

Drama Rehearsals at Bathway

This document sets out a local code of practice for staff, students and visiting companies rehearsing in the Bathway building, Woolwich. Rehearsals take place in various rooms and studios within the building, and group sizes and times of rehearsals vary greatly. Whilst the risks associated with rehearsal is low, a general code of practice can be adopted to help minimise risk to self and others. After a risk assessment was carried out, the following issues were identified:

1. Risk of personal injury due to the nature of work involved
2. Risk of accident through use of equipment.
3. Risk of injury due to space.

As a result the following **Local code of practice for rehearsals at Bathway** has been drawn up:

General safety considerations that are good practice at all times:

1. All staff and students can contribute to the safety of all spaces by reporting hazards to the Local Safety Officer and by removing the hazard if it is safe to do so:
 - a. Spaces should be kept tidy with unhindered access and movement (tripping hazards and bumping heads etc)
 - b. Any hazard not immediately rectifiable should be reported
 - c. Equipment likely to be a hazard should be reported
 - d. Furniture in poor condition or liable to be a hazard should be reported
 - e. Inspections of specialist technical equipment (tallescope, lighting rig, light and sound desks), are routinely carried out by Head Technician to minimise risk

Additional considerations for users:

1. When attempting new physically challenging performance elements, think the activity through, seek advice where necessary and make sure there is somebody else in the room with you
2. Users are advised not to stand on tables, chairs or other items of furniture due to fall risk.
3. Users should ask advice from the Senior Theatre Technician before working at height.

4. Users should inform the senior theatre technician if they intend to use: naked flames, weapons, liquids, glass or any other hazardous material. Risk assessments should be submitted and approved to the senior theatre technician before these items can be used.

5. Users should be aware of information relating to fire evacuation and the location of first aid personnel. This is supported by clear signage throughout the building.

7. During out of hours rehearsals, users contact for first aid, fire or security is the local Security Officer, located at the buildings front desk.

Contacts:

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