

Silverstone Drama Studio (Silverstone, SB-125) Rules of Usage 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 or require first aid assistance?

Contact the University emergency number which is open 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 on 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 must ensure they are familiar with the location of emergency exits and escape routes, and must ensure at all times that these are not blocked.

The doors to the control room, lighting cupboard and the corridor between these two rooms have magnetic hold-open devices installed that will automatically close the doors when a fire alarm sounds. Ensure these doorways are kept clear at all times and that they are never propped open in any other way than with the installed hold-open devices.

The Silverstone Drama Studio main entrance door is equipped with a DorGard. This will hold the door open when activated and will release and close the door when a loud sound is detected (this includes the fire alarm, but also screaming, vacuuming, and other loud sounds). Make sure there is nothing blocking this door that would prevent it from closing.

Candles, lanterns, lighters, smoking, and any form of naked flame is strictly prohibited in the Silverstone building at all times, including in the Silverstone Drama Studio. Vaping is also prohibited inside all buildings on campus.

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 green assembly point signage). Do not re-enter the building until explicitly told to do so by a fire warden.

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.

5. Manual Handling

Only staff from the Drama Department, ACCA, MAH Technical Services, or other approved and trained personnel should lift or operate the equipment that belongs in the Silverstone Drama Studio.

For your own personal safety, be sure to lift tables with another person.

Please refer to guidance in the Canvas Health and Safety module on how to lift and move heavy objects safely.

6. Working at Height and Using Ladders

Do not use the ladders unless you have received appropriate ladder training, which can be arranged by your tutor. Thereafter, ladders should only be used with supervision from a tutor or technician. Never stand on chairs or tables as this is a common cause of falls from height.

If you need to suspend anything from the lighting rig, please seek assistance from the Drama technician.

7. Walls, Floors and Surfaces

Do not write on the walls or other surfaces in the studio as residue from liquids and other substances can discolour the space, preventing full black out.

Please take care not to scratch or stain the floor during your session. Where possible, pick up chairs, tables and props, and position them in desired locations rather than dragging them across the floor.

8. Tables and Chairs

There are two large folding tables available for use. These should be packed away in the designated area in the Green Room after use.

There are foldable chairs for standard use in the Silverstone Drama Studio. These are kept on a rolling cart in the Green Room. When you are finished with the chairs, they should be returned to the cart in the Green Room and stacked. The chairs must all face the same direction and, when stacked correctly, lock together to ensure they are securely stored and won't fall off the cart.

9. The Tiered Seating / Staging

The tiered seating/staging is only to be used during performances.

Only staff from the Drama Department, ACCA, MAH Technical Services, or other approved and trained personnel should handle the stage decks, rails and parts.

Please do not attempt to assemble this or move any of the parts unless you have explicitly been instructed to do so by a trained member of staff.

10. General

The studio must be booked on [SiSo](#) before entering and must be booked for the entire duration required. The person who booked the space must ensure that the activities taking place on the premises remain within the law and follow the rules of usage stated in this document.

Users of the space should not remove any equipment or furniture from the space without permission from the Drama department and the Drama technician.

Users of the space will be responsible for any damage to, or loss of, the Drama Studio's equipment and facilities, and may be invoiced for the full cost of any such damages and losses.

Please report any technical or maintenance issues immediately to the Drama technician, or to the MAH Technical Services team.

Please report any significant problems or damage to the space to the Drama technician, your tutor and the Head of Drama.

No eating or drinking (except bottled water) in the space. Exceptions can be made for the consumption of food/drink during performances, but this must be approved by your tutor and included in the event-specific risk assessment.

Do not leave personal belongings unattended. You may store things for a short period of time in the lockers in the Green Room, but you will need to provide your own padlock.

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.

All equipment used for your performance needs to be checked by the Drama technician.

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:

- Putting all rubbish and recycling in the bins provided in the Green Room
- Making sure any borrowed equipment is returned to the Equipment Store
- Turning off all lights except the ones in the Green Room as these operate on a sensor
- Closing all doors

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

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)

Bill McEvoy, Head of Drama
W.J.Mcevoy@sussex.ac.uk
Arts B, B338

Arabella Stanger, Head of Drama – *on research leave until January 2025*
A.Stanger@sussex.ac.uk
Arts B, B322

Jason Price, interim Head of Drama (while Arabella is on research leave)
J.Price@sussex.ac.uk
Arts B, B346

Peter Brown, Course Co-Ordinator
pb403@sussex.ac.uk
School Office, Arts A7

Drama Technician
Email address
MAH Technician Office, Silverstone, SB-154

MAH Technical Services Team
MAHTechServ@sussex.ac.uk
MAH Equipment Store/MAH Technician Office, Silverstone, SB-250/SB-254