

## SAFETY FRAMEWORK APPENDIX 7: Clubs & Societies

# CODE OF PRACTICE

All clubs and societies are affiliated to Lancaster University Students Union and are therefore bound by the Union regulations and constitution.

1. Club/Society: Theatre Group

2. The Aims of the Club/Society

To provide the students of Lancaster University with the opportunity to participate in all aspects of theatre

The following constitutes the clubs/societies procedures which must be followed by all members so that all activities are carried out safely:

3. Area of activity: Rehearsal Environment

**5. Procedures to follow**

- At the start of every rehearsal the production team will ensure that appropriate footwear is being worn by all participants. Those not wearing appropriate footwear will not be allowed to participate.
- At the first rehearsal the stage manager will demonstrate correct lifting procedures to the cast and production team, and will henceforth oversee that all carrying is conducted safely and ensuring all members are not overloading.
- At the first rehearsal the stage manager will read out the duty of care to the cast and production team
- At the start of every rehearsal the production team will check the room is clear
- All rehearsals commence with a thorough warm up led by a member of the production team
- Whilst in costume there will be no restriction of movement or vision on the part of the performer where possible, if there is then the performer will be warned by the production team and the safety officer of the trip and fall risks and will be supervised at all times when in costume by said persons. Members will not have to wear anything they feel uncomfortable in.
- If a fight scene involved in a production, the production team must carefully rehearse the fight scene and are responsible to find a suitably qualified person to advise. Stage weapons must be made of sufficiently robust material that the chance of breaking during use is minimised,

and must be tested by the equipment officers several times before use in rehearsal, and again before performance. The weapons must all be made or adapted in such a way so as to minimise the risk of causing harm. Any broken equipment is cleared at the nearest possible convenience, however, if it is a serious breakage then it will be cleared immediately.

- Outdoor rehearsals will take place on the flattest possible ground and clearest space away from major hazards. The production team will check areas before hand, and in from cat of out of bounds areas.
- Before outdoor rehearsals the production team will check the weather conditions and advise cast accordingly (ie bright hot sunshine, bring sun cream and water; rain, cancel rehearsal or move indoors)
- the production team will message around before hand warning of allergies that could be triggered by rehearsing outside, and advise those susceptible to bring medication.

#### 4. Areas of risk assessment covered:

Moving Heavy objects in the rehearsal space, and tripping over said objects, Outdoor performance areas/ outdoor rehearsals, Stage fights, Costumes, Clothing, Jewellery & Footwear

### 3. Area of activity: Nuffield Theatre Technical Environment (specifics)

#### **5. Procedures to follow**

- No one is allowed in the grid of the nuffield theatre without a grid induction. the safety officer is responsible for enforcing this and keeping a list of those who have had inductions.
- grid work is only permitted at times when no one is below the work area, and in ideal circumstances no one below at all. if someone is to enter the space work is to cease immediately, and can only recommence upon their departure. while work is undergone the entrances to the theatre will have "do not enter" signs.
- all grid work is to be carried out in full light with the exception of focusing
- only those with a nuffield induction can work with the nuffield lanterns, and only those with an induction can work at large heights (eg. use the telescope)
- only senior technicians are allowed access to the nuffield workshop without LUTG supervision, all other members must be accompanied by the stage manager
- all stage and set construction inside the nuffield is supervised by the nuffield staff
- unused lanterns in the nuffield must be kept in the marked designated areas. the stage manager shall enforce this

- the work area must be cleared before work begins, even more crucial for gridwork

#### 4. Areas of risk assessment covered:

Lanterns (and associated objects), Nuffield Workshop & Nuffield Grid, Tools, Short Falls, Falls of circa 3m, Larger falls

### 3. Area of activity: General Technical Environment

#### **5. Procedures to follow**

- The stage manager is required to fully brief all members working in the venue on this document before any work begins.
- Only the minimum necessary number of members will be permitted in the theatre when it is in a hazardous state (For example, before the LUTG safety inspection) and must be under the supervision of a senior technician at all times.
- Only stage managers and senior technicians will be allowed to supervise work in the venue. Any new members, at their first get-in, must be supervised at all times, and trained, by an experienced member.
- A first kit must be readily accessible at all times, the stage manager must ensure it is in a suitable place and inform everyone present of its position
- There must be a first aider present at all times when working in the theatre outside of opening hours
- The production team must read and follow the safety regulations of the venue they are using.
- Supervisors will be aware of all the safety regulations of the venue, the location of emergency exits and fire fighting equipment, and ensure that other members are similarly aware.
- All areas will be cleared by the technical team before any activity takes place on it.
- Areas which may cause or make accidents, such as minor falls, more likely will be barred to cast members wherever possible. Where it is not possible, the area will be clearly highlighted and marked off (e.g. by using white gaffa tape) by the stage manager or other member of the technical team. It is the stage manager's responsibility to check if the job was done by another member of the team.
- All technical work will be done in full light, except for when focusing lights where it is not possible; movement will be minimised when focusing lights.
- Appropriate safety lights will be used in all backstage areas and torches will be available for use by the technical team, or in case of an emergency.
- Safe walkways will be marked out with white gaffa tape, as will sharp

edges and obstructions. Members will be informed of the tape marks and their meanings by the stage manager and/or safety officer.

- All treads (except those that are painted too light a colour for it to make a difference) must have their edges marked with white gaffa tape and offstage treads must be lit by stage lamps; the Stage Manager will ensure that this happens. Edges of platforms and rostrum blocks must also be edged with white gaffa by the Stage Manager. Cast members must be made aware of all such edges by the stage manager before the areas are used. All cabling on stage, in a backstage area, or in any area to which the general public has access to must be taped down.
- Ladders must be used only in compliance with the safety guidelines of the venue and will not be used in darkness. where such guidelines are not present, the basic procedure will be followed instead. (one person holding base of ladder, one hand on ladder at all times, and follow manufacturers guidelines)
- Low entrances will all be padded and marked with white gaffa tape by the stage manager or a member of the technical team. These will also all be pointed out to the cast by the stage manager before the areas are used.
- Before strobe lighting and other hazardous technology is used, it must be ensured that no susceptible member of the cast or technical team will be exposed to them by announcing the use of such equipment and making sure anyone susceptible leaves the room. this is the productions teams responsibility
- Pyrotechnics will only be used in strict accordance with the relevant venue safety regulations and the instructions specific to the effect being used, by a single nominated and qualified pyrotechnician; the Stage Manager will ensure the pyrotechnician is qualified. The operator must have a clear view of the area in which the effect is going to occur and all the appropriate fire safety precautions must be taken by the stage manager (i.e. the close proximity of fire extinguisher, the use of flame retardants).
- The equipment officers will ensure that all LUTG electrical equipment being used has been PAT tested and is in date of it's next test. all borrowed equipment will be checked by the stage manager.
- All items, including furniture, will be moved around in full light wherever possible and must be moved by a sufficient number of people for that item's weight. All other persons must stand well clear of furniture being moved.
- The use of hand tools is restricted to technicians., but crew can if under the direct supervision of a senior technician; the tools can only be used in full light. The use of power tools is restricted to senior technicians, and technicians when under direct supervision. All tools will be checked to ensure that all guards are in place before the tool is used.
- A senior technician will supervise all work in the grid and only

technicians will be allowed to work with lanterns. All lighting equipment belonging to performance venues will only be used as directed by the safety/technical staff of that venue

- all highly flammable items must be sprayed with fire retardant, and all sizeable flammable items must be sprayed if fire is to be used in the show (eg candles). sand buckets must be present to extinguish flame after it has been used.
- Hazardous work in high locations will only be permitted at times when no one is below the area where work is taking place (and if anyone should come in, the person working must order them to leave and not continue work until they do). A sign is to be placed on the entrance to the theatre stating not to enter. It will be ensured that no loose objects are in the vicinity of the work
- All objects rigged in the grid are given a secondary hanging device, in case of the first hanging device failing. this does not apply to tripods.
- All members must wear clothing and footwear appropriate to the venue and the activity taking place, i.e. allowing sufficient freedom of movement and providing sufficient protection for the technical crew. Jeans or similar sturdy trousers and tough shoes are recommended for technical work. The production team will check all footwear and clothing before activity starts to ensure that it is suitable. All jewellery that could pose a risk must also be removed.
- Prior to cast members being allowed entry into the space, the Safety Officer must conduct an inspection of the venue to ensure it is in line with this document and the LUTG Safety Venue Checklist. This inspection must include all areas in which members are likely to be present and the Safety Officer will be accompanied by the Director or Stage Manager when appropriate. Notes from the inspection will be agreed with the Director and forwarded to the Exec for reference. Matters arising from this inspection must be rectified before the cast are allowed entry. Where this is not possible, additional measures will be taken to reduce risk (e.g. briefing members as to the hazard.) One of the equipment officers will also do a check, with no communication with the safety officer, so as to make sure nothing is overlooked.
- the stage manager must take the cast around the stage pointing out all hazards and the measures they should use to avoid harm.
- The audience/members of the public will not be allowed to enter the venue until house clearance has been given by the stage manager, safety officer and venue's safety manager.
- The stage manager will ensure the van hire is booked through LUSU from a reputable company and that the driver's paperwork is checked to ensure it is clean.
- when using the van a driver must always have a helper present to help manoeuvring
- the stage manager must demonstrate the correct lifting procedures to all those who will be loading and unloading the van. the van driver will not

be expected to load/unload but it is there responsibility to make sure everything is secure during transit.

4. Areas of risk assessment covered:

Van Loading/Unloading, Lanterns (and associated objects), Tools, Items of furniture, Strobe and other hazardous technology, Pyrotechnics, Larger falls, Falls of circa, 3m Short Falls, Slips/trips, Fire, Clothing, Jewellery & Footwear

### 3. Area of activity: General Performance Environment

#### 5. Procedures to follow

- The responsibility for the public in the venues needs to be investigated and agreed with the venue managers before the event, by the production team. i.e. first aid, fire safety, and evacuation.
- Before strobe lighting and other hazardous technology is used, it must be ensured that no susceptible member of the cast or audience will be exposed to them. A notice will be displayed outside the venue and an announcement will be made before the performance to let the audience know if any hazardous effects are in use at any time during a particular show.
- Pyrotechnics will only be used in strict accordance with the relevant venue safety regulations and the instructions specific to the effect being used, by a single nominated and qualified pyrotechnician; the Stage Manager will ensure the pyrotechnician is qualified. The operator must have a clear view of the area in which the effect is going to occur and all the appropriate fire safety precautions must be taken by the stage manager (i.e. the close proximity of fire extinguisher, the use of flame retardants).
- Before the performance there will be a thorough warm-up routine conducted by a member of the production team, all members must participate.
- Whilst in costume there will be no restriction of movement or vision on the part of the performer where possible, if there is then the performer will be warned by the Safety Officer of the trip and fall risks and be supervised at all times when in costume. Members will not have to wear anything they feel uncomfortable in. Performers will be warned by the Safety Officer of trip risks if their costume trails on the floor.
- Before the performance the Director will ensure that the area, including the green room, is clear of obstacles. All areas must be kept clear of obstacles during the performance, this also includes the green room.
- All items, including furniture, will be moved around in full light wherever possible and must be moved by a sufficient number of people for that item's weight. All other persons must stand well clear of furniture being moved. Several practice runs in full light before the performance are mandatory so as the persons involved can get the best feel for it.
- during the performance if anything should break and pose a risk it should be cleared up at the nearest possible convenience. However if

the risk is great then it must be cleared immediately

- It is the responsibility of the stage manager to find a suitably flat location for an outdoor performance to take place. On the day they will assess the ground and if it is too wet for a safe performance it will be moved or the performance cancelled.
- Outdoor Performances will not take place under extreme weather conditions such as rain. Again it is the responsibility of the stage manager to assess if the weather conditions are safe.
- The production team will warn members of the dangers of possible allergies and inform all those who are susceptible that they must carry their medication with them at all times
- Any specific risks surrounding the area of the performance, such as the pond on the front field will be out of bounds to cast/crew members. It is the stage managers responsibility during performances to make sure these are clearly marked and cast are aware not to go near the area of risk.
- If natural lighting levels decrease during the performance, other forms of lighting will be used to ensure visibility.
- only outdoor electrical equipment (waterproof) may be used in an outdoor performance regardless of weather conditions unless safe guard measures can be taken (eg equipment inside marque)

4. Areas of risk assessment covered:

Clothing, Jewellery & Footwear, Costumes, Items of furniture, Pyrotechnics, Strobe and other hazardous technology, Stage fights, Low stage entrances, Falls of circa 3m, Slips/trips, Short Falls

3. Area of activity: Extra Bits

### 5. Procedures to follow

- No person can work more than one consecutive shift in any space; this will be enforced by the stage manager (A 'shift' is defined as the duration of a single rehearsal, 4 hours). The only exception will be when a senior member of the production team needs to stay after the end of their shift, in which case they are present in an advisory capacity only and may not perform hazardous tasks.
- All members must be allowed and encouraged to take sufficient periods of rest, these must be no less than 15 minutes per 4 hours. Members must also be given the opportunity to eat and drink when required, as advised by the stage manager. In the case of supervisors taking their breaks away from the venue work will cease for the duration of the break.
- No person will be asked to do anything with which they do not feel comfortable and will not be asked to do more than they are able to do.

4. Areas of risk assessment covered:

Fire, Exhaustion

### 3. Area of activity: Trips

### 5. Procedures to follow

- At least one member of the exec will stay sober for the duration of the social to supervise the participants and deal with any situations which arise. The sober member/s of the exec attending the social will be vigilant about who is consuming too much alcohol and encourage them to have soft drinks.
- The members of the exec on the trip must have a list of everyone that is going on the trip and their mobile numbers. The members of the exec will regularly check that all participants on the trip are present.
- Members must notify the exec if participants wish to leave the main group to go and do something in a smaller group. The Exec will also give all members their contact number in case they get lost.
- These social procedures also apply to after show parties.

4. Areas of risk assessment covered:  
Trips – getting lost, Socials

### 6. Duty of Care

Please note that on top of the above procedures, all individual members of the group owe a Duty of Care to fellow members of the group and other groups, and where appropriate the public. Any group member who acts in such a way as to deliberately cause harm or injury to a fellow member and/or who displays open and persistent disregard for the groups Code of Practice will be disciplined by the group executive committee and may face expulsion from the group.