

**METHOD STATEMENT
FIREARMS****Activity**

Handling firearms

Location

In rehearsals or on stage during a performance

Staff allowed

Members of Production Arts department, once informed of correct procedure of handling firearms

Students allowed

After being informed on the protocol of how to handle, transport and store a fire arm correctly

Risk Rating

M2 / H3

Date of creation/revision of MSP

Reviewed: 14.09.2020, Kate Russell

Created: 27.09.2017

Before Use

- The person(s) will be informed of the correct procedure and protocol of using and handling firearms
- Blanks are not used within Guildhall; any bangs or shots would have to be replicated by either a visual or audio effect
- Guidelines will be issued to those wishing to use a firearm on their production. These are sourced from the Stage Management Association 'Guns & Weaponry training Course' (in conjunction with RC Annie) and the HSE information sheet on 'Management of Firearms and Weapons in Film, Theatre and T.V Productions. The main points are as follows:
 - Firearms are not to be visible to the general public (unless onstage in performance), both in and out of the school buildings
 - Firearms are not to be played with, this includes pointing a firearm at any other individual or member of the audience
 - Firearms are to be locked away before and after use; the Stage Management team will have access to a key to the student armoury cupboard located in the -2 Running Room (Milton Court) or Silk Street Running Room
- Firearms will only be brought to stage/rehearsals when necessary

**METHOD STATEMENT
FIREARMS****During use**

- The person in control of the firearm is responsible for the safe use of the firearm and must ensure that they abide by the rules and regulations at all times
- Stage Management are to ensure that firearms are kept safe and under surveillance when not in use during productions. Firearms are only to be issued to those scheduled to handle the firearm. Under no circumstance is the firearm to be moved or handled by anyone who doesn't require it for show purposes and has not been briefed on safe use and handling
- Under no circumstances should the firearm leave the backstage/stage area during shows
- Please refer to the Guildhall Weaponry Guidelines Document in conjunction with this statement
- A first aid trained member of staff and a first aid kit will be available at all times, with a first aid kit to be kept easily accessible