

CODE OF CONDUCT

FOR HIRING & VISITING COMPANIES TO
THE FLORAL PAVILION THEATRE



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1. Entering and Exiting the Theatre

Entrance and exit to the theatre for performers, stage crew and matrons is strictly limited to the stage door only. Dance Schools are the only exceptions to this (see section 4, page 8).

The times (from and to) for which you are permitted to access the venue will be stated on your confirmation booking letter.

The Stage Door is located on the side of the building, seaward side of the car park. Entry can be gained by pressing the buzzer. Please note that there is no access to the stage door from Marine Promenade. Access to stage door can be gained from Virginia Road which is at the back of the theatre.

No other doors are to be used at any time unless specifically instructed to do so by a member of the theatre staff. Such access will be always monitored by a member of staff. **Fire escape doors are for emergency use only.** Please ensure that the stage door is opened using the intercom system, not the emergency button.

Absolutely no other members of the public will be admitted through the stage door unless prior permission is sought from a member of the theatre staff.

Any performers using the stage door will be signed in and out by a member of the visiting company or theatre staff. Times of access will be confirmed prior to arrival.

A representative of the visiting company is to be located at the stage door during arrival and departure of company members to ensure that only authorised persons are allowed to enter the premises. Any children performers are subject to *Child Protection Regulations*.

All matrons and chaperones should make themselves known to the Stage Manager or Front of House Manager and must be badged for identification purposes. Such matrons and chaperones will be shown all fire escapes routes and informed of fire procedures prior to rehearsals and performances commencing.

We request that only one adult accompany each child to the 'signing in point' and only one adult collect to reduce congestion and assist with signing out procedures. Parents are not allowed in the auditorium during rehearsals.

Parents are not allowed in the backstage areas unless they are a chaperone or have authorised permission. Under no circumstances should a child be collected from the auditorium.

For security and safety purposes, visiting companies are required to submit the names for cast members and company members prior to rehearsals and performances. Back stage crews are to be badged for identification purposes.

The loading dock is located at the back of the theatre on Virginia Road. All scenic and stage props must enter and exit through the scenic dock.

Items are not to be brought through the Plaza Lounge (venue public area) without permission from a member of venue staff.

Before the visiting company has completed the load-out, all equipment and materials must be removed. A fee will be applied for any unauthorised or late storage of equipment or materials. A penalty of £100 per day will be incurred following the scheduled load-out day unless prior arrangements have been approved by the Technical Manager.

Dressings rooms should be cleared 30 mins after curtain down unless authorised by the technical manager or duty manager.

The venue should not be used for deliveries for any company member unless permission has been sought from the venue in advance.

2. Health & Safety Procedures

Fire Alarm

In the event of an emergency a siren will sound, and the following announcement will be heard:

'This is an emergency please leave the building by the nearest available exit'.

In **all cases** you must immediately vacate the building quickly and calmly, by the nearest and safest exit. Escape routes are shown by the green and white illuminated signs. Please take a few moments on your first visit to the building to familiarise yourself with the signage and exits.

In the event of an emergency evacuation:

- **Do NOT** stop to collect personal belongings.
- **Do NOT** use the lift, evacuations chairs are in place on all stairs if needed but must only be used by a trained member of staff.

The emergency assembly point is the *Fort Perch Rock car park*, which is across the road, opposite the main entrance of the venue.

After evacuation you:

- **Must NOT** re-enter the building until authorised by the Duty Manager.
- **Must NOT** move any vehicles unless given permission to do so.
- **Must NOT** leave the emergency assembly point unless given permissions to do so.

Health & Safety

Everyone has the responsibility to report any defects which may pose a risk to the health, safety and welfare of themselves and others.

Never remove or interfere with safety notices or labels on equipment, walls, and doors.

Should an accident occur, it must be reported immediately to a member of the venue staff and an accident report form should be completed.

During your performance there will be a Stage Manager located at the prompt desk, stage left. They are there to ensure that safety measures are followed and to advise visiting companies of backstage procedures.

Using the stage aprons and stairs leading to the auditorium is discouraged because of how narrow the stairs are. If you wish to use either of these for your performance, please ask the advice of our technical team beforehand.

Visiting performers and crew will be required to conduct themselves in an appropriate and professional manner, adhering to industry safety standards, showing courtesy to other personnel and respect for property.

Please respect that a Duty Technician's decision on any matter regarding health and safety or our licensing conditions is final. We reserve the right to disallow the use of any electrical item, rigging equipment or substances, that in our opinion may be dangerous.

If you require a copy of our risk assessment or would like to make an appointment to carry out your own on-site risk assessment, please contact the programming team: floralprogramming@wirral.gov.uk

Working Time Regulations

Please note that in accordance with *Working Time Regulations 1998*, an 11-hour break between working shifts must be scheduled for all members of staff.

Furthermore, suitable breaks must be scheduled within shifts to ensure the health and welfare of all staff. If there are any concerns or doubts regarding the working schedule, please contact the technical team: floralpaviliontechnical@wirral.gov.uk

All schedules must be sent and agreed 14 days in advance of your arrival.

Please note that while every precaution has been taken to minimise risk, the stage and surrounding areas are a working environment and care must be taken by everyone to avoid accidents.

3. Dressing Room & Back Stage Regulations

Maximum dressing room capacities are as follows:

Dressing Room	Location	Occupancy
Green Room	Lower Level	20
Chorus Room	Upper Level	20
1	Lower Level	3
2 – Fully Accessible	Upper Level	3
3	Upper Level	3
4	Upper Level	3
5	Upper Level	3
6	Upper Level	3
7	Upper Level	20
8	Upper Level	20

Dressing room one is only to be used at the managements discretion and dressing room two is for the use of disabled visitors and therefore only available if not being occupied as such.

The maximum backstage capacity is 120 though seats can be reserved in the auditorium for additional performers while the maximum number on stage at any time is 175 but advice should be requested from our Technical Team as this will depend on the activity taking place.

No items are permitted to be attached to the theatre walls, ceilings, floors, or light fixtures. Any damage to the venue will be charged to the visiting company.

Food or beverages are not permitted in the auditorium, however water in sealed containers or bottles is permitted. Arrangements can be made for backstage and green room areas.

- All rubbish generated must be placed in bins or bags provided.
- No alcohol allowed backstage.
- No chips or strong-smelling food allowed in the dressing rooms.

Should any spillages happen a member of staff should be sought immediately to provide cleaning materials. In the event of any unreasonable mess being left, a cleaning charge will be imposed to the visiting company.

The venue will not be liable for any valuables or belongings left in dressing rooms.

The stage door is located stage left.

The backstage area dressing rooms are secured after each performance. No return for belongings after the area has been vacated will be permitted.

Back stage areas are to be kept clear of all unnecessary obstructions and areas with yellow painted **keep clear signage** should never be obstructed. When this is unavoidable, obstructions should be clearly marked and brought to the attention of a member of the venue staff.

Large scenery items should not be dismantled or moved unless under the strict supervision of a member of the Technical Team.

The auditorium is not to be used as a passageway from backstage to the Plaza area.

Under **no circumstances** should a performance involving children be recorded unless prior written permission has been sought from the parents or guardians of **each child performer** in accordance with Child Protection laws. It is the hirer's responsibility to make this clear to parents who may be in the audience. The written permission should be handed to the Front of House Manager.

No electrical equipment, i.e. hair straighteners, is to be used in the auditorium or scenic dock without permission from a member of the venue staff. Only equipment with an up-to-date PAT testing sticker will be permitted.

Mobile phones are not to be taken onto the stage or surrounding areas, as they can severely interfere with the in-house sound equipment.

4. Special Arrangements for Dance Schools

The Dance School Principal (DSP) is to provide a full list of adults authorised to be backstage and in the dressing room areas. In the case of chaperones, it should indicate the number of children in their care, a maximum of 12 children per chaperone. The authorised persons will be suitably badged to identify them and must sign in and out at the stage door.

In the event of a building evacuation the DSP will be responsible for reporting to the Front of House Manager for all their children and personnel.

On all occasions, children are to be signed in via the stage door or the fire doors at the side of the building. Which will be decided prior to the rehearsal or performances at the discretion of the venue management.

The fire doors area is a fire lane and can only be used until the auditorium doors are opened.

In the event of latecomers, the process will revert to the stage door. Please note that parents are not permitted to stay on the premises during rehearsals unless they are listed as a matron or chaperone.

On rehearsal nights the same doors used for entrance will be used as an exit for signing out. On performance nights all children are to be held backstage and parents or guardians will be requested to wait in the Plaza Lounge. When the auditorium is empty groups of children will be escorted from backstage through the theatre to the Plaza Lounge where the signing out process will take place.

Children who are to be collected prior to the end of the performance will be requested to wait backstage with their chaperone until they are collected by their parent or guardian via the stage door.

It is the responsibility of the DSP to make announcements to parents about when and where to collect their children.

At the end of each rehearsal or performance the DSP will provide the Front of House Manager with a written declaration that all children have vacated the building and have been correctly accounted for in accordance with Child Protection Regulations.

Dressing rooms can accommodate 120 children which is the maximum number allowed in these areas at any one time. Consideration should be given to reserving a block of seats in the auditorium to provide a waiting area and ease pressure on the changing space in the dressing rooms. This should be arranged at the time of booking with the Event Co-ordinator who will arrange to reserve suitable seats. Transit from this area to backstage and vice versa will be strictly controlled via the scenic dock doors and chaperones will be required to always supervise the children.

Where a performance involves minors or vulnerable adults, photography and video recordings of performance will be strictly prohibited. Where an organisation has obtained consent from parents or guardians to record the performance, it may be recorded by one officially nominated person who should carry an identification pass. You will also advise the Education Office of your intent to record the performance so that it can be cleared through other departments within the organisation.

Children Involved in Public Performances

It is the visiting company's responsibility to comply with *The Children (Performance) Regulations 1968* and to ensure that all child up to and including those aged 16 involved in the giving of a public performance, is licensed, or otherwise exempt from the need for a license. As part of this responsibility, you must provide information about the health & safety and the welfare & safeguarding arrangements, to the venue and Wirral Council, for the children while in the venue and to include chaperone arrangements.

Please note that license or otherwise may require up to 21 days' notice before the commencement of the performance. For further information please contact the Child Employment Office Education Social Welfare Service, Birkenhead Town Hall, Hamilton Square, Birkenhead, Wirral. Tel: 0151 666 4966.

5. Duties of the Chaperones and Matrons

The law states that *'the matron is acting in loco parentis and should exercise the care which a good parent might reasonably be expected to give that child'*. Your first responsibility is to the child(ren) in your care. The Dance School Principal should brief the matrons and chaperones about their duties at the start of any rehearsal or performance to ensure maximum safety backstage.

There should be at least one chaperone for every 12 children, although consideration should be given to the age of the children and more may be necessary.

Children should be met at the designated meeting place and signed into the building.

Children should always remain together in separate gender dressing rooms with designated matrons in attendance. Please note it is the matron's duty to ensure that the children are aware of possible hazards, i.e. do not let them sit on counters, or touch the mirror lights or hang out of windows.

Children should be dressed and changed in the backstage designated changing areas only, no changing in the public areas, i.e. the scenic dock.

Children should be escorted on and off stage by a chaperone, additional chaperones may be needed for this purpose. While the children are on stage it is the chaperones duty to make sure they are aware of any hazards and are not endangering themselves or others, for example, to make sure they are aware of where the edge of the stage is and of any obstacles that may be present.

Chaperones are to always know where the children in their care are.

Chaperones should not allow children into the adults dressing rooms or to change in non-designated areas where adults may be present.

Chaperones should be aware of the venue's fire safety procedures and locate the nearest emergency exit in case of evacuation.

Chaperones should have written arrangements for the collection of children from rehearsals or performances. If someone different is to collect a child, then a telephone call will be made to the parent or guardian to confirm the new arrangement.

No child should be allowed to travel home unaccompanied. If a parent or guardian has not collected a child, it is the duty of the chaperone to stay with that child and to make the arrangements to take that child home should it be necessary.

Please send your list of chaperones and performers the week prior to your event to Programming Team, Floral Pavilion Theatre, Marine Promenade, New Brighton, CH45 2JS. Or email floralprogramming@wirral.gov.uk

6. Dressing rooms

UPPER FLOOR

LOWER FLOOR

