


Please direct any queries relating to this documentation or other technical matters to:

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THE  
SOUTH HOLLAND  
CENTRE

Theatre Users  
Safety Policy

Visiting Companies MUST produce a Risk Assessment of their activities

### MEMBERS OF THE COMPANY

All members of visiting companies must be familiar with fire escapes, evacuation routes and procedures, and assembly points. Please ask the Supervising Technician if you are not familiar with these.

Fire doors, exits and exit routes must be kept clear at all times.

No persons other than those directly involved in the performance, are permitted on stage, in dressing rooms, loading bay, technical rooms, or any non-public area without permission from the Supervising Technician.

Access through the auditorium is not permitted after auditorium doors are open to the public, and until all members of the public are cleared at the end of events. (Please use the access corridor at other times)

Performers should not appear in public areas whilst in costume or make-up.

Please consume food in the dressing rooms only and dispose of rubbish in the bins provided.

Take care when using dressing room mirror lights which can be very hot.

For safety reasons, performers are not permitted on stage until rigging and set construction is completed.

The South Holland Centre is a multi-purpose building. Please keep backstage noise to a minimum.

Smoking is permitted only in a specified area in the loading bay.

### CHILDREN

Children under the age of 16 should be supervised at all times by responsible adults. Dressing room supervision should be by a minimum of two adults per room.

No children under the age of 4 are permitted backstage without prior written permission of the Centre management.

### USE OF THE BUILDING

All portable electrical equipment brought into the building must have current PAT test certification.

Please do not nail, screw or drill into the stage floor or walls. The stage surface must be protected from heavy items and sharp edges.

Major set construction and painting should be completed before arrival at the Centre. The stage and auditorium should never be used as construction areas.

Use of corded power tools is restricted to the scene dock and loading bay areas only. Relevant health and safety regulations must be complied with.

Painting is permitted in the scene dock and loading bay areas only.

Any working at height (including use of ladders and work on over-stage/ auditorium gantries etc.) must comply with health and safety regulations and should not take place without permission of the Supervising Technician and adequate procedures being in place.

Sufficient working light must be maintained at all times.

Cables, rugs and other loose objects should be securely taped down to prevent trips and falls.

No persons under the age of 18 may operate technical equipment unless given prior permission by the Supervising Technician.

The Centre is a multi-functional building – the loading bay and goods lift access must be kept clear at all times.

Any damage or faults to equipment or buildings should be reported immediately to the Supervising Technician. Repairs must be carried out by Centre staff only.

Use of smoke, haze, pyrotechnics, firearms, naked flames, on-stage smoking, strobe lighting or other special effects may be acceptable subject to suitable and sufficient risk assessments being completed, and when notification can be given at point of sale of tickets. PLEASE give two months notice of such activities as prior permission has to be gained from Licensing, Fire & Police Authorities.

Dry Ice cannot be used at the South Holland Centre.