

CAODS - TRINITY THEATRE – LONE WORKING POLICY – 14/01/2025. This is in addition to the Theatre's full Health and Safety Risk Assessment

Heading	Action
<p><b>Working at Height including ladders step ladders</b></p>	<p><b>2 people present in the Theatre at all times for anything involving working above ground level.</b> Appropriate safety equipment to be worn. Assess the area - are there risks of items falling take appropriate action to avoid this.</p>
<p><b>Trip Hazards</b></p>	<p>Do not leave items lying around ensure items are clear of the working area. Take precautions when carrying items ensure nothing is dangling or dragging on the floor. Be aware when carrying costumes around the Theatre. Do not carry large bundles of clothing at once.</p>
<p><b>Climbing into/out of areas</b></p>	<p>2 people present at all times. Storage areas where climbing into/upto and out of. Ensure you are wearing suitable footwear. Do not carry large loads</p>
<p><b>Lifting/Carrying</b></p>	<p>Do not lift heavy or large items on your own wait until someone is available to assist you.</p>
<p><b>Leaving the Theatre</b></p>	<p>Check no one else is in the building, if there is let them know your leaving.</p>

Heading	Action
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	