



Clubs & Societies

CODE OF PRACTISE

All clubs and societies are affiliated to Lancaster University Students Union and are therefore bound by the Union regulations and constitution.

Club/Society: Theatre Group

The Aims of the Club/Society

The aim of Lancaster University Theatre Group (LUTG) is to provide the students of Lancaster University with the opportunity to participate in all aspects of theatre

The following constitutes the clubs/societies procedures which must be followed by all members so that all activities are carried out safely:

Area of activity: Indoor and outdoor rehearsals

Procedures to follow

- All rehearsals will commence with a thorough warm-up routine conducted by the director or stage manager, all members must participate.
- The director or stage manager will oversee that all carrying is conducted safely ensuring members are not overloaded.
- At the first rehearsal, the stage manager will demonstrate the correct lifting procedure to the cast and production team.
- At the start of every rehearsal the director will ensure that appropriate footwear is worn by all participants. Anyone not wearing appropriate footwear will not be allowed to participate.
- At the start of every rehearsal the Director will ensure that the area is clear of obstacles.
- If a fight scene is involved in a production, the director (or other member of the production team) must carefully rehearse the fight scene and is responsible for finding a suitably qualified person to advise. Stage weapons must be made of sufficiently robust material that the chance of their breaking during use is minimised, and must be tested (by the equipment officer) more than once in advance of any performance.
- Whilst in costume there will be no restriction of movement or vision on the part of the performer where possible, if there is then the performer

will be warned by the Safety Officer of the trip and fall risks and will be supervised at all times when in costume. Members will not have to wear anything they feel uncomfortable in. Performers will be warned by the Safety Officer of trip risks if their costume trails on the floor.

- Outdoor rehearsals will take place on the flattest possible ground and rehearsals will not take place on ground that is too wet and unsafe. The Director and Stage Manager will check the ground before rehearsals begin.
- During outdoor rehearsals where the weather is very hot, the cast will be allowed regular breaks to cool down in shaded areas and to drink plenty of water so they do not dehydrate. It will be recommended by the Director to the cast that they bring plenty of water to all rehearsals.
- For outdoor rehearsals the Director will assess the weather conditions before the rehearsal and the rehearsal will be cancelled if the conditions are not safe (i.e. it is raining).
- The stage manager and director will warn members of the dangers of possible allergies and inform all those who are susceptible that they must carry their medication with them at all times
- Any specific risks surrounding the area of rehearsal, such as the pond on the front field, will be out of bounds to cast/crew members. It is the director's responsibility in rehearsals to make sure these are clearly marked and cast are aware not to go near the area of risk

Areas of risk assessment covered:

Rehearsal injuries, Stage fights, Costumes, Outdoor rehearsals

**Area of activity: Performance Venues - Technical
(General theatre environment)**

Procedures to follow

- No person will be asked to do anything with which they do not feel comfortable and will not be asked to do more than they are able to do.
- The stage manager is required to fully brief all members working in the venue on this document before any work begins.
- No-one without sufficient experience or expertise will be allowed to supervise work in the venue*(1).
- Only the minimum necessary number of members will be permitted in the theatre when it is in a hazardous state (For example, before the LUTG safety inspection) and must be under the supervision of an experienced person at all times.
- No person can work more than one consecutive shift in any theatre space; this will be enforced by the stage manager (A 'shift' is defined as the duration of a single rehearsal, 4 hours). The only exception will be when a senior member of the production team needs to stay after the end of their shift, in which case they are present in an advisory

capacity only and may not perform hazardous tasks.

- All members must be allowed and encouraged to take sufficient periods of rest, these must be no less than 15 minutes per 4 hours. Members must also be given the opportunity to eat and drink when required, as advised by the stage manager. In the case of supervisors taking their breaks away from the venue work will cease for the duration of the break.
- Supervisors*(1) will be aware of all the safety regulations of the venue, the location of emergency exits and fire fighting equipment, and ensure that other members are similarly aware.
- All areas will be cleared by the stage crew or Stage Manager before any activity takes place on it.
- Areas which may cause or make accidents, such as minor falls, more likely will be barred to cast members wherever possible. Where it is not possible, the area will be clearly highlighted and marked off (e.g. by using white gaffa tape) by the stage manager or other member of the technical crew.
- All technical work will be done in full light, except for when focusing lights where it is not possible; movement will be minimised when focusing lights.
- Appropriate safety lights will be used in all backstage areas and torches will be available for use by the crew, or in case of an emergency.
- Safe walkways will be marked out with white gaffa tape, as will sharp edges and obstructions. Members will be informed of the different colour tape marks and their meanings.
- All treads (except those that are painted too light a colour to for it to make a difference) must have their edges marked with white gaffa tape and offstage treads must be lit by stage lamps; the Stage Manager will ensure that this happens. Edges of platforms and rostrum blocks must also be edged with white gaffa by the Stage Manager. Cast members must be made aware of all such edges by the stage manager before the areas are used. All cabling on stage, in a backstage area, or in any area to which the general public has access to must be taped down.
- Ladders must be used only in compliance with the safety guidelines of the venue and will not be used in darkness.
- Low entrances will all be padded and marked with white gaffa tape by the stage manager or a member of the technical crew. These will also all be pointed out to the cast by the stage manager before the areas are used.
- Before strobe lighting and other hazardous technology is used, it must be ensured that no susceptible member of the cast or technical crew will be exposed to them by announcing the use of such equipment and making sure anyone susceptible leaves the room
- Pyrotechnics will only be used in strict accordance with the relevant

venue safety regulations and the instructions specific to the effect being used, by a single nominated and qualified pyrotechnician; the Stage Manager will ensure the pyrotechnician is qualified. The operator must have a clear view of the area in which the effect is going to occur and all the appropriate fire safety precautions must be taken by the stage manager (i.e. the close proximity of fire extinguisher, the use of flame retardants).

- The Director will ensure that all electrical equipment being used has been PAT tested and is in date of it's next test.
- All items, including furniture, will be moved around in full light wherever possible and must be moved by a sufficient number of people for that item's weight. All other persons must stand well clear of furniture being moved.
- The use of hand tools is restricted to only experienced members of the technical crew*(1); or other members of the technical crew if under the direct supervision of such an experienced person; the tools can only be used in full light. The use of power tools is restricted in the same way. All tools will be checked to ensure that all guards are in place before the tool is used.
- An experienced person*(1) will supervise all work in the grid and only experienced members with relevant expertise will be allowed to work with lanterns. All lighting equipment belonging to performance venues will only be used as directed by the safety/technical staff of that venue.
- Hazardous work in high locations will only be permitted at times when no one is below the area where work is taking place (and if anyone should come in, the person working must order them to leave and not continue work until they do). A sign is to be placed on the entrance to the theatre stating not to enter. It will be ensured that no loose objects are in the vicinity of the work.
- Only members who have had a Nuffield grid induction will be allowed to work at a height where large falls are possible; this is enforced by the Safety Officer.
- All objects rigged in the grid are given a secondary hanging device, in case of the first hanging device failing.
- All members must wear clothing and footwear appropriate to the venue and the activity taking place, i.e. allowing sufficient freedom of movement and providing sufficient protection for the technical crew. Jeans or similar sturdy trousers and tough shoes are recommended for technical work. The Stage Manager and Director will check all footwear and clothing before activity starts to ensure that it is suitable. All jewellery that could pose a risk must also be removed.
- Two nominated first aiders must be present at all times that activity is taking place in the Theatre venue outside its normal working hours. All accidents requiring first aid must be noted in the LUTG Accident log and reported to the Safety Officer.
- The LUTG first aid kit must be kept in one easily visible location, on

ground level, for the duration of the activities and all members must be made aware of its location before activity begins.

- Prior to the Dress Rehearsal, the Safety Officer must conduct an inspection of the venue to ensure it is in line with this document and the LUTG Safety Venue Checklist. This inspection must include all areas in which members are likely to be present and the Safety Officer will be accompanied by the Director or Stage Manager when appropriate. Notes from the inspection will be agreed with the Director and forwarded to the Exec for reference. Matters arising from this inspection must be rectified before the Dress Rehearsal. Where this is not possible, additional measures will be taken to reduce risk (e.g. briefing members as to the hazard.)
- The audience will not be allowed to enter the venue until house clearance has been given by the stage manager, safety officer and venue's safety manager.
- The stage manager will ensure the van hire is booked through LUSU from a reputable company and that the driver's paperwork is checked to ensure it is clean.

Areas of risk assessment covered:

Personnel hazards, Theatre Environment: assorted minor hazards, Exhaustion, Fire, Slips/trips, Short falls, Falls of c. 3m, Low stage entrances, Strobe and other hazardous technology, Pyrotechnics, Items of furniture, Tools, Lanterns(General) and falling objects, Clothing, Van hire.

Area of activity: Performance Venues - Tehnical (Nuffield specific)

Procedures to follow

- No one is allowed in the grid of the Nuffield Theatre without having undertaken a Nuffield grid induction (This is part of the Nuffield safety regulations). The Safety Officer will ensure this by checking who has had an induction.
- Hazardous work in the grid will only be permitted at times when no one is below the area where work is taking place (and if anyone should come in, the person working must order them to leave and not continue work until they do). A sign is to be placed on the entrance to the theatre stating not to enter. Such work will only be done in full light (the only exception being lantern focusing in the Nuffield Theatre).
- Only members who have had a Nuffield grid induction will be allowed to work at a height where large falls are possible; this is enforced by the Safety Officer.
- In the Nuffield Theatre, only members who have had a Nuffield grid induction will be allowed to work with lanterns.
- In the Nuffield grid there is a small chance of electric shock; this is made clear to members during the induction as well as what to do in

the event of it happening.

- In the Nuffield theatre, all stage building will be done under the supervision of a member of the Nuffield staff.
- Unused lanterns in the Nuffield must be kept in designated parts of the grid so that they are out of the way; this is enforced by the Nuffield Theatre.
- Members must check that the area is clear before starting any work in the theatre, especially in the Nuffield grid.
- Access to the Nuffield workshop space by general members is only allowed when accompanied by the stage manager or safety officer. Only experienced members are allowed access at any other time. Members must not undertake any major work (e.g. moving heavy or large equipment, operating machine tools) unless supervised by Nuffield staff.
- Two nominated first aiders must be present at all times that activity is taking place in the Theatre venue outside its normal working hours. All accidents requiring first aid must be noted in the LUTG Accident log and reported to the Safety Officer.
- The LUTG first aid kit must be kept in one easily visible location, on ground level, for the duration of the activities and all members must be made aware of its location before activity begins.

Areas of risk assessment covered:

Personnel hazards, Workshop space (Nuffield Theatre), Grid hazard - Electricity, Grid hazard - Obstructions, Larger falls

Area of activity: Performance venues - During Performance

Procedures to follow

- Procedures from the General Theatre Environment above will be followed.
- Before strobe lighting and other hazardous technology is used, it must be ensured that no susceptible member of the cast or audience will be exposed to them. A notice will be displayed outside the venue and an announcement will be made before the performance to let the audience know if any hazardous effects are in use at any time during a particular show.
- Pyrotechnics will only be used in strict accordance with the relevant venue safety regulations and the instructions specific to the effect being used, by a single nominated and qualified pyrotechnician; the Stage Manager will ensure the pyrotechnician is qualified. The operator must have a clear view of the area in which the effect is going to occur and all the appropriate fire safety precautions must be taken by the stage manager (i.e. the close proximity of fire extinguisher, the use of flame retardants).

- Before the performance there will be a thorough warm-up routine conducted by the director or stage manager, all members must participate.
- Whilst in costume there will be no restriction of movement or vision on the part of the performer where possible, if there is then the performer will be warned by the Safety Officer of the trip and fall risks and be supervised at all times when in costume. Members will not have to wear anything they feel uncomfortable in. Performers will be warned by the Safety Officer of trip risks if their costume trails on the floor.
- Before the performance the Director will ensure that the area is clear of obstacles. All areas must be kept clear of obstacles during the performance.
- All items, including furniture, will be moved around in full light wherever possible and must be moved by a sufficient number of people for that item's weight. All other persons must stand well clear of furniture being moved.

Areas of risk assessment covered:

Strobe and other hazardous technology, Pyrotechnics, Items of furniture.

Area of activity: Performance venue - Outdoors

Procedures to follow

- It is the responsibility of the stage manager and director to find a suitably flat location for the performance to take place. On the day they will assess the ground and if it is too wet for a safe performance it will be moved or the performance cancelled.
- Performances will not take place under extreme weather conditions such as rain. Again it is the responsibility of the director and stage manager to assess if the weather conditions are safe.
- The stage manager and director will warn members of the dangers of possible allergies and inform all those who are susceptible that they must carry their medication with them at all times
- Any specific risks surrounding the area of the performance, such as the pond on the front field will be out of bounds to cast/crew members. It is the stage managers responsibility during performances to make sure these are clearly marked and cast are aware not to go near the area of risk.
- If natural lighting levels decrease during the performance, other forms of lighting will be used to ensure visibility.

Areas of risk assessment covered:

Outdoor performances

Area of activity: Socials (On and off campus) and Off-

campus Trips

Procedures to follow

- At least one member of the exec will stay sober for the duration of the social to supervise the participants and deal with any situations which arise. The sober member/s of the exec attending the social will be vigilant about who is consuming too much alcohol and get them to have soft drinks.
- The members of the exec on the trip must have a list of everyone that is going on the trip and their mobile numbers. The members of the exec will regularly check that all participants on the trip are present.
- Members must notify the exec if participants wish to leave the main group to go and do something in a smaller group. The Exec will also give all members their contact number in case they get lost.

Areas of risk assessment covered:

Socials (On and off campus) Off-campus trips

Duty of Care

Please note that on top of the above procedures, all individual members of the society owe a Duty of Care to fellow members of the society and other societies, and where appropriate the public. Any society member who acts in such a way as to deliberately cause harm or injury to a fellow member and/or who displays open and persistent disregard for the societies Code of Practice will be disciplined by the society executive committee and may face expulsion from the society.

*⁽¹⁾ Definition of an experienced person/supervisor:

‘A supervisor is defined as a person considered by the safety officer to possess sufficient knowledge, experience and responsibility to supervise others. In the case of the Nuffield Theatre, such a person must have prior experience of production/technical work in the venue. Supervisors will be considered responsible and accountable to the exec. The names of supervisors for a production must be provided to the exec, as part of the LUTG Production Declaration. An experienced person is defined as a person considered by the supervisor to possess sufficient experience of expertise to accomplish a technical or hazardous task.