

# DRAMA STUDIO

## HOUSE RULES AND HEALTH AND SAFETY PROCEDURES

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## FIRE EVACUATION

It is the responsibility of all personnel and visiting companies to familiarise themselves with evacuation routes, and the location of extinguishing apparatus.

Please note the following: there are two main entry and exit routes – the front entrance and the rear exit in the rear wall. These are fire escapes, therefore no items of set, props, or any other obstruction can be stored there at any time during a performance. A gangway of at least 1.5m must be left, clearly signed, and marked with white gaffer tape for the audience to use in the event of evacuation. At no point during a public performance are the black tabs to obscure wither the fire escapes or the emergency exit signs without prior consent from the Drama Technician.

In circumstances where this is impractical, please consult the Drama Technician well in advance, who may be able to grant permissions for a specific adjustment to this rule.

At all times users should have appointed a **Duty Manager**. During rehearsals this may be any member of the company; during performances it may be a member of the Front-of-House staff, or the Stage Manager.

The Duty Manager should keep a count of the number of people within the Drama Studio, so that in the event of evacuation, the number of evacuees can be checked.

On hearing the fire alarm, it is necessary to immediately evacuate the building, and then to await further instructions from the Duty Manager.

If a suspicious incident is spotted – for example, unexplained smoke – the Duty Manager must be informed at the earliest possible opportunity using the code 'Mr Sands' (ie, 'Mr Sands is in the building'), even if this means a cast member stepping out of character to address the Front-of-House staff.

In a performance, the following steps should be taken:

- The Duty Manager should walk onto the stage, requesting the house lights up.
- The Operator(s) for the show will raise the house lights and stop any music, sounds effects or other special effects immediately.
- The Duty Manager will address the audience in a calm and clear voice:

“Ladies and Gentlemen, due to circumstances beyond our control, this performance can no longer continue. Would you please leave the theatre and assemble outside as indicated by the cast and crew. Thank you”.

- Cast and crew open exits and usher audience outside. Should the use of one exit be inadvisable, the Duty Manager should instruct the cast and crew to block off the exit in question.
- The Duty Manager will continue to give instruction from the stage until the auditorium is clear. When so, the Duty Manager will announce 'All Clear', at which point cast and crew will evacuate – attending any patron(s) with mobility problems – and proceed to the **assembly point** (the grassed area on the far side of the car park).
- The Duty Manager is the last to exit the studio.
- Once clear, the Duty Manager will assign somebody to dial 999, send somebody to the security desk at the campus entrance, and conduct a head count.

**NB:** In an emergency situation for which the Drama Technician is present, he will take over responsibility as Duty Manager.

## HOUSE RULES

**NB: Many of the following are for health and safety purposes. They must be followed at all times.**

### **Section 1: House Keeping**

**I.I:** All areas of the Drama Studio must be kept in a clean and tidy state throughout. Any mess upon entry must be reported to the Drama Technician ASAP.

**I.II:** All equipment, tools and sundry items must be returned to their appropriate homes after use.

**I.III:** Smoking is strictly prohibited in the building, including in performance (see item **II.IX**)

**I.IV:** Alcohol and non-prescription drugs are not to be consumed on the premises at any point by cast or crew, including in performance. Nobody may work in the studio whilst under the influence of alcohol or drugs.

**I.V:** No food or drink is to be consumed in the studio. The exception is bottled water – away from any electrical equipment.

**I.VI:** All items of set, props, costume and sundry items must be removed from the building at the end of the agreed get-out period. Failure to do so may result in the items being disposed of.

**I.VII:** Erection or removal of seating rostra must be cleared in advance by the Drama Technician.

**I.VIII:** Any damages to the Studio, equipment or anything else must be reported to the Drama Technician immediately.

### **Section 2: Health and Safety (any violations may result in an immediate shut-down)**

**II.I:** The overall capacity of the Studio is 50 seated, 130 standing. In performance, if any of the audience is sat, the capacity is counted as 50.

**II.II:** No items of set, props or costumes are to be placed in front of the Fire Exits. A gangway of 1.5m must be left and clearly marked with gaffer tape. The black tabs must not obscure the Fire Exit signs, unless special permission has been granted by the Drama Technician.

**II.III:** All members of cast and crew must have gone through the Fire Evacuation procedures and House Rules prior to entering the Studio, or on their first occasion. Copies can be found on the Drama Studio website: <http://english-languages.brookes.ac.uk/more/drama-studio/>

**II.IV:** PPE (in the form of hard hats) is provided and must be worn under the grid during any work being carried out at height. Nobody should stand directly under the ladder unless footing it, or attaching/removing sash-line. Gloves and goggles are provided for work that may require them.

**II.V:** Any potentially hazardous activity must have been risk-assessed, checked and signed off in advance. Risk assessment forms are available from the Drama Technician, or as part of the relevant module handbook.

**II.VI:** No work is to be conducted in the rig or using the electrical equipment without those using the equipment having first undergone a Sound and Lighting Induction. These can be arranged with the Drama Technician.

**II.VII:** All electrical equipment brought into the Studio must be fully P.A.T. tested. This can be arranged through Brookes by contacting Bob Paterson ([ripatterson@brookes.ac.uk](mailto:ripatterson@brookes.ac.uk)). There will be a £2.50 charge per item. If any electrical item is found in the Studio without a valid P.A.T. sticker, we reserve the right to remove and safely dispose of it. Please consult the Drama Technician for further information if needed.

**II.VIII:** By law, all combustible items of set must be fully flame proofed at least 7 hours before the first performance.

**II.IX:** By law, you must inform Brookes (via the Drama Technician) of any special risks present within the

show. These must be detailed separately from the standard Risk Assessment on a Special Risk form, and cleared by the Drama Technician. Please allow good time – the environmental health or fire departments may need to be informed of these risks no less than **21 days** prior to the first performance. Therefore, the Drama Technician must receive the application at the latest **1 month** prior to use. If the risks are not cleared, they will not go ahead. Contact with relevant authorities will be through Oxford Brookes – DO NOT contact them directly. Special risks include (but are not limited to): smoking, open flames, knives, stage guns, stage fighting utilizing weapons, strobe effects, smoke machines, and pyrotechnics.

**II.X:** Combustible materials are prohibited from being stored in the Studio. No exceptions will be made.

**II.XI:** All users of the Studio must conduct themselves in an appropriate and professional manner at all times. If we deem this not to be the case, we reserve the right to eject users from the venue.

### **Section 3: Responsibilities**

**III.I:** All bookings which the user does not intend to use must be notified to the Drama Technician ASAP.

**III.II:** It is the responsibility of the signatory to this document that **all members of the cast and crew** understand the Fire Evacuation procedures and House Rules. It is the signatory's responsibility that all members of the company adhere to the rules.

**III.III:** It is the responsibility of the signatory to inform the Drama Technician of any significant changes to key team members, and any other significant changes (eg: to set requirements).

**III.IV:** It is the responsibility of producers to ensure the rights to scripts (and to any cuts made). This is a legal requirement. The Studio has a PRS for Music Licence, allowing copyrighted music to be played during public performances.

**III.V:** At least one Front-of-House staff member must be provided by the company for all performances open to the public. This person must be separate from the cast and crew of the show. The F-o-H staff should be present from 45 minutes before the show until the last member of the public has left the building. They must be familiar with the Fire Evacuation procedures.

### **Section 4: Fines, Charges, Sanctions**

**IV.I:** Items missing from the Drama Studio inventory will be charged to the producer at full replacement cost.

**IV.II:** A fine of £10 will be levied for each item of set or large props not removed from the building by the end of the agreed get-out period. Such items may be disposed of.

**IV.III:** It is a serious offence not to complete the get-out by the agreed time. Other users depend on the studio being available when it is due. This offence will be dealt with extremely severely: **all** participants may be barred from using the Studio and/or other Brookes venues. The get-out is not complete until:

- The stage area is clear, and mopped / swept if necessary.
- All rubbish is removed.
- The Technical Gallery is in a clean and orderly state.
- Set and props are removed, or stored in agreement with the Drama Technician.

**IV.IV:** In general, leaving the Drama Studio in a damaged or unworkable state, or in a state which requires other people's work to make it usable, is a disciplinary offence to be dealt with by the University's Disciplinary Procedures. Sanctions may include fines, suspensions from further use of the Studio (for any or all members of cast and crew), the imposition of services to the Studio (such as cleaning, maintenance or ongoing management tasks), or such stronger measures as the procedures provide for up to and including exclusion from the University. Approved users will be held responsible for the actions of any other persons granted access during their booking.

## DRAMA STUDIO BOOKING PROCEDURE

***NB: The Drama Studio is available between 7am and Midnight.***

- Bookings for the Drama Studio will take place on Tuesday afternoons, for the following week (ie, week 2 bookings will take place on the Tuesday afternoon of week 1).
- Bookings are conducted by the Drama Technician, in T6.54 (Tonge Building).
- Bookings can be made in person between 1.30pm-3pm.
- Bookings can also be requested online, either by visiting the booking form on the Drama Studio website (<http://english-languages.brookes.ac.uk/more/drama-studio/book/>), or by directly emailing the Drama Technician.
- Online bookings will be dealt with **after** 3pm. Online bookings received during the week will not be dealt with until Tuesday.
- The calendar will go 'live' at the end of Tuesday, and will be pinned to the notice board outside the Drama Studio. Users can then pencil themselves into free spaces as needs be.
- **Be aware that once the calendar is live, the online calendar will not update any pencilled-in slots. Therefore the online calendar can only be used to accurately check upcoming weeks.**
- If, for any reason, you are not going to use a slot you have booked, please inform the Drama Technician at the earliest opportunity, or go to the live calendar and remove it.

Special dispensation may be given to book with more advance notice (ie: to book performances). In this case the request should come with through the module leader, or in the case of societies through the Committee.

## ACCESS TIMES

Unless agreement is made to the contrary with the Drama Technician, the use of the Studio is arranged as follows:

Productions must have completed their get-out by 1pm on the day following the final performance – new users **MUST** be able to gain access by 1pm.

Access to the Drama Studio is from 7am until Midnight. No work is to be carried out after this time.

Other users may be using the Studio during production weeks: please liaise with the Drama Technician to ensure that both production and other users will not interfere with one another.

# OXFORD BROOKES DRAMA STUDIO: TENANCY AGREEMENT

Name:.....

Brookes

ID:.....

Telephone:..... Primary email:.....

Course name **or** Society name:.....

I hereby undertake to use the Drama Studio only in an appropriate manner, as outlined in the Drama Studio House Rules and Health and Safety document, and agree to abide by the rules laid out within. As signatory, I understand that I am fully responsible for any and all activities partaken within the Drama Studio during a period of booking in my name.

I understand that while this agreement permits me to book and use the Drama Studio, it does not permit me to use the sound and / or lighting equipment, and that a separate Sound and Lighting Induction must be undertaken in order to do so.

**In signing this document I agree that I will adhere to the Brookes Drama Studio house rules and Fire Evacuation procedures.**

**I agree to ensure that the Drama Studio will be kept in a good condition, and that any damage or mess may reflect in my marks, may result in a fine, or may result in Disciplinary Procedures.**

Signed..... Date.....

Print Name.....