to be prepared by Slung Low – due mid/late Feb
* Audience Viewing Platform installation RAMS – to be prepared by external contractor TBC – due mid/late Feb
* Power Distribution RAMS and cabling diagram – to be prepared by Slung Low - due mid/late Feb
* Lighting Plan & RAMS – to be prepared by Slung Low Chief LX – due mid/late Feb
* Sound RAMS - to be prepared by Slung Low Head of Sound- due mid/late Feb
* Theatrical Pyrotechnic Effects RAMS– to be prepared by External Combustion – due early March
* Water Effects RAMS – to be prepared by Slung Low – due mid/late Feb
* Fight choreography plot & RAMS – to be prepared by Fight Director -due mid/late March

**10.0 Schedule**

Full schedule to follow

**Key Dates**

Get in on site Monday 6th March 2017

Tech & Fit Up Monday 6th March to Sunday 19th March 2017

Tech rehearsals Monday 20th March to Monday 10th April 2017

Performances Tuesday 11th March to Saturday 15th April 2017

Get out Monday 17th April to Tuesday 18th April 2017

***NB: subject to change***

**11.0 Risk Assessments**

**Risk Management and Risk Assessment**

This section aims to categorise the varying risks affecting the safe and smooth running of the event, both general and more site specific and to explain the control measures and planning that is being put into reducing the risks to the minimum acceptable in each case.

For the first, more general section, we look at risks posed by more general hazards that will affect all areas of the operation. The second section looks at risks in particular areas, during particular activities and identifies measures to reduce these risks. These Risk Assessments are written in table format and in most cases should illustrate (numerically) the reduction in risk that we believe is gained by incorporating the control measures into the project as a whole.

Risk assessment will continue through the planning and building stages of the event and will be a significant part of daily checks and briefings during the event. Any significant changes to the risks experienced or expected will be noted and included in the post-event draft of this document for any de-brief.

**Identification of ‘General’ Risks**

a) Holding the event

In planning to hold this event the event management team have used their knowledge and experience of similar events to ensure high quality control levels. The management team will go to great lengths to detail, as closely as possible, work schedules and entertainment schedules and their relationship to time, place and the person or organisation responsible for particular tasks. This document aims to demonstrate, through adaptation of the operational plans provided for each area, the direct relationships between the operational plans, the risk assessments and the control measures used.

This document can then be seen as the method statement for the whole event.

b) Competence

All those involved with the planning of this event are recognised as competent within their field.  Their credentials and experience will be checked and scrutinised by the Event Managers as part of the event control measures. Contractors will provide Event Management with Risk Assessments and Method Statements as necessary prior to the event, which are included in this document.

Contractors are deemed to be competent by demonstrating their knowledge of their particular specialism; by their experience of similar events; by their practical ability in their particular field and by their record of relevant training. All contractors will be responsible for their staff and ensure their staff will be given, or shall be deemed to have received previously, relevant training by the contractor to give them the necessary competence to perform the tasks they are being asked to complete

c) Control

The company has planned the event thoroughly and will use the outcomes of team meetings and site visits to determine a hierarchy of control and a set of documents relating to the control of the event as a whole. The control documents and the risk assessments will set out the responsibilities of those involved and will be accepted by all involved. Regular checks of control measures will be carried out by the Event Managers and Production Head of Departments, where appropriate, during the site build, the event and, where necessary, during the clearance of the site.

d) Co-operation

The Event Managers will liaise with Local Council Departments, Licence issuers, Police, Fire Brigade and contractors in planning the event. Site meetings will be held and a consensus reached on the various aspects of risk management and access control. Risk Assessments will be produced with the co-operation of all parties. Other agencies will be brought into this cooperative exchange of information as deemed necessary.

e) Communication

Effective communication is seen as the key to controlling the risks and ensuring safe, professional operation of the event.

Communication currently takes four forms:

• Communication between the management team (and the disseminating of knowledge throughout the safety chain) by way of meetings, e-mails, telephone conversations, site meetings, plans and other documents regularly reviewed and agreed.

• Communication with the public in advance of the event will mainly be by email. For local businesses and residents, notices will be hand delivered informing them of our activities.

• Communication during the event running period between staff will be face to face and using mobile telephones during this period and set-up / strike periods as necessary.

• Communication with the public at the site will be via signage and flyers and front of house staff (to whom information is disseminated through daily briefings).

f) Site Induction

The Producer, Director or Associate Producer will hold a site induction and safety briefing for all major contractors as they arrive on site. This will be an appropriately detailed look at risk management for the event as well as a final check on schedules and equipment. They will be available to give site safety inductions to any staff or contractors expecting to work on the site.

Either the Producer, Director or Associate Producer will be on hand at all times to provide assistance and advice and to ensure all control measures noted here are carried out where practicable.

The induction should involve:

Welcome; Event Overview; Who’s Who; Schedule; The Site; Vehicle Access; Welfare; Accidents/Incidents; Personal Behaviour; Health & Safety; Communication; Fire (this is not an exhaustive list)

g) Event Health & Safety Checks / Event Diary

The Event Manager and Production Head of Departments will be responsible for carrying out safety checks around the site and keeping on top of contractor, staff and artist activities. Any significant actions and issues arising on site and their resolution will be logged in the incident report book located in the Production Office.

h) Operational Control of the Event

The Event Manager will be in operational control of the event. The Event Manager and/or Stage Managers will be on site at all times during rehearsals and performances.

An incident book will be kept in the Production Office to make note of any significant happenings, actions or queries to act as a reminder and a record of actions taken by the site management team at the event.

i) Contractor Access/Behaviour

Contractors requiring vehicular access will be instructed in advance of when they can access the site and where to park their vehicles and will await permission to access the site, which will be granted by the Event Managers. When onsite, vehicle movement will be restricted to walking pace and hazard lights must be used at all times.

Contractors will be advised where to off-load (and load) equipment and as soon as they are empty all vehicles must be removed to park where arranged.

All contractors will be expected to provide suitable and sufficient Personal Protective Equipment (PPE) as required by their own risk assessments. Although standard of dress is not an issue during build-up and get-out, bare chests and offensive logos will not be tolerated.

Any contractor or staff member suspected of being under the affects of alcohol or drugs will be asked to leave the site. Any worker on prescription drugs that may affect their work performance should advise a member of event management.

j) Manual Handling

All staff and contractors working on this event should be aware of the high risk of accidents in work where manual handling is used. Where possible manual handling should be avoided or reduced as much as possible. So far as is reasonably practicable, large loads will be broken into component parts, mechanical aids will be provided, and equipment should be delivered in boxes and cases that are on wheels. All staff and contractors should be encouraged to use mechanical aids (sack-barrows/trolleys/etc) when moving equipment around the site. Contractors should produce Risk Assessments where they feel that Manual Handling is unavoidable.

All involved in Manual Handling may wish to use the T.I.L.E (or L.I.T.E) method of Risk Assessment which looks at the Task, the Individual, The Load and the Environment; this ensures all aspects of the task are looked at in detail and that the task and individual are well matched.

Where manual handling is the only course of action, the event management team will call on additional staff to assist as needed. There will be a pool of staff available on site. Any contractors with manual handling problems should discuss them with the event management team.

k) Working at Height

All work at height by contractors will be kept to a minimum and monitored by the Event Manager and/or Production Head of Departments, with dynamic risk assessment carried out prior to work taking place. Anyone working from a ladder should only do so for as short a period as possible and be aware of the dangers. All ladder work should involve an additional person to foot the ladder and, where practicable, tying-off the head of the ladder. Moving ladders around the site should be undertaken with great care and be a job for at least 2 persons if the ladder is 10 rungs or more.

Contractors with more complex rigging or working at height issues should provide the Event Manager with a separate and specific risk assessment and plan.

l) Electrical Safety

The Heads of Lighting and Sound will ensure that anyone supplying electrical equipment to the event understands the requirement for PAT test evidence. This will be backed up on site by visual checks of electrical equipment. Equipment showing evidence of damage, poor repair or no PAT test may be removed from service.

Electrical equipment used within 1m of water surfaces will be secured using bonds or chains. There will be full RCD protection of power supplies onsite.

m) Lighting

None of the lighting included in the event is expected to create additional hazards. Where hazards are perceived, the structures and equipment will be isolated from the public. All lighting circuits in public areas will be protected by RCDs as noted in the electrical safety section. The Head of Lighting will provide associated method statements and risk assessments which will be supplied as part of this event document.

Issues that arise that have not been identified within the planning process will be reviewed and any necessary action recorded.

Flood Part Two ABUNDANCE - Risk Assessment

Produced by: Joanna Resnick

Date: 21 November 2016

| Severity Index | | |  | Likelihood Index | | |  | Risk Rating Matrix | | | | |  | Residual rating | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  | Catastrophic | Serious | Significant | Minor | Insignificant |  |  |
| Catastrophic | Fatality, major injury, fire or loss of property | 5 |  | Certain | Harm is certain or near certain | 5 |  | Certain | 25 | 20 | 15 | 10 | 5 | 6 or less | Risks adequately controlled - no further actions required |
| Serious | Over 3 day injury, long term damage to health, serious property damage | 4 |  | Likely | Harm will occur frequently  (3/4 times per year) | 4 |  | Likely | 20 | 16 | 12 | 8 | 4 | 6 - 12 | Major accident possible - further control measures required |
| Significant | Hospital treatment likely, some significant property damage | 3 |  | Possible | Harm may occur  (1/2 times per year) | 3 |  | Possible | 15 | 12 | 9 | 6 | 3 | Above12 | Control measures ineffective, possibility of major accident high, immediate further action required, possibly suspend work |
| Minor | Slight injury, minor property damage | 2 |  | Unlikely | Harm will seldom occur  (once every 2-3yrs) | 2 |  | Unlikely | 10 | 8 | 6 | 4 | 2 |  |  |
| Insignificant | No injury or damage | 1 |  | Improbable | Harm difficult to foresee  (less than once in 3yrs) | 1 |  | Improbable | 5 | 4 | 3 | 2 | 1 |

General elements

| Activity/Area | Hazards | Persons at risk | Severity | Likelihood | Rating | Precautions | Severity | Likelihood | Rating | Residual rating | Management Responsible |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General Site | Darkness leading to unseen hazards such as trips/slips | Staff  Public | 2 | 4 | 8 | The performance begins in the early evening and moves through dusk. There is ample existing public lighting across the site. A lighting test will take place to check show conditions. The audience are supervised by Front of House attendants at all times, all of whom carry torches and who will have been made aware of potential ground hazards on site. | 2 | 3 | 6 | 6 or Less | Slung Low |
| Unloading of stage, set and other equipment | Falling objects and other moving vehicles | Staff | 3 | 3 | 9 | Vans and trucks will be unloaded at a specified times.  Unloading will be supervised and where necessary a member of staff will direct the public to momentarily avoid unloading areas. Where possible, unloading will be carried out undercover/in dry conditions. High visibility vests and steel toe-capped boots to be worn whilst unloading. Ramps and wheels to be used wherever possible. Further risk assessments will be required for any object requiring more than 4 person lift. | 3 | 2 | 6 | 6 or less | Slung Low |
| Manual Handling | Injury due to incorrect handling | Staff | 3 | 3 | 9 | Staff to be briefed on correct manual handling techniques. Any heavy lifts to be completed by multiple crew. Hard hats and gloves to be worn as necessary. High visibility vests will be worn in public areas during fit up. Steel toe capped boots to be worn if risk of injury to feet. | 3 | 2 | 6 | 6 or less | Slung Low |
| Audience arriving/leaving | Risk of trips or falls | Staff  Public | 3 | 3 | 9 | The area is a well-maintained, well-lit public space managed by Hull City Council. The site will be staffed by a Front of House Team who will direct audiences to the headphone collection point. | 2 | 2 | 4 | 6 or less | Slung Low |
| Audience and company moving around site | Risk of trips & falls and moving vehicles | Staff  Public | 3 | 3 | 9 | The performance is relatively static, there is no need for the audience to run/rush anywhere. Audiences will be standing in one place throughout the performance, though they will have the ability to move gently within the viewing area to improve their sight line. Raised platforms will be used to improve sightlines and reduce the risk of people pushing to view the action. Audiences will be accompanied by stewards at all times. It is anticipated that the audience will stay together as a group. Any audience members that separate from the main group will be monitored and if necessary asked to rejoin the main audience and kept away from the slipway.  Slung Low have performed many headphone shows and are experienced about how both the technology works and how audiences use the technology. The audiences’ senses will not be confused.  Prior to beginning any activity, all cast and company will have carried out a site walk and been briefed on potential on-site hazards.  Performers and staff will be vigilant for trip hazards and will fix them where possible or make the public aware. | 3 | 2 | 6 | 6 or less | Slung Low |
| Medical emergency | Injuries and illness | Staff  Public | 5 | 3 | 15 | There will be multiple first aiders accompanying the audience throughout the show to deal with minor incidents. In the case of serious incident or pre-existing medical conditions the emergency services will be called. | 5 | 2 | 10 | 6-10  *There is always the risk of medical incidents e.g. heart attacks in large groups of people which is beyond our* control | Slung Low |
| Unruly behaviour | Violence, unruly  Behaviour, Vandalism | Staff  Public | 3 | 2 | 6 | Police will be briefed about the event and they will have a presence when necessary – we will continue to liaise with them as we progress through rehearsals.  All staff and stewards to be aware of site layout and the potential for a small proportion of the attendees to seek mischief. Proactive approach required in order to prevent incidents escalating.  As passers-by will not be able to hear the show, uncontrolled participation will be minimised. | 2 | 2 | 4 | 6 or less | Slung Low |
| Electrical Equipment and sound operation | Compromising general safety | Staff  Public | 4 | 3 | 12 | All equipment will be PAT tested. Equipment will only be operated by trained personnel. Appropriate Fire extinguishers to be located with electrical equipment. All outdoor power cable will be secured to the surface and will be IP44 weatherproofed. All outdoor equipment to be protected by RCB. Set elements used close to electricity to have major metal sections earthed. | 3 | 2 | 6 | 6 or less | Slung Low |
| Noise | Hearing damage | Staff  Public | 3 | 1 | 3 | Audience headsets have individual volume controls and are also capped at safe levels.  No outdoor PA system producing external sound so no noise issues for neighbours. | 2 | 1 | 2 | 6 or less | Slung Low |
| Welfare | Risk of discomfort due to lack of welfare facilities  Risk of fatigue | Staff  Public  Staff | 3  4 | 3  2 | 9  8 | Crew, cast and contractors will have access to toilet and shower facilities. Refreshments will be available in the a sheltered, centrally heated Green Room. Company meals will also be provided daily.  Audiences will have access to toilets in the Victoria Dock Village Hall. The performance is only expected to last 70 minutes so refreshments are not required but if required drinking water will be provided.  Staff to take regular breaks. Individuals to know their own limitations and not to carry out any activity that they are not comfortable or properly trained to do. | 3  4 | 2  1 | 6  4 | 6 or less  6 or less | Slung Low  Slung Low |
| Bad Weather | Equipment failure  Audience getting wet | Staff  Public | 3 | 3 | 9 | Any electrical equipment to be protected from weather by covers. Any cable runs to be IP44 weatherproof cabling.  Audience are aware they are attending an outdoor show and so should dress accordingly.  If the ground is wet, the audience to be advised on arrival to be extra vigilant against slipping. There is no need for any audience to move at anything other than a gentle pace.  We will check the Environment Agency website for flood forecasts (environment-agency.gov.uk)  Decision to cancel the show, if necessary, to be taken by the Director.  Any large set elements to be structurally sound enough to cope with wind loadings. The effect of wind on pyrotechnic effects to be considered in a separate risk assessment produced by External Combustion.  In the case of a thunderstorm we will remove all people from the metal stage. At times when an electrical storm is forecast we will exercise vigilance with the Director responsible for the decision to clear the metal structure.  When compared with fibreglass or wooden yachts, all-metal boats are rarely damaged by lightning and injuries are uncommon. | 3 | 2 | 6 | 6 or less | Slung Low |

Specific elements – Water-related activity

| Activity/Area | Hazards | Persons at risk | Severity | Likelihood | Rating | Precautions | Severity | Likelihood | Rating | Residual rating | Management Responsible |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Rigging / dismantling on water | Collisions on water | Staff | 3 | 3 | 9 | All cast and company members will receive water safety briefing prior to working on water.  Slung Low staff working on the water will wear properly fitting buoyancy aids, suitable footwear and outdoor waterproof clothing. Staff are required to work in groups/pairs and to be vigilant of each other. RYA Boat Safety trained crew to be on site when staff are working on or near the water. | 3 | 2 | 6 | 6 or less | Slung Low |
| Use of boats  (manual and engine-powered) | Risk of injury due to incorrect handling and falling into water | Staff | 4 | 3 | 12 | All cast and company members will receive water safety briefing prior to working on water.  Only experienced Slung Low personnel will operate the boats. Audiences will not approach or go aboard boats.  It is anticipated only electric outboard motors will be used. If petrol or diesel engine are required, refuelling of outboard motors to take place away from all naked flames. Appropriate fire extinguishers will be on site. All fuel to be stored securely in appropriate containers.  Slung Low staff working on the water will wear properly fitting buoyancy aids, suitable footwear and outdoor waterproof clothing. Staff are required to work in groups/pairs and to be vigilant of each other. RYA Boat Safety trained crew to be on site when staff are working on or near the water. | 3 | 2 | 6 | 6 or less | Slung Low |
| Staging left on site overnight | Public gain access to stage | Public | 5 | 3 | 15 | The stage will be stored in the centre of the basin so that it cannot be accessed unless by boat. Boats to be stored securely to ensure public cannot access them. All other set to be stored in a secure location on shore. | 5 | 1 | 5 | 6 or less | Slung Low |
| Stage flotation and sinking system |  |  |  |  |  | More detail to follow in separate risk assessment  See section 9.0 |  |  |  |  |  |
| Actors performing on water | Collisions on water. Risk of injury to actor | Staff | 3 | 3 | 9 | All cast and company members will receive water safety briefing prior to working on water. Slung Low staff working on the water will wear properly fitting buoyancy aids, suitable footwear and outdoor waterproof clothing. Staff are required to work in groups/pairs and to be vigilant of each other. RYA Boat Safety trained crew to be on site when staff are working on or near the water. Thorough rehearsals to ensure all understand choreographed movements on water. | 3 | 2 | 6 | 6 or less | Slung Low |
| Actors choreographed to fall into water | Risk of injury to actor | Staff | 4 | 3 | 12 | To ensure the actor is a strong swimmer and comfortable working in the water. The sequence will be choreographed to ensure actor’s safety.  The actor will wear a properly fitting buoyancy aid, suitable footwear and appropriate safety clothing. Throw lines/rings will be available and a safety boat will be on standby. | 3 | 2 | 6 | 6 or less | Slung Low |
| Proximity of audience to water | Audience falling into water | Public | 4 | 2 | 8 | Barriers separate the audience from the water. Audience areas to be signposted and restricted areas to be clearly marked off. Public monitored by front of house stewards throughout the performance and little need for audience to move around during performance. Safety Boat to be on standby during performances. | 4 | 1 | 4 | 6 or less | Slung Low |

Specific elements – Fighting sequences

| Activity/Area | Hazards | Persons at risk | Severity | Likelihood | Rating | Precautions | Severity | Likelihood | Rating | Residual rating | Management Responsible |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fighting sequences | Risk of injury | Staff  Public |  |  |  | A separate risk assessment will be conducted by the trained and experienced fight director. Fight sequences will be well-rehearsed to ensure the performers are confident with the choreography and use of any approved prop weapons. Prop weapons will be stored securely when not in use.    **See section 9.0 for more details** |  |  |  |  | Slung Low |

Specific elements – Use of Theatrical Pyrotechnics

| Activity/Area | Hazards | Persons at risk | Severity | Likelihood | Rating | Precautions | Severity | Likelihood | Rating | Residual rating | Management Responsible |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Use of pressurised flammable propane gas and ignition equipment. | Injury from heat, flame and gas leakage. Blast Fire. | Staff  Public |  |  |  | We are working with trained and experienced pyrotechnicians External Combustion who will provide a full method statement and risk assessment for the flame and pyro effects.  **See section 9.0 for further details** |  |  |  |  | Slung Low |

Specific elements – Water spouts

| Activity/Area | Hazards | Persons at risk | Severity | Likelihood | Rating | Precautions | Severity | Likelihood | Rating | Residual rating | Management Responsible |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Operation of water spouts | Risk of injury due to misuse | Staff  Public | 3 | 2 | 6 | Spouts will only be pressurised when crew clear and control panel is in clear working area. Only to be operated by trained staff. A safe perimeter to be established between the public and water spout operation position. Spouts to be monitored at all times by crew to ensure no tampering/vandalism. | 2 | 2 | 4 | 6 or less | Slung Low |
| Operation of water spouts | Staff getting wet | Staff | 1 | 4 | 4 | Water jets will be positioned to minimise the risk of crew getting sprayed with water. | 1 | 4 | 4 | 6 or less | Slung Low |
| De-rig of spouts | Risk of misfire | Staff  Public | 2 | 3 | 6 | All spouts should be activated once disconnected from any reservoirs to ensure no misfires. Spouts to be stored securely when not in use. | 2 | 2 | 4 | 6 or less | Slung Low |

Specific elements – Use of handheld flare

| Activity/Area | Hazards | Persons at risk | Severity | Likelihood | Rating | Precautions | Severity | Likelihood | Rating | Residual rating | Management Responsible |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Performer using hand held flare | Risk of injury to actor, fire hazard | Staff  Public | 3 | 3 | 9 | The company is experienced in using this effect, having recently used them in a number of outdoor performances. There will be a steward on hand with a fire blanket and extinguisher. The flare will be left to cool in a fire bucket after use and then disposed of off-site at the end of the showing. Appropriate PPE to be worn. | 3 | 2 | 6 | 6 or less | Slung Low |

Specific elements – Use of paintball smoke grenade

| Activity/Area | Hazards | Persons at risk | Severity | Likelihood | Rating | Precautions | Severity | Likelihood | Rating | Residual rating | Management Responsible |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Use of paintball smoke grenade | Risk of causing alarm  Risk of burning to operator  Risk of smoke reducing visibility for nearby vehicles | Staff  Public | 3 | 3 | 9 | A member of the company will be responsible for setting off the paintball smoke grenade. After using the smoke grenade it will be placed into a metal bucket and allowed to cool before careful disposal. This sequence will be practiced in advance, taking steps to ensure proper smoke dispersal to avoid reducing the visibility of nearby road users. Local residents to be informed about the smoke so that they can reassure any public if needed along with Front of House staff. | 3 | 2 | 6 | 6 or less | Slung Low |

Ongoing Risk Assessment

We acknowledge that a risk assessment is a live document and that assessing risk is an ongoing process, this table is for including any additional risks identified during rehearsal or live event.

| Activity/Area | Hazards | Persons at risk | Severity | Likelihood | Rating | Precautions | Residual rating | Severity | Likelihood | Rating | Management Responsible |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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Other important risk assessments to consider are:

Risk Assessment Prepared by . . . . . . . . . . Date ………….

**Section 3 – Public and Audience**

**12.0 Audience Management and Welfare**

Audience management and welfare will be planned and executed in accordance with guidelines as per The Event Safety Guide (HSG195) and Managing Crowds Safely (HSG154).

**12.1 Stewarding Plan**

**Marketing & Tickets**

The event will be marketed widely across the city and beyond. All promotional material will be explicit about the need to book tickets in advance through the Hull 2017 box office. No tickets will be sold on site. We anticipate a wide demographic as we have actively promoted the show to people who would not normally attend theatre productions.

During the process of booking tickets the audience members will be briefed on the nature of the production so they can take some responsibility for arriving prepared for the experience. Attendees will be advised to dress appropriately for an outdoor production. Details on accessible performances and age guidance will also be provided.

We will also promote public transport links to Victoria Dock and advise visitors on parking.

Up to 600 people will be in the audience each night. Whilst the event takes place in a residential area accessible to the general public, passers-by will not be able to hear the show without using Slung Low’s headphone system. This will ensure that only the planned number of people are in attendance at the event.

**Front of House Team**

Stewarding is to be undertaken by Slung Low staff together with a team of volunteers who will attend a training session on-site and observe a dress rehearsal in advance of the event.

The Front of House Team will consist of;

* 1 x Front of House Manager
* 1 x Duty Manager
* 6 x Front of House Volunteers

The Front of House team have a duty of care for the audience. They will also be prepared to liaise with passing members of the public and answer any questions that may arise. The Front of House team will be fully briefed to keep public safety and site security in mind at all times.

The Front of House team will be dressed in [all black clothing] and carry a torch and high visibility jacket for use in emergencies. The Duty Manager and Front of House Manager will carry a charged mobile phone.

To follow – Briefing notes to FOH volunteers

To follow - A map marking the position of FOH team, first aid, lost child point etc.

**Audience Management on site**

Audiences will be encouraged to arrive up to an hour before the performance to collect their headphones. A headphone distribution point will be located on Victoria Dock Park inside a gala tent.

Two Front of House attendants will check tickets on entry. 1 ticket will be exchanged for 1 pair of headphones only. Audiences will then be encouraged to make their way to the half tide basin to take their place for the performance.

There will be a clearly marked Front of House Information Point for audiences requiring assistance.

At the end of the performance, Front of House team will be positioned at the main exit points to collect in the headphones. The area will be checked for litter before leaving site.

|  |  |
| --- | --- |
| Fire extinguishers | Appropriate fire extinguishers to be located on site. Specific details to be confirmed following completion of the fire risk assessment. |
| Fire evacuation point | The main muster point will be Victoria Dock Park |
| Toilets | Toilets are available in the Victoria Dock Village Hall – TBC access |
| Disabled viewing area | A designated viewing area will be marked out by Front of House |
| Lost child point | Front of House Information Point |
| First aid position | Main position at Front of House information Point |

See Appendix for site maps marking these key Front of House positions.

**12.2 Evacuation Plan**

During a major incident, the Event Managers are responsible for stabilising the immediate situation and if necessary initiating an evacuation and reporting the incident to the emergency services using 999.

The Director (Alan Lane) will be ‘calling the show’ via a discrete radio channel transmitting to every member of the team including all the performers. At any moment should there be a major issue - a clear message will be transmitted to all cast, crew and Front of House team on the ground and immediate evasive action can be taken.

Should it become necessary to evacuate the site in an emergency we can quickly communicate messages and directions to the audience via their headsets.

The Director will issue clear instruction to audiences to follow Front of House team to the muster point at Victoria Dock Park. Audiences will be advised to move at a calm, walking pace and to be careful when exiting the site and crossing the road. Ushers will be positioned along the evacuation route to offer assistance as needed. There will be adequate public street lighting to enable a safe evacuation of the site.

In the event of an evacuation taking place before the audience are instructed to put on their headphones, Front of House team will be notified through their headsets to direct audiences to the muster point and prevent re-entry to the site until permission has been granted by the Event Managers.

The Stage Managers will account for the presence of each member of the company and any external contractors once the site has been evacuated. The Event Managers will be notified of any unaccounted staff or contractors. The Event Managers will be responsible for ensuring the site is clear, and preventing re-entry of the site until it has been deemed safe.

Before commencing the performance, checks will be undertaken to ensure all access routes are clear for emergency vehicles and that the performance sites are free from the build-up of rubbish or obstructions. Regular checks will be undertaken throughout the passage of the production. All build and installation activities will be situated to allow safe public access to as much of the area as possible and no pinch points or unnecessary blocking will be allowed.

See Appendix for site map with identified evacuation routes and muster point.

**12.3 First Aid**

The main First Aid Point will be at the Front of House Information Point.

Additional first aid kits will be available at the following locations:

- Production Kitchen and Green Room (84 South Bridge Road)

- Site Production Office, Airstream caravan, parked on the edge of half tide basin

A minimum of three qualified first aiders will be on duty during performances. All injuries or accidents on site, however minor, must be recorded in the accident book which will be located in the Site Production Office.

In the event of major injury an ambulance will be called. The Event Managers will be responsible for reporting directly to the Heath & Safety Executive as necessary under the Reporting of Injuries, Diseases and Dangerous Occurances Regulations (RIDDOR) 2013.

**12.4 Lost Children**

A Front of House Information Point supervised by trained Front of House team will provide a meeting point for lost / missing children.

**If a child is reported missing during a performance**, Front of House team will inform an Event Manager immediately with the following information, giving as full details as possible:

* Name of child
* Age of child
* Address / Name of School
* Physical description of child (height, colour of hair, clothing etc)
* Where child was last seen
* Time the child was last seen

Once a sufficient check is made and if the child is not found the Event Manager should inform the Police immediately.

The member of team who took the initial report should reassure the parent/carers that action is being taken to locate the child and explain that contact will be maintained with them until the child is found.

**If a member of Front of House is approached by a child who is lost they should:**

* Reassure the child
* Seek to establish identifying details - name, age, school etc
* Contact an Event Manager with identifying details and other information that might help reunite the child with its parent / carers  (physical description, where child was found)
* In the unlikely event that the child is not reunited with their parent / carers the Event Manager should contact the police
* It is important to check the identity of the person to whom the child is handed over

**12.5 Lost Property**

Lost property will be handed to Front of House team at the Front of House Information Point. If uncollected at the end of the performance the item will be stored overnight in the Production Green Room (84 South Bridge Road). Any uncollected items will be disposed of at the end of the production period.

**13.0 References**

1. The Event Safety Guide, HSG195, ISBN 9780717624539

2. Managing Crowds Safely, HSG154, ISBN 9780717618347

3. The Health and Safety at Work Act 1974

4. The Management of Health and Safety at Work Regulations 1999

5. A Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

HSE L73, ISBN 9780717664597

6. Five Steps to Risk Assessment, ISBN 9780717664405

7. The Work at Height Regulations 2005 (as amended) HSE INDG401(rev1)

ISBN 9780717662319

8. Manual Handling Operations Regulations 1992 (as amended)

ISBN 9780717628230

9. Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice and Guidance. ISBN 9780717616282

10. Provision and Use f Work Equipment Regulations 1998. Approved Code of Practice and Guidance. ISBN 9780717662951

11. Memorandum of Guidance on the Electricity at Work Regulations 1989.

ISBN 9780817662289

12. Maintaining Portable and Transportable Electrical Equipment. HSG107

ISBN 9780717628056

13. Safe Use of Ladders and Stepladders. INDG402, ISBN 9780717661053

1. **Appendix**
   1. Technical Design Plans
   2. Site Maps
   3. Construction Phase Plan
   4. Site Induction Briefing Notes
   5. Company Storage & Vehicle Management Plan
   6. Letter sent to Victoria Dock residents

Additional documents available on request and held in Event Management Plan in the

production office

1. Premises Licence from Hull City Council
2. Slung Low Insurance certificate
3. Correspondence from ESAG
4. Accident / Incident Report Book
5. Food Management System
6. Child & Vulnerable Adult Protection Policy

14.1 This page is intentionally left blank for **Technical Design Plans**

**To be prepared by Designer David Farley – due mid/late January 2017**

14.2 This page is intentionally left blank for **Site Maps**

**To be prepared by Producer Joanna Resnick – due early February 2017**

**Map One will identify production office, kitchen and green room, emergency muster**

**point, evacuation routes, first aid positions during production and rehearsal period**

**Map Two will identify audience viewing area (incl. disabled viewing area), toilet**

**facilities, Front of House team positions, information, lost child and first aid points**

14.3 This page is intentionally left blank for the **Construction Phase Plan**

**To be prepared by Producer Joanna Resnick – eary/mid February 2017**

14.4 This page is intentionally left blank for **Site Induction Briefing Notes**

**To be prepared by Producer Joanna Resnick – mid/late February 2017**

14.5 This page is intentionally left blank for the **Company Storage & Vehicle Management Plan**

**To be prepared by Producer Joanna Resnick – early/mid February 2017**

14.6 This page is intentionally left blank for the **Letter sent to Victoria Dock residents**

**To be prepared by Producer Joanna Resnick – January 2017**