

Introduction

The Theatre has responsibilities by law for the Health & Safety and well being of its staff, the public, and visitors to the building. The Visiting Company should ensure that all relevant company members are fully aware of these rules.

General Regulations

1. It is strongly recommended that the Visiting Company create a production file that carries the following details of the production:
2. Any licences required for the production.
3. Certificates of flame-retardancy.
4. PAT certificates
5. Risk assessments of any special effects
6. COSHH assessments of substances used in the Production
7. Insurance certificates for the Visiting Companies equipment, scenery, costumes, etc.
8. Details of any special effects
9. Details of any special power requirements.

Health & Safety

1. The Visiting Company must use the Theatre's signing in and out book for the duration of the production.
2. The Theatre will make the Visiting Company aware of the Theatre's Safety Rules and all legal and licensing requirements for the building. It is the responsibility of the Visiting Company to inform all relevant members of your Company of these rules. If you have any queries please contact the theatre as soon as possible before the date of performance.
3. **Children: All performances, or rehearsals with children on stage, or in the auditorium, must have an adequate provision of chaperones to keep order at all times, take charge of the children in an emergency, and ensure their welfare at all times. Children under 16 must be supervised at all times. There must be at least one chaperone with every 10 children. This is the law. The licensing of Children as defined in The Children (Performances) Amendment Regulations 2000 is the sole responsibility of the Visiting Company.**
4. All accidents must be recorded in the Accident Book which is available on request. Failure to do so is a breach of Health and Safety legislation and the Theatres code of practice.
5. First Aid boxes are situated in: The greenroom, the Runround, and at designated positions around the theatre. A First Aider may be called via Reception – Dial 200 on internal phone.

General Rules

10. Smoking is strictly prohibited in all areas of the premises.
11. It is strictly forbidden to use or be in possession of any illegal substances whilst on the premises of the SJT.
12. Alcohol is strictly prohibited from all back-stage areas.
13. No combustibles or explosive materials or gas to be brought into the theatre.
14. Visitors may not go backstage without permission of the Production Manager.
15. All escape routes must be maintained clear and unobstructed at all times.

Scenery

16. All scenery, decorations, borders, drapery, gauzes, cloths, curtains and similar decorative hangings must be made of material which is not readily flammable, or of material which has been rendered and is maintained flame-retarded.
17. The use of plastics must be avoided whenever possible. Decorative items such as statues made of expanded polystyrene must be enclosed by a non-combustible skin of, for example, plastered scrim, Artex or Rosco Foamcoat, and care taken that this skin is maintained undamaged.
18. Plywood and similar boards must be Class 1. It is recommended that any frames built for flats, or any other purpose, should be made from 3inch x 1inch timber, which should also be class 1. If lighter materials are used for this purpose, the theatre reserves the right not to allow the set pieces in question on to stage. As the Theatre has no safety curtain, this is paramount. Certificates should be retained in the production file. Certificates of the flame retardancy of other materials should also be retained in the production file.
19. The Theatre reserves the right to check and test where deemed necessary all scenery for compliance with the appropriate fire standard. The Theatre will remove, or render flame-retarded at the Visiting Company's expense, any items not conforming to the appropriate standard.
20. All scenery must be stable and not likely to collapse once erected other than as an intended effect. The Theatre may refuse to allow the erection of any scenery that it considers unsafe unless a certificate issued by an appropriately qualified person.
21. Whilst fastening fittings such as hinges or sheet materials to the stage floor by using screws is permitted no holes may be cut in the floor without the prior consent of the Theatre. No other fixings may be made to other parts of the building without the prior consent of the Theatre. Any redecoration of the stage or auditorium must be approved by the Theatre who will normally require the previous decoration to be restored to its satisfaction at the end of the production. Any costs relating to this work will be recharged to the Visiting Company.
22. The weight of individual items of scenery or other equipment exceeding 15kg must have their weight marked on them if they are to be manually handled by the Theatre's staff.
23. Scenery must not be suspended other than from the grid. Ideally the weight of each separate item should be marked on it. The visiting company should provide the point loading required for suspended scenery.
24. Any carpets and other textile floor coverings and under-lays must either not ignite or have the effects of ignition on both upper and under surfaces. Appropriate certificates must be retained in the production file.
25. Where temporary floor surfaces such as sand, soil, turf, wood chippings, straw are to be used, certificates of treatment against fire, biohazard, toxicity as relevant, together with any special operating procedures must be retained in the production file. Dusty materials must not be used as floor coverings.

Props

26. Similar considerations of reducing the risk of fire apply to the use of properties and furnishings as to the use of scenery. Where the action does not involve the use of naked flame or smoking lesser standards may be appropriate. As a general rule hand held properties and antique furnishings will be approved without flame retardancy treatment. However the Theatre will generally apply the same standards as apply to scenery to large properties, large quantities of furnishings and to items especially constructed for the presentation. Appropriate certificates must be retained in the production file.
27. Items such as tablecloths, curtains and bedclothes must be flame retardant. Some flame retardancy treatments may cause dermatitis or irritation to sensitive skins; it may therefore be permissible for sheets in contact with naked skin not to be treated flame-retardant where hazards such as the use of real flame are not present.
28. The Theatre may require sight of the risk assessments for props and effects devices and, if deemed necessary, to see them in use under performance conditions before they are used in performance. The use of any substances (liquid or solid) or props with potential likely to permanently mark or damage in-house surfaces or to create substantial dust must be approved by the Theatre and, if deemed necessary, be tested under performance conditions.

Costumes

29. Where real flame is in use it may be necessary for flimsy costumes to be fireproofed in which case some form of recognised certification must be retained in the production file.
30. Quick-change arrangements must not affect the means of escape or access to fire fighting equipment.

Electrical equipment

31. If additional lighting or sound equipment is required, the Visiting Manager must arrange for it to be provided and fixed at its own cost.
32. Any additional electrical equipment, including lighting and sound equipment, must carry an indication of a valid PAT certificate. The PAT certificate, if not on the equipment, should be retained in the production file. A charge will be made if testing of uncertified equipment is deemed necessary using either in-house equipment or staff. The Theatre reserves the right to remove from the building any electrical appliance deemed to be unsafe.
33. Lighting equipment may only be rigged to approved suspension points. All lighting equipment must be provided with secondary suspensions (safety bonds or safety chains.)

Special Effects

34. Special effects include any device or effect that was not included in the original risk assessment which, if not properly controlled, may present a hazard. Examples include the use of smoke machines, fog generators, pyrotechnics and fireworks, real flame, firearms, strobe lighting. The Theatre may have to obtain the consent of the Licensing Authority before certain special effects may be used. All stage effects for a production should be set up and thoroughly tested as far as reasonably practicable before the fit up at the Theatre. This testing should replicate performance levels and conditions as far as possible. The Licensing Authority may

require the proposed effect(s) to be demonstrated in performance conditions before consent can be given and may refuse consent or make specific requirements. As much notice of any proposed effects should be given to the Theatre as possible but in any case no less than twenty one days. Failure to provide sufficient information may result in late or non acceptance of the effect even though such non-approval may have a serious artistic implication. After an effect has been demonstrated and approved it must not be altered.

35. Only a responsible person who has received appropriate training may operate special effects.
36. Where warning notices are required they must be conspicuously displayed at all public entrances to the premises (or auditorium, where appropriate) so that the public may read them before entering.
37. Any proposal to use excessively loud music or high-power audience lights must be discussed with the Theatre in advance. Failure to obtain approval from the Theatre may result in modification of the desired effect.
38. **Smoke machines & Fog generators** Documentary evidence of the non-toxicity and non-flammability of the fog or smoke must be retained in the production file.
39. Smoke machines and fog generators must be sited and controlled so that they do not obstruct exit routes nor cause a hazard to surrounding curtains or fabrics.
40. The volume of smoke and/or fog must be limited so that it does not seriously affect means of escape or obscure escape route signs. The penetration of smoke and/or fog into public areas must be restricted as far as is possible.
41. Warning notices must be displayed stating that fog or smoke is used as part of the effects.
42. **Pyrotechnics including fireworks** Specialist manufacturers supply pre-packed pyrotechnics, which enable strict control of the quantities of components and the easy safe repetition of pyrotechnic effects. Pyrotechnics supplied specifically for stage use must be used unless the entire effect including the operation is under the direct control of a specialist contractor.
43. All pyrotechnics must be used strictly in accordance with the manufacturer's instructions.
44. An approved member of the Theatre's staff must be present on stage whenever pyrotechnics are used. Additional fire fighting equipment may be required.
45. Pyrotechnics must be confined to the stage area and not taken into public areas.
46. Pyrotechnics must be fired from an approved key-protected control/firing box (and never directly from the mains electricity supply.) The key must be kept in the possession of the operator responsible for firing the devices. The control/firing box must only be energised immediately before firing the pyrotechnic devices.
47. The operator must have a clear view of the pyrotechnic device and its immediate vicinity from the firing point. This may be achieved by the use of an appropriate closed circuit television system.
48. The device must not be operated if there is any risk to anyone. In the event of a misfire the circuit must be switched off until after the performance.
49. Maroons must only be used in suitable bomb tanks in safe locations. Warning notices must be displayed stating that maroons operate as part of the effects on the premises.
50. Only sufficient pyrotechnic supplies for one performance may be withdrawn from the store. At the end of the performance any unused pyrotechnics must be returned to store.
51. **Real flame** Whenever possible an electrical or mechanical effect should be substituted for the use of real flame.
52. Real flame must be kept clear of costumes, curtains and drapes. Real flame must not be taken into public areas.
53. The lighting and extinguishing of the flame must be supervised by an approved member of the Theatre's staff who must remain where there is a clear view of the flame and easy access to it until it is extinguished. Additional fire-fighting equipment may be necessary.
54. Any candleholders and candelabra must be robustly constructed, not easily overturned and where practicable fixed in position.

55. Hand-held flaming torches must incorporate fail-safe devices so that if a torch is dropped the flame is automatically extinguished. Fail-safe devices must be tested prior to each performance.
56. Only solid fuel or paraffin may be used. The amount of fuel in torches must be limited to the minimum necessary for the effect.

57. **Firearms.** The Theatre's Production Manager must approve all uses of Firearms in advance. Guns used on stage should either be replicas or deactivated firearms; both types may be capable of firing blanks provided they are not readily convertible to fire live ammunition.
58. Any gun or ammunition must be under the direct control of the person holding the appropriate firearms certificate. Firearms and ammunition must not be left unattended by the responsible person. This does not preclude the use of the firearm by the performer provided it is returned immediately after use to the responsible person.
59. All ammunition and firearms including deactivated, replica and imitation firearms must be stored in a robust locked container in a room, which must be kept locked when not in use in a part of the premises to which the public do not have access.
60. The storage arrangements must meet the requirements of the Licensing Authority, where applicable.
61. Firearms must not contain any article or substance that could act as a missile. Blank ammunition must have crimped ends.
62. Firearms may only be removed from the store (together with the amount of ammunition necessary for the performance) immediately prior to the performance and must be returned to the store as soon as possible after use. Any unused ammunition must be returned to store. All discharged cartridges and percussion caps must also be accounted for at the end of the performance.
63. There must be sufficient rehearsal to ensure that any flame and hot gases are discharged safely.
64. Firing mechanisms and barrels must be cleaned and checked before use.
65. No firearm may be pointed directly at any person or at any readily combustible material.
66. Warning notices must be displayed stating that gunfire occurs as part of the effects on the premises.

67. **Weapons.** If the production involves the use of weapons including firearms of any type, toy or replica, the Visiting Manager must nominate an armourer, who will be responsible for the safe storage and maintenance of all weapons. The Theatre may require to see the weapons in use under performance conditions and reserves the right to refuse use if it deems them or the action unsafe.

68. **Strobe lighting effects.** Strobes must not be sited on escape routes, corridors or stairs or other changes of level.
69. Where strobe effects are used in public areas, the sources must be synchronised and locked off to operate at a fixed frequency outside the band of 4 to 50 flashes per second. This rule may be relaxed for purely momentary effects on stage.
70. No sequence may be longer than 30 seconds.
71. Warning notices must be displayed stating that strobe lighting operates as part of the performance.

72. **Storage of Special Effects & Firearms** Special Effects and Firearms may only be kept in the Theatre's approved store. This includes pyrotechnics, blank ammunition, flammable gases and liquids.
73. The storage receptacle must be kept locked shut at all times except when withdrawing material from store. The key must be kept under the direct control of the person responsible for the safe storage.
74. Smoking and naked flame is prohibited in areas where any explosives or highly flammable substances are stored and notices or signs must be displayed both in rooms and on containers to this effect.
75. Storage areas and containers must be indicated by the explosive or inflammable symbol as

appropriate on the door or lid.

76. All ammunition and firearms including deactivated, replica and imitation firearms must be stored in a robust locked container in a room, which must be kept locked when not in use. The police will also require approval of the storage arrangements for any firearms and ammunition.
77. When not in use all pyrotechnics must be stored in a metal container. The opening face of the storage receptacle must carry the explosives symbol together with a sign reading *Danger - No smoking - No naked flame* in letters no less than 25mm high. Storage receptacles must be resealed and replaced in the main storage receptacle and the main storage receptacle re-locked.
78. The minimum amount of any explosives or highly flammable substances may be withdrawn from store as is necessary for the particular performance.