



The
University
Of
Sheffield.

Drama
Studio.

Hirer's Guidelines.

- General Information And Conditions Of Hire
- Departmental Code Of Practice For Health And Safety.

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GENERAL INFORMATION AND CONDITIONS OF HIRE

1. Scope and Location

- 1.1. The Conditions and Information contained herein, shall apply to all groups hiring the Drama Studio. In conjunction with the appropriate Tariff and Codes of Practice, they form the basis of the Agreement between the Hirer and the University for all bookings in the Drama Studio.
- 1.2. The Hirer shall ensure that all members of the company are familiar with the sections of this document and with the sections of the Tariff that are relevant to their purposes.
- 1.3. Further copies of this document are available from the Theatre Manager or may be downloaded as a pdf file from the Drama Studio's website.
- 1.4. The University of Sheffield Drama Studio is situated at the junction of Shearwood Road and Glossop Road. It is provided primarily for use by University groups and departments but is also available for hire to outside organisations.
- 1.5. All enquiries should be made to the Theatre Manager.
- 1.6. The hirer shall appoint a Production Manager.
- 1.7. The Production Manager must attend a pre-planning meeting 40 days in advance of their fit-up/get-in to discuss risk assessments and method statements associated with their production and to identify any aspects of their production which the Licensing Authority need to be informed of. (see appendix B)
- 1.8. Preliminary plans should be submitted to the Drama Studio Theatre Technician in advance of this meeting.

2. Health and Safety

- 2.1. Copies of the University of Sheffield Health and Safety Code of Practice and of the Drama Studio Departmental Code of Practice for Health and Safety are available to each company using the Drama Studio.

3. Licences, Copyrights and Broadcasting

- 3.1. The Drama Studio is licensed under the Licensing Act 2003 for the provision of regulated entertainment between the hours of 11:00 and 23:00 on any day, with certain activities allowed from 10:00. Further details are available from the Theatre Manager.
- 3.2. The Hirer shall ensure that all other relevant permissions and licences for their performances are obtained in advance of such performances.

In addition to the performing royalties, these may include licences for the playing of live and recorded music, the playing of copyrighted film or television programmes, the recording of any copyrighted material (making a video of the show), for children and young people involved with the show (not just appearing in it) and for running a raffle. Advice can be sought from the Theatre Manager.
- 3.3. The Hirer shall ensure that all members of the company adhere to the conditions of such licences as shall apply to their activities whilst using the Drama Studio.

- 3.4. The Hirer shall inform the Theatre Manager, in writing with a minimum of 28 days notice, of any aspects of their production, which require special permission from the Licensing Authority. (see appendix B)
- 3.5. The Drama Studio is not to be liable for any infringement of copyright howsoever arising. The Hirer shall indemnify the Drama Studio and the University against all liability and against all actions, costs, claims and demands in respect of any infringements of copyright.
- 3.6. Transmission by wireless or any other means of any performance, entertainment or function taking place in the Drama Studio is not permitted except by prior arrangement with the Theatre Manager.
- 3.7. The Theatre Manager reserves the right to cancel any performance if the licence conditions cannot be met, for whatever reason.

4. Booking Procedure, Invoicing and Payment

- 4.1. Applications for use of the Drama Studio should be made on the Booking Form supplied to the Hirer. In the case of non-University organisations, this must be accompanied by a non-refundable booking fee. The amount of the booking fee is specified in the Tariff and will be credited against the final account.
- 4.2. The appropriate Tariff will be supplied with the Booking Form and lays out the principles and charges for using the Drama Studio. Additional copies are available from the Theatre Manager. Circumstances not covered by the Tariff shall be subject to an individual quotation by the Theatre Manager.
- 4.3. Completion of a Booking Form does not, in itself, constitute a booking.
- 4.4. Successful applicants will be sent written confirmation of their booking, which must be acknowledged by completing and returning the Agreement of Conditions of Hire of the Drama Studio.
- 4.5. All cheques should be made payable to "The University of Sheffield".
- 4.6. An Information Form will be sent to the Hirer before the start of the season in which a booking occurs, asking for details of the show, an outline of expected use of the theatre and for the contact details of personnel, key to the booking. The Information Form should be returned by the date indicated on it. Any change to the details supplied on the form should be made known to the Theatre Manager immediately.
- 4.7. Cancellation of bookings should be made before the date indicated on the Confirmation of Booking letter. Any cancellations made after this date will incur cancellation charges as detailed in the Tariff.
- 4.8. Cancellation of individual performances should be made within 7 days of the return date indicated on the Information Form for that particular show. Any cancellations made after this time will invoke a cancellation charge.
- 4.9. The University reserves the right to cancel any booking of the Drama Studio if it is necessary to carry out any unavoidable repairs to the building or its fabric/fixtures/fittings/furnishings by giving written notice of at least twelve weeks before the date of the booking. It is emphasised that this will happen in quite exceptional circumstances only.

- 4.10. University Hirers shall supply the Theatre Manager with details of their ticket sales for each performance within 5 days following completion of their booking. Failure to do so may lead to the maximum charge being levied.
- 4.11. An invoice for the final account will be issued by the end of the month in which the booking occurs. In line with University policy, the final account is payable on receipt of the invoice.
- 4.12. For Departmental users, an Estimate, based upon the details supplied on the Information Form will be sent to the hirer with enough notice for an Internal Trade Order to be raised before the booking takes place. The hiring department shall raise the Internal Trade Order and inform the Theatre Manager of its number before the commencement of the booking. Following the booking, a Statement of actual use will be supplied to the hiring department so that the Internal Trade Order can be amended if necessary and Goods Received in accordance with University Financial Regulations.

5. **Liability and Insurance**

- 5.1. In the case of any function not sponsored by the University, the Hirer shall be responsible for any loss, injury or damage which may be sustained or incurred by any person or persons while in the Drama Studio, for any purpose connected with the function for which it has been booked, except insofar as such loss, injury or damage may have been caused by the act, neglect or default of any servant of the University.
- 5.2. By signing and returning the Agreement of Conditions of Hire of the Drama Studio, the Hirer is deemed to have accepted the contents of this document and of the supplied Tariff and shall ensure all insurances mentioned therein and elsewhere in this document are in place.
- 5.3. The Hirer shall take out insurance to cover loss or damage over the period of booking and to cover its own public liability. A suggested figure is £5,000,000
- 5.4. The Hirer shall post in a prominent place, throughout the period of booking, a copy of the certificate for the above mentioned insurance.
- 5.5. The Hirer shall ensure that only those covered by the company's insurance are admitted to the Drama Studio.

Particular care and attention must be given to who is allowed into the theatre during the production period and prior to the theatre being opened for a performance. Friends, parents, relatives, children or other persons who are not covered under the terms and conditions of the hirer's insurance, constitute members of the public and special arrangements must be made in advance with the Theatre Manager. Such arrangements may invoke additional charges.

- 5.6. The Hirer shall ensure that the conditions of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations have been complied with if anybody is engaged by them for financial reward. In particular they should ensure that such people engaged have adequate insurance to cover their liabilities. (see also 8.4)
- 5.7. The Hirer shall ensure that, under no circumstances should any member of the public, persons identified in 5.5 or any other person not adequately trained for the purpose, be allowed onto the stage or in the wings and Baptistry area. This applies

at all times during the booking period but particularly before, during and after performances and especially after the last performance when the strike and get out is taking place.

6. Using the Drama Studio

- 6.1. Users shall be responsible to the Theatre Manager at all times and shall comply with his/her instructions and those of other responsible officers of the University.
- 6.2. The Hirer shall inform the Theatre Manager in writing, in advance, of any anticipated use of sessions of preparation or rehearsals in excess of those included as part of the booking and of any anticipated work outside normal hours. Information about sessions of preparation, rehearsals and working times in the Drama Studio can be found on the Tariff.
- 6.3. The Hirer shall inform the Theatre Manager, in writing, in advance of the booking if they do not wish such work as that detailed in 6.2 to be allowed, without being authorised.

In the interests of facilitating the production but at the discretion of the Theatre Manager, unauthorised additional work and work outside normal hours will usually be permitted. The Theatre Manager will inform the Hirer that such work has taken place and will apply the appropriate charges.

- 6.4. The fabric of the Drama Studio, its furniture, fixtures and fittings must not be removed or defaced or damaged in any way. The use of nails, screws, adhesives or any other means of fixing to the structure of the building or its fittings is prohibited.
- 6.5. The Hirer shall be responsible for any damage to University property caused by the company.
- 6.6. The University shall not be held responsible for any property introduced into the Drama Studio, or left behind at the conclusion of the booking, or for any loss or damage to such property.
- 6.7. The Hirer shall ensure that all stage settings, materials and production rubbish introduced by the company are dismantled and removed from the premises at the end of the booking period. Waste materials, paint and batteries in particular, shall not be disposed of in Drama Studio receptacles or skips.
- 6.8. The Hirer shall ensure that any property supplied on loan or hire by the Drama Studio is returned to its proper place of storage at the end of a booking period.
- 6.9. The Hirer shall ensure that all displays and notices introduced by the company in the Front of House, backstage and dressing room areas are removed at the end of a booking period.
- 6.10. The Hirer shall ensure that the company keeps itself and its property within the areas allocated by the Theatre Manager for the purpose of its activity and shall not set up its property before nor dismantle it after the period booked unless prior arrangement has been made with the Theatre Manager.
- 6.11. The Hirer shall seek permission, in advance, from the Theatre Manager before the foyer areas are used for purposes other than servicing an audience. Unauthorised use may incur additional charges.

- 6.12. The Hirer shall ensure that the company conducts its affairs in such a manner as to avoid danger, annoyance and disturbance to other users of the premises or to occupiers of neighbouring properties.
- 6.13. The Hirer shall ensure that the stage area is kept clean and tidy. The entire stage area must be cleared of all surplus production equipment and materials before the first performance. The stage floor and wings must be swept and mopped at the end of the booking period.
- 6.14. The Hirer shall ensure that no equipment, of any description, is installed in the Auditorium without first seeking the permission and advice of the Theatre Manager (see 3.4).
- 6.15. The Hirer shall ensure that the auditorium and front of house areas are cleared completely by the morning of the day before the first performance, in order that they may be prepared and cleaned.
- 6.16. The Drama Studio is cleaned each morning from Monday to Friday and on Saturday morning if there is a performance. Any group using the Studio during the day on which a performance is due to take place or who are performing a matinee or on a Sunday or Bank Holiday, shall make arrangements for the cleaning of the auditorium, foyers and other relevant areas before the audience is admitted.

7. Front of House Management

- 7.1. The Hirer shall ensure that Front of House requirements are complied with at all times when the Drama Studio is open to the public.
- 7.2. The Hirer shall ensure that a House Manager and a minimum of four ushers are provided for every public performance. An additional person will be required to staff the Box Office.
- 7.3. All Front of House staff must be familiar with the Emergency Evacuation Procedure before an audience can be admitted to the theatre.
- 7.4. The Hirer shall ensure that all members of the Front of House staff are easily identifiable, either by shirts, armbands or badges labelled with the word STEWARD.
- 7.5. It is a legal requirement under the conditions of the Drama Studio's Premises Licence that staff emergency procedure drills are carried out. As a minimum this will involve the stage manager, control room staff and the complete Front of House team. If you are requested to participate in such a drill, advanced notice will be given and every effort will be made to execute it at a mutually convenient time. Failure to comply may jeopardise future bookings in the Drama Studio.
- 7.6. The Hirer shall ensure that the Front of House staff is available from 45 minutes before curtain up, throughout the performance and until the public has left the Theatre. They are allowed to watch the show but they must be allocated seats where they are contactable and from which they can leave without disturbing the audience.
- 7.7. The Hirer shall ensure that an adequate system is in place to prevent the seating capacity of the Drama Studio being exceeded.

- 7.8. All members of the audience, including small children, must be provided with their own seat. Standing is not allowed in any part of the auditorium.
- 7.9. Groups wishing to offer for sale any items other than basic refreshments should check with the Theatre Manager in advance. The sale or supply of alcoholic beverages is not permitted under the terms of the Drama Studio's licence.
- 7.10. The Front of House staff shall, as far as is reasonably practicable, ensure that no glass containers, hot drinks, sticky drinks or hot food are taken into the auditorium.
- 7.11. The Front of House staff shall make a tour of the auditorium to collect major items of rubbish, following each performance.
- 7.12. Groups or individuals wishing to make collections on any part of the Drama Studio premises must obtain prior permission from the Theatre Manager.

8. Pre-Production Planning

- 8.1. The Hirer shall ensure that a named person is appointed for each production, to undertake the duties of the Production Manager detailed in Section 7, *Personnel* of the Drama Studio Departmental Code of Practice for Health and Safety.
- 8.2. The Hirer shall ensure that the Theatre Technician is advised in advance of the technical requirements for their production. Production plans, including set design, lighting and sound must be discussed prior to the get-in, in order to identify any areas of concern and to prevent unnecessary problems.
- 8.3. The Hirer shall ensure that any hazards associated with their production have been identified, that suitable assessments of the risks involved have been carried out and that the Theatre Technician has been advised accordingly.
- 8.4. The Hirer shall ensure that anyone engaged in accordance with 5.6, complies with 8.3 above.
- 8.5. The Hirer shall ensure that the Theatre Manager is supplied with copies of all risk assessments arising from 8.3 and 8.4 above and for ensuring that such information is disseminated to all members of the company.

9. People with Disabilities

- 9.1. The Drama Studio has a number of features to make it accessible to people with disabilities. Level access is provided for wheelchair users and others to both the backstage areas and the auditorium stalls.
- 9.2. There is a unisex accessible toilet in the Front of House area for members of the audience and one in the backstage area for members of the cast and crew.
- 9.3. There is an infra-red system fitted in the auditorium for people with impaired hearing. Receivers for the infra-red system are available from the Theatre Manager on request.
- 9.4. The seats in Row A of the stalls can be removed in various combinations to accommodate up to 8 wheelchairs. Further details can be found on the seating plan or from the Theatre Manager. Please bear in mind that, wherever possible, seats for partners/carers should be allocated at the side of the wheelchair.

- 9.5. It is the responsibility of the Hirer to ascertain whether a patron has special access requirements at the point of sale of tickets and for advising the Theatre Manager accordingly.
- 9.6. The Hirer shall ensure that notices are posted in the Front of House areas to give advice of special effects that may affect members of the audience. It is also recommended that such information is provided to patrons at the point of sale of tickets.
- 9.7. Dressing room 1 is wheelchair accessible as is the rear stage area (The Baptistry). The Baptistry is 450mm (18 inches) above the main stage area and, as in all cases (see 13.3.1), it is the responsibility of the Hirer to design suitable settings to negotiate this level change. The Drama Studio has a telescopic wheelchair ramp, which can be made available to assist in this matter.

10. Children and Young People

- 10.1. Children and young people need additional care and attention due to their age, vulnerability and inexperience in a working environment. Note that a young person is defined as someone who has not attained the age of 18 years and that a child is defined as someone who has not attained the minimum school leaving age (MSLA), generally 16 years.
- 10.2. In addition to any licences required (see 3.2), any children or young persons brought into the Drama Studio for the purpose of participating in a production must be properly supervised at all times. If they are not participating in the production, they should not be brought to the theatre.
- 10.3. The nature of their involvement must be properly assessed and discussed in advance with the Theatre Manager. Certain aspects of work in theatre have minimum legal age requirements.
- 10.4. The Hirer shall ensure that they are accompanied around the theatre at all times either by the person supervising their work or by the designated chaperone.
- 10.5. The Hirer shall ensure that all chaperones and persons supervising work are properly trained and vetted for the purpose.
- 10.6. The Hirer shall ensure that separate changing areas are allocated for boys and girls, which will be segregated from adult changing areas.
- 10.7. The Hirer shall ensure that adequate provision is made for their needs of sustenance and relaxation when not participating.

11. Publicity

- 11.1. The Drama Studio publishes three leaflets and posters a year containing details of the events taking place. This information is circulated for inclusion in University and other local 'diary' programmes and is also available from the Drama Studio's website.
- 11.2. Any material for inclusion in Drama Studio publicity should be submitted to the Theatre Manager, on the Information Form supplied, by the date stated.
- 11.3. Posters and programmes for individual events are the responsibility of the Hirer.

- 11.4. Posters for display on the Drama Studio's notice boards should be handed to the Theatre Manager and not stuck up at random.
- 11.5. The Drama Studio reserves the right to refuse to display any posters or other advertising material that may be considered unduly offensive, for whatever reason.
- 11.6. The Drama Studio produces a long poster for the external notice board each week unless the Hirer requests to produce the poster themselves with at least 10 days' notice. A charge for producing the long poster is included in the final account.

12. Security

- 12.1. Groups and individuals using the Drama Studio are reminded of the constant need for strict security. Whilst the measures detailed below will minimise any risk, it is strongly advised that no valuables of any sort be left unattended at any time, in any part of the building.
- 12.2. The Stage Door, on Shearwood Road, should be used at all times by all members of groups using the Drama Studio including Front of House staff.
- 12.3. The front doors, on Glossop Road, are only to be used for public access at performance times or in an emergency.
- 12.4. The side auditorium exit doors and stage dock doors should only be used for getting in and out large items of scenery and furniture or in an emergency. The exit doors are fitted with an alarm, which is switched off during performances and, on request, during fit-ups etc.
- 12.5. The back-stage emergency exit outside Dressing Room 1 should only be used for access to the assembly point during an emergency evacuation and to the rubbish skips. If you use this door, make sure it is securely closed afterwards.
- 12.6. The Hirer shall ensure that all members of the company are familiar with the operation of the coded locks and with their own code.

The Stage Door, ground floor and first floor pass doors to back stage and dressing rooms are fitted with security locks and each group is issued with its own code. These locks must be used at all times to prevent unauthorised access to dressing rooms and back stage. The Hirer shall contact the Theatre Manager at least a week before the booking if the company wishes to change or select its own code.

- 12.7. The dressing rooms are all fitted with locks and keys may be signed out from the Studio office if required.

13. Facilities

13.1. Seating Arrangements

13.1.1. Seating capacities:

Stalls	121
Circle	79
Boxes	18

All seats on the front row of the Stalls may be removed in various combinations to accommodate up to 8 wheelchairs (see 9.4). Please advise in advance if you know wheelchairs are expected.

13.2. Stage

13.2.1. A scale plan (1:50) of the Drama Studio stage is available from the Theatre Manager or as a pdf download (~1:100 on A4 paper) from the Drama Studio's website. Each production will be provided with one free copy but additional copies may be purchased.

13.2.2. There is very restricted wing space on either side of the stage with a maximum height of 2.8m.

13.2.3. On occasions when daytime activities are scheduled in the theatre, groups may be asked to assist by clearing items of furniture and properties from the stage after the performance on the evening before and, in the case of lunchtime concerts, to assist in getting the piano on to the stage. The stage will be cleared after daytime events but it will be left for production staff to reset furniture, props etc.

13.3. Settings

13.3.1. It is the responsibility of the hirer using the Drama Studio to devise and provide their own stage settings.

13.3.2. The stage floor cannot be painted. Any group wishing to use a decorated floor must provide an overlay, which can be fixed to the stage floor. Care must be taken to avoid getting paint on the stage floor and any marks must be repainted black at the end of the booking period and all fixings carefully removed.

13.3.3. The stage floor must be adequately protected from any action that may damage it.

13.3.4. Vinyl emulsion based paints **only** may be used on scenery and other stage items. Care must be taken to avoid getting paint on the stage floor, the fabric, furniture or fittings of the Studio. Under no circumstances should pressurised spray containers bearing the extremely flammable symbol be brought into the Drama Studio.

13.4. Costumes, Make-up, Properties, Furniture

13.4.1. The Drama Studio does not undertake to provide any costumes, make-up, properties or furniture. These are the sole responsibility of the hirer.

13.4.2. A grand piano is available in the theatre, which is the property of the Department of Music and must be treated with care and respect at all times.

13.5. Storage

13.5.1. The Drama Studio cannot provide space for the long term storage of groups' costumes, properties, furniture or scenery.

13.6. Company Accommodation

13.6.1. The Drama Studio has four dressing rooms, each with fixed make-up tables and illuminated mirrors, costume rails and wash basins. These can provide accommodation for 31 persons but should more accommodation be required, Studio 1 may be booked, subject to availability and adequate advanced notice.

13.6.2. There is a Green Room, consisting of a kitchen area, which must be kept clean and tidy and an adjacent lounge area.

13.7. Pre-production Areas

13.7.1. There are two rehearsal studios which may be booked in advance, each provided with a piano. A charge will be made for using the rehearsal studios in accordance with the appropriate Tariff. Use is subject to separate Conditions of Use, which are posted in the rehearsal rooms and available on request from the Theatre Manager.

13.7.2. The Drama Studio does not provide any tools, paint or other materials.

13.8. Front of House

13.8.1. The Drama Studio allows the Hirer to provide their own light refreshments, for which preparation and serving facilities are available. It is expected that the minimum provision will include a hot drink, e.g. coffee. All equipment provided by the Drama Studio must be washed up and returned to the cupboard after each performance.

13.8.2. There is a box office located in the outer foyer of the Drama Studio. Hirers may use this facility for the purchase and pick up of tickets on the evening of performances.

13.8.3. There are two boards available in the inner foyer on which groups may mount displays for their production. Only drawing pins should be used to affix items to these boards. Normal posters for display on boards other than these should be handed to the Theatre Manager. (see 11.4)

13.9. Sound and Lighting

13.9.1. The Drama Studio has a house lighting rig for which a scaled rig plan (1:50) is available from the Theatre Manager or as a pdf download (~1:100 on A4 paper) from the Drama Studio website. Each production will be provided with one free copy but additional copies may be purchased.

13.9.2. Alterations and additions to the standard rig may be made but the rig must be returned to standard at the end of the booking period. Additional equipment is available for this purpose if required which should be returned to the store after use.

13.9.3. There is a sound system which can be used for live amplification and the playback of incidental pre-recorded music and effects on mini discs, compact discs and from a computer based playback system to various speaker positions around the stage and auditorium.

13.9.4. No modification or repairs should be attempted to any Drama Studio equipment.

13.10. Staff

13.10.1. The Drama Studio will supervise groups' use of the Studio and its facilities as deemed necessary.

13.10.2. The Drama Studio does not provide operators for your show.

13.10.3. The Hirer shall ensure that sufficient adequately trained crew, operators and Front of House staff are provided to carry out all the requirements of the production in hand.

13.10.4. Failure to provide satisfactory staff, able to demonstrate competence in their given area, may result in the stopping of work and, in extreme cases, in the cancellation of the production and the imposition of the appropriate

cancellation charge.

DEPARTMENTAL CODE OF PRACTICE FOR HEALTH AND SAFETY

1. Organisation for Safety

Organisation for safety within the Drama Studio conforms to the University of Sheffield Health and Safety Code of Practice and the Drama Studio Departmental Code of Practice for Health and Safety, copies of which are available to everyone using the facilities within the Drama Studio.

The University has taken all reasonable steps to retain the Drama Studio in a condition in which it can be used safely by everyone, provided that users comply with the requirements of the above codes and the “General Information and Conditions of Hire”.

The Theatre Manager is responsible for health and safety within the Drama Studio.

2. General Conduct

It is the hirer’s responsibility to read the University of Sheffield Health and Safety Code of Practice, the Drama Studio Departmental Code of Practice for Health and Safety and the “General Information and Conditions of Hire” before using the Drama Studio.

Before starting any work all persons must satisfy themselves that they are aware of any hazards that have been identified and of the safety precautions and procedures that have been introduced to control the risk.

Everyone working in the Drama Studio has a responsibility both for their own health and safety and for the health and safety of anyone who may be affected, either directly or indirectly, by their actions.

Everyone coming into the Drama Studio is reminded that alcohol and drugs, even in small quantities, impair the judgement and abilities of the user.

3. Visiting Groups – Special Notes

It is the responsibility of the visiting group to ensure its members are familiar with its own Health and Safety Code of Practice, the University of Sheffield Health and Safety Code of Practice, with the Drama Studio Departmental Code of Practice for Health and Safety and the “General Information and Conditions of Hire”.

Animals and children under the age of sixteen should not be allowed in any area where scenery construction, flying/suspension or lighting is in progress. When children are on any part of the premises, for any purpose, they must be adequately supervised at all times to minimise the risk of injury to themselves or others.

4. Emergency Procedures

The Drama Studio operates two sets of emergency procedures depending on whether or not the public are on the premises. During times when the public are not on the premises, the emergency procedure is detailed on standard Fire Action notices displayed at appropriate places around the building.

When the public are on the premises, i.e. for performances, the emergency procedure is detailed in Appendix A at the back of this supplement. Additional copies are available on request.

It is the responsibility of the individual to familiarise themselves with these procedures, the escape routes from the area in which they are working and the location of the evacuation point.

5. Accidents and First Aid

All accidents, however small, must be reported immediately to a member of the Drama Studio staff. The importance of this cannot be over-stressed.

The University is legally obliged to report certain accidents to the authorities at the earliest opportunity by phone. Only if the accident is reported in the appropriate manner can this happen and action be taken to prevent a repetition.

A first aid kit is situated in the props room adjacent to the stage; however it is the responsibility of the visiting group to provide their own first aid kit and cover for their activities.

For further advice you are referred to sections 3 and 4 of the University Of Sheffield Code Of Practice – Health and Safety.

6. Planning

It is essential that your production be properly planned well in advance of the get-in. All technical requirements and plans (setting, lighting, sound, special effects etc.) must be notified to and discussed with the Drama Studio Theatre Technician.

All hazards need to be identified so that appropriate measures can be put in place to control the risks and so that, where necessary, the licensing authority can be informed.

You are required to provide a method statement incorporating measures for controlling the risks of any hazards associated with your production. The licensing authority requires that certain aspects of a performance are notified to them at least 28 days in advance. A current list of such aspects can be found in Appendix B.

It is your responsibility to ensure that any items of equipment, which you bring into the Drama Studio, are in a safe working condition and that only competent members of your group with adequate training use them. Any electrical appliances brought into the theatre will be inspected by the Theatre Technician. Items deemed unsafe or unsuitable by the Theatre Technician may not be used on the premises.

7. Personnel

Each area of activity shall be the responsibility of a named person. This person must satisfy the Theatre Technician that he or she is competent to work in that area.

Where no competent person can be identified, no work may be carried out in that area, unless and until such a person is provided.

In order to facilitate the above, one person, hereinafter called the Production Manager, be appointed. The Production Manager's chief responsibilities will be:

- To take overall responsibility for the production.
- To take responsibility for health and safety and provide suitable method statements and risk assessments required for the production.
- To liaise with the Theatre Technician during the planning of the production, the get-in and fit-up, the technical and dress rehearsals and the strike and get-out.

8. Smoking

Smoking is not permitted in the Drama Studio.

9. Working At Height

All working at height activities must have suitable risk assessments and method statements in place.

The access tower may only be constructed or dismantled under the supervision of the Theatre Technician. Always check the tower before using it – are the safety clips in place; are the wheels levelled and locked off and is the tower stable; are the working platforms securely and correctly fitted? If any of these conditions are not satisfied then the tower is not safe to use.

Never climb the outside of the tower, always use the ladders inside and climb carefully. The tower is not a “climbing frame” and only persons requiring access to their work and over the age of sixteen are allowed to use it. Do not move the tower with anyone on it.

Never leave loose items on the working platforms or anything hanging on the frame of the tower.

Always inspect ladders and stepladders before use and do not use if damaged or unsafe in any way. Always set ladders and stepladders on a firm level base with a non-slip surface.

Never lean a ladder against anything unless you are absolutely sure it is safe to do so. Ladders should be lashed off securely at the top or if this is impossible steadied by another person at the foot.

Move the tower, ladder or stepladder to the correct position for work to avoid leaning out. Face the ladder when climbing up or down. Never leave loose items on the top or steps of a stepladder or hanging on the rungs of a ladder. Not more than one person should use the ladder at the same time.

Access to some lighting is from the grid, which is only to be used by persons authorised by the Theatre Technician. Those gaining access to the baptistry grid are reminded that the fixed ladder should be used safely as detailed in this section. Never attempt to gain access directly from one grid to the other.

10. Scenery – design and construction

Your scenery may only be constructed of materials which are (a) non-combustible or (b) inherently non-flammable or (c) rendered and maintained flame resisting, in order to minimise the risk of fire. Gloss and other oil based paints are flammable and must not be used.

The Drama Studio does not provide scenery construction facilities.

Staging levels more than 600mm above the ground, including access to and from, must be approved by the Licensing Authority and appropriate plans will need to be submitted (see Appendix B).

Incoming groups must discuss their plans for scenery with the Theatre Technician so that any safety matters that occur can be dealt with.

11. Backstage

Backstage space and fire exits must be organised carefully with attention to safe and clear access to all doors, passageways and fire fighting equipment.

All work backstage must have suitable risk assessments and method statements.

Only production personnel are permitted backstage.

12. Suspension and Flying

No suspension or flying may take place without the permission of the Theatre Technician.

Only competent persons will be permitted to undertake flying/rigging/overhead lifting. Any flying/rigging/overhead lifting must have suitable risk assessments and method statements.

13. Alterations and additions to the existing lighting and sound rigs

Incoming groups may only make alterations or additions to the existing sound or lighting rig with the prior approval of the Theatre Technician.

14. Pyrotechnics and other Special Effects

The use of naked flame on stage is not permitted without the prior permission of the Licensing Authority (see Appendix B).

Use of pyrotechnics and/or flame effects requires specialist skills and must have suitable risk assessments and method statements. Such aspects must be discussed with the Theatre Technician.

15. Smoke Machines

The use of smoke machines on stage is not permitted without the prior permission of the Licensing Authority (see Appendix B).

Warning notices should be displayed within the foyer in clear view of the arriving audience.

16. Strobe Lighting

Any group that is planning to use strobe lighting should be aware that it could induce epileptic fits. Therefore all members of a group should be consulted before planning such an effect and warning notices should be displayed within the foyer in clear view of the arriving audience. The use of strobe lighting should be kept to a minimum.

17. Weapons

Anyone wishing to use weapons including replicas, knives, swords, etc., must comply with the Health and Safety Executive (HSE) Management of Firearms and Other Weapons in Productions information sheet. A copy of this document may be found on the HSE website at www.hse.gov.uk.

18. Use of Power Tools

Only battery powered screw guns are permitted within the Drama Studio premises.
The Drama Studio does not supply tools for hirers.

19. Dressing Rooms and Green Room

All electrical appliances should be switched off and plugs withdrawn when not in use or when unattended.

Exits and escape routes must be kept clear at all times.

20. Work outside normal hours

The normal working hours of the Drama Studio are 10am–11pm Sunday to Friday, and 5pm– 12 midnight Saturday. Work outside these hours may only be undertaken with the permission of the Theatre Manager and, where it is deemed necessary, the appropriate signing in and out procedure should be used.

Appendix A

PERFORMANCE CONDITIONS EMERGENCY EVACUATION PROCEDURE

ON SEEING RED FLASHING LIGHT OR HEARING ALARM:

DUTY FIRE OFFICER

1. Ascertain location of fire, and information about it
2. Telephone 4444 (control) with location, hazards and casualty information
3. Tackle fire if safe to do so, if not, close but do not lock the door
4. Evacuate from building to check with all door guards for recent developments
5. Report information to, and liaise with, Fire Brigade upon their arrival

DUTY MANAGER

1. Attend stage
2. Make evacuation announcement
“Ladies and Gentlemen, due to circumstances beyond our control we are unable to continue with this performance. Please leave the theatre by your nearest exit, where ushers are on hand to provide assistance”
3. Supervise audience evacuation in stalls and circle, ensuring all areas are checked, and fire doors closed
4. Evacuate to outside front entrance and remain with circle ushers as door guard
5. Duty Fire Officer will attend for latest situation

STAGE MANAGER

1. When Duty Manager arrives on stage, cue control room to raise houselights and working lights
2. Page R.O.H. to advise full company to evacuate to assembly point in upper back yard
3. Take Evacuation signing in sheet and assist company members to evacuation assembly point in upper back yard
4. Give company roll call and mark off on sheet
5. Act as door guard for rear exit
6. Duty Fire Officer will attend for latest situation

CONTROL ROOM

1. On cue from S.M. (or if no communications, when Duty Manager appears on stage)
2. Raise houselights then working lights, then switch off all but show relay
3. Evacuate via front entrance to Stage Door, to act as door guards there

F.O.H. TEAM

CIRCLE USHERS

1. Wait by curtains/doors and assist audience evacuation
2. When audience is clear, check gents toilet and follow audience to front of building
3. Act as door guards for front doors

STALLS USHERS

1. Open auditorium side exit, but leave doors to inner foyer closed
2. With one usher each side of stalls, assist evacuation through auditorium side exit
3. When audience is clear, stage left usher check accessible toilet and follow audience outside and act as door guards for side exit

NOTE: if normal exit route is not available, wheelchair refuge is in Outer Foyer, in front of radiator

F.O.H. MANAGER

1. Open external doors
2. Remain in inner foyer with Duty Manager to assist audience evacuation
3. When audience and circle ushers are clear, close foyer doors, check ladies toilet and evacuate through front entrance. Duty Manager will follow
4. Go to stalls ushers by side exit and remain as door guard
5. Duty Fire Officer will attend for latest situation

Appendix B

If your production requires any of the following, in addition to a risk assessment and method statement the Theatre Manager must inform the Licensing Authority with 28 days notice in writing before your fit-up/get-in day.

- Any use of naked flame.
- Use of pyrotechnic effects.
- Use of smoke generating equipment.
- Use of special lighting effects such as lasers or holograms.
- Use of any structure that is more than 600mm (2 feet) above the stage floor. (Detailed plans and construction drawings will be required)
- Use of additional decoration to and/or aspects of the performance within the auditorium. This includes the siting of any equipment within the auditorium, including sound and video systems, and any actions made by performers within the auditorium.
- Use of anything else which the Drama Studio has identified as carrying a higher than normal risk of danger.

Please give the Drama Studio as much information as possible. For any use of naked flame for instance, please include such details as location, is the item lit on or off stage, how is it lit, are there any flammable materials in the vicinity, duration, how often, how is it extinguished, where is it extinguished and anything else that may be relevant.

The Drama Studio is committed to ongoing health and safety monitoring and improvements. In order to fulfil these commitments this document is subject to regular review.



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