



Carver Theatre

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**HEALTH & SAFETY POLICY AND PROCEDURES
REVISED MARCH 2020**

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1. INTRODUCTION

- 1.1** The Carver Theatre is a licensed venue for plays and music. The theatre is owned (in trust) and run by the members of the society. The theatre has a bar for the use of members of the society and the public who are attending public performances of plays and other theatrical events.
- 1.2** The Carver Theatre has undertaken a comprehensive 'hazard and risk assessment' of the facilities and activities occurring within the theatre. From this assessment, a "Health and Safety" policy has been agreed and 'procedures' identified that shall be followed by all members.
- 1.3** This policy is achieved, in part, by encouraging all members to take an informed, common sense and responsible attitude towards safety issues.
- 1.4** The policy and procedures are set out in two related documents, "Carver Theatre: Health & Safety Policy and Procedures" and "Carver Theatre: Technical Health and Safety Guidelines"
- 1.5** This first document, the "Carver Theatre: Health & Safety Policy and Procedures", contains a description of the formal hazard and risk assessment and how it was (and will continue to be) carried out. It sets out general health and safety procedures relating to everyone, members and public, involved with the Carver, especially actors, stage construction personnel, and members involved in production, front of house, bar and tea room.
- 1.6** The second document, the "Carver Theatre: Technical Health and Safety Guidelines", addresses the more technical areas of stage and production and should be read by members who work in these areas. The stage working environment is inherently hazardous. Use of electricity, power tools, working at heights and special effects are day-to-day practices within the theatre.
- 1.7** All members shall be made aware of both documents.
- 1.8** A manual containing all current Health and Safety documents will be kept in the library. The latest revision of both documents can be viewed and downloaded from the members area of the Carver Theatre website. Printed copies may be obtained from the Society's Secretary on request.
- 1.9** The document shall be reviewed for continued applicability at least every three years.
- 1.10** This document takes into account the publication "Technical Standards for Places of Entertainment 2015", known as "The Yellow Book".

2. STATEMENT OF AIMS

- 2.1** Health, safety and the security of our members and the public are at the forefront of the society's considerations.
- 2.2** It is our duty to minimise risks and educate members as to proper practice, according to current safety legislation.
- 2.3** All people within the theatre (members and visitors) have a duty of care for each other and a responsibility to prevent potentially dangerous situations occurring.
- 2.4** In all the assessments undertaken and throughout this document the assumption is one of reasonable common sense rather than prescriptive policies and procedures. If it seems unsafe then 'don't do it' is the overriding principle.

3. RECORDS AND GENERAL INFORMATION

- 3.1** Electricity incoming supply and meters are in the Electrical Store off the Green Room (see plan Appendix 2).
- 3.2** Gas incoming supply and meter are in the Men's Dressing Room (see plan in Appendix 2).
- 3.3** Electrical installation periodical test certificates are in a file in the Archive/Office.
- 3.4** Portable Appliance Test results are in a file in the Archive/Office.
- 3.5** Gas boiler servicing and Gas Safe certificates are in a file in the Archive/Office.
- 3.6** Fire Extinguisher annual test certificates are in a file in the Archive/Office.
- 3.7** Pre-show emergency lighting and smoke alarm test results are in a file in the Electrical Store off the Green Room.
- 3.8** The 'User Guide to the Building Electrical System' is held in the Electrical Store off the Green Room.

4. HEALTH AND SAFETY RISK ASSESSMENT

- 4.1** In making this risk assessment two groups of people have been identified and considered.
- Members of the Society
 - Members of the Public
- 4.2** For the purposes of this risk assessment the theatre was split into six physical areas.
- Stage and Auditorium
 - Back Stage Area including Green Room and under-stage
 - Dressing Room area
 - Foyer, corridors and toilets
 - The Bar and Library (tea room)
 - The 2nd floor member's area, comprising meeting room, rehearsal room, wardrobe store, properties store and office/archive room.
- 4.3** Each of the following hazards and the associated risks were considered in relation to the above defined people and areas. In practice, it was found that many hazards and associated risks were common to many areas.
- Trips, slipping and falls
 - Falls from height
 - Electrocutation
 - Cuts and bruises, burns and scalds

- Moving and lifting
- Damage to hearing
- Theatrical activities and special effects
- Fire
- Food and Drink Hygiene

4.4 Because the above hazards can occur in most if not all areas of the theatre and affect most people, they have been identified as individual risks where sensible or have been treated as a general risk and in each case a policy has been set out in the section entitled 'Specific Hazards & Risk assessment'.

4.5 'Fire' and how to deal with it is addressed in Sections 7, 9 & 10. In addition the Carver Theatre has carried out a separate Fire Safety Review according to the "Regulatory Reform (Fire Safety) Order 2005; this is the subject of a separate document and is updated at up to three year intervals.

4.6 All members of the Carver (and anyone else who performs any function in the theatre) shall read this first document, the 'Carver Theatre: Health & Safety Policy and Procedures'.

4.7 Health and Safety talks to the Cast of a Production

When the cast includes young people under the age of 18, the Director shall arrange for them to have a briefing on backstage health and safety by a suitably experienced Society member agreed with the Stage Coordinator or Stage Manager. This briefing shall include the location of their outside Assembly Point in the event of evacuation of the Theatre. It is discretionary whether this is extended to guest cast members over the age of 18, depending on their experience.

5 GENERAL SAFETY

5.1 Where an issue regarding health and safety arises as part of a production, the Stage Secretary, Stage Manager or Director shall be consulted. If it is unclear what action would be appropriate, or if the member in charge of a project or other members involved are unhappy with the safety procedures implemented, the matter should be referred to any of the Officers of the Executive i.e. The Chairman, Treasurer, Secretary or Registrar. The Officers are responsible for ensuring the issue is resolved and communicating this.

5.2 It is the responsibility of all members to ensure that you report any possible special effects or other potential hazards that relate to a theatrical performance to the Stage Committee as soon as possible.

5.3 Keep Informed - If you are in charge of an area (e.g. Stage Manager) make sure you keep informed of current safe working practices and that you know the emergency procedures. If you are unsure whether an activity is safe, stop and check with the member who is in charge (Stage Manager, Director, F.O.H co-ordinator) before proceeding.

5.4 Be Tidy - ensure that the theatre is always kept tidy - this is very important for maintaining general safety. Tidiness of a particular area may be the responsibility of a Sub-Committee Secretary or Stage Manager; however, members are reminded that the tidiness of the Theatre is the responsibility of everyone who uses it. Keep doorways, gangways and corridors clear at all times.

5.5 Alcohol and Illegal Drugs - Any member who has been drinking alcohol or is under the influence of illegal drugs is not allowed to work at heights, operate any equipment, or handle live electrical gear. No member shall carry or use illegal drugs on the theatre's premises at any time.

5.6 Staff Training – Members, who act as Front of House staff, should be trained in the areas required by the Premises Licence. This includes Fire Training and Evacuation procedures but does not include First Aid.

5.7 First Aid - During this assessment we looked at the likely reasons that first aid would need to be given at the theatre. Having looked at the accident book for the last few years it has been decided that there is no requirement for trained first aid persons to be present during any of the operations of the society – if there is a specific problem the emergency services should be called. The nearest defibrillator is on the wall of the Regent Cinema, Stockport Road, Marple. First aid boxes for the use of members and the public for minor problems, as they individually see fit, are located in the following places:

- **The Green Room** (right hand side of the make-up work top)
- **The Box Office** (far end of the Foyer)

If anyone uses anything from either first aid box, or there is an accident where someone is hurt, the incident shall be recorded in the accident book which is in the Green Room first aid box.

6. SPECIFIC HAZARDS AND RISK ASSESSMENTS

6.1 Trips, slipping and falls

There are a number of ways that people can trip. By keeping all passageways clear this will be minimized/ eliminated.

Care should be taken when washing floor areas to ensure that excess liquids are removed, and also removing spills of liquid upon which people could slip.

6.2 Falls from height

Safety barriers and hand rails shall be used where appropriate. Care shall be exercised when actors and stage crew are working near to the edge of a stage or rostrum.

There are a number of hazards when working on ladders and scaffolds which are covered in detail in the 'Carver Technical Health & Safety Guidelines' document.

6.3 Electrocutation

Electrical equipment shall never be left switched on or unattended. Care shall be taken not to leave electrical leads where someone could trip-over it. Kettles shall not be used near to other electrical apparatus or mirrors. (see also 6.6)

There are a number of risks to do with the use of power tools and the electrical aspects of the theatre which are covered in the 'Carver Technical Health & Safety Guidelines' document. In general if you are unsure of how to use them safely do not use them.

6.4 Cuts and bruises

Cuts are most commonly caused by broken glass, saws, craft knives or paper packaging. Care shall be taken with saws and knives and you should always cut away from yourself. Only competent people or those under supervision should be using saws

and knives. Broken glass shall be wrapped in newspaper paper and disposed of into the skip.

Care should be taken when opening packaging to minimize cuts.

Bruises are caused by bumping into things or by being struck by moving objects. Keep gangways clear and look before moving a heavy object.

6.5 Burns

Burns are most likely be caused by STAGE LANTERNS or other activities to do with the construction of sets in the theatre. Take care.

6.6 Scalding

This is only likely to occur when using the beverage hot water dispensers in the Dressing Room Corridor and the Library. Take care and use common sense. **There should be no need to use kettles to boil water** now that we have two beverage hot water dispensers.

6.7 Moving and lifting

Make sure that you are careful when lifting heavy items – always keep your back straight and lift with your legs. If the object is too heavy don't struggle put it down and ask for help.

6.8 Damage to hearing

The hazard may arise from (too) loud music, tools used in set construction (power saws etc.) and special effects used on stage. We should aim to minimize any problems with sound by reducing it to acceptable levels or wearing appropriate protection. Such problems and solutions are addressed in detail in the 'Carver Technical Health & Safety Guidelines' document.

6.9 Personal Protection Equipment

Personal Protection equipment (PPE) including safety helmets, ear muffs, gloves and goggles are available in the PPE store in the Green Room and members may use these as they feel appropriate to guard their own safety. Safety footwear is not provided, members wear their own footwear.

6.10 Audience Health and Safety

A member of the Front of House team will be present in the auditorium throughout every performance, seated in the location designated for the purpose. This will allow a clear view of the audience so that assistance can be offered to any audience member in difficulty.

6.11 Working alone in the theatre

This is addressed in the 'Carver Technical Health & Safety Guidelines' document.

6.12 Theatrical activities and special effects

These are addressed in the 'Carver Technical Health & Safety Guidelines' document.

6.13 Food and Drink -The bar area should be kept clean and tidy at all times.

Glasses shall not be reused and must be washed in the glass-washing machine and air dried the right way up. Care must be taken with preparing hot drinks in the tea room to ensure that members are not scalded and that electricity points are not over loaded.

Biscuits served to the public shall be provided individually wrapped. Dishcloths shall be disposable J-cloths and shall not be washed for re-use.

6.14 Ice Creams

The ice creams served to the public shall be provided in individual cartons and stored in a purpose-built ice cream freezer. A freezer thermometer shall be kept in the freezer and a daily check made (and recorded) that the temperature is within the correct range. Any ice creams taken out of the freezer for sale in the auditorium from an insulated box must not be returned to the freezer; they must be sold or disposed of.

6.15 Provision of Wheelchair Access

Addendum 2 of the Carver Theatre Fire Safety Review has been superseded by this section because all seats in the (front) row A are now removable.

Wheelchair users who are capable of transferring independently or with companion support into a standard theatre seat can use any seat in row A. The wheelchair must be collapsed and stored in the auditorium.

6.16 Provision of Live Music in the Auditorium

Addendum 1 of the Carver Fire Safety Review has been superseded by this section.

For both the Pantomime and the Gang Show productions, live music is provided by a 3-piece band of (usually) keyboard, guitar and percussionist. This band is located either in front of the stage adjacent to the fire exit door to the public car park on the space usually occupied by seats A1 to A4 that are removed for the purpose. The Theatre has carried out a study of other possible locations for the band but none of these are suitable for use.

It is acknowledged that the band partially obstructs the fire exit. Therefore the following procedure has been agreed.

In the event of a fire, or any other situation where evacuation of the theatre is required, the musical director/band leader will immediately move all the musical equipment **either** through the fire exit door into the car park and placed clear of the exit route **or** onto the stage. The choice of method will depend on the type of musical equipment in use. This will apply regardless of the weather conditions and any consequential damage to the equipment.

All musicians will be briefed on this procedure by the Stage Manager at the first rehearsal with music, at the latest. The band will rehearse the moving of their equipment prior to the first public performance.

7.0 FIRE SAFETY

7.1 Hazard & Risk Evaluation

The risk of fire breaking out in the theatre comes from smoking, stage lighting, pyrotechnics, electrical appliances and electrical short circuits, ceiling lights & mirror lights and naked flames. This risk is further defined in the separate Fire Risk Assessment document.

7.2 Risk Reduction

It is the first duty of all persons in the theatre to prevent injury or loss of life in the event of a fire. For this purpose, all members must ensure that they are familiar with all the Fire Exits and what action to take in the event of a fire.

Members who have positions of responsibility such as Stage, Bar and Front of House manager must acquaint themselves with the procedures for tackling and reporting a fire and for evacuation of the premises. These procedures are given in this document and also permanently displayed in the Stage Manager's corner, the Control Room, the Bar area and the Foyer kiosk.

Fire doors must be kept closed and under no circumstances propped or tied open' except for times when equipment is being transported through them and then they must be attended until they are properly closed.

Smoking is strictly prohibited in the entire building except on stage when smoking is necessary to the performance; in which case ashtrays must be provided, and any stubs should be checked and disposed of in a sand bucket when the actor comes off stage.

Any intention to use naked flames or other heat sources during a performance must be very carefully considered. Suitable fire extinguishers must be on-hand at all times.

7.3 Emergency lighting

The theatre is equipped with two sets of emergency lights. One controlled from the Foyer kiosk the other (battery backed up) from the Green Room. These must always be turned on during performances where the public is present.

7.4 Location of Fire Extinguishers

Notices of fire extinguisher locations and types are displayed at strategic locations around the theatre (see Appendix 11).

- **Foyer** – Foam extinguisher to right of inner exit doors.
- **Auditorium** - Foam extinguisher to left of Fire Exit door leading to car park.
- **Green Room** - Water extinguisher adjacent to the door to auditorium corridor
- **Dressing Rooms** - Foam extinguisher in lobby leading to Fire Exit and Green Room.
- **Bar Area** - Foam extinguisher near Fire Exit door at the end of the main lounge.
- **Stage** – Dry Powder extinguisher Stage Manager's corner, down stage left.
- **Control Room** – 2 x CO2 extinguishers (do not grasp the discharge nozzle pipe whilst discharging)
- **Members Area (First Floor)** - 2 x Water extinguishers at the top of the stairs

7.5 Fire Alarm System

Notices explaining the Procedure in the event of a Fire are displayed in the Bar, Chadwick Street entrance corridor, Green Room, Stage Wall adjacent the doors into the Green Room, Dressing Room Corridor, Control Room and Foyer Box Office.

A mains-operated smoke detector system is in operation throughout the theatre. Each detector has its own battery back-up. The smoke detectors are located in:

- Understage area (2 detectors)
- Green Room
- Dressing Room Corridor
- Engine Room
- Foyer
- Staircase to the Bar
- Bar
- First floor landing in Member's Area

There are five, manually operated Alarm Call Points for alerting staff of a fire situation:

- Foyer,
- Auditorium,
- Green Room,
- Chadwick Street entrance corridor,
- First Floor landing.

When one Alarm Call Point is activated, all the Alarm Call Points sound, therefore these should not be used during a performance except in the case of a dire emergency (see next section). The re-set keys for these alarm call points are located behind the Bar, on-stage on the wall adjacent the doors into the Green Room, and in the Control Room.

There are two Alarm Location/Silence control points:

- On stage on the wall adjacent the Stage Manager's corner
- Chadwick Street entrance corridor

A regular test procedure for the alarm system has been established and the testing log-book is kept in the Electrical Store off the Green Room.

8. HOUSE MANAGER AND FRONT OF HOUSE

Front of House staff and the House Manager play a vital part in ensuring the safety, security and comfort of the public and front of house areas before, during and after performances. There are two Front of House staff and two Bar staff. The role of House Manager must be designated for each performance from either the Front of House staff or Bar Staff; the House Manager need not be the same person for all performances.

A Front of House member will be sat in the Auditorium during every performance in the designated aisle seat.

The general duties of the House Manager & Front of House staff are detailed in Appendix 6, copies of which is available in the Foyer box office kiosk. Their specific duties in the event of a Fire or Incident are detailed in Appendix 7, which is also displayed in the Foyer area.

9. PROCEDURE IN THE EVENT OF FIRE OUTSIDE PERFORMANCE TIMES

This is detailed in Appendix 5, copies of which are posted around the theatre at strategic locations.

10. PROCEDURES IN THE EVENT OF FIRE OR INCIDENT DURING A PERFORMANCE

10.1 House Manager & Front of House - Fire or Incident Action.

This is detailed in Appendix 7, copies of which are posted in the Stage Manager's corner and the Green Room

10.2 Stage Manager - Fire or Incident Action

This is detailed in Appendix 8, copies of which are posted in the Foyer Kiosk, Green Room and Bar

10.3 Bar Staff - Fire or Incident Action

This is detailed in Appendix 9, copies of which are posted in the Bar and Library.

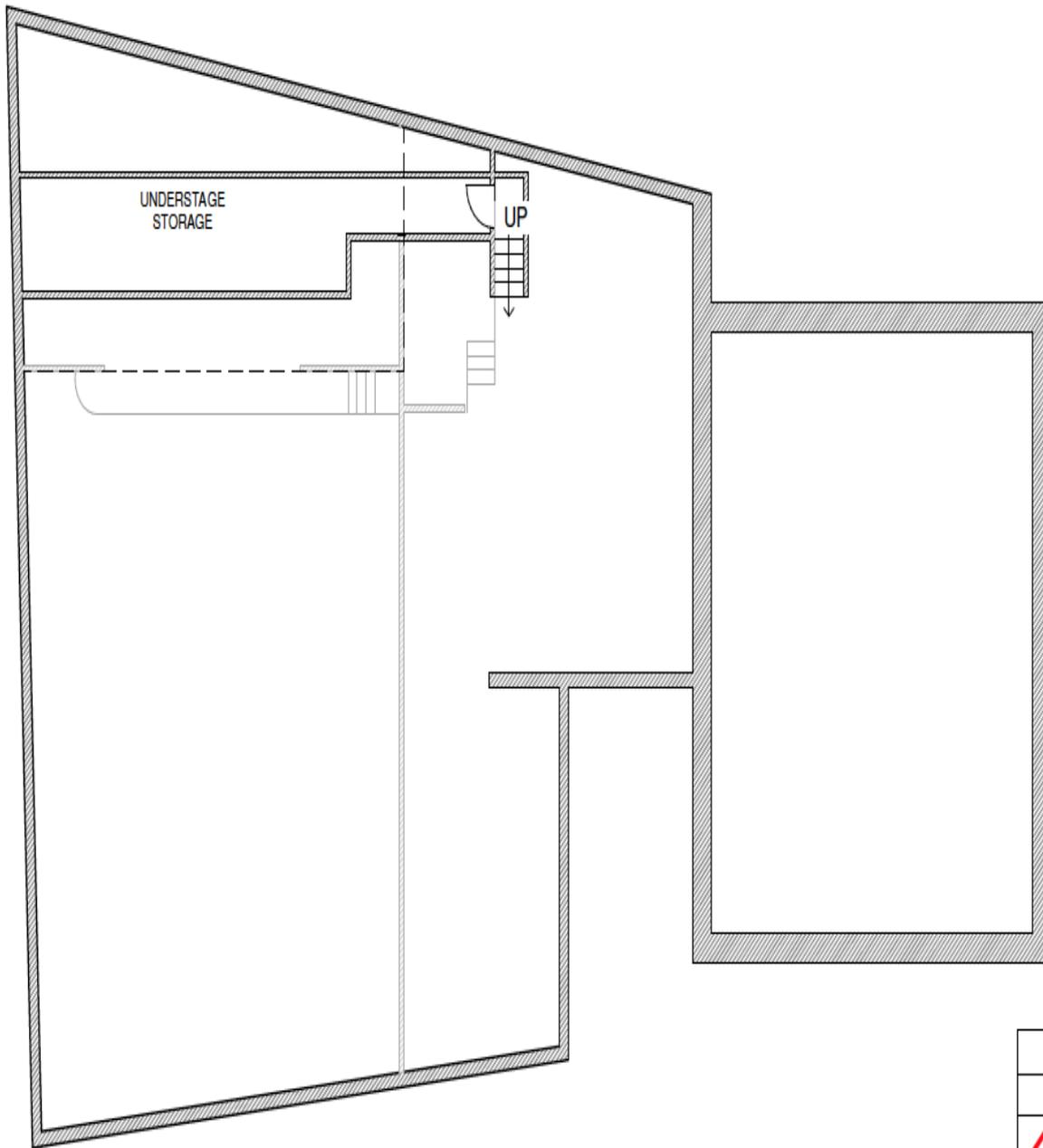
10.4 Control Room Staff - Fire or Incident Action

This is detailed in Appendix 10, a copy of which is posted in the Control Room

11. DOCUMENT REVIEW RECORD

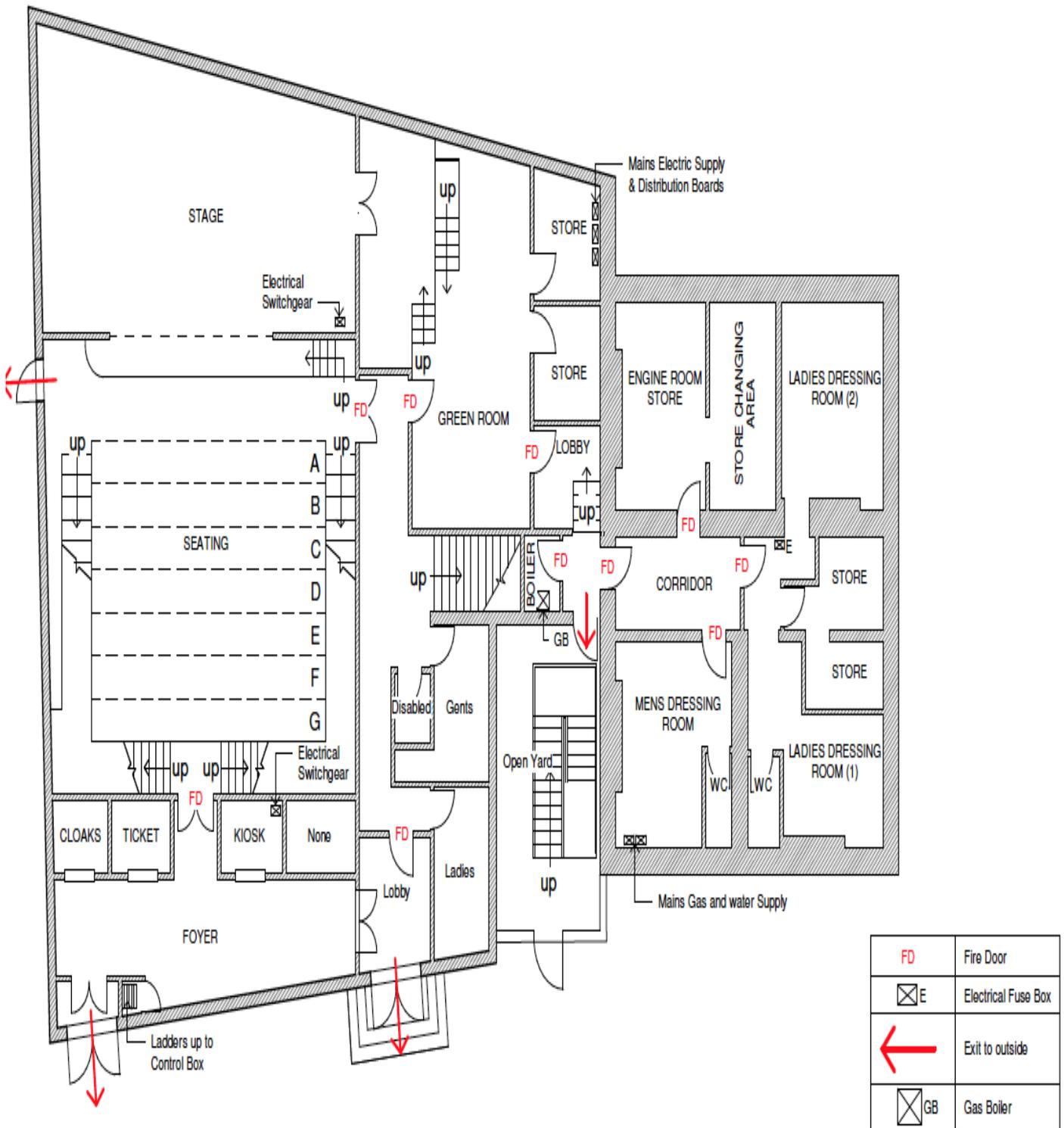
Assessment review date:	Action & result	Completed by:	Signature:
May 2007	Document first issued	B J Bircher G Lennox M Coleman	
17 th March 2010	1st Revision of document The policy & procedures given within the previous revision have been reassessed for continued applicability and necessary changes made.	B Bircher D Davies	
March 2020	2nd Revision of Document A Review meeting was held 4 th July 2018 to review Health and Safety documentation including the results of a H&S issues survey of members This document was circulated to the Executive Committee and other interested parties for comments before issue to members	R Rhodes J Bircher	

Appendix 1 Plan of the Theatre level 0

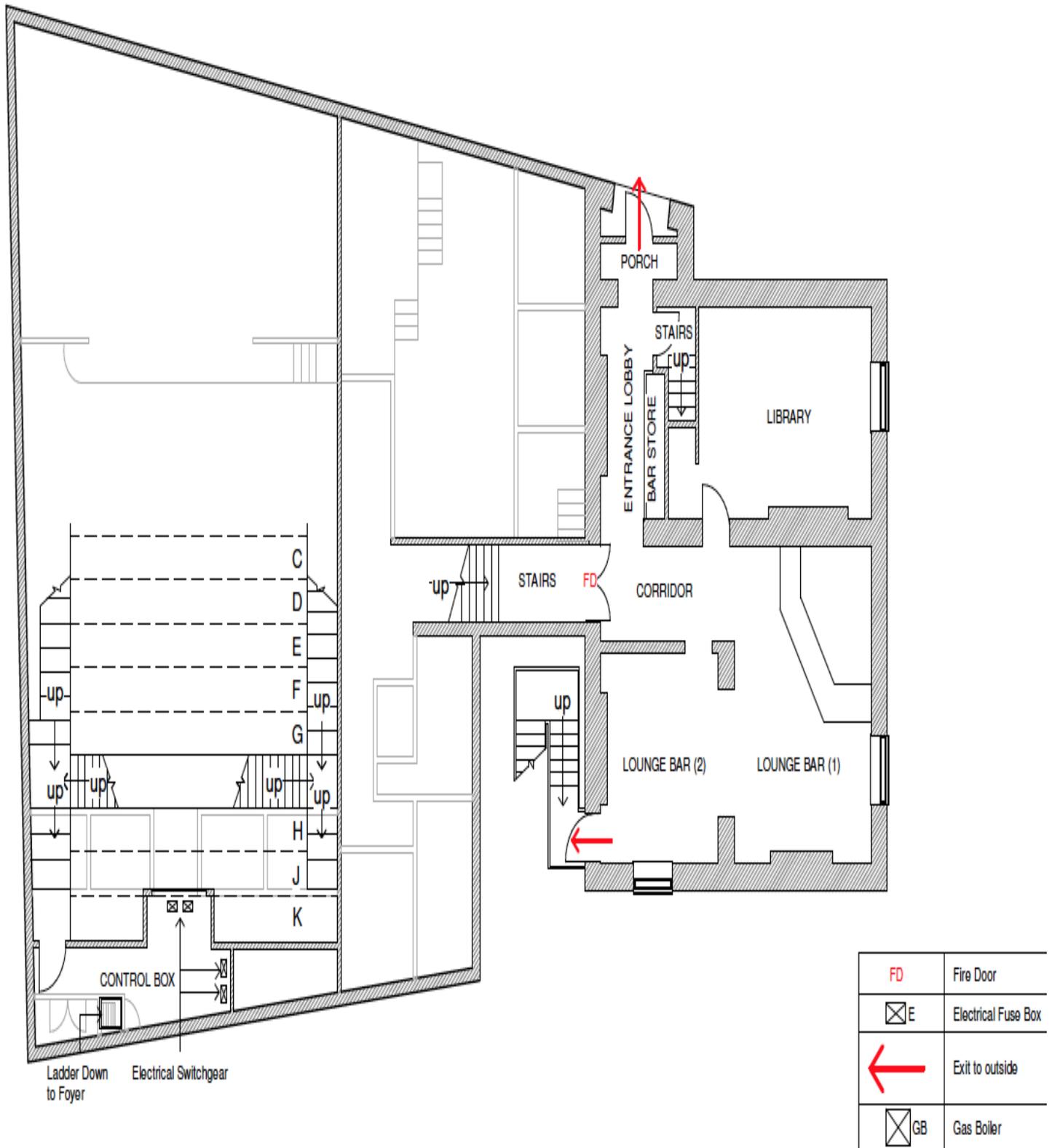


FD	Fire Door
⊗E	Electrical Fuse Box
←	Exit to outside
⊗GB	Gas Boiler

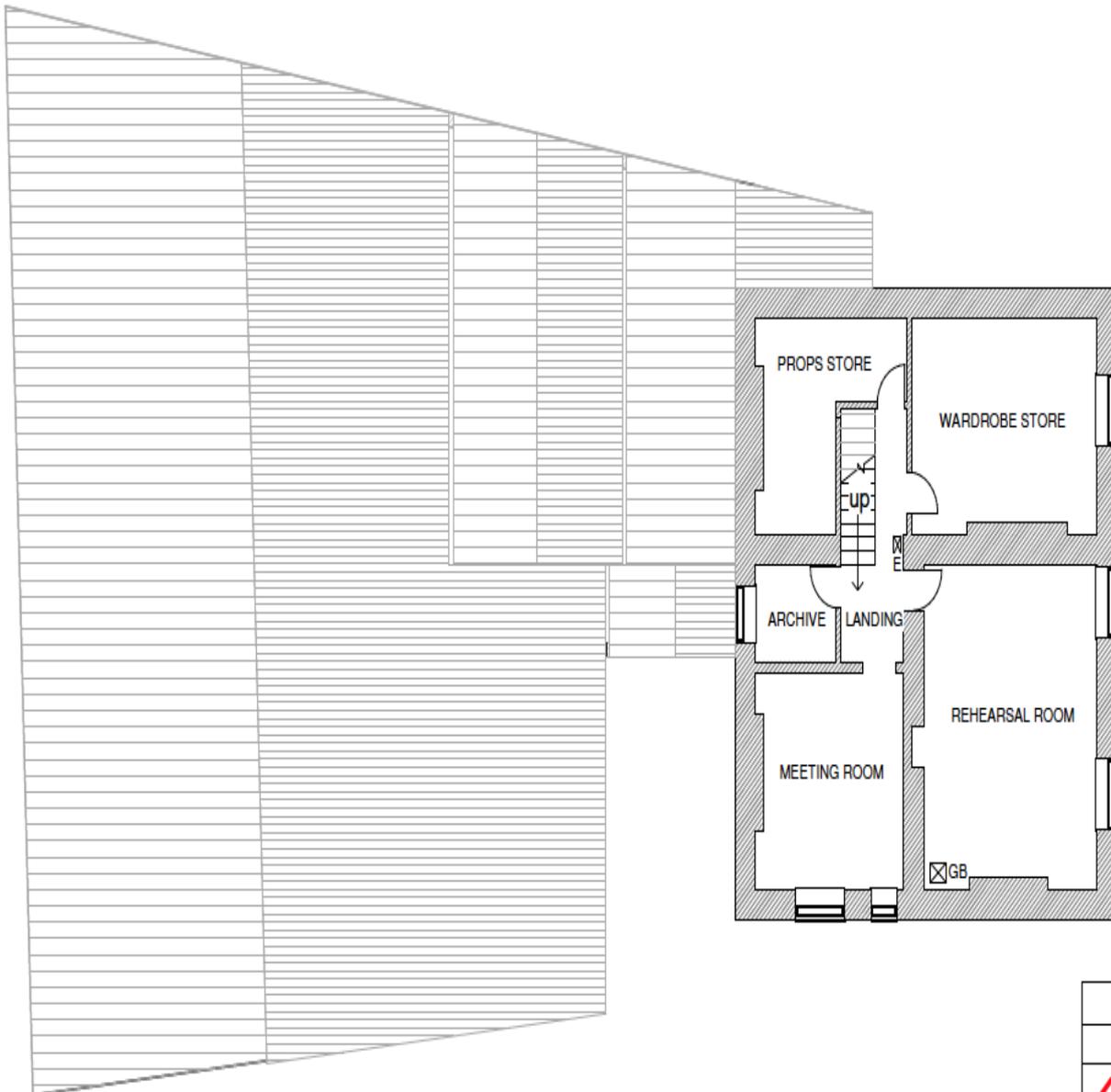
Appendix 2 Plan of the Theatre level 1



Appendix 3 Plan of the Theatre level 2



Appendix 4 Plan of the Theatre level 4



FD	Fire Door
⊗ E	Electrical Fuse Box
←	Exit to outside
⊗ GB	Gas Boiler

Appendix 5

Fire Action Outside Performance times

The first duty of all concerned is to prevent injury or loss of life.

Raise the alarm immediately by using one of the five Fire Alarm Call Points; these are located in:

Foyer
Auditorium
Green Room
Chadwick Street Entrance Corridor
First Floor Landing in the Members Area

Use common sense to check that people in areas near you are aware of the emergency and if you feel it appropriate, **also** raise the alarm by shouting.

You do not need anyone's express permission to call the Fire Service but you may consult with others in the building if you think appropriate.

Telephone 999, ask for the Fire Service and say:

“Fire at the Carver Theatre, Chadwick Street, Marple, SK6 7AX”

Evacuate everyone in the building by the nearest exit to the assembly point outside the Royal Mail Sorting Office. Mutually check with everyone else that they do not think anyone is left inside.

Once the building has been emptied of other people and if you deem it safe to do so, try to tackle the fire by using a suitable fire extinguisher.

Do not take risks – if in doubt leave to the Fire Service.

No one should re-enter the building until instructed to do so by the Fire Officer in Charge.

APPENDIX 6 HOUSE MANAGER & FRONT OF HOUSE GENERAL DUTIES

Please remember that you are the public face of the Carver Theatre and that you are responsible for the safety, security and comfort of all areas except the Stage, Green Room and Dressing Rooms, which are the responsibility of the Stage Manager. In the event of an Incident or fire, the House Manager is in charge and must follow the procedures in Appendix 8, which you need to be familiar with.

- 1) Arrive 15 minutes before opening time e.g. 6.45 pm. Instructions below can be followed in order, starting from the Bar. Some things may have been done by Bar or Stage staff.
- 2) Unbolt the fire door in the Bar area.
- 3) Open the double doors at the top of the stairs, there are hooks to hold the door at the bottom of the door.
- 4) Go down the stairs and fasten back the doors to the Auditorium and near the Green Room. Check if house lights are on (at top of walls). If not and the centre lights are on, switch OFF the switch above the Auditorium doors. See House light section in item 8. Go into auditorium and unbolt fire door to car park. **DO NOT OPEN THE DOOR UNLESS REQUESTED TO FOR DISABLED ACCESS.**
- 5) Go through Green Room to area between it and the Kitchen. Switch on emergency lights on the panel on the wall on the right. Centre switch should be down and lit green.
- 6) Check emergency lights work in the Dressing Room, Green Room, Corridors, Toilets, Foyer and Auditorium.
- 7) Collect two-way radios from the chargers in the Kiosk.
- 8) Go to Foyer, fasten doors back and switch on lights, **(bring torch if poss.)**. Switches are in first kiosk. Switch on lights for Foyer, Box Office and outside. If house lights (at top of walls) are off, switch on the switch marked 'Theatre'. **Do NOT switch on the switch marked 'Cleaners'**
- 9) If cold, switch on air curtain above outer door (2 switches on heater and 1 in kiosk marked air curtain).
- 10) Fasten back doors from Foyer to Auditorium and open inner emergency doors opposite Box Office.
- 11) Unlock padlock on outside door, key is on hook in box office. Padlock and key put back in box office when performance is on and public still in Theatre.
- 12) Check and make yourself aware of the Fire and Incident emergency procedure (in FOH folder in box office).
- 13) Check the 3 toilets for supply of toilet rolls and towels and replenish as necessary from the cupboard in Ladies Toilets. This should already have been done by Facilities.

- 14) First Night only – set the clocks next to Box Office.
- 15) At relevant time – 7.00pm for plays / 1.45pm - matinees / 5.45pm – panto and junior shows open the front doors and secure open. Check tickets and greet and assist public to find seats, Bar and toilets. If bad weather, check if all are ready then can open doors early.
- 16) Close outer door at 7.44pm / 2.29pm / 6.29pm, close both sets of doors from Foyer to Auditorium and from Foyer to outside door. Check the bar and toilets are empty and close doors opposite green room.
- 17) Notify stage staff the performance can start. Sign to be left inside the entrance way advising people to use Chadwick St stage door for late arrivals.
- 18) A member of the Front of House team to be present in the auditorium throughout every performance with the two-way radio, seated in the location designated for the purpose. This will allow a clear view of the audience so that assistance can be offered to any audience member in difficulty. The other FoH staff member to wait in the Bar.

Front of House must remember they are responsible for what goes on in public areas until the public has left the building and must be ready to respond to any emergencies. You will be informed via radio and you should go to Auditorium or Foyer to deal with the problem, unless the emergency is obvious.

- 19) When the Interval bell rings once – open doors at top of stairs and wait outside Green Room door. At interval when house lights are up open and fasten back doors to Auditorium. One to wait in-between Green Room and Auditorium to prevent unauthorised access to Green Room. Lighting and sound operators will enter the Green Room. One to wait near to the outside door to check the front door in case anyone wants a smoke. Don't lock them out at end but check before closing door at end of interval.
- 20) When Bar has emptied after interval, check toilets and when these are empty close both sets of doors leading to Auditorium and advise the stage staff the show can continue. One Front of House person goes to Bar, closing doors along the way and one person goes to the flip-seat in the Auditorium.
- 21) When warning bell sounds for end of show, open doors at top of stairs. One person to wait at Green Room door the other to go to Foyer and open outer door quietly and the doors between Foyer and outer door ready for audience to leave.
- 22) When house lights are up at end of show, both sets of doors are opened and fastened back. Person who opened the doors near the Green Room should then open the door to car park for additional ways to exit. Stay by doors until everyone has left.
- 23) When auditorium is empty to car park and the outer door to Foyer should be closed – not locked. Leave all lights on and report to Bar staff that auditorium is cleared and outer doors closed but not locked. The sign at the top of the stairs showing exit through Stage Door to be placed in front of the doors to stairs.

You may then leave. Very many thanks for your assistance. Dress is smart casual with a steward lanyard.

APPENDIX 7

House Manager & Front Of House: Fire and Incident Procedure

The House Manager (HM) will be in charge of the building and will be the Responsible Person, no action should be taken unless on their authority, **unless** by prior agreement before the show run starts, they have delegated this responsibility to the Stage Manager (SM) because he/she is more experienced.

The first duty of all concerned is to prevent injury or loss of life.

The HM (consulting with the Stage Manager as appropriate) is responsible for deciding if the production needs to be paused (audience remain in seats) or to be stopped and the building evacuated,

The HM is responsible for establishing whether the Emergency Services need to be called and is responsible for calling them or delegating someone else to call them.

Do not use the Fire Alarm Call Point to raise the alarm across the building.

Using your radio, inform the Control Room, Bar and other FoH staff of your decision.

If Fire or Ambulance Services are required, dial 999 and say:

“Fire at/Ambulance required at the Carver Theatre, Chadwick Street, Marple SK6 7AX”

The Front of House Team and Bar Staff will act as stewards to assist in dealing with all situations.

If the building is to be evacuated, open all external doors, guide audience out and tell them to go home. Check no disabled people left behind. Do not allow audience members to congregate on Chapel Fields or Chadwick Street

Check Auditorium, Control Box, Foyer, Foyer Toilets, are vacated. Check with Bar staff via radio that their area has been vacated.

The Stage Manager is responsible for evacuating the Stage, Green Room, Engine Room and Dressing Rooms area.

For productions involving under-18's who have been “signed in” with the Carver chaperone on a register, they are to assemble at the Royal Mail Sorting Office entrance on Chapel Fields, to be checked on the register by the chaperones. Parents can be contacted by mobile phone to arrange their return home.

All Carver personnel who are “on duty” (i.e not part of the audience) are to assemble at the Royal Mail Sorting Office entrance on Chapel Fields once they have completed their duties in evacuating the building.

Do not take risks, if in doubt, leave to the Fire Services. No-one should re-enter the building until given permission by the Fire Officer In charge

The announcements:

Ladies and Gentlemen, we regret that tonight's performance has to be stopped and request that you now leave the theatre through the exits indicated by our staff. Information regarding any replacement performance will be made on our website, by Facebook and at Hollins of Marple"

or

"Ladies and Gentlemen, we regret we need to pause tonight's performance due to a technical difficulty and ask that you remain in your seats for a few minutes until we are able to restart the production. There will be a further announcement"

APPENDIX 8

Stage Manager: Fire and Incident Procedure

The House Manager (HM) will be in charge of the building and will be the Responsible Person, no action should be taken unless on their authority **unless** by prior agreement before the show run starts, they have delegated this responsibility to the Stage Manager (SM) because he/she is more experienced.

The first duty of all concerned is to prevent injury or loss of life.

In the event of a backstage/onstage incident, SM to inform Control Room crew and whether fire or medical/technical. The Control Room crew will inform HM, Bar Staff and FoH by radio.

Do not use the Fire Alarm Call Point to raise the alarm across the building.

The HM is responsible for deciding if the production needs only to be paused, for example for a medical or technical incident (audience remain in seats) or stopped and the building evacuated, consulting with the Stage Manager as appropriate.

The HM is responsible for establishing whether the Emergency Services need to be called and is responsible for calling them or delegating someone else to call them.

Advise Light & Sound crew whether production can carry on or needs to be paused. Not all incidents require the emergency services to be called or the production stopped.

If it is decided to evacuate the theatre, advise the Control Room crew (who will bring the full lights up if possible), close the curtains and ask a member of cast (or yourself) to address the audience:

“Ladies and Gentlemen, we regret that tonight’s performance has to be stopped and request that you leave the theatre through the exits indicated by our theatre staff. Information regarding any replacement performance will be made on our website, by Facebook and at Hollins of Marple.”

Never use the word “Fire”

Direct cast and backstage team to Assembly Point at Royal Mail Sorting Office entrance.

Check that the Stage, Green Room, Dressing Room and Engine Room have been evacuated.

For productions involving under-18’s who have been “signed in” with the Carver chaperones on a register, they are to assemble at the Royal Mail Sorting Office entrance on Chapel Fields, to be checked on the register by the chaperones. Parents can be contacted by mobile phone to arrange their return home.

Do not take risks, if in doubt then leave to the Fire Service. No-one should re-enter the building until given permission by the Fire Officer in charge

If it is decided to only pause the production, close the curtains, bring the cast off and ask a member of the cast (or yourself) to address the audience:

“Ladies and Gentlemen, we regret we need to pause tonight’s performance due to a technical fault and ask that you remain in your seats for a few minutes until we are able to restart the production. There will be a further announcement”

APPENDIX 9

Bar Staff: Fire and Incident Procedure

The House Manager (HM) will be in charge of the building and will be the Responsible Person, no action should be taken unless on their authority, **unless** by prior agreement before the show run starts, they have delegated this responsibility to the Stage Manager (SM) because he/she is more experienced.

The first duty of all concerned is to prevent injury or loss of life.

If you discover a fire or have a medical incident, use your radio to inform the House Manager. **Do not use** a Fire Alarm Call Point to raise a general alarm.

The HM (consulting with the SM as appropriate) is responsible for deciding if the production needs to be paused (audience remain in seats) or to be stopped and the building evacuated,

The HM is responsible for establishing whether the Emergency Services need to be called and is responsible for calling them or delegating someone else to call them. **If the HM directs you to call the Fire or Ambulance Services, dial 999 and say:**

“Fire at/Ambulance required at Carver Theatre, Chadwick Street, Marple SK6 7AX”

The Front of House team and Bar Staff will act as stewards to assist in dealing with all situations.

If the building is to be evacuated, open the Bar emergency exit door and the Yard crash-bar gate on Chapel Fields, and the Chadwick Street door. Guide people in the Bar and Library/Lounge out and tell them to go home. Check the First Floor Members Area is vacated.

Do not allow audience members to congregate on Chapel Fields or Chadwick Street.

All Carver personnel who are “on duty” (i.e not part of the audience) are to assemble at the Royal Mail Sorting Office entrance on Chapel Fields once they have completed their duties in evacuating the building.

Do not take risks, if in doubt, leave to the Fire Services. No-one should re-enter the building until given permission by the Fire Officer In charge

APPENDIX 10

Control Room: Fire and Incident Procedure

The House Manager (HM) will be in charge of the building and will be the Responsible Person, no action should be taken unless on their authority, **unless** by prior agreement before the show run starts, they have delegated this responsibility to the Stage Manager (SM) because he/she is more experienced.

The first duty of all concerned is to prevent injury or loss of life.

If you discover a fire or have a medical incident, use your radio to inform the HM and your headset to inform the SM. **Do not use** a Fire Alarm Call Point to raise a general alarm.

The HM is responsible for establishing whether the Emergency Services need to be called and is responsible for calling them or delegating someone else to call them. **If the HM directs you to call the Fire or Ambulance Services, dial 999 and say:**

“Fire at/Ambulance required at Carver Theatre, Chadwick Street, Marple SK6 7AX”

The HM (consulting with the SM as appropriate) is responsible for deciding if the production needs to be paused (audience remain in seats) or to be stopped and the building evacuated,

If the theatre is to be evacuated or the production paused, the Control Room staff are to stop any sound effects running, bring the house lights up and switch off the stage lighting so that the announcement to the audience can be made from the stage. In the event of evacuation of the theatre, Control Room staff are to turn off the power in the Control Room before leaving; you have no other specific duties but should use common sense to assist the Front of House staff.

The Front of House team and Bar Staff will act as stewards to assist in dealing with all situations including directing the audience to the exits.

All Carver personnel who are “on duty” (i.e not part of the audience) are to assemble at the Royal Mail Sorting Office entrance on Chapel Fields once they have completed their duties in evacuating the building.

Do not take risks, if in doubt, leave to the Fire Services. No-one should re-enter the building until given permission by the Fire Officer In charge

APPENDIX 11

Fire Extinguisher Locations

The first duty of all concerned is to prevent injury or loss of life.

Only attempt to put out a fire when you have discharged your other duties and only if it is safe to do so.

If in doubt, **GET OUT** and leave the Fire & Rescue Service to deal with the fire.

Foyer – Foam extinguisher to right of inner exit doors

Auditorium – Foam extinguisher to left of Fire Exit door leading to Car Park

Green Room – Water extinguisher adjacent to door to Auditorium corridor

Dressing Rooms – Foam extinguisher in corridor leading to Fire Exit and Green Room

Bar Area – Foam extinguisher near Fire Exit door at ehnd of main lounge

Stage – Dry Powder extinguisher in Stage Manager's corner

Control Room – 2 x CO2 extinguishers (do **NOT** grasp the discharge nozzle pipe whilst using – it will blister your skin)

Members' Area (First Floor) – 2 x Water extinguishers at the top of the stairs