

School of Arts and New Media: Event / Use of Space Guidelines

Scope

These guidelines have been produced to ensure safe operating conditions for events taking place within the spaces controlled by the SANM (including public performances which must be compliant with the Premises Licence, issued by Scarborough Borough Council), assessments and additionally when SANM staff and students are responsible for events in other spaces. Outside of SANM spaces some venue's local procedures may take precedence over these guidelines.

Health and Safety

1. Any event taking place in SANM venues must be conducted in accordance with health and safety guidelines as defined by School of Arts and New Media; and in line with University guidelines
2. Anyone working in an SANM venue must have undertaken a basic induction to the space.
3. SANM Health and Safety policy must be adhered to at all times by everyone in the space. SANM staff have the overall responsibility to ensure these policies are followed.
4. A Competent person¹ must take responsibility for the duration of the event and the venue in which it is taking place, including any get-in, fit-up and get-out.
5. The space must always be left in a clean, tidy and appropriate manner.
6. There is no eating or drinking in SANM studios unless this forms an integral part of a show or production and has the appropriate risk assessment.
7. No staff or performers using SANM venues will be permitted to drink alcohol, smoke or take controlled substances whilst working in any capacity in the venue.
8. Event organisers should be aware of the local emergency first aid procedures, whether this is provided by qualified staff in the venue or Campus Security.
9. All electrical equipment used in SANM venues must have evidence of a current successful Portable Appliance Test.

Production

1. A Production Manager and Front of House Manager² must be assigned to every SANM event. These people will be responsible for all aspects of the production of the event including:
 - a. Writing and monitoring a production schedule
 - b. Recruiting a production team, FOH team and informing the member of SANM staff responsible for the event who is in this team
 - c. Managing the production team, FOH team and their work in the venue
 - d. Working in partnership with the member of staff responsible to ensure that work in the venue is conducted in accordance with the Health and Safety Guidelines
 - e. Initiating a production tutorial.
 - f. Undertaking and monitoring risk assessments
2. The show reports, H & S checklist & Risk Assessment must be photocopied twice – one copy going to Security and the other being given to SANM Production staff. Copies may be circulated by email.

3. Booking any equipment is the responsibility of the event Production Team. Please be aware that when booking equipment, events for assessment take precedent over any other events. Staging, settings, lighting and sound equipment are all booked through SANM Production Office. Projectors, projectors cradles and AV equipment is booked through the AV Technician or Digital Arts Resource Centre. We recommend that equipment is booked as far in advance as possible. For music events, specialist performance equipment should be booked with the Music technicians.
4. SANM assumes no responsibility for personal belongings in the venue at any time. Should special insurance be required it must be arranged prior to the event. The Production Manager must secure procedures to ensure security of any equipment used for the event.

Management of the Event

1. A Front of House Team³ must be recruited for any SANM event, unless specific permission is granted from the Production Team. It is the role of FOH to ensure the safety and well-being of the participants of the event. A team consists of: 1 FOH Manager, 2 FOH Ushers [and 2 FOH Box Office Managers where appropriate].
2. If a Box Office system is required this must be organised and staffed by the Front of House Team
3. The event organisers/managers are responsible for the marketing, advertising and press and publicity of their event.
4. The FOH Manager and Production Manager assume the overall responsibility for managing the event. This means that they control all the operational elements of the event including start time, admittance policy, monitoring of fire risks in partnership with SANM staff, when the event finishes and any cause to stop an event for any reason e.g. if there is any kind of risk to a participant/audience member.

If you are unsure about any of these guidelines, or you have *any* queries, please contact the following members of the SANM production team who will be happy to clarify any points for you.

SANM Production Team:

Duncan Woodward-Hay
 Performance Production Tutor
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 Neill Warhurst
 Performance Production Tutor
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¹ A Competent person (Performance Production Tutor or passport holder) as defined by the Health and Safety requirements by Hull University with overall responsibility for the venue, equipment and event.

² With duties defined above, the Production Manager and FOH Manager can be a member of academic staff, technical staff or a passport holder.

³ Front of House Team: Any students who volunteer to work as part of the Front of House Team for On the Edge, NSDF and other events must be specifically trained in customer care, fire safety, emergency procedures and all the aspects of venue management.