



Revised 16/10/17

1. Introduction

Greentop takes its responsibilities with regard to safety very seriously, and has developed this policy in order to create a safe framework for artists, performers, trainees and tutors that ensures equipment and is fit for purpose and where possible and appropriate its use meets statutory requirements in the following regulations:

- Loading and Lifting Equipment regulations (LOLER)
- Provision and Use of Work Equipment Regulations (PUWER)

2. Definitions

Greentop Equipment- Equipment owned and used by Greentop for aerial and rigging.

Personal equipment- equipment brought into Greentop by individuals for their own personal use.

3. Rigging of equipment in the centre

3.1 All rigging must be done by a Greentop Rigger, except in the case of point 4) see below.

3.2 All work at height must be undertaken using the Tallescope, except where this is not feasible. Safe working area will be established with hazard tape or the space booked as closed.

3.3 Greentop aerial equipment is not to be rigged, de-rigged or adjusted by anyone other than the Greentop Riggers.

3.4 All rigging work and changes to rigging, must be logged in the log book

3.5 Requests from tutors, centre users and members for support from the Riggers should be sent to rigging@greentop.org. Notice of a minimum of 7 days is required. We will make best effort to respond to shorter requests but cannot guarantee this.

4. Visiting companies

Visiting aerial and theatre companies who are hiring the space for rehearsals or performances may rig their own equipment (at their own risk) if their own riggers can evidence their rigging competency or whose competency is deemed appropriate by an authorised person of the visiting company. They will need to be trained in safe Tallescope use or have another approved method of access. It is the responsibility of visiting company personnel to deem equipment fit for purpose and undertake appropriate inspection of equipment .

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Greentop Circus Centre, St Thomas Building, Holywell Road, Sheffield, S4 8AS

5. Inspection

5.1 The inspection regime was reviewed in 2017 and revised to meet LOLER statutory requirements. A new monitoring system has been established that will be undertaken by the Riggers.

5.2 We will carry out 6 monthly recorded full equipment inspections and logging of Certificates of conformity and where these certificates are not in place to make reasonable efforts to identify these.

5.3 Visual inspection of aerial equipment and rigging should be carried out before each use.

6. Personal equipment inspection

We apply the same standards of inspection and monitoring to personal equipment rigged at Greentop as we do to Greentop equipment. This has the following implications:

6.1 All private equipment must maintain a 6 monthly recorded inspection regime.

6.2 All private equipment must have accompanying Certificate of Conformity or nearest equivalent documentation where possible.

6.3 To comply with the above Greentop will arrange for 6 monthly inspection events which it is the individual's responsibility to attend with their inspection log book. The individuals will inspect their own equipment with the assistance of the Rigger.

6.4 All personal equipment will be visually inspected by the rigger prior to rigging. The Riggers have the right to veto the rigging and use of personal equipment and to remove equipment if it is deemed not fit for purpose or does not meet the above inspection requirements or not in regular use.

6.5 We will seek to be fair in allocation of personal equipment as space is limited.

6.6 Personal equipment will not be used without the express permission of the owner.

6.7 Personal equipment will be tagged "private" by its owner and, where possible, to be paged on separate paging lines.

7. Safe Storage of equipment

Greentop aerial and rigging equipment not in use must be kept in a locked store to which only the Rigger has access.

8. Equipment procurement

Greentop is committed to only using equipment that conforms to the relevant regulations and standards of safety, has an appropriate load rating for the task it is selected for and using it in the correct way.

9. Competent person

Greentop will recruit train and support Rigger/s to ensure competent personnel are available to implement this policy in line with the Rigger task description.

10. Liability and compliance

Liability for rigging, as with all activities within the centre, remain the liability of Greentop. Individuals who fail to comply with this policy may be held personally liable. Breaches of the rigging policy will constitute gross misconduct and will lead to summary action in line with Greentop policies and procedures.

Policy edited October 2017

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Actions:

Revise hire agreement adhoc for visiting companies to reference this policy	Tim
More private hire labels	Claire
Standard inspection log sheet	Claire