

MAH | Drama | Health & Safety Induction

Introduction

The School of Media, Arts & Humanities is committed to ensuring the safety and wellbeing of all students, staff and visitors.

As a new student you will be given a tour of the facilities that are relevant to your studies and must complete the Canvas online Health & Safety Induction module that you will be enrolled on and invited to take via email. **You will only be granted access to the equipment and facilities once the H&S induction is completed.**

This induction covers all aspects of H&S and it is important that you understand your responsibilities when on campus.

Completing the Induction

The induction will introduce you to health, safety and wellbeing across the school. You must carefully read all the information.

There is a quiz at the end and **you must score a minimum of 12 out of 14 to pass. You have three attempts to pass.**

If you fail all three attempts, please contact the Technical Services team by emailing DramaTechServ@sussex.ac.uk.

To navigate through the induction, you will use the 'next' and 'previous' buttons at the bottom of each page.

Introduction

Throughout your time at Sussex, you will all be working in professional theatre and studio spaces across campus, often unsupervised, and so it is vital that you know how to work in these spaces safely. Theatres are inherently dangerous - they are often dark, full of equipment, can be noisy, and may even have people working overhead.

In this online induction we will look at what hazards are present in the various spaces on campus, how to work safely in these spaces, and your legal and moral responsibilities to each other.

Theatres are spaces which involve risk and there are hazards associated with the following:

- Working at height.
- Working in spaces with low light levels.
- Working with electricity.
- Trip hazards e.g. cables, light stands and set/props.

Responsibilities

The Drama Department has duty of care to ensure you understand the hazards in each space and has a legal responsibility under H&S Legislation. We take all student and staff health, safety and wellbeing seriously and expect you to do the same.

We all have a duty to keep ourselves safe, by co-operating with safety measures and not putting ourselves or others in danger. This is just common sense - something we all use every day.

It's important that we aren't put at risk by other people's actions e.g. see someone standing on a chair instead of ladder. If you see people putting themselves or others in unsafe situations, please talk to them about their actions. If you feel unable to discuss it with them, please talk to your course leaders, ACCA staff or MAH technicians.

General Safety

The University has appointed persons for First Aid. There is a First Aid box outside the School Office. The name of the appointed person and location of the first aid box appear on the School's Health & Safety notice board. The appointed First Aider can deal with minor first aid incidents.

For major first aid incidents, call the central security switchboard on 3333 (external or mobile 01273 873333) who will co-ordinate the emergency response. Do not dial 999 for ambulances/fire brigade etc., otherwise valuable time can be wasted for emergency vehicles getting lost on campus.

All accidents, incidents, near misses and dangerous occurrences should be immediately reported to a member of staff.

Fire Safety

If you discover a fire you should raise the alarm and leave the building immediately. Fire escape routes are clearly marked and there are posters visible throughout the building.

Should the fire alarm sound you must leave the building immediately via the closest fire exit and go to the nearest assembly point (a green sign with a white tick).

Do not re-enter the building until permitted to do so.

Fire Wardens are present throughout the building and will ensure the building is evacuated in the event of a fire alarm sounding.

Fire safety information:

The fire alarm is tested weekly in Silverstone building on a Wednesday at 9.20am.

Fire extinguishers are located throughout the building; they must never be moved or tampered with. Only trained staff are permitted to operate a fire extinguisher.

Fire doors are clearly marked and are located throughout the building, they must never be propped open and are to be kept closed at all times. Some fire doors are fitted with an automatic release and in the event that the fire alarm sounds these doors will close automatically.

For further information, please refer to the School's Health & Safety notice board.

Creativity Zone:

The portable heaters in this space must never be left unattended if they are switched on.

Accident Prevention: Falls from Height

Working at height relates to ANYTHING above a step height or areas where you are working above other people.

Do not work at height if the work can be done on the ground.

ONLY use access equipment, never chairs or tables, which are a common cause of accidental falls from height.

Do not work at height alone or unsupervised.

Ladders must be footed/supported by someone else at all times and you must maintain three points of contact on a ladder whilst climbing.

Take care to place your ladder correctly so you do not have to lean.

You can remove your hands to complete small jobs whilst at height but you must take care that what you're working on and any tools you are using, cannot fall onto anyone below you. If in doubt don't do it and ask for help from your course staff, ACCA staff or MAH technicians.

The lighting rigs must not be changed without proper training from a member of staff.

Accident Prevention: Electrical Hazards

Check electrical equipment before use, it must be in good condition, do not use if damaged. Report any damaged equipment to a member of staff immediately.

All University equipment is PAT tested for safety.

Running power outside needs protecting from the elements and requires a different style of plug and socket to household extension cables. Please discuss with course staff, ACCA staff or MAH technicians.

When using extension cables on drums, ALWAYS unspool all the cabling from the drum before using it to prevent heat building up..

Lighting and sound equipment must be supervised by a qualified member of staff. That means that a qualified member of staff must be present or in the vicinity, and must be aware of what you are doing.

Do not touch or tamper with any lighting or cabling in the Drama Studio in Silverstone.

If you find a piece of electrical equipment that doesn't work, you must report it to your tutor, an ACCA technician or a Student Support Assistant.

Accident Prevention: Environmental Hazards

If working outside ensure the weather is appropriate for the project/task you are undertaking. Be aware of extreme heat or cold, icy or slippery surfaces, strong winds, rain and lightning, for example.

If working away from campus be mindful of the risk of equipment theft. Do not leave any equipment unattended. Work in pairs or a group, not alone.

Be mindful of setting up tripods and light stands on uneven surfaces and keep all equipment away from water and any substance that might damage it, such as sand and mud, for example.

We do not support lone working. Always working in a group especially late at night or off campus.

Do not put yourself or anyone else in a danger.

Accident Prevention: Slips and Trips

Make sure all cables in all mediums you are working in are safely tidied/covered as to avoid trip hazards. Please speak to a member of staff for advice.

Stands and tripods must be opened sufficiently to make them stable, weight them if necessary and ensure they are clearly visible. In low lighting conditions, use hazard tape to draw attention to them.

You must ensure that sets are correctly constructed and do not pose a threat to anyone.

All props must be suitable for their intended use and must not pose a hazard to anyone.

When working in the Drama spaces on campus, all set-ups must be checked by a member of staff.

Accident Prevention: Manual Handling

Manual handling is the most common cause of chronic back injury in all age groups and therefore must be done correctly and safely.

You must undergo manual handling training for non-generic items (e.g. staging).

Any heavy or awkward items should be carried by two or more people, never one.

The first rule of manual handling, is don't do it. Only handle heavy equipment if it is safe and you are capable of doing so. Ask for assistance or use the trolleys provided.

Use general handling gloves if you need them, these provide enhanced grip and dexterity.

When handling lighting, sets or props, be aware of the hazards, for example some lighting can become hot during and after use.

Only handle lighting as directed by a member of staff. Parts of the unit can become very hot and must be turned off and left to cool before touching.

The revolving walls in the Creativity Zone are not to be used to hang anything off and should only be moved and used if you have been shown how to do so safely and correctly by a member of staff.

Sound Exposure

Reduce your exposure to dangerous sound levels by keeping working volumes at a safe level.

The daily sound exposure limit is 80 dB A. If you have to raise your voice to carry out a normal conversation when 2m apart, the sound is likely above this limit.

Unless absolutely necessary, keep volumes low enough to talk over.

Ear protection must be offered before any very loud noise is played.

Risk Assessment

The Drama department has written Risk Assessments for various activities in each space:

Lighting & sound equipment (especially in Silverstone) -

- Must be supervised by a qualified member of staff.
- Do not touch any lighting or cabling in Silverstone.

Other electrical systems:

- Do not touch.
- Report faults to a member of staff.
- Slips, trips & falls from set, props & cables (e.g. in rehearsal or performance).
- Set-up must be checked by a member of staff.

Wellbeing and Health

Take regular breaks from computer screens. Get up and move around for a short while.

Stay hydrated. However, no food or drink is to be consumed in the Labs, Workshops, Suites or Studio spaces. Bottled water is OK.

Protect your hearing. Keep volumes via headphones or speakers to a safe operating level, reducing exposure to high SPL levels.

You must be able to hear or be aware of alarms.

Out of Hours Working

Work in pairs or in a group.

If working alone, let someone know where you are, what you are doing and for how long.

Do not undertake any high-risk activities.

Carry out a risk assessment where necessary and ensure the risk assessment for the task to be undertaken permits lone working.

Report any non-emergency incidents that occur as soon as possible to a member of staff.

If working alone in the facilities after 5.30pm, please contact the security office (01273 678234 / Security@sef.fm) to let them know you are in the building. Phones are provided in most spaces.

In an emergency, immediately call ext. 3333 (01273 873333 from an external or mobile phone).

Other Requirements

When using the Drama Studio, Creativity Zone or ACCA, please ensure you have clearance from your tutor or the technical services team before using non-University materials (many props/materials are provided).

Before using the Drama spaces, please ensure you are familiar with the equipment - lighting rig/controls, if in doubt please ask a member of staff or a Student Support Assistant.

If you bring any props into any of the studio spaces, they must be fit for purpose and you must remove them when your session ends.

Ensure you have obtained the permission of any subjects you wish to include in your projects, including any models or property owners. Talk to your tutor about how to do this and which forms to use

Key Contacts

In an emergency or if you spot anything suspicious, please call security on **ext. 3333 (external or mobile 01273 873333)**.

Report damaged equipment and minor incidents to the Technical Services Team either in person, by emailing DramaTechServ@sussex.ac.uk or by phoning **01273 873636**.

Drama Staff: Jason Price, Head of Department, j.price@sussex.ac.uk

ACCA: Beth O'Leary, Senior Technician, b.oleary@sussex.ac.uk