

# Norden Farm Centre for the Arts

## Courtyard Theatre and Studio

### Technical Health and Safety Guidelines



Production.....

Company.....

For daily or weekly hires, groups should provide a nominated stage manager who will be required to take responsibility for health and safety.

#### **Fire Exits and Corridors**

Fire exits and corridors must be kept clear all times. Whilst we appreciate that space is limited, props and costumes must not be stored or set in the corridors backstage.

#### **Risk Assessment**

A risk Assessment must be made and sent to us at least 4 weeks in advance for every event/show. A form is attached if needed.

We do a risk assessment for the Theatre/Studio so your risk assessment needs to focus specifically on what you are doing. ie set, special effects get in ind get out.

#### **Care of Equipment**

The Company agree to use Norden Farm's Equipment in an appropriate manner, reporting any Faults to the Duty Technician

#### **Stage/Fit up**

During a fit up, only people directly working on the fit up should be on stage.

#### **Lighting and Sound**

Lighting and Sound equipment is provided as detailed in the Tech Specs for the venue you are using. Whilst we endeavour to ensure that all equipment is in good working order it is advisable, if you are planning to use everything on the list, to check availability in good time.

#### **Pyros**

We may need to seek permission from our licensing authority so if you are planning to use pyros we need 4 weeks notice and details of the fx in your risk assessment.

#### **Smoking**

We may need to seek permission from our licensing authority so if you are planning to use lit cigarettes we need 4 weeks notice and details in your risk assessment.

#### **Naked Flame**

We may need to seek permission from our licensing authority so if you are planning to use naked flame (inc candles) we need 4 weeks notice and details in your risk assessment.

#### **Scenery**

All scenery must be fire retardant. All fabric bought for use as scenery must be durably flame retardant. Other fabric may be used provided it is treated with a suitable flame retarding treatment. For scenery constructed for use at Norden Farm, the following wood is acceptable: plywood, chipboard and block board of at least 18mm (anything thinner than 18mm must be Class 1). Timber framing (i.e. 3 x 1, 6 x 2) must be at least 22mm thick. The use of plastics as scenery must be approved by Norden Farm's Technical Manager.

Scenery, props or costumes must not obstruct fire exits or illuminated exit signs, or be left or stored in corridors at any time.

### **Access Equipment**

Ladders should only be used by people competent and confident to do so.

All access equipment must be used in accordance with manufacturers instructions and for the purpose intended.

It is the responsibility of the Health and Safety rep to see that access equipment is used in an appropriate manner.

### **Flying and Tension Wire Grid (Courtyard Theatre)**

People working on the grid for the first time must first be briefed by a technician about the health and safety aspects of working on the grid.

Working on the Tension Wire Grid must be carried out over a clear stage as far as possible.

Anyone working on stage whilst there is work going on overhead (i.e. during a fitup) must wear a hard hat.

Anyone working on the Tension Wire Grid must empty his or her pockets before getting onto the grid.

No tools should be needed or used on the grid.

Any aspect of using the flying equipment must only be carried out in conjunction with a Norden Farm Technician.

### **Firearms and Weapons**

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.) Firearms that have been deactivated to Home Office standard and certified by a Proof House and replica guns which are not readily convertible to fire live ammunition are not treated as firearms for legal purposes and do not at present require a licence.

Firearms and blanks 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.

All firearms and blanks, 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.

The storage arrangements must meet the requirements of the Licensing Authority, where applicable.

Firearms must not contain any article or substance that could act as a missile. Blank ammunition must have crimped ends.

Firearms may only be removed from the store (together with number of blanks necessary for the performance) immediately prior to the performance and must be returned to the store as soon as possible after use. Any unused blanks must be returned to the store. All discharged blanks must also be accounted for at the end of the performance.

There must be sufficient rehearsal to ensure that any flame and hot gases are discharged safely, giving particular regard to costumes and wigs.

Firing mechanisms and barrels must be cleaned and checked before use.

Warning notices must be displayed stating that gunfire occurs as part of the effects on the premises.

**Weapons** If the production involves the use of weapons including firearms of any type, toy or replica, the Visiting Company 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.

## **Responsibility in the event of an Evacuation during a Public Performance or Rehearsal**

### **All Members of the Company**

All members of the company should leave the building immediately on hearing the Fire Alarm allowing all doors to close behind them. Do Not collect personal belongings on the way out.

Make your way to the Meeting Point which is the large tree at the rear of the Car Park.

### **Lighting and Sound Board Operators**

The Lighting and Sound operators are Responsible for turning on the Working Lights and silencing any sound effects or amplified music.

### **Stage Manager**

The Stage Manager is responsible for stopping the performance/rehearsal. The Stage Manager will tell the Duty Manager how many people are in the cast/backstage if asked and whether company members are all out of the building.

If IN ANY DOUBT with ANY of the above please ask the Technical Manager.

Signed.....  
Print.....  
Date.....  
.....

Signed for Norden Farm Centre for the  
Arts.....  
Date.....  
.....

