

PROPS CONSTRUCTION:

The following construction and electrical notes are some safety issues you must address when building props to be used in Her Majesty's Theatre, Ballarat. These are not just suggestions; they are OH & S Requirements:

All props must be structurally sound and suitable for the task. The Theatre Tech will have the final say in all matters of safety, suitability and transport of props.

1. **NO GLASS:** Or Ceramic items allowed! E.g.: bowls, cups, vases and mirrors. Please use plastic or foil substitutes.
2. **CHAIRS:** Please use Rubber feet for stability. If your performance needs the chair stuck to the stage with Blu-Tac, then you must send in a Risk Assessment form. Even so, using Blu-tac to stabilize an inherently dangerous design (e.g. Narrow piano stool) may not be allowed.
3. **NO BLU-TAC:** In general, Blu-tac is not to be used on the stage surface, e.g.: to hold down sets, props, or chairs. Redesign the base to provide adequate stability.
4. **PROPS on WHEELS:** Risk Assessment required.
5. **CASTOR WHEELS:** On any prop using swivel castors, at least 2 castors must be lockable. Risk Assessment required.
6. **NO ELASTIC STRAPS:** e.g.: "Occy" Straps, bungee straps etc., are NOT to be used to hold props and sets together. They can be very dangerous if they break.
7. **SCREWS:** No protruding sharp ends of screws, nails, wires etc. from anywhere of the prop, such that any unsuspecting person could be injured whilst handling or performing. Grind them off or cover them. Many people beyond yourself handle your props.
8. **SHARP/POINTS ENDS OF PROPS:** Blunt these as much as possible make them of cardboard or plastic rather than wood. Using canes, umbrellas, spears etc. may require a Risk Assessment.
9. **HEIGHT:** Maximum height of a prop, set, background scenery etc., will be 3 metres. Whilst being carried on, it still must not exceed the 3 metres because of side stage lighting bars.
10. **WIDTH:** Maximum width of any prop or sub-assembly of a set, that has to be carried around the end of the white cyc, will be 1.2 metres.
11. **SET WIDTH:** A fully assembled set, background, riser platform & steps etc., must not exceed 3 metres in width across the stage.
12. **REMOVING PROPS DOWN THE PAGE:** Any prop or sub - assembly thereof that is to be carried up/down the backstage stairway, must not obstruct the view of the carrier, and bulky pieces must be LESS than 0.5 x 0.5 x 1.5 metres in size. Large items must go on the stage lift, or via the South Fire Escape. The Theatre Tech will decide.
13. **RISK ASSESSMENT:** You must also read the RISK ASSESMENT CHECKLIST on our website. If any those items or use applies to you props, the Assessment form must be completed and return to RSSS at least **2 weeks before the start** of your discipline of the comps.