

Crown Wharf Theatre (CWT)

Health & Safety Guidelines

for Visiting Companies

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Introduction

The purpose of this document is to familiarise incoming companies with the theatre's safe working practices. These guidelines are designed to safeguard against predictable accidents and hazards and to ensure a safe working environment for us, you, performers, volunteers and audiences.

Please take the time to think about your actions and their implications and take no risks. Nothing we do is worth getting hurt for.

During the hire period, your assigned 'responsible person' is responsible for the care of all persons associated with the hire and ensuring all guidelines and policies are adhered to.

They are also responsible for ensuring that all relevant information is passed on to all personnel working on your production.

First Aid, Accidents, and Illness

All visiting companies should provide adequate and appropriate First Aid arrangements to cover all those in their company.

Accidents, however minor or trivial **need to be reported** and recorded in the Theatre's Accident Book, this can be found in the green room.

Reporting an accident:

- During performance/event times please inform CWT Duty Front of House Manager
- During all non-performance/event times please inform CWT Venue Supervisor

Fire Safety

Smoking and vaping is **not** permitted in the Theatre, any of the Back of House areas or the courtyard area.

On discovering a fire:

- ◆ Immediately raise the alarm by breaking the glass at the nearest Break Glass Point.
- ◆ Leave the building by the nearest exit.
- ◆ DO NOT STOP TO GATHER YOUR BELONGINGS.
- ◆ Report to your 'Responsible Person' at the assembly point: **UPPER CAR PARK**
- ◆ Provide details and location of fire.
- ◆ DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO.

On hearing the fire alarm (a loud continuous siren):

- ◆ Immediately leave the building by the nearest exit.
- ◆ DO NOT STOP TO GATHER YOUR BELONGINGS.
- ◆ Report to your assigned 'responsible person' at the assembly point listed above.
- ◆ DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO.

Use of naked flame, flame, and smoke effects on stage

Any effect required on stage that involves the use of flame or smoke must be included in your application for your performance and agreed in writing by CWT prior to the start of your hire period. This includes any of the following:

- ◆ Smoking of cigarettes, e-cigarettes, pipes or cigars on stage.
- ◆ Use of pyrotechnics (maroons, flashes, smoke puffs etc).
- ◆ Use of lit matches, lighters, candles, oil lamps or flaming torches.
- ◆ Use of smoke, dry ice, cracked oil, haze or similar effects.
- ◆ Use of any real flame or fire effects.
- ◆ Use of any compressed gas (e.g. helium, propane etc).

This list is by no means comprehensive. If you are in any doubt as to the nature of any effect you intent to include in your production, please ask for advice.

You must inform CWT of any planned effects and you must follow recognised industry best practice and ensure all the relevant risk assessments have been completed and are in place.

Hirers are also responsible for ensuring the fire service has been informed in advance and permission gained when applicable.

Get-ins and Get-outs

- ◆ Ensure that there are enough people to do the get-in or get-out safely.
- ◆ Observe correct lifting and handling techniques- do not over reach or over stretch yourself. Do not lift anything that you think may be too heavy for you.
- ◆ Ensure all items are stable and not causing a hazard before walking away.
- ◆ Wear practical clothing safety boots and protective gloves.
- ◆ Vehicle movements should be kept to a minimum and will need to be coordinated with the pub- **please inform CWT of what this is likely to be prior to your arrival.**
- ◆ All doorways and exits must remain clear at all times in case of an emergency.
- ◆ Do not leave power tools plugged in when unattended.
- ◆ No-one under the age of 18 may operate a power tool or other stage machinery.

Opening & Closing Procedures

Some Hirers will be provided with a key to the building (if necessary). If you are given a key your designated 'Responsible Person' will be taken through our opening and closing procedures, which must be carefully followed when they are the first/last person on site.

We ask Hirers to vacate the Back of House areas within 15 minutes of the end of the show/event (not including get-outs). After this time, our Duty Manager will begin the closing procedure. Should your technical or show team require some additional time in the space to resolve any issues, you must liaise with the Duty Manager and ensure that the closing procedure is followed.

Working at Height

It is the responsibility of each individual to always consider their own safety and that of those around them whilst working at height. Any work at height activity must be properly planned, supervised and carried out by competent people and if possible avoided.

- ◆ All ladders/scaffold platforms must be subject to a visual inspection prior to use.
- ◆ Ladders must not be used by more than one person at a time.
- ◆ Do not attempt to carry heavy tools or equipment up ladders.
- ◆ The mobile scaffold platform must only be used by those trained and competent to use it.
- ◆ Mobile scaffold platforms must not be moved with any persons on the platforms and the wheels must be locked when in use.
- ◆ Do not take any risks when working at height.

For further information please see *CWT Working at Heights Policy*.

Electrical Safety

- ◆ All items of electrical equipment (including extension leads and adaptors) must be subject to a visual inspection prior to use.
- ◆ Any piece of equipment that fails a visual inspection **MUST NOT BE USED**.
- ◆ Electrical equipment brought into the theatre must be reported and may require a Portable Appliance Test.
- ◆ Any set with electrical equipment attached/rigged to exposed metalwork must be earthed.
- ◆ Faulty electrical equipment, or parts, must be labelled as faulty, reported immediately and **MUST NOT BE USED**.

Rigging Lighting Equipment

- ◆ No persons, other than those listed on CWT Approved Technician list should handle lighting equipment.
- ◆ All lanterns and other lighting equipment must be subjected to a visual inspection as they are being rigged. If in doubt, don't use it and check.
- ◆ Any piece of equipment failing a visual inspection should be clearly labelled as being faulty and **MUST NOT BE USED**.
- ◆ All hook clamps must be tightened off to the bar as they are rigged.
- ◆ All lanterns must be rigged with a safety chain/bond, with enough slack to freely pan and tilt the unit.
- ◆ Barn doors and colour frames must attach to lanterns with some form of safety bond, catch or screw mechanism.
- ◆ Extension leads and multicore cables should be securely taped or tied off to bar ends to provide strain relief.

Installation of Sound Equipment

- ◆ All mains powered sound equipment must be subject to a visual inspection and if found to be faulty should be labelled as such and **MUST NOT BE USED**.
- ◆ Where cables and multicores run across walkways and may present a trip hazard they should be covered by a cable mat or taped down.
- ◆ Correct lifting practices should be observed when lifting PA stacks and flight cases.

Use of Smoke, Haze and Dry Ice

You must inform CWT prior to your arrival if your performance or event features any special effects.

- ◆ Smoke machines must be subject to a visual inspection prior to use.
- ◆ Smoke machines must be switched off during re-filling.
- ◆ Consideration should be taken when high levels of smoke are to be used and visibility impaired.

Safe use of Hand Tools

- ◆ Ensure all hand tools are sound, adequate for the intended purpose and used as intended.
- ◆ Do not leave tools lying around unattended.
- ◆ If you are unsure about the correct way to use a tool please seek advice.
- ◆ Hand tools should not be used by under 18s without adult supervision.
- ◆ Sweep up any debris immediately after the task is complete.
- ◆ Always work in an uncluttered area on a sound and stable surface.
- ◆ Appropriate PPE must be worn when using hand tools.

Safe use of Power Tools

- ◆ Power tools must only be used for the purpose for which they were designed.
- ◆ Power Tools must only be used by those competent in the safe use of the tool.
- ◆ All power tools should be inspected for damage prior to use.
- ◆ Appropriate PPE must be worn when using power tools.
- ◆ No persons under the age of 18 must operate power tools.
- ◆ All power tools will be subject to Portable Appliance Testing.
- ◆ Keep power tools clean and free from dust etc.
- ◆ All tools and electrical cables must be tidied away at the end of a job to prevent any trip hazards.

Technical and Dress Rehearsals

Before the start of any rehearsal on stage please:

- ◆ Make sure all cables are taped down securely and not run across walkways or doorways. Bulky cables or plugs & sockets should be clearly marked with tape.
- ◆ Clearly mark any changes in levels backstage with white tape or similar.
- ◆ Ensure there is sufficient working light for safe movement backstage.
- ◆ Familiarise the cast with the layout backstage by walking them round in full light and also in show light conditions.
- ◆ Make sure that all firefighting equipment remains accessible.
- ◆ Clearly mark the edges of any object- including lanterns- that may be walked into.
- ◆ Ensure all doorways, exits and fire routes remain clear at all times.

During rehearsal and throughout the hire period you assigned 'Responsible Person' takes full responsibility for the safety of all members of the cast, crew and any other volunteers involved in the production/event.

Any unresolved safety issues must be reported to the CWT Venue Supervisor, the CWT Technical Manager or the CWT Duty Front of House Manager as soon as practical.

Use of Dressing Rooms

When using the dressing rooms please observe the following guidelines:

- ◆ The stage and dressing room areas will be closed down 15 minutes after the end of the event/performance, so please ensure you have any personal items that you may need.
- ◆ Please turn off the lights if a room is unoccupied.
- ◆ Do not stick anything to the walls, please use the notice/cork boards provided.
- ◆ Do not wedge open any doors in any of the Back of House areas.
- ◆ Please familiarise yourself with the theatre's Fire Evacuation Procedure and the nearest exit route to your location.
- ◆ Any personal mains operated electrical equipment brought into the building may be subject to a visual inspection by CWT prior to use.
- ◆ Any damage done to the dressing rooms must be reported immediately. If the visiting company has caused the damage, the costs of repair will be passed on.
- ◆ Alcohol is not permitted anywhere in the theatre.

Risk Assessments

While the theatre is responsible for implementing safe working practices and risk assessments around standard procedures for the building, the incoming company is responsible for anything that may constitute a hazard as part of their event or production.

A risk assessment must be completed to identify and minimise any potential hazards.

Reporting Hazards and Maintenance Problems

If you notice anything in theatre that could constitute a hazard or is in need of attention then please report it to a member of the CWT team as soon as practical.