

Safety Officer duties and general details

Mode of Dress

It is necessary for the Safety Officer to be instantaneously recognised as being in charge, irrespective of wearing the “Safety Officer” badge. In order to achieve this, it is preferable if a dinner suite, or at least a dark suit could be worn, together with a dress shirt and bow tie. If a lady is acting as Safety officer, then this would provide a chance for her to dress up for the evening.

Arrival at the Theatre.

1. Ensure that both metal gates are placed back against the wall to provide a clear passage.
2. Unlatch the right hand door (viewed from the inside) by operating the catch built into the rebate at top and bottom of the door
3. Collect the “Safety Officer” badge from behind the Bar. These are kept on the shelf at the end of the bar area, just beyond the fridge.
4. Check that the double fire exit door between the bar and the toilet area is operating.
5. Open the fire exit door opening onto Auction Mart Lane, remove the horizontal bars, fasten the timber doors back using the wall hooks (it maybe useful to have a small torch) and refasten the inner exit doors ready for use.
6. Make contact with the Stage Manager for the show and advise them that they are responsible for any evacuation backstage and check with them, that a clear access through the corridor by the dressing rooms is maintained at all times during the performance.
7. Advise the bar staff that the Safety Officer seat is J 10 and that they should advise you immediately of any problem in the bar area and provide help in that area, in the event of any excavation of the building.
8. It is helpful if the Safety Officer opens the door from the bar to the auditorium, **15mins** before the start of the performance and stands by that door, to welcome the audience into the auditorium and advise people who are unsure of where their seats are. The Safety Officer should also ensure that all the audience is seated, before giving the Lighting box the all clear. They will be watching you through the small window at high level above the entrance foyer.
9. Finally, whilst the Safety Office has a roving role during the performance, it is preferable to spend as much time as possible in the auditorium to attend to any problem or illness that might occur.
10. At the interval and at the end, the Safety Officer should open the door leading to the bar area. At the end of the interval the Safety Officer should repeat the process of closing the auditorium door as at the end of item 8. It has also been agreed that the Safety Officer will sell the ice-creams at the interval unless they find someone else to help.

Addendum

Please ensure the hot water switch is “ON” when you arrive. [This is located in the coffee bar on the wall to the left of the door leading to the workshop] And also make sure this is switched “OFF” when you leave the building at the end of the night.

In the event of a Fire or other emergency, please ring 999 immediately, or appoint another member of staff to do so without delay whilst you help with the evacuation of the building..

At the end of the performance.

The Safety Officer should move to the front door of the foyer and be ready to open the door for people, put on the sellotape smile and thank them for coming etc. Once the majority of people have left, you can then close the latches on the right hand door and return to the Auction Mart Lane door and reverse the actions to close the timber doors. You can then return the Safety Officer badge and enjoy a drink as your duties are over!!

Wheel chair access.

The seating has now been amended to cover the admission to the building of motorised and normal wheelchairs and the area of seating has been provided on the front row, to either side of the central aisle. If wheel chairs are present the seats should be removed to allow level access to the area. We also have a PEEP system in place and any wheelchair occupant should be handed a copy of the **Personal Emergency Evacuation Plan** on arrival (these are available at the front desk) In the event of a fire, the Safety Officer should ensure that the wheelchair occupant remains in place until the majority of the audience has vacated the area and then assist them to escape to the nearest place of safety. We are only allowed to have two wheelchair users in the Theatre at any one time unless, the additional wheelchair person is able to vacate the wheelchair and use an ordinary seat, in which case they should be treated as ambient disabled and are able to make their own way to an exist in the event of fire.

Be aware that the collection place in case of fire, is the car park of the Agricultural Hotel.

If you have any doubts or queries on the Safety officer role, or you think I may have missed something, please ring me, Alan Fox, on 10768 899381. Thank you for reading this and I hope it helps you to enjoy (sic) your evening.