

CORN EXCHANGE, NEWBURY

Weekly Door Code:

WIFI:

Duty Technicians:

IMPORTANT INFORMATION - TO ALL USERS/HIRERS - PLEASE READ

Evacuation Procedures

- In the event of a building evacuation all proceedings will be managed by The Corn Exchange staff (Duty F.O.H. Manager, Duty Stage Technician).
N.B If the fire alarms ring – we must evacuate the building in all cases.
- All visiting company members are to leave the building by the nearest fire exit and make their way to the assembly point in the public car park at the rear of the building.
- If evacuation happens during show time, the show will be stopped by The Corn Exchange Staff. Do not use the lifts; do not stop to pick-up personal belongings. Nearest exit for all performers on stage (and dressing rooms) is the **Stage Door**.
- When the building is in “show mode”, the fire alarm bells do not sound in the auditorium until 5 minutes has elapsed, this allows for the Staff to initiate evacuation procedures without causing panic. During this time an announcement will be made backstage over the emergency P.A. system, and the show will be stopped.

Health & Safety

- **All corridors and fire exits are to remain clear and free from any obstructions at all times.** This includes the dressing room corridors and Stage Door areas. Costumes and props deposited in the way of a fire exit will be removed.
- All scenery and props must be built to safety standards and must meet **class I fire retardant** regulations. If in doubt please discuss with the Technical Manager.
- **Risk Assessments and Method Statements** may be required for certain activities. All portable electrical appliances brought on site must have evidence of a recent **PAT test**.
- Please check that any irons, smoke machines, working lights etc. are switched off at the end of each performance.
- Maximum capacity for dressing rooms backstage is 70. Please ensure that all backstage areas are left in a clean state after use.
- You should appoint a Safety Manager (normally your Stage Manager) who is responsible for ensuring that this information is available to all your Co. members. The Safety Manager will liaise directly with The Corn Exchange staff.
- Any concerns about Health & Safety matters should be discussed with the Technical Manager (or his representative). A copy of The Corn Exchange H & S Policy is available on request.

Additional Information

- The Corn Exchange is a non – smoking building.
- Please ensure that all mobile phones are switched off during performances. Please be quiet when entering the stage area.
- In the interest of security, do not tell anyone the door security codes (other than your Co.members). Do not leave doors propped open, or admit anyone you don't know through the Stage Door.
- Ensure that all persons in your company behave in a responsible manner whilst on the premises.
- There is a list of appointed First Aiders posted on the notice board by Stage Door. If you require First Aid please notify a member of Staff.
- Corn Exchange is committed to providing a safe environment for all staff and visitors. To this end we have final say in all matters concerning Health & Safety.