

HORNCASTLE THEATRE COMPANY

THE LION THEATRE, BULL RING

HEALTH AND SAFETY POLICY

HORNCASTLE LINCS LN9 5HT

(And all other venues which may be hired,
visited, or used by the Company)

Section 1: Statement of Intent

Horncastle Theatre Company is committed to protecting the health and safety of its patrons; all its team including volunteers, artistes, and contractors; and all others with whom our work brings us into contact.

The Company's Policy is to provide and maintain safe systems of work for all those working for or on behalf of the Company, and to provide members of the volunteer team with such information, training and supervision as they need in order to maintain these safe systems.

This Policy will be reviewed annually, or more frequently if there are significant changes to our work practice.

The Company believes that co-operation and consultation with all volunteers is essential, and all volunteers are made aware of their responsibilities.

A copy of this Policy will be made available on the Company's website, and on request to everyone involved in Theatre activities, to ensure the Health and Safety of volunteers, patrons and visitors.

Action may be taken under the Company's disciplinary procedure for failure to comply with this Health and Safety procedure.

Our policy is to:

- Prevent accidents.
- Manage health and safety risks in the theatre.
- Provide personal protective equipment.
- Consult members on matters affecting their health and safety.
- Provide and maintain a safe working place and equipment.
- Ensure safe handling and use of substances, equipment and materials.
- Conduct risk assessments for all HTC and Stagers performances.
- Ensure emergency procedures are followed in case of fire or significant incident.
- Should another venue be utilised, specific policies and risk assessments for that venue and/or activities are to be followed and adhered to.

Signed on behalf of the Management Committee by _____ (Chair)

Policy Overview

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Section 2: Structure and Responsibilities

Each of the responsible individuals listed below has ultimate accountability for the health and safety of everyone on the premises as lead volunteer. Everyone should listen to and adhere to their instructions where reasonably possible, and observe the precautions they suggest.

2.1 DAY TO DAY RISK MANAGEMENT

The **Theatre Custodian** shall be responsible for the day-to-day maintenance of the Lion Theatre; manage access to the building; organise and oversee volunteer working parties; and (jointly with the **Vice Chair**) carry out the Building Risk Assessment. They shall regularly inspect the Lion Theatre to check that the building is safe to use, Health and Safety measures are being maintained and Health and Safety practices are being followed. They shall instruct volunteers precisely and clearly on their duties with regard to Health and Safety.

The **Vice Chair** shall be responsible for the effective implementation of the Company's Health and Safety Policy during all Company activities; ensuring this Policy is up to date and compliant with current regulation; organise the provision of all necessary Health and Safety, Fire, First Aid and other training for volunteers and responsible persons; keep accurate records; ensure the availability of PPE, safety and cleaning supplies; and appoint fire marshals as required. They shall be the first point of contact on Health and Safety matters and shall be kept informed of all incidents or accidents relating to this Policy and take action to prevent reoccurrence.

The **Vice Chair** and **Theatre Custodian** shall be readily available to discuss Health and Safety issues with anyone involved in the day-to-day running and administration of the Lion Theatre. They shall be responsible for ensuring that outside contractors, freelancers, artistes etc., are aware of this Policy and produce suitable risk assessments for their work.

2.2 AT REHEARSALS

The **Director** and **Stage Manager** shall be the responsible persons at rehearsals, auditions, etc., and shall complete a risk assessment during rehearsals, before the tech rehearsal, to be shared with the Vice Chair.

2.3 AT PERFORMANCES

The **Front of House Manager** shall be responsible for health and safety in all front of house areas during performances open to the public, including hirings, and maintaining an accurate count of audience and FOH numbers. In their absence a **Front of House Team Leader** shall be nominated.

A front of house safety announcement must be made at the beginning of every performance.

The **Stage Manager** shall be responsible for health and safety in all backstage areas. A register will be taken of all individuals working back stage.

2.4 AT SETBUILDING AND TECHNICAL SESSIONS

The **Production Coordinator** shall be responsible for health and safety during set building and technical activities.

2.5 DURING HIRINGS

When the Lion Theatre is hired, the Hiring Agreement states that **the hiring entity** is responsible for health and safety in all back stage areas during rehearsals and performances. Hirers should be made aware of the emergency exits, what the fire alarm sounds like, the assembly point.

2.6 OTHER EVENTS

The **individual organising the event** shall be responsible for health and safety at any other kind of event organised in the Lion Theatre, i.e., play readings.

Section 3: Fire Safety

3.1 General Statement

The HTC Management Committee wish to make the Lion Theatre a safe place where fire risks are minimised and will ensure:

- A fire risk assessment has been undertaken and will be reviewed annually or more frequently if there are changes which may impact its efficacy.
- Fire evacuation procedures will be practiced regularly, including during each rehearsal period.
- Training will be provided as necessary to any volunteer given extra fire safety responsibilities, such as Fire Wardens.
- Escape routes will be clearly signed and kept free from obstruction at all times.
- Emergency exits, including the Green Room stage door, will remain unlocked whenever the Theatre is occupied.
- Fire fighting equipment will be regularly serviced and maintained.
- Alarm systems and emergency lighting will be tested regularly.

3.2 Procedures in The Event of A Fire

On discovering a fire:

- Investigate source and cause of suspected fire.
- If you feel that it is safe to do so, attempt to extinguish any small fire using the equipment provided. **DO NOT** put yourself at any personal risk.
- **If you find yourself using more than one extinguisher or are incapable of fighting the fire, or if it is impossible or unsafe to extinguish the fire, or if you do not know how, promptly raise the alarm and leave the building.**
- Alert those in your immediate vicinity and immediately activate the fire alarm using one of the red alarm boxes located by the main entrance and exit doors in the auditorium or in Green Room.
- Dial 999 and notify the Emergency Services.
- Ensure all persons have vacated the building, particularly the dressing room, Green Room, toilets, Foyer and ticket office.
- If it is a false alarm or the fire has been extinguished, there is no need to activate the alarm, notify Emergency Services or evacuate the premises. Any false alarm or successful extinguishing of a fire must be reported to the Front of House Manager immediately.

The assembly point in case of evacuation due to fire is the **Red Lion Yard**.

3.3. Fire Extinguishers

There may be three types of Fire Extinguisher throughout the front of house and back stage areas; these being Co2 (Carbon Dioxide), Water and Foam.

- CO2 fire extinguishers are suitable only for use on flammable liquid fires and fires involving electrical equipment (stage lighting, fuses, computers etc.).
- Water and Foam Extinguishers are suitable for use in environments containing solid combustible materials such as wood, paper and textiles.
- It is important to remember that water conducts electricity and should not be used around electrical equipment.

Section 4: Injury or Illness/First Aid

Front of House Managers and Stage Managers, and where possible, Technical Crew, and Front of House Volunteers will be trained in First Aid.

There must be at least one individual trained in First Aid back stage and one Front of House during every public performance or event.

Any accident or injury that occurs, no matter how minor, must be reported to the responsible person, who will complete an Accident / Injury Report Register, located in the Stage Manager's Cupboard.

First Aid boxes are located in: the Ticket Office and the Green Room.

All First Aid boxes will be monitored to ensure that they are correctly stocked, listing the contents in each box. The Vice Chair will be responsible for maintaining First Aid boxes and provisions.

Unless trained and qualified, First Aid must not be administered to members of the public by a Volunteer. All accidents and injuries to members of the public must be reported to the Front of

House Manager or (Front of House Team Leader) whose responsibility it is to decide whether an ambulance is necessary.

If you are unsure of the correct course of action, call 999 and request an ambulance. Advise them of the situation and follow all instructions given.

Section 5: General Arrangements

5.1. Drugs and Alcohol

The Company operates a zero tolerance approach to the use of illegal drugs. If anyone is found to be in the possession of illegal substances, or suspected to be under the influence of drugs or intoxicated as a result of alcohol consumption whilst on Theatre premises, they will be asked to leave immediately and an investigation will commence, in line with the Company's Disciplinary Procedure.

5.2 Smoke Free Policy

There is a no smoking policy in place in indoor areas of the Lion Theatre, at all times.

Requests to smoke on stage for reasons of artistic integrity will be considered by the Management Committee on a case-by-case basis and submitted for approval by the licensing authority (ELDC). When requests are granted, rehearsals must remain smoke free at all times.

5.3 Work Related Stress Policy

The Health and Safety Executive defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. Stress can affect anyone and is not a sign of weakness. The Company recognises that work-related stress can damage the mental and physical health of its volunteers (and anyone working with the Company) and that stress is a Health and Safety issue which must be taken seriously by the organisation. The Company has a Code of Conduct which includes a Grievance and Disciplinary Procedure.

The Management Committee will:

- Ensure good two-way communication between themselves and members.
- Ensure that responsible persons are consulted and provided with constructive feedback in the course of their work particularly when changes are being proposed or implemented.
- Ensure that bullying and harassment is not tolerated within their area of responsibility, and everyone is treated with dignity and respect while engaged in Theatre business.
- Include consideration of stress while carrying out risk assessments within their area of responsibility.
- Implement recommendations of risk assessments carried out within their area of responsibility.
- Ensure that volunteers experiencing stress have access to appropriate sources of advice and support.
- Ensure lone workers are provided with effective supervision and support.
- Encourage a culture where stress is not regarded as a weakness.

All volunteers will:

- Report issues of concern to the Vice Chair or Committee so that any problems can be addressed and where possible prevented.
- Give full consideration to opportunities for additional support when recommended.

5.4 Infectious Disease and illness

Volunteers and patrons are asked not to attend performances, rehearsals, or other Company events if they suspect they may be suffering with any infectious disease or illness, including influenza, the common cold, and COVID. In order to discourage attendance by infected persons, full refunds will be offered to patrons who are unable to use or exchange their performance ticket due to illness.

The use of personal protective equipment is encouraged among front of house and back stage volunteers in order to reduce the risk of infection during times of particularly high incidence of infectious disease. All appropriate surfaces should be regularly disinfected as part of normal cleaning activities. Government advice shall be followed at all times by volunteers while on the premises in relation to particular outbreaks of disease.

5.5 Personal Protection Equipment (PPE)

Horncastle Theatre Company will ensure that appropriate PPE is available to all volunteers; for example: head protection; eye protection; hand protection; ear protection; face masks.

If, for any reason, appropriate PPE is not available for the specific task, the volunteer must not attempt to complete the task. Horncastle Theatre Company supports any volunteer's right to refuse a task on the grounds of Health and Safety.

5.6 Chemicals and Hazardous Substances

Regulations of the Control of Substances Hazardous to Health ('COSHH') aim to protect volunteers as well as the public from exposure to health damaging substances.

Horncastle Theatre Company will ensure that all hazardous chemicals in the Theatre are properly handled and stored. A COSHH storage cupboard is provided in the Barn.

5.7 Electricity

All electrical systems provided by Horncastle Theatre Company at the Lion Theatre or otherwise as part of Company activities should be monitored and tested to ensure the safety and minimise any risk of electrical shock, burns, fires and explosions. They will be maintained in a state which ensures they are safe to operate.

If any problems with electrical equipment are found, the equipment should not be used. It must be labelled as faulty and reported immediately to the Theatre Custodian.

Any person bringing electrical equipment to the Theatre for their own use is responsible for ensuring that it has been tested and certified as safe and suitable for the intended purpose.

5.8 Lifting and Manual Handling

Horncastle Theatre Company understands the risks involved in lifting and manual handling and will ensure that appropriate precautions are taken during such activities. Volunteers should never attempt to lift heavy or awkward items without first assessing the risks and understanding the correct precautions.

5.9 Workplace Security

Always challenge any persons unknown to you who are in the Theatre building. Always ask people to identify themselves before allowing access to any unknown persons into any restricted area.

Horncastle Theatre Company recommend that valuables are not brought on to the premises as the Company does not accept responsibility for any personal loss of money or valuables.

5.10 Noise and Noise Restrictions

Horncastle Theatre Company will provide appropriate means for volunteers to protect themselves from exposure to unhealthy levels of noise.

Due to the close proximity of the Theatre to residential properties and the terms of our premises licence, all noise (construction, music, etc.) within the premises should stop by 11pm Monday to Sunday.

5.11 Special Groups at Risk

Young Persons

Young people may from time to time take part in volunteer activities at the Theatre such as painting, set building, etc. Management of Health and Safety at work Regulations 1999 specify requirements on volunteers who have not yet reached the age of 18. These requirements include:

- Taking particular account of certain specified factors when carrying out or reviewing risk assessments.
- A Risk Assessment is carried out before the young person begins work.
- Do not allow the young person to complete certain tasks if the Risk Assessment identifies a significant risk which cannot be eliminated.
- In a case where the young person is a child, a further requirement is to provide specified information to parents/guardians.

Volunteers under the age of 18 MUST be supervised by a responsible adult at all times whilst in the theatre. All members should be aware of, and adhere to, the Company's **Safeguarding Policy**.

There are additional requirements which apply under the *Children (Performances and Activities) (England) Regulations 2014* to protect the health and safety of children who are performing in Company productions before a paying audience, including the need for chaperones. The appropriate member of the Young Stagers leadership team should be consulted on current regulations and legislation. It is the Director's responsibility to ensure compliance with all such laws and regulations.

Stagers leadership and appointed chaperones are responsible for the conduct and safety of children under their care at all times whilst within the Theatre building.

New and Expectant Mothers

Recognise that individuals may not be aware, or choose to share, that they are pregnant. The Company will therefore take all reasonable steps to identify risks in the Theatre that could pose a Health or Safety risk to new and expectant mothers, and take appropriate precautions or remove such risks.

Lone Workers

Where volunteers are working alone in any area of the Theatre, they must:

- Inform someone of their arrival and departure and how long they expect to be present.
- Carry with them at all times some means of communication in an emergency, such as a phone or radio.

- Not attempt any activity requiring more than one person to carry it out safely.

Horncastle Theatre Company will follow all expectations of the above special groups to ensure the safety and protection of its volunteers, patrons and visitors.

5.12 Working at Height

Horncastle Theatre Company recognises that authorised volunteers may be required to work at height using equipment provided in the Theatre. The Company is aware that one of the major causes of injury is falls from height. Responsible individuals must therefore have a particular regard for any such activities, including working from ladders or scaffolding, or at the entrances to the Scenery Dock, the Lighting Box, and first floor of the Barn.

Anybody working at height must ensure that:

- They are authorised to do so.
- The equipment provided for their use in the Theatre is safe, in good repair, and suitable for use, and meets the minimum requirements as laid down in the respective British or European Standard.
- They are not working alone.
- That access to the working area is denied to unauthorised personnel.
- Appropriate PPE is worn at all times whenever anybody is working at height.

5.13 Reporting Accidents and Incidents

All accidents and injuries must be recorded in the Accident Book that is kept in the Health and Safety folder in the Green Room, within 12 hours of the incident. All accidents and incidents will be investigated by the HTC Management Committee.

5.14 Restricted Areas

There are restricted areas within the Lion Theatre, namely: the Stage Manager's Cupboard, the Lighting Box, the Dressing Room Loft, the Stage Gantry, the Scenery Loft, and the Barn (particularly the first floor and above). Nobody should enter these areas without specific authorisation from the responsible individual.

Whilst the Red Lion Yard falls outside the area of responsibility of Horncastle Theatre Company to maintain, every effort should be made in cooperation with the landowner and occupiers to ensure that it is safe and clean for access to the theatre by volunteers and patrons.

5.15 Communication

The responsible person in each part of the theatre should at all times have access to a mobile telephone, which must be fully charged at the beginning of each event or performance.

Internal communication during performances between Front of House and Back Stage areas will be via two-way radio between the Stage Manager, Front of House Manager (if present) and Lighting Box operator.

5.16 Workplace Health & Safety Guidance

Here is some general workplace Health and Safety guidance which you are expected to follow:

- Everyone taking part in Theatre activities has a duty of care to ensure that they adhere to reasonable precautions whilst on the premises, and must not allow any act or omission they believe could cause harm to themselves or others.
- On spotting a hazard which a volunteer is able to remove safely and without additional specialist skills, do so immediately. E.g., simple trip hazards caused by boxes or other obstructions in corridors, small spillages.
- Be vigilant about these sorts of easily removable hazards. Slippery floor surfaces are particularly dangerous.
- Volunteers should never stand on chairs, desks, etc., using only an approved ladder to reach objects at height.
- Volunteers should never attempt to fix anything they are not qualified to fix or remove hazards that they are not qualified to remove. This includes electrical work, plumbing, woodwork, etc.
- If a volunteer finds that a piece of equipment is faulty, the responsible individual must be notified as soon as possible. If the equipment is potentially unsafe to use, it should be labelled straight away so that it is clearly marked as 'Out of Order'.
- Volunteers should only leave external doors open or unlocked if there are authorised members present in the building.
- If a volunteer is asked by the Company Management to be a key/code holder or responsible for the keys or door codes, they must ensure that these are kept safe at all times and not shared with others.
- Volunteers should ensure that all lights and non-essential electronic equipment are switched off and all doors and windows are closed when leaving the theatre.
- Volunteers should use PPE (gloves, goggles, masks etc.) for any task that has the potential to be hazardous, and to prevent infection risk.
- Volunteers should never take it upon themselves to change the location of Fire Extinguishers, First Aid boxes, Fire Blankets, Accident Books, Safety Signage or any other safety equipment. If a volunteer believes that any of these are badly located, they should inform the Theatre Custodian. Under no circumstances should fire extinguishers be used as door stops or stage props.

Section 6: Working in the Lion Theatre

All workers in the Lion Theatre must be approved by the responsible individual, and follow any safety guidance given e.g. on manual handling, working at height, safe use of equipment, use of ladders, and PPE. They must be aware of and have access to copies of this Health & Safety Policy and any relevant risk assessments, policies and procedures. They must use the Company's tools and equipment unless otherwise agreed with the Theatre Custodian.

6.1 Working with members of the public

Most volunteers working at the Lion Theatre come into regular contact with members of the public, in some capacity. Here is some guidance to bear in mind:

- Volunteers must remain polite and calm in all dealings with members of the public.
- If a Volunteer is about to start a shift, on first entering the Theatre building they should imagine that they are an audience member who has never been to the Lion Theatre before. Is the Theatre ready to open to the public?
- Volunteers must listen carefully to any complaints and take all complaints seriously.
- Volunteers should ensure that they know who to refer specific complaints to and if that person is not available, take as many details as possible rather than trying to deal with the complaint themselves (name, address, phone number, full details of the complaint).
- Volunteers must never give out information that they are not completely certain of or are not authorised to give out.
- Volunteers should make their own judgement as to what is urgent and contact appropriate persons if necessary.
- If an audience member is breaking a rule e.g. smoking, eating, or talking on their mobile phone in the auditorium, volunteers should explain the rules to them as politely as possible, remaining calmly insistent if appropriate and requesting assistance from a colleague if needed. If an audience member is abusive in any way, volunteers must remain calm and support each other.

Section 7: Insurance

Horncastle Theatre Company has comprehensive insurance cover for all its activities, members, volunteers, and public liability, which demands that all reasonable precautions are taken to ensure health and safety. Our public liability insurance certificate is available on request.

Section 8: Risk Assessments

The purpose of Risk Assessments is to enable decisions to be made on the need for action and the priority of action required in terms of eliminating hazards, reducing hazards at the source or controlling exposure to hazards.

Horncastle Theatre Company will actively use formal Risk Assessments, making sure they are carried out and reviewed when working conditions, locations or practices change. If you have any questions or concerns about Health and Safety at any point do not hesitate to discuss these with the Vice Chair and Theatre Custodian.

LIST OF APPENDICES:

Appendix I: List of First Aiders (update annually)

Appendix II: Copies of relevant certificates

Appendix III: Building Risk Assessment

Appendix IV: Fire Risk Assessment

Appendix V: Risk Assessment Templates

Appendix VI: Standard Operating Procedure for Performances

POLICY APPROVED: 30th August 2024

DATE OF NEXT REVIEW: September 2025

APPENDIX II: Copies of relevant certificates

APPENDIX III: Building Risk Assessment

APPENDIX IV: Fire Risk Assessment

THE LION THEATRE, HORNCastle

STANDARD OPERATING PROCEDURE – PERFORMANCES

BEFORE THE PERFORMANCE

FRONT OF HOUSE

The **Front of House Manager** shall have responsibility for opening the auditorium and front of house areas, and ensuring they are ready for the public, delegating tasks as appropriate.

1. The Front of House Manager shall organise a team of Front of House volunteers for each performance, to include at least one person with First Aid certification (this may be the FOH Manager).
2. There should be in general at least three volunteers present at each public event, including the Front of House Manager or, in their absence, a delegated Team Leader.
3. There shall be at least one volunteer present in the auditorium at all times to assist persons entering or leaving.
4. There shall be at least one fully-charged mobile telephone available to the Front of House leader during performances.
5. If sunset falls before or during the performance, switch on the lights to illuminate the Red Lion Yard. Switches located to the left of the rearmost fire exit door.
6. Ensure lights have been turned on in the auditorium, toilets, ticket office and foyer.
7. Unbolt all fire exit doors in the auditorium and draw curtains, ensuring they are and remain free of all obstructions. Illuminate all fire exit signage.
8. Switch on heat curtain above audience entrance to foyer, if required. The curtain must be switched off again when the performance begins.
9. Switch on ticket desk computers and other electronic equipment required.
10. Check toilets, bins, etc. are stocked and ready for audiences.
11. Ensure that all gangways and aisles are unobstructed, to a width of at least 3' 6" where these lead to emergency exits.
12. Liaise with the Stage Manager on timings of intervals and the start and end of the performance.
13. Connect to, and test, any internal communication systems linking front of house with the lighting box and stage manager.
14. Secure open the main door into the foyer and ticket office area, admitting the public no earlier than the advertised 'doors open' time.
15. Welcome audience, check and sell tickets, take money and sell programmes.
16. Check the exact number of people present in the auditorium and that all patrons are in their seats before lights are dimmed, and ensure this information is readily available in the event of an emergency or evacuation.

BACKSTAGE

The **Stage Manager** is responsible for opening and preparing back stage areas:

1. Perform a full risk assessment for the production.
2. There shall be at least one fully-charged mobile telephone available to the Stage Manager during performances.
3. Ensure there will be at least one first-aid trained individual back stage at all times.
4. Unlock the Stage Door, which is a fire door, and ensure all exit routes back stage are clear of obstructions.
5. Take a register of all persons entering and leaving back stage areas.
6. Ensure back stage areas are clean, safe and all main room lights switched on.
7. Ensure that a safety announcement is given in the auditorium before any performance or event begins (see announcement scripts).
8. Ensure that all approaches to the theatre from the street through the Red Lion Yard are clean and free of obstacles, waste, and slipping hazards such as ice and snow, gritting paved areas and ramps as appropriate.

DURING THE PERFORMANCE AND INTERVALS

FRONT OF HOUSE

1. Ensure there is at least one front of house volunteer present in the auditorium at all times.
2. Maintain silence in the foyer and other front of house duty areas, secure any cash boxes, and close main entrance door to foyer.
3. In the event there are latecomers, wait until an appropriate point in the performance before admitting them to their seats, ensuring there is adequate illumination to do so safely.
4. All front of house volunteers must remain present in the theatre for the entire duration of the performance unless by prior arrangement with the Front of House Manager.
5. Provided weather is sufficiently warm and dry, open one fire door during the interval for patrons to enter and leave the auditorium.
6. Liaise with **Stage Manager** on interval end time.
7. If the Red Lion Pub is open to customers, give a five-minute warning to Theatre patrons of the interval ending.
8. Perform a headcount of the audience before the performance resumes to ensure accurate numbers are maintained, as some patrons may not return for the second half.
9. Turn off any lights and heaters, close fire exit doors and notify **Stage Manager** that performance may resume.

BACKSTAGE

The **Stage Manager** is responsible for the safe and compliant running of the stage and backstage areas, and maintaining a register of all those entering or leaving this part of the theatre.

AFTER THE PERFORMANCE

FRONT OF HOUSE

1. Turn on any lights and open all fire exit doors in auditorium.
2. Volunteers to remain at each door while audience leave to receive feedback or questions.
3. Close fire exit doors.
4. Check all front of house areas, especially toilets, to ensure audience have all left.

5. Empty bins and check stocks of sanitary items.
6. Check aisles and between seats for litter and leave auditorium clean.
7. Secure fire exit doors with bolts, close curtains and switch off exit lights and foyer/ticket office lights.
8. Leave all other lights on for individual locking the theatre and inform **Stage Manager** before departure.

BACK STAGE

The **Stage Manager** is responsible for locking the theatre after each performance unless otherwise agreed or delegated.

1. Ensure that all cast and back stage personnel have signed out on the register.
2. Lock Stage Door.
3. Check all areas of the theatre including modest maidens, curtained areas, toilets, and foyer to ensure nobody is left in the building and all electrical equipment is switched off, extinguishing lights in each area as checked.
4. Switch off the auditorium and outside lights.
5. Exit through the rear auditorium door and ensure it is locked.

EMERGENCY PROCEDURE IN THE EVENT OF ILLNESS IN THE AUDITORIUM

In the event of any illness or injury in the auditorium:

1. The **FOH Manager or Team Leader** shall immediately advise the Stage Manager and Lighting Box of the problem, and clear the row around the individual.
2. The **First Aider** on duty shall establish the nature of the illness or injury.
3. If safe to do so, move the individual to a safe place (such as the theatre foyer) and continue the performance.
4. If the patient is unable to be moved, call **999** and request an ambulance, while continuing to administer first aid. Remain calm and answer all questions asked by the emergency services.
5. Continue first aid until the arrival of ambulance or first responders and you are instructed to stop.
6. If it is necessary to do so, clear the auditorium.
7. If possible, send a FOH or other volunteer to the roadside to open the main gates and await an ambulance. **This could take a considerable time to arrive.**
8. If CPR is required get assistance from any trained individual among the cast, crew or volunteers to maintain CPR until help arrives.
9. The **Stage Manager** once informed of the incident shall immediately halt the performance, close the main tabs, and make an announcement to the audience.
10. Communicate the problem to the cast and crew, and then await notification from the **Front of House Manager or Team Leader** before allowing the performance to resume.
11. In the event of any level of injury the stage manager must file an accident/injury report.

PERFORMER INJURY OR ILLNESS ON STAGE

In the event a performer or crew member falls ill or is injured on stage during a performance:

1. The **Stage Manager** shall immediately halt the performance, switch on the working lights, close the main tabs, and advise the Front of House Manager and Lighting Box of the problem.
2. The **First Aider** on duty shall establish the nature of the illness or injury.

3. If safe to do so, move the individual to a safe place, such as the Green Room or Dressing Room, and continue the performance.
4. If the patient is unable to be moved, call **999** and request an ambulance, while continuing to administer first aid. Remain calm and answer all questions asked by the emergency services.
5. Continue first aid until the arrival of ambulance or first responders and you are instructed to stop.
6. If it is necessary to do so, the **Stage Manager** shall make a decision as to whether the performance should be abandoned.
7. If possible, send a cast or crew member or other volunteer to the roadside to open the main gates and await an ambulance. **This could take a considerable time to arrive.**
8. If CPR is required get assistance from any trained individual among the cast, crew or volunteers to maintain CPR until help arrives.
9. The **Front of House Manager** once informed of the incident shall make an announcement to the audience and await further instructions.
10. The **Lighting Box Operator** once informed of the incident shall not raise the house lights unless informed the performance is to be halted for a considerable time or abandoned.
11. In the event of any level of injury the stage manager must file an accident/injury report.
12. If necessary, the performance may continue with the use of understudies or stand-ins using scripts.
13. Any break should be treated as an additional interval. If necessary, the advertised interval may be reduced in length to compensate for any delay to the performance.

STOPPING A PERFORMANCE/EVACUATING THE BUILDING

If a circumstance arises during a performance that affects the performers, audience or venue, the Stage Manager and Front of House manager will decide the most effective way to proceed. If one party is unreachable due to communication failure the other party may make a decision.

If the decision is made that a show must be held:

1. The **Front of House Manager** will make an announcement to the auditorium by walking on to stage as to be in view of the audience (see announcement scripts).
2. The **Stage Manager** will communicate this information to the performers and crew.
3. This incident should be treated like an intermission. House lighting should be brought to a comfortable level for the audience to be able to move around safely.
4. All efforts should be made to resume the performance as soon as possible.
5. The **Stage Manager** will inform the **Chairman and/or Management Committee** at the earliest practical opportunity.
6. If it is judged that the delay to the performance is too great, the performance may be abandoned.

If the decision is made that the venue must be evacuated:

1. The **Front of House Manager** will make an announcement to the house (see announcement scripts).
2. The **Stage Manager** will take responsibility for evacuating the performers and backstage personnel.
3. The **Front of House Manager** will take responsibility for evacuating the audience.
4. All those present shall assemble in the Red Lion Yard where the responsible individuals will check that everyone is present, and nobody remains inside the building.

5. Nobody should take unnecessary risks or re-enter the building unless it is safe to do so.

If it is decided that the performance cannot resume or will be abandoned:

1. The **Front of House Manager** will inform the audience by making an announcement.
2. The **Stage Manager** will inform the performers and crew and, at the earliest practical opportunity, notify the **Chairman and/or Management Committee**.

ANNOUNCEMENT SCRIPTS

Standard safety announcement at the beginning of each event:

“Good evening ladies and gentlemen, and welcome to the Lion Theatre. The performance is about to begin. Please ensure that all mobile phones are switched off or turned to aeroplane mode. In the unlikely event of the fire alarm sounding, please leave the theatre calmly and congregate in the Red Lion Yard. Exits are located on the left side of the theatre, and in the foyer.”

In the event of a fire or other need to evacuate the building:

“Ladies and Gentlemen, we are stopping the performance and ask you to calmly evacuate the theatre by walking toward the nearest lighted exit sign. From there, front of house volunteers will assist you in exiting the building through the fire doors. Thank you.”

In the event that a performance must be stopped:

“Ladies and gentlemen, we are stopping the performance for technical reasons. We hope to resume the performance as soon as possible. Please stay in your seats and stand by for further information. Thank you.”

If the venue must be evacuated:

“Ladies and gentlemen, we ask that you calmly evacuate the theatre. Please make your way to the Red Lion Yard and await further instructions there from front of house volunteers. Thank you.”

Exception: The Vice Chair must approve any exception to the standard operating procedure for the Theatre.