

### **53two - Visiting Company Health and Safety Document & Company Information**

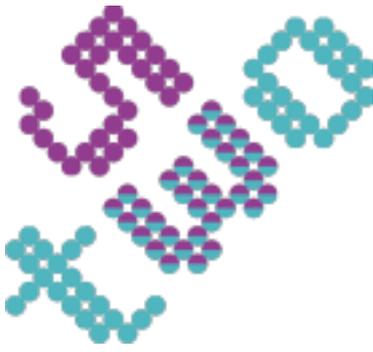
In the following document you will find all the necessary information regarding health and safety and company practice whilst hiring 53two. Please ensure that the information is read thoroughly, the relevant parts are completed and returned to us on or before the commencement of your show/event. Without the necessary forms completed and signed, we are unable to allow your production to go ahead.

If you have any queries with the document and the contents, please do not hesitate to contact us.

Many thanks,

A handwritten signature in black ink, appearing to read 'Simon Naylor'.

Simon Naylor  
Venue Producer



## **53two - Visiting Company Flame Proof Declaration**

It is our job to check that scenery and props are fire resistant, and they may require a practical test on a sample of material. The basic rule is that all drapes and most scenery brought in must be fire resistant but this will be determined on a risk assessed approach. The exception is for items that may come into contact with the skin, such as costumes and bed sheets. This is because some people are allergic to the chemical treatments used in proofing. Other soft materials such as a tablecloth on a table or curtains should be fireproofed. If you have a problem, please discuss with the theatre as soon as possible to assess the risk.

PAPER is obviously flammable and will catch fire at once. It is generally not allowed on stage if it is near lights or anything that may cause it to combust.

DRAPES, curtains, blackout materials, gauzes, muslins, etc. will burn if set alight and will need to be treated so that they do not burn. WOOD (e.g. rostra, doors, furniture and tree trunks) is combustible but would take some time to catch fire. These items do not need to be treated unless you have a large set made entirely of wood. Scenery made of cloth on a wooden frame – such as flats or screens – must be made fire resistant.

PLASTIC is difficult to treat so should be avoided if it is to be placed near a potential source of fire.

Certain materials like polystyrene and other expanded foams are highly combustible, give off toxic fumes and are highly discouraged. These and other manmade materials

should be avoided as they are difficult to fireproof. If you must use them then consult the theatre in advance and purchase materials treated during manufacture.

Chemical treatments can be painted or sprayed on or the material dipped into it. Do not treat only the edges of a cloth; the middle is just as important. Always treat material samples for suitability and colour fastness. Excessive solution strength can cause crystals to form on the material.

**A SIGNED COPY OF THIS FORM MUST BE RETURNED TO 53two ON OR BEFORE  
COMMENCEMENT OF PRODUCTION**

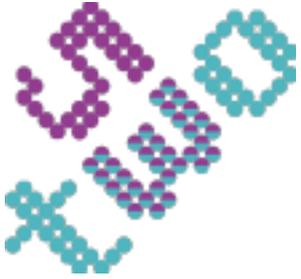
I can confirm that ALL materials used in the show are flame-proof and/or have been treated with flame proofing liquid(s).

**NAME:**

**POSITION:**

**SIGNED:**

**DATE:**



## VENUE RISK ASSESSMENT

This is the statement of general policy and arrangements for: 53two

**Visiting Producer** has overall and final responsibility for health and safety of visiting performers and staff

**Simon Naylor (Producer)** has day-to-day responsibility for ensuring the venue policy is put into practice

Statement of general policy:	Responsibility of:
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the venue	<b>Simon Naylor (Venue Producer)</b>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	<b>Simon Naylor (Venue Producer)</b>

Engage and consult with staff on day-to-day health and safety conditions	<b>Simon Naylor (Venue Producer)</b>
Implement emergency procedures – evacuation in case of fire or othersignificant incident.	<b>Simon Naylor (Venue Producer)</b>
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	<b>Simon Naylor (VenueProducer)</b>

**Action/Arrangements (What are you going to do?)**

Risk assessment is conducted prior to event to identify risks to personal safety and property. Appropriate measures are then put in place to prevent risks coming to fruition or to deal with the risk should it occur.

Each member of staff is briefed before the event and shown a copy of the risk assessment along with the relevant fire procedures for the venue.

Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.

Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time updated as necessary. Staff are briefed fully on evacuation procedures.

Toilets, washing facilities and drinking water provided. System in place for routine inspections and for ensuring that action is promptly taken to address any defects.

First-aid box is located: Behind the bar
Accident book is located: Behind the bar

Production staff (venue) to check all electrical equipment and stage equipment prior to each show.

Production staff to check all electrical and stage equipment.

Ensure all venue staff are briefed prior to event so they are familiar with the layout of the venue, the emergency procedure and exit locations.

HAZARAD	RISK	PERSON(S) AT RISK	CHANCE OF HARM	PREVENTION & CONTROL MEASURES
SLIPS & TRIPS	PERSONAL INJURY: Staff and visitors may be injured if they trip over objects or slip on spillages.	PERFORMERS, MEMBERS OF STAFF, CHAPERONES	50/50 CHANCE	General good housekeeping is carried out in areas open to public access. All areas well lit, including stairs. Any areas that are not well lit are well staffed and managed. No trailing leads or cables in areas where electrical equipment is being used. Staff keep work areas clear, e.g. no boxes, obstacles, wires etc. left in walkways, stairwells or gangways. <b>No access to backstage allowed.</b>
FURNITURE IN DRESSING ROOMS	PERSONAL INJURY: Misuse of furniture or inappropriate behaviour may lead to personal injury. The condition of the furniture and standard of quality, if poor, may be liable to cause personal injury.	PERFORMERS, MEMBERS OF STAFF, CHAPERONES	UNLIKLEY	<b>Currently not applicable. No access to backstage allowed.</b>
BAGS, EQUIPMENT AND PROPS IN DRESSING ROOM	PERSONAL INJURY: depending on the extent of items being stored in the dressing room there is a risk of personal injury in particular falls or trips.	PERFORMERS, MEMBERS OF STAFF, CHAPERONES	50/50 CHANCE	Ensure that the performers and staff are advised to store all items in one area of the dressing room in a safe and tidy manner. Performers to take steps to keep floor space clear at all times to avoid accident. <b>No access to backstage allowed.</b>
PROPS AND EQUIPMENT IN WINGS OR BACKSTAGE/HOLDING AREAS	PERSONAL INJURY: in particular, the risk of collision, trips and falls causing personal injury.  DAMAGE TO PERSONAL PROPERTY: possibility of props being damaged by participants using the wings and backstage areas.	PERFORMERS, MEMBERS OF STAFF, CHAPERONES	50/50 CHANCE	Ensure pathways and gangways remain clear. Store any props in a safe area that does not pose a risk to the safety of the performers. Ensure users of the equipment are aware of its location <b>No access to backstage allowed.</b>  Store the items as far from the walkways and passage ways as possible

## FURTHER ACTION

Ensure that staff are aware of required standard of cleanliness and housekeeping. Conduct regular checks on areas open to public access. Ensure all walkways, corridors, gangways and footpaths are monitored regularly.

Request that all dressing rooms are cleared prior to use.

Only include furniture that is necessary, any unnecessary furniture should be relocated a stored accordingly.

Ensure that at each event there is adequate space to accommodate the number of performers.

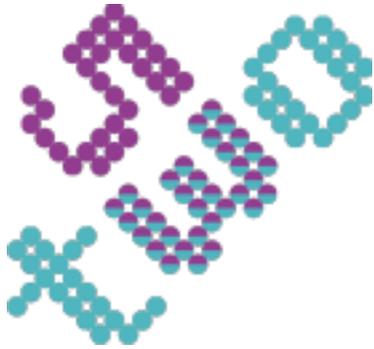
Use second dressing room if appropriate.

Ensure that there is adequate space to accommodate the props or equipment.

STAGE AREA	<p>PERSONAL INJURY: risk of collision, trips and falls causing personal injury.</p> <p>Falling off, slipping from stage.</p> <p>Possible hazard from debris used in show; props, costume, accessories</p>	<p>PERFORMERS MEMBERS OF THE PUBLIC</p> <p>MEMBERS OF STAFF</p> <p>CHAPERONES</p>	UNLIKELY	<p>Ensure that the stage is cleared before the performance and that care is taken moving heavy/cumbersome props/staging.</p> <p>Stage access and exit monitored and kept clear by visiting company/venue staff at all times</p> <p>Ensure that performers are familiar with stage and spacing before performing.</p> <p>Oblige visiting companies to disclose the use of certain items prior to the performance so that staff are fully prepared to deal with any safety implications.</p>
ELECTRICAL EQUIPMENT (STAGE AREA)	<p>PERSONAL INJURY: risk of electrocution if contact is made with bare wires, faulty equipment or electricity sources.</p> <p>Risk of tripping on unsecured equipment, apparatus or loose wires</p>	<p>PERFORMERS MEMBERS OF STAFF</p> <p>CHAPERONES</p>	50/50 CHANCE	<p>Ensure that access to electrical equipment is restricted and any sources of electricity are clearly marked.</p> <p>Ensure all wires are securely fixed to reduce the risk of trip hazard. Ensure all extension cables are fully unwound and cables safely secured.</p>
CROWD CONTROL	<p>PERSONAL INJURY: blocking access, exits or overcrowding could lead to panic, increases chance of slip and trip hazard. Could incite panic in emergency situations</p>	MEMBERS OF PUBLIC	UNLIKELY	<p>Ensure that members of the crowd are aware of the closest fire exits and emergency procedure. <b>Marshalls will be in the venue who will lead any evacuations in hi-vis.</b></p> <p>Ensure that stewards/members of venue staff are available in case of emergency.</p>

ELECTRICAL EQUIPMENT (GENERAL)	PERSONAL INJURY: potential for harm caused by electrocution if exposed to untested equipment, bare wires or faulty sockets etc.	MEMBERS OF STAFF MEMBERS OF PUBLIC	UNLIKELY	Ensure that all electrical equipment used by members of staff or open to public access are PAT tested.  Ensure that only trained members of staff are using electrical equipment that requires prior training.
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**PLEASE NOTE: In the case of minors being brought into the building, the visiting company MUST be able to provide Chaperone Licences, Performance Licences and/or DBS Checks upon request. Failure to do so will result in the event being immediately closed down. Minors must not be in the bar area after 11pm daily. Minors may not be unaccompanied. The responsibility of minors safety is down to the visiting company, chaperones and parents.**

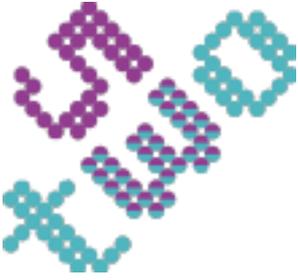


## **Visiting Company – Risk Assessment**

The purpose of this document is to allow visiting companies to familiarise themselves, their company and the venue producers with the hazards that may exist for each visiting production. Whilst it can never be totally comprehensive, the information provided, if followed correctly, will safeguard against predictable accidents and hazards. Please also remember, at all times, if you decide to take a risk, you not only put yourself in danger, you may also threaten the livelihood of the theatre. A substantial amount of damage to staff, the building and stock may occur. Please always be mindful of your actions. You will also have been provided with a theatre risk assessment. Please read carefully and follow those principles herein. If you are unhappy with any aspect or have any queries, you must let the theatre know immediately. Please also ensure you pass on all relevant information to personnel working on your production.

<b>HAZARD DESCRIPTION</b>	<b>PERSON(S) AT RISK</b>	<b>RISK LEVEL (H, M, L)</b>	<b>CONTROL MEASURE/ ACTIONS TAKEN</b>	<b>PERSON RESPONSIBLE FOR CONTROL</b>
Eg. Large Set	Actors on stage	M	Set is secured with stage weights.	Stage Mgr





## **Emergency Procedures, Evacuation & Company Information**

**The following information should be circulated to all company members. Some of the information is covered in the T's and C's that the visiting company will have signed. It is the responsibility of the Company Manager or Producer to ensure that the following terms have been understood by all visiting personnel under their charge.**

You will be briefed about Fire Drills, however, management and management alone will take responsibility or making the decision to evacuate the building. This will be done as a last resort and all attempts will be made to avoid disrupting the performance. The evacuation will take place over a loud hailer after a siren. The staff at 53two will manage the evacuation and are trained in these procedures and all visiting personnel should follow evacuation procedures regardless of their position in the company. Please leave the theatre promptly via the nearest fire exit.

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**Under no circumstances is anyone other than a designated member of staff allowed behind the bar.**

**We are a licensed venue and must adhere to the licensing laws. The fridges behind the bar in the storage area are not for general use.**

### **Hot Drinks**

Tea and coffee are available upon request. We can provide an urn/kettle backstage if required, but solely for visiting theatre companies. Please ask a member of staff to fill the urn and any water bottles you may want filled.

53two are unable to provide free drinks of any sort to the visiting companies, including tea and coffee.

## **Belongings**

Belongings left in the dressing room areas and/or bar area are not the responsibility of 53two. As such, 53two will not be liable for any damage or loss of items left on the premises.

## **Dressing Room Etiquette**

Despite a good track record, we are a Victorian Tunnel and so provide a perfect stomping ground for rodents. Please DO NOT leave any un-sealed food in the dressing rooms overnight. Any un-sealed food will be thrown away, without question. Please notify a team member asap if a spillage has happened that you can't manage to clean up yourselves. If your bin is full, please do not try and balance your waste on top of it. Let us know and we'll provide you a new bin bag and empty the old one.

Please remember you are sharing the spaces with other people. Please respect them and the dressing areas.

## **Equipment and Belongings**

Company members are not permitted to use, move, remove from the building ANY of the property belonging to 53two. If you wish to use an item for the show, rehearsal or other, permission must be gained first. Any damage to property will be the responsibility of the visiting company and the individuals within that company.

**NB: DRESSING ROOMS CURRENTLY UNAVAILABLE.**