

## Silverstone Drama Studio: Rules of Usage

***This is a practical working theatre space used by a large number of classes, groups and artists. Please leave it in a condition ready for others to start working.***

- No eating or drinking in the space.
- Put all rubbish in the bins provided.
- Tidy away all equipment and furniture after usage.
- Chairs should be stacked and stored safely against a wall or under a table.
- Tables must be positioned against walls ○ To protect the floor, furniture must be picked up and moved. Don't drag it.
- For your own personal safety, ensure that tables are carried by at least two people.
- Do not remove any equipment or furniture from the space without permission from the Drama Department.
- Do not rig or suspend materials from the grid without permission from your tutor, a technician or the Drama Department. No objects should be suspended from the grid without supervision by a tutor or by a technician. Ladders should only be used with supervision from a tutor or a technician.
- Do not share the passcode for the doors with others. Control room keys must be returned to the Drama Coordinator or your tutor after you have finished.
- Do not use any materials (liquids, markers, powders, chalk, etc.) that might discolour the space.
- Do not leave personal belongings unattended.
- Props, costumes and extra furniture may be brought in to the space for rehearsals and performances, but must be removed at the end your session. In exceptional cases, some materials may be left in the space (if safely and discreetly stored) for the duration of rehearsals: permission for this must be given by a tutor or technician.
- In case of an emergency, including first aid assistance, please contact the campus security team on extension 3333 (01273 873333).
- Please report any significant problems or damage to the space to the Drama Coordinator on ext. 2650.
- Please turn off the lights and lock all doors at the end of your session.

**A charge for cleaning and repairs will be levied against users who leave the space in a poor condition. Repeat offenders will lose access rights to the space.**

**For further guidance, please review Health and Safety Folder located in the Control Room. Contacts**

**University Security Team (24-hours)**

Emergency: 3333 (01273 87 3333)

Non-emergency: 01273 678 234

**Sussex Estates and Facilities 24-hour Emergency Hotline: Ext:**

7777

01273 877 777

**Arabella Stanger and William McEvoy, Heads of Drama**

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**Course Co-ordinator**

Faculty Office, Arts A7

## **Silverstone Drama Studio Conditions of Use and Health & Safety**

### **1. Risk Assessments**

Organisers must complete an event-specific risk assessment. Drama staff or technicians can, upon your request, assist in the production of your risk assessment but, as the organiser, you are responsible for fully identifying and controlling risks for your event.

As a general pointer, ensure you always risk assess your activities and operate in accordance with the University's [Health and Safety Guidance](#).

### **2. Accidents**

#### **Who should I contact if I have an accident?**

Contact the University emergency number which is manned 24 hours a day, 7 days a week, 365 days a year:

- ***on an internal telephone Extension 3333***
- ***on an external telephone or mobile 01273 873333.***

It is important that you call the University emergency number and DO NOT dial 999. The University Security Team meet the emergency services when they arrive at the campus and escort them directly to where they are needed.

The campus is a large site with more than 60 buildings and it is easy for the emergency services to waste valuable time looking for a particular location or building, whereas Security can take them straight to the scene of the accident or incident.

### **3. Fire Safety**

Users will be shown the location of emergency exits and escape routes, and must ensure at all times that these are not blocked.

In the event of discovering a fire, occupants should operate the nearest manual call point (located on the wall at each fire exit). Evacuate the room immediately from the nearest available fire exit. Assemble on the pavement between Arts B and C at the designated meeting point (look for signage). Do not re-enter the building.

The University's security team will be alerted by the sounding of the fire alarm and they can also be contacted on Extension 3333 or 01273 873333.

### **4. Cabling and Beta Packs (Lighting)**

You will see several long cables suspended around the Silverstone Studio. These are to connect lighting for assessment and productions. Most of these are routed to three main Beta Packs (power sources) in the Dressing Room. If your rehearsal involves working with lights, it is imperative that you are first trained to use them properly. Students or visitors without having had a health and safety induction or training on the lighting system are prohibited from using it.

If you have had training and do use the lights during your rehearsal, please make sure to shut them off at the end of your session.

## **5. Manual Handling**

Only staff from the Drama Department, ACCA or other approved and trained personnel should lift or operate the equipment that belongs to the Silverstone. Do not use the ladders unless you have received appropriate ladder training.

Please see guidance in Health and Safety folder on how to lift heavy objects safely.

## **6. Writing on Walls and other Surfaces**

Users are no longer allowed to write on the walls of the Silverstone. This is because residue from chalk and other substances discolours the space, preventing full black out.

## **7. Tables**

There are several large tables available for use. These should be left positioned against a wall after your session so as to prevent forming obstacles for other users later on.

## **8. Restrooms**

Including a disabled toilet, are located on the ground and lower ground floors of the Silverstone Building. Please look for signage.

## **9. The Floor**

Please take care not to scratch or stain the floor during your session. Pick up chairs and tables and position them in desired locations rather than dragging them across the floor. For your own personal safety, be sure to lift tables with another person.

## **10. General**

Please note the following additional housekeeping rules:

- The Responsible Person identified on the booking form must ensure that the premises remain within the law and that there is no contravention of, for example, the Equalities Act 2010

- There are toilet facilities on the same corridor.
- There is no water supply in the Silverstone, so please bring your own water if required
- Users of the space will be responsible for any damage to, or loss of, the Drama Studio's equipment and facilities, and their department or organisation may be invoiced for the full cost of any such damages and losses.
- Users will need to vacate the room, leaving it tidy, five minutes before the end of their booking time. This is to help achieve a smooth changeover for subsequent users. For example, if you have booked the room until 3pm, you must be out by 2.55pm unless you have previously arranged otherwise with the Drama Coordinator.
- Please report any technical or maintenance issues immediately to the Drama Coordinator on ext. 2650. Alternatively, for IT or audiovisual issues during working hours (9am to 5.30pm) phone IT Services on ext 8022. For power or electrical issues contact Sussex Estates and Facilities (SEF) on ext 7777.
- The Drama Department reserves the right to suspend or cancel bookings while technical or maintenance issues are being addressed.
- At the end of your session you must return the Silverstone Drama Studio to its original state. This includes:
  - **Re-stacking Chairs**  
There are foldable chairs for standard use in the Silverstone Drama Studio. These are kept on a rolling cart in the lighting storage room. For easy access, this should be wheeled out and chairs taken as needed. When you are finished with the chairs, they should be returned to the cart and stacked. The chairs must all face the same direction and, when stacked correctly, lock together to ensure smooth transport of the cart. The stacked chairs should be returned to the lighting room before you exit the space.
  - **Placing Tables Against walls**  
There are several large tables available for use. These should be left positioned against a wall after your session so as to prevent forming obstacles for other users later on.

- **Putting all rubbish in the bins provided and removing any additional rubbish**
- **Removing all recycling**, including glass bottles, to the waste disposal units (e.g. beside Arts C, near the Dhaba Café).
- Making sure any borrowed **cables and leads are neatly taped or tied** and returned to the appropriate box in the storage room
- **Turning off all lights and equipment** •     **Locking all entrances**  
 There are three main doors to the Silverstone Drama Studio. Please ensure each of these are closed and locked before leaving.
- Returning keys or swipecards at the agreed time to the Drama Coordinator in Arts B, Room 133.

*The Drama Department reserves the right to exclude any users who, in our opinion, have not followed the Conditions of Use and Health and Safety guidance given here.*