



**YORK REGION DISTRICT SCHOOL BOARD**

***Procedure #NP430.0, Portable Stage Systems, Risers & Platforms***

Board Procedure #NP430.0, *Portable Stage Systems, Risers & Platforms* addresses the roles and responsibilities of individuals authorized to move, assemble, disassemble and purchase portable stage systems, risers and platforms for use in Board facilities. This procedure also outlines safe (proper) use, handling and storage guidelines of these systems.

This procedure applies only to equipment purchased from a Board-approved vendor. The Board does not support the construction, use, storage and transportation of homemade portable stage systems, risers, platforms, boxes, ramps and stairs.

**What has changed?**

<p>Summary of Major Changes to the Document</p>	<ul style="list-style-type: none"> <li>• Plant Services will be responsible for costs associated to repairs or service for portable stage systems purchased by Plant Services in facilities identified in the procedure.</li> <li>• Responsibilities for the Plant Services Maintenance Centre have been added to reflect the investigation and installation of portable stage system anchors to fasten a portable stage system to an already existing built-in or permanent stage to create a temporary stage extension.</li> <li>• Caretaking and Principal responsibilities have been revised to reflect a the Plant Services practice for <i>Portable Stage Anchors (Installation to a Built-in or Permanent Stage)</i>.</li> <li>• The responsibilities for Caretakers, Principals, Staff, Students, Parents and Community Members have been revised to clarify that portable stage systems are not to be assembled onto existing built-in or permanent stages (choral-type risers are excluded.)</li> </ul>
<p>Who is affected by these changes and what is the impact on current practice?</p>	<p>Plant Services are now required to:</p> <ul style="list-style-type: none"> <li>• allocate resources and funds to provide timely service and parts for Plant Services-purchased portable stage systems.</li> </ul> <p>Caretakers and Principals are now required to:</p> <ul style="list-style-type: none"> <li>• become familiar with the Plant Services practice identifying the <i>Portable Stage Anchors (Installation to a Built-in or Permanent Stage)</i> process as it applies; and</li> <li>• not request or participate in the assembly of portable stage systems onto existing built-in or permanent stages (with the exception of Choral-type risers).</li> </ul> <p>Maintenance Centre staff are now required to:</p> <ul style="list-style-type: none"> <li>• investigate and install portable stage system anchors following the Plant Services practice <i>Portable Stage Anchors (Installation to a Built-in or Permanent Stage)</i> as it applies.</li> </ul> <p>Staff, Students, Parents and Community Members are now required to:</p> <ul style="list-style-type: none"> <li>• for safety measures, refrain from assembling portable stage systems, risers and platforms on existing built-in or permanent stages. Choral-type risers excluded.</li> </ul>

Implementation Timelines	Immediately.
Lead Superintendent and/or Subject Matter Expert	Jerry Stoangi, Senior Manager of Plant Services Pierre Schipper, Manager of Facilities Services (Operations)

**Who has responsibilities?**

- Director of Education
- Purchasing Services
- Plant Services
- Principals
- Staff, Students, Parents and Community Members

**How is this related to Board priorities?**

**Environment – Effective and Sustainable Educational Programs:** Implementing measures to improve safety in school and workplace improvement plans.

**Student Achievement and Well-Being** – Continuously increasing student achievement and well-being through a culture of caring and learning, which emphasizes safe and supportive schools and workplaces.

**Stewardship of Board Resources** – Aligning human and financial resources with Board priorities by:

- demonstrating professionalism and accountability for high standards of practice in all Board operations; and
- modeling continuous environmental sustainability.

This procedure is also aligned with the [Plant Services Commitment Statement](#).

**What are the next steps?**

Recommendation: *That in accordance with Board Policy #285.0, Board Policies, Procedures and Supporting Documents, Working Document Portable Stage Systems, Risers and Platforms be circulated to the system for comment for six school months.*

If approved at the Senior Team Meeting, this policy will be posted and adopted by the system as a Working Document for six school months. Comments will be received for six school months and will be considered by the Senior Team at its May meeting.

**Communications Plan:**

The revised procedure will be communicated as follows:

1. Weekly Summary communications to all staff
2. Plant Services Communications
  - a. Weekly Communication - Week in Review (all CUPE 1196 staff)
  - b. Administrator Monthly Update for the upcoming month

Supervisors of Facility Services meeting

The following information will be included in the weekly summary:

The Portable Stage Systems, Risers and Platforms procedure outlines roles and responsibilities of individuals authorized to use, move, assemble disassemble and purchase portable stage systems, risers and platforms for use in Board facilities. Changes include revisions to clarify the role of:

- Plant Services related to costs associated with repairs or service for portable stage systems purchased by Plant Services;
- the Maintenance Centre around the investigation and installation of portable stage system anchors to fasten a portable stage system to an already existing built-in or permanent stage;
- Caretakers and Principals related to a Plant Services practice *Portable Stage Anchors (Installation to a Built-in or Permanent Stage)*; and

- Caretakers, Principals, Staff, Students, Parents and Community Members to not assemble portable stage systems onto existing built-in or permanent stages (with the exception of choral-type risers).

### **How do I find out more or provide feedback?**

**Questions** about this policy and/or procedure should be raised with your principal, manager or supervisor. If additional clarification is required, principals, managers and supervisors may contact the lead superintendent and/or subject matter expert.

In accordance with *Board Policy #285.0*, [Board Policies, Procedures and Supporting Documents](#), the Board welcomes all comments and suggestions on Board policy.

**Input** is an important component of the review process. If you feel a policy and/or procedure needs to be revised, it is most helpful if you:

- outline clearly the specific section(s) of the policy and/or procedure in which you are not comfortable;
- the reason(s) for your concern(s); and
- suggest specific alternate wording to reflect your position.

Specific recommendations or questions about the policy and procedure review process should be submitted via e-mail to [policy.committee@yrdsb.ca](mailto:policy.committee@yrdsb.ca), or to the attention of the Assistant Manager, Board and Trustee Services at or 905-727-0022 extension 2217 or mailed to [The Education Centre – Aurora](#).

### **Document History and Previous Versions**

Approved April 2008

Working document November 2014



# **Board Procedure #NP430.0 Portable Stage Systems, Risers and Platforms**

The Portable Stage Systems, Risers and Platforms procedure outlines the roles and responsibilities of individuals authorized to move, assemble, disassemble and purchase portable stage systems, risers and platforms for use in Board facilities. This procedure also outlines safe (proper) use, handling and storage guidelines of such systems.

## **Application of Procedure**

This procedure applies only to equipment purchased from a Board-approved vendor. The Board does not support the construction, use, storage and transportation of homemade portable stage systems, risers, platforms, boxes, ramps and stairs.

## **Definitions**

### *Portable Stage Systems, Risers and Platforms*

Portable stage systems, risers and platforms are devices used to support or raise individuals to higher than floor-level elevations (same, multi-level or tiered). Variations include choral risers. Risers may also be described as raised platforms or stages.

### *Stage Accessories*

Stage accessories include, but are not limited to, stairs, safety rails or guarding, legs, curtains, skirting, ramps, storage carts, multi-level securing devices and hardware.

### *Storage Carts*

A device designed specifically to hold and/or store portable stage system platforms. Platform storage carts are a mandatory requirement and must be included in the purchase of a portable stage system to ensure the platforms are safely moved, assembled and stored.

## **Responsibilities**

### *The Director of Education shall:*

- allocate staff and resources to support the Portable Stages, Risers and Platforms procedure.

### *Purchasing Services shall:*

- in consultation with the principal, facilitate the purchase of all new portable stage systems, risers, platforms and accessories from Board-approved vendor for product compatibility, consistency, training, safety, and maintenance;
- coordinate scheduled deliveries with the vendor and the caretakers at the receiving facility;
- in response to school and Plant Services requests, facilitate and process any service and maintenance requirements for portable stage systems, risers and platforms; and
- receive input on the effectiveness, safety and viability of current stage systems, risers, platforms and accessories and share this information with relevant system stakeholders such as, but not limited to the Health and Safety Department and Plant Services.

*Plant Services shall:*

- ensure all caretakers responsible for moving, assembling, disassembling and storing portable stage systems, risers and platforms are familiar with and abide by the requirements of the Portable Stage Systems, Risers and Platforms procedure and any relevant supporting documents;
- in conjunction with the Health and Safety Department, develop and facilitate a training program on the safe operation of portable stage systems and related accessories to be attended by all caretakers;
- ensure caretakers understand that portable stage systems, risers and platforms:
  - remain in the school facility for which the systems are purchased and not transported to other Board facilities,
  - are only moved, assembled or disassembled if the systems are purchased from Board-approved vendors,
  - with the exception of choral risers, are only moved, assembled and disassembled when two adults are present, one of which must be a trained Plant Services caretaker, and in compliance with the manufacturer-recommended guidelines, and
  - must be clearly tagged or marked as “Out of Service” if any component to a system is identified and reported as damaged, defective or unsafe;
- only cover costs associated with the upkeep of portable stage systems purchased in the following elementary schools; Adrienne Clarkson Public School, Greensborough Public School, Julliard Public School, Lincoln Alexander Public School, Unionville Meadows Public School and Windham Ridge Public School; and
- when necessary, make recommendations to Purchasing Services on the effectiveness, safety and viability of current stage systems, risers, platforms and accessories.

*Maintenance Centre shall:*

- abide by the requirements of the Plant Services Standard Operating Practice – [Portable Stage Anchors \(Installation to a Built-in or Permanent Stage\)](#) to create a temporary stage extension using the portable stage system.

*Caretakers shall:*

- be familiar with and abide by the requirements in the Portable Stage Systems, Risers and Platforms procedure and any relevant supporting documents;
- participate in a training program provided by Plant Services;
- only move, assemble and disassemble Board-purchased portable stage systems, risers and platforms when:
  - two adults over the ages of 18 are present, one of which must be a trained caretaker, (Note: Only one adult is required to move and assembly choral risers),
  - adhere to all set-up instructions provided with each system, where applicable and
  - secured to a portable stage storage cart provided by the system manufacturer;
- not participate in moving, assembling and disassembling portable stage systems, risers or platforms intended to be:
  - transported to other Board or non-Board facilities;
  - set up outdoors, on unstable surfaces or onto built-in and/or permanent stages. (Note: As outlined in the Portable Stage Systems, Risers & Platforms [Q&A](#), choral-type risers are exempt from this rule); or
  - supplemented by homemade risers, ramps, boxes and stairs or other non-Board-approved accessories;
- inspect portable stage systems, risers, platforms and accessories before and after each use;
- order portable stage system replacement parts through Plant Services only for Adrienne Clarkson Public School, Greensborough Public School, Julliard Public School, Lincoln Alexander Public School, Unionville Meadows Public School and Windham Ridge Public School as required;

- clearly tag/mark any damaged, defective or unsafe portable stage systems, risers, platforms and accessories as “Out of Service” and maintain a log of these items;
- immediately inform school office staff members when service requirements are identified on portable stage systems, risers and platforms in facilities other than those listed above, so action can be taken to repair or remove the unit; and
- assist the Principal and Board Maintenance staff members in investigating whether or not portable stage system anchors can be used to create a stage extension with the existing portable stage system.

*Principals shall:*

- be familiar with and implement the requirements in the Portable Stage Systems, Risers and Platforms procedure and any relevant supporting documents;
- only purchase portable stage systems, risers, platforms, accessories, storage carts and any repair and/or replacement components from a Board-approved vendor identified by Purchasing Services;
- ensure portable stage systems, risers and platform systems;
  - remain at the facility for which they are purchased and not transported to other Board facilities or off-site locations,
  - are only moved within the facility while secured to the portable stage system storage cart provided by the equipment manufacturer,
  - are only moved, assembled and disassembled by two adults over the ages of 18, one of which must be a trained Plant Services caretaker, and in compliance with the manufacturer-recommended guidelines (Note: only one person is required to move and assemble choral risers),
  - are stored in an appropriate area or room within the facility, in compliance with any applicable legislation, such as but not limited to the Ontario Fire Code,
  - are not assembled outdoors, on unstable surfaces or onto built-in and/or permanent stages. (Note: As outlined in the Portable Stage Systems, Risers & Platforms [Q&A](#), choral-type risers are exempt from this rule),
  - remain in good operable condition,
  - are clearly tagged/marked as “Out of Service” when damaged or defective system components are reported, and
  - are repaired and/or replaced as required;
- cover all associated costs related to the upkeep of portable stage systems, risers and platforms purchased for the facility, with the exception of Adrienne Clarkson Public School, Greensborough Public School, Julliard Public School, Lincoln Alexander Public School, Unionville Meadows Public School, and Windham Ridge Public School; Plant Services is responsible for the associated stage system costs at these facilities;
- ensure copies of the manufacturer’s manuals are maintained with the equipment; and
- submit a Repair and Replacement (R&R) requisition to the Board’s Maintenance Centre to have Maintenance personnel visit the facility and investigate whether or not portable stage system anchors can be used to create a temporary stage extension with the portable stage system.

*Other Board Staff, Students, Parents and Community Members shall:*

- act in a safe and responsible manner whenever working with, using or accessing portable stage systems, risers, platforms and accessories;
- report any damages, defects or unsafe conditions to the on-site caretakers, principal or designate;
- not attempt to make any repairs or modifications to portable stage systems, risers and platforms;
- with the exception of choral-type risers, not engage in moving, lifting, assembling or disassembling portable stage systems, risers or platforms as defined in this procedure without the assistance of a trained Plant Services caretaker; and
- not participate in moving, assembling and disassembling portable stage systems, risers or platforms intended to be;
  - transported to other Board or off-site facilities,

- set up outdoors, on unstable surfaces or onto built-in and/or permanent stages. (Note: As outlined in the Portable Stage Systems, Risers & Platforms [Q&A](#), choral-type risers are exempt from this rule.), or
- supplemented by homemade risers, ramps, boxes and stairs or other non-Board-approved accessories.

**Department**

Plant Services

**Procedure History**

Approved April 2008

Working document November 2014

*It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term "parents" refers to both biological/adoptive parents and guardians in all Board policies and procedures.*