



**CODE OF CONDUCT
FOR GET-INS, FIT-UPS AND
GET-OUTS**

Why a new code of conduct?

- **Increasingly complex and heavy sets;**
- **Skills;**
- **Long hours worked;**
- **Legislation;**
- **Potential and actual accidents and incidents;**
- **Communication.**

TMA / BECTU

**A Joint Approach from
Management and Union**

Joint Working Party

Staffing

The touring and resident managers will provide **sufficient competent, trained** staff for the safe getting-in, fitting-up and getting-out of each production.

Supervision

Both resident and touring manager must have a competent supervisor who is easily identifiable.

Breaks

A minimum of 8 hours break, but wherever possible a break of 11 hours, should be given in any 24 hour period.

This applies to everyone involved.

Breaks

Compensatory rest must be given / taken - not paid.

If meal and other breaks are eroded, supervisors have a duty to ensure safety is not compromised.

Working Hours

Limited to a maximum of 16 hours in any 24 hour period.

On very rare occasions, it may be necessary to exceed 16 working hours to complete the task in hand, but it should never be **planned** that staff work more than 16 hours in any 24 hour period.

Drugs and Alcohol

ZERO TOLERANCE

**New policy will be in the next TMA /
BECTU agreement.**

Personal Protective Equipment (PPE)

Appropriate PPE will be worn.

Resident manager will set the standard for venue.

Touring staff will adopt standard set by resident manager.

Training

Minimum standards of training will be agreed for all staff working on get ins / outs.

BECTU will issue card to all trained staff.

Loading Plans

Each wagon should have a loading plan.

This should be available to resident staff before unloading takes place.

Access / Egress

The resident manager will ensure that there is adequate access for vehicles, and that there is sufficient lighting for safe loading and unloading.

Lifts and Ramps

The resident and touring managers will ensure that ramps and vehicle tail lifts are working and operated correctly; that any lifting machinery is working and operated correctly; and that operators are properly trained and where appropriate have the necessary licences.

Working Weights

The weight on each item, or how many people are needed to lift it, or preferably both, should be marked.

Boxes, skips and flight cases packed properly.

Working at Height

Barrier to prevent falls off stage.

Pit net where appropriate.

Adequate training.

Stacking

Where there are several pieces of a similar shape and size, ideally they should be stored in purpose built wheeled racking.

As a minimum they should be toed out and tied off every 10 sheets in the wagon. If it is not practicable to toe out, they should be tied off every 5 sheets.

Reporting

A system must be in place to ensure that a dangerous occurrence is not repeated in other venues on the tour.

Resident managers must not approach the get-in afresh without the benefit of knowing of previous problems / incidents.

Check Sheet

Simple sheet to be filled in by both resident and visiting supervisors.

Sent to Resident and Touring Managers.

Feedback

Code being piloted in TMA Venues.

**Feedback will be considered by
JWP in Autumn;**

**Revised Code will form part of TMA
/ BECTU Agreement from April
2010.**