



## Health and Safety Overview for External Hirings

Welcome to Penrith Theatre! As part of your booking you will be shown around the theatre and introduced to the health and safety practices which the theatre adheres to. This document is a brief overview of those practices for your reference and can be printed if required. For other information regarding the use of the theatre please see our Terms and Conditions.

### Fire Exits

There are five fire exits in the theatre. (1) The main entrance (2) Double doors next to the bar (3) Between the two changing rooms (4) Double doors to the right of the main stage (5) Upstairs in the back of the Wardrobe. They are all illuminated with green 'Fire Exit' signs.

On entry to the building please familiarise yourself with where the exits are located. Fire exit (4) Which is located through the double doors to the right of the main stage is secured with a wooden bar and two bolt locks which will need to be opened if the Auditorium is in use and closed again for security reasons when you have finished.

The upstairs fire exit (5) is located in the wardrobe which will need to be unlocked. There is a key next to the door secured with breakable safety glass. In the event of needing to use this exit, this is where the key is located.

If your event is only using the bar and foyer areas your easiest exit routes are likely to be the main entrance and the exit beside the bar.

There are a number of fire alarm points and extinguishers within the building. Please ensure you are aware of their location in the event of an incident. Information regarding what to do in the event of a fire can also be found in prominent locations within the building.

The fire evacuation point is The Agricultural Hotel's car park.

### Hazards

Please remember to exercise caution when moving about within the theatre particularly backstage and in the workshop as although every effort is made to minimise hazards, these are frequently used for set-building and other activities.

Be cautious of trip hazards particularly trailing cables and pieces of set. If you are using sets or heavy equipment, keep in mind manual handling practices such as not lifting anything heavier than you can manage and lifting with bent knees and a straight back.

Lighting used in the theatre on the scaffolding should be securely fixed in place with a chain or other safety ties. Any equipment brought in to the theatre should be checked and comply with safety standards.

Any hazardous substances should be treated with caution. If there are any within the theatre they are stored in safe locations away from public view. Any brought in should be in suitable containers to avoid spillage and handled carefully.

If you have brought and are using any tools, use these responsibly and with assistance if needed. It is usually not advised to use the tools kept in the theatre in case any issues should occur with them.

Please be aware of any raised structures such as the gallery above the flats storage behind the stage and portable raised structures such as ladders and steps. When in use, ladders should be manned by at least one additional person and vigilance should be used in all cases.

We provide the facilities to have teas and coffees with coffee percolators and a kettle so please be careful when using or providing these facilities particularly when moving hot drinks through the theatre. We would recommend that no hot drinks are to be taken into the main auditorium due to the risk of injury.

**Thank you for taking the time to familiarise yourselves with our suggestions and we hope you enjoy our theatre!**