**AIDAN WOODCOCK CHARITABLE TRUST.**

**Health & Safety Guidance.**

**For Trustees and those involved in stage management at public concerts.**

**FIRE PREVENTION**

Take steps to reduce the risk of fire. Use common sense, prevention is better than having to deal with a fire.

**FIRE EXITS AND PASSAGEWAYS**

Make sure that fire doors are unlocked and accessible and that people know where they are.

**FIRE FIGHTING EQUIPMENT**

Ensure that you know where extinguishers are located and that they are in date.

**SMOKING**

Only allow smoking in designated, outside smoking areas and make sure there is an appropriate disposal area for cigarette ends.

**HEATERS**

Take care with electric heaters, do not place flammable materials near or on top of them.

**CABLES**

Make sure electric cables are clearly visible and not frayed or broken. If they are, make sure corrective action is taken to repair or replace them.

**RUBBISH AND TIDINESS**

Make sure that the floor area where the public walk is free from rubbish and liquid on which people might slip; clean up spills and rubbish quickly.

Reviewed November 2019