



Chorlton High School Health & Safety at The Blue Box Theatre



This document is designed to enable you to have a safe and enjoyable experience at the BlueBox Theatre. Please ensure that you have fully read this document, as it outlines our commitment to health & safety, and your responsibilities as a Hirer of the BlueBox facilities.

Information contained within this document may be freely used in your own risk assessments for your event.

Discovering a Fire

If you should discover smoke, fire, or the smell of gas, please activate the nearest Fire Alarm Point (a **Red** brake-glass point). You should then leave the building via the nearest available exit, and proceed directly to the Fire Assembly Point.

Suspicious Packages

If you notice any item that looks suspicious, or out-of-place, do not approach it, or tamper with it in anyway. Immediately retreat, and inform the Duty Manager as to the location of the item.

Fire Alarm

The Fire Alarm is a loud continuous electronic siren. Upon hearing this alarm, you must immediately evacuate the building, and proceed directly to the Primary Fire Assembly Point.



NOTE: The Fire Alarm is not to be confused with the “class change bell”. The “class change bell” is an electro-mechanical “bell” (NOT an electronic siren). No action needs to be taken upon hearing this “bell”

Fire Assembly Point

The Primary Fire Assembly point is located at the side of the front car park, along the fence with adjoins the neighbouring tall office block. This Fire Assembly Point is clearly marked with two green “Fire Assembly Point” signs. The Assembly Point is located between these two markers. Once at the Fire Assembly point you should remain in this area until an official member of staff informs you that it is safe to leave. (Officials will be wearing hi-vis vests for easier identification)

Re-Entering the Building after an Evacuation

You may not re-enter the building of your own accord until you have been informed that it is safe to do so by an official member of staff. (Officials will be wearing hi-vis vests for easier identification). This applies even if the Fire Alarm has ceased.

Fire Exits

The BlueBox Theatre has two dedicated, double width fire exits to compliment the double-width doors. In the event of an evacuation, any of these exits may be used. The two dedicated Fire Exits may not be used at any other time or for any other purpose unless express permission has been granted by either the Duty Manager or Senior Technician. If you are elsewhere in the facilities, the nearest escape route is indicated by green “running man” signs located above head height in all corridors and above doors. The Duty Manager will ensure that all escape routes are free from obstruction, and all doors on escape routes freely operable, prior to your arrival. However, it is your responsibility to ensure that these escape routes remain unobstructed during your time with us.



NOTE: Some doors along escape routes are held shut by magnetic locks. These locks automatically disengage when the fire alarm sounds, allowing the doors to freely open. In the unlikely event that the doors are not automatically released, pressing the **GREEN** brake glass point next to such doors will manually release the door.

Fire Extinguishers

The Theatre and Dressing Rooms contain Fire Extinguishers that are regularly inspected. However, you should not attempt to tackle any fire yourself. Any tampering or misuse of any Fire equipment (including extinguishers, brake-glass units, heat/smoke detectors) by members of your group will incur additional charges.

Power Failure

In the event of a power outage, the BlueBox and associated facilities are equipped with emergency lighting, which will automatically illuminate. This lighting provides enough light to see the way out of the building should the need arise. All green “running man” escape route signs are either illuminated, or glow in the dark.



NOTE: Unless the Fire Alarm also sounds, or if you are directed by the Duty Manager, there is no initial requirement to evacuate the building in the event of a power outage.

Parking

Whilst the car park is monitored by CCTV, cars are parked at the BlueBox entirely at the owner’s risk.

Disabled Access

There are several Disabled Parking spaces at the BlueBox, situated close to the main doors. Please do not park in these spaces if you are able-bodied as a courtesy to our disabled guests.

There are no stairs to climb to get into the Theatre, Dressing Rooms, or Toilet facilities as these are all situated on the ground floor. These areas are sited very close to each other, and close to the main entrance, so there are no great distances to walk.

Security

Neither The BlueBox Theatre, nor Chorlton High School take responsibility for loss or damage to personal property, howsoever caused.

Toilet Facilities

There are Male and Female, and Disabled toilets situated just outside the Theatre. Additional toilets are located at the end of the Conservatory space.

Disabled toilets are large enough to accommodate a wheelchair, with ample space to manoeuvre. Disabled toilets also contain alarms.

There are no baby changing facilities on-site.

Food and Drink

Food and Drink may not be consumed within the facilities, except in designated areas. Only water is permitted in the Dressing Rooms.

Smoking

As the building is a Manchester City Council property, smoking is not permitted anywhere on the site (including the grounds). All areas (including toilets) contain heat/smoke detectors. Lit cigarettes are not permitted as “props” during a performance.



NOTE: Smoke Detectors may also be triggered if hair spray is sprayed in close proximity to them. For this reason, we insist that any hair spray be applied outside the building, or in a large open space with a high ceiling.

Portable Appliance Testing

Please ensure that any electrical items you bring on-site have been PAT (Portable Appliance Tested) within the last 12 months. A relevant test label should be clearly visible on all such items. Any electrical item that has not been tested, or that cannot be proved to have been tested within the last 12 months will not be permitted to be used on-site.

Theatrical Effects

Smoke, Haze, and Strobe effects can be generated in The BlueBox Theatre. The fluid used in our in-house smoke/haze machines conforms to COSHH regulations (a copy of the Data Sheet is available on request). Whenever stroboscopic effects are to be used, clear warning signs are placed on all entrances to the Theatre to forewarn susceptible people. Strobes are never run for prolonged periods, and their flash rates will not exceed 7 flashes per second.

First Aid

Whilst we endeavour to ensure a qualified First Aider is always on-site, we cannot guarantee this for all events. We would therefore advise you to bring your own First Aider. All accidents occurring within our premises, however small or seemingly insignificant, must be reported immediately to the Duty Manager, as all such occurrences must be logged in the building's Accident Book.

Prohibited Items

The following items may not be brought onto site without prior written consent from the Theatre's Technical Manager.

- Fireworks, Pyrotechnics, or other explosive materials
- Firearms, knives, or other forms of weaponry, whether real or used as "props"
- Smoke or Haze effects
- Dry Ice effects
- Laser effects
- Strobe effects

Any set/scenery brought into the Theatre must be flame-proofed PRIOR to arrival. Supporting evidence may be requested by Technical Manager / Senior Technician.

Working at Heights

No item may be attached or suspended from the Theatre's Lighting Grid without prior consent from the Technical Manager. Any work undertaken above head height must be supervised by the Senior Technician. Unless adequate proof of certification can be produced, you will not be allowed to use the scissor lift on your own to access the grid. A qualified member of staff must operate the lift controls on your behalf. If you plan to work at heights within the Theatre, you will also be required to sign a release form.

Arriving on Site

Please do not arrive before your agreed "Get In" time. You will not be granted access to the facilities prior to this time for insurance and safety reasons. Upon arrival, you will be greeted by either the Duty Manager, or the Senior Technician for your event. You, as the Hirer, should sign-in at the Box Office. There is no requirement for every other member of your group to sign in, however, as the Hirer, you must have a record of all your group members on site, for Fire Evacuation purposes. Once on-site, please take a few moments to get your bearing and familiarize yourself with the layout of the facilities and evacuation routes.

Starting Your Event

The decision as to when your actual event will start is made on the day at the discretion of the Duty Manager. Once you are ready for your event to start, you should inform the Duty Manager who will then make the decision as to the start time.

Prior to the start, and once the audience are in place, a pre-recorded safety announcement (lasting approx 30sec) will be played to them over the sound system. This announcement informs the audience of what to do in the event of an emergency, and should not be interrupted. Your event will not be permitted to start until this announcement has been made.

Latecomers

Latecomers to your event will only be permitted at the discretion of the Duty Manager, and only at a time deemed to cause the least disruption.

Child Supervision

Staff at the BlueBox are not employed in child supervisory roles. If you are bringing children to the BlueBox, either as participants in the event, or as audience members, you must ensure that you have arranged adequate adult supervision of the children at all times whilst on site, and that these adults are aware of what to do in the event of an emergency.

Videoing / Photographing Events

Unless otherwise informed, the pre-recorded safety intro played to the audience prior to the start of your event will include a request that the event not be filmed, or have photographs taken during it. However, BlueBox staff are unable to enforce this, if members of the audience decide to film/take photographs anyway.

Keys

Keys/swipe cards to rooms are not given out. Should you require access to a locked area, please see the Duty Manager for access.

Key Points of Contact

Duty Manager

The Duty Manager is based in the main reception (box office) area, and is your first point-of-contact for any issues arising during your time on-site.

Technical Manager

The Technical Manager is responsible for all technical aspects of the Theatre as well as the main contact for all Health & Safety issues in this space. The Technical Manager should be contacted well in advance of your event if you plan on bringing any "Prohibited Items" (See previous section) to the Theatre. The Technical Manager may not be present at your actual event.

Senior Technician

The Senior Technician for your event is your first point-of-contact for all technical issues relating to your event. Depending upon the nature of your event, other Technicians may also be present. Technicians are identifiable as they wear black t-shirts with the word "CREW" on the back.

Ushers

Depending upon the size and nature of your event, a number of ushers may also be present. If you are unable to directly contact the Duty Manager, your next point-of-contact are the ushers. Ushers are on-hand to direct and assist members of the public, and support the Duty Manager. Ushers are based in the Box Office area.

As a Hirer of the facilities it is your responsibility to ensure that all participants are aware of the information contained within this document.

Failure to adhere to any of the information contained within this document, may incur additional costs, and/or result in any future bookings being cancelled. You must also adhere to any additional verbal instructions given by the Duty Manager in relation to Health & Safety during your time at the BlueBox.

Should you have any questions relating to your Health & Safety at the BlueBox theatre prior to your visit, please direct them to the Technical Manager, Mark Harrington (mark@blueboxtheatre.co.uk). If any such concerns arise whilst you are on-site, please direct them to your Duty Manager.