



THEATRE TECHNICAL SPECIFICATIONS AND INFORMATION

AUDIO

FOH			
Electrovoice	Deltamax	SPEAKER FLOWN	2
CVA	SB118	SUBWOOFER	2
Lab Gruppen	fP3400	AMPLIFICATION	3

MONS			
YAMAHA	SM15V	FLOOR MONITOR	4
YAMAHA	P7000s	AMPLIFIER	2

MIXING DESK			
YAMAHA	LS916	w/MY8 AD	1

MICROPHONES			
SHURE	SM58	DYNAMIC	4
SHURE	SM57	DYNAMIC	4
SHURE	BETA57	DYNAMIC	2
AKG	C451	PENCIL CONDENSER	2
AKG	C214	LARGE DIAPHRAGM CONDENSER	2
SENNHEISER	E604	CLIP ON	4
BEHRINGER	DI100	ACTIVE DIBOX	6

STANDS			
BEYERDYNAMIC	TALL	BOOM	8
BEYERDYNAMIC	SHORT	BOOM	5
BEYERDYNAMIC	TALL	STRAIGHT	2

CABLES			
XLR FEMALE	XLR MALE	5M	10
XLR FEMALE	XLR MALE	10M	10
XLR FEMALE	XLR MALE	20M	4
NL4	NL4	5M	2
NL4	NL4	10M	2
NL4	NL4	20M	2

RADIO SYSTEMS			
SENNHEISER	EW100G3	HANDHELD	2

LIGHTING

CONTROL			
ETC	ELEMENT		1

FIXTURES

GENERIC			
ETC	SOURCE 4 25/50	JUNIOR ZOOM PROFILE	8
ETC	SOURCE 4 25/50	PROFILE	2
Selecon	Acclaim 18/34	PROFILE	5
ETC	SOURCE 4	FRESNEL	10
ETC	SOURCE 4	PAR	12
ETC	Multipar 4	Flood	2
Strand	Prelude F	Fresnel	10

LED			
CHAUVET	SLIM PAR PRO TRI		9

EFFECTS			
UNIQUE	HAZER	FEE FOR USE OF FLUID	1
MIRROR BALL		ON MOTOR	1

DIMMERS			
ANYTRONICS	CONTRACTOR 24		1
STRAND	LD90		1

PROJECTION			
PANASONIC		5000 LUMEN PROJECTOR	
FABTRONICS	SCREEN	MOTORISED	

STAGING

STEELDECK	8FT X 4FT	10
STEELDECK	4FT X 4FT	4
LEGS	1FT	
LEGS	1.5FT	
LEGS	2FT	
LEGS	3FT	
STEP	1FT	

RIGGING

LX 1 (ON MOTORS)	MILOS	M390 TRIO MEDIUM DUTY TRUSS	9m
LX 2 (ON MOTORS)	MILOS	M390 TRIO MEDIUM DUTY TRUSS	9M
LX 3 (ON MOTORS)	MILOS	M390 TRIO MEDIUM DUTY TRUSS	9M

POWER

CEEFORM	63/3.	LOADING DOCK	1
DOMESTIC	13/1.	AROUND WHOLE AUDITORIUM	8
DIMMER	15/1.	LX 1 (REAR STAGE TRUSS)	18
DIMMER	15/1.	LX 2 (FRONT STAGE TRUSS)	12
DIMMER	15/1.	LX 3 (AUDIENCE TRUSS)	12

OTHER

SEATING	
RAKE	MOTORISED
CHAIRS	EXTRA SEATING AVAILABLE
TABLES	AVAILABLE ON REQUEST

FACILITIES	
DRESSING ROOM	1 OTHERS AVAILABLE WITH FEE

ACCESS

LOAD IN	FLAT	THROUGH DOUBLE DOORS
BY TRAIN	2 MINUTE WALK	BANBURY TRAIN STATION
BY ROAD	MOTORWAY	
BY BUS	1 MINUTE WALK	BANBURY BUS STATION
PARKING	CAR PARK	1 FREE SPACE FOR COMPANY

DETAILS

BOX OFFICE	01295 227170
TECHNICAL	01295 227177
TECHNICAL MANAGER	07719 927687
EPS OXFORD	01844 279446

OTHER	
ALL IN HOUSE EQUIPMENT IS FREE TO USE UNLESS STATED. IF ANY OTHER EQUIPMENT IS REQUIRED WE CAN PROVIDE FROM OUR SUPPLIERS. PRIOR NOTICE WILL BE NEEDED WELL IN ADVANCE OF PERFORMANCE DATE. ANY EXPENSES WILL BE CHARGED TO THE COMPANY.	

VENUE LAYOUTS

CONFERENCE

NO STAGE

WITH RAKE



CAPACITY 200

SEATED

WITH STAGE

WITH RAKE



CAPACITY 200

CABARET

WITH STAGE

WITH TABLES



CAPACITY 100

STANDING

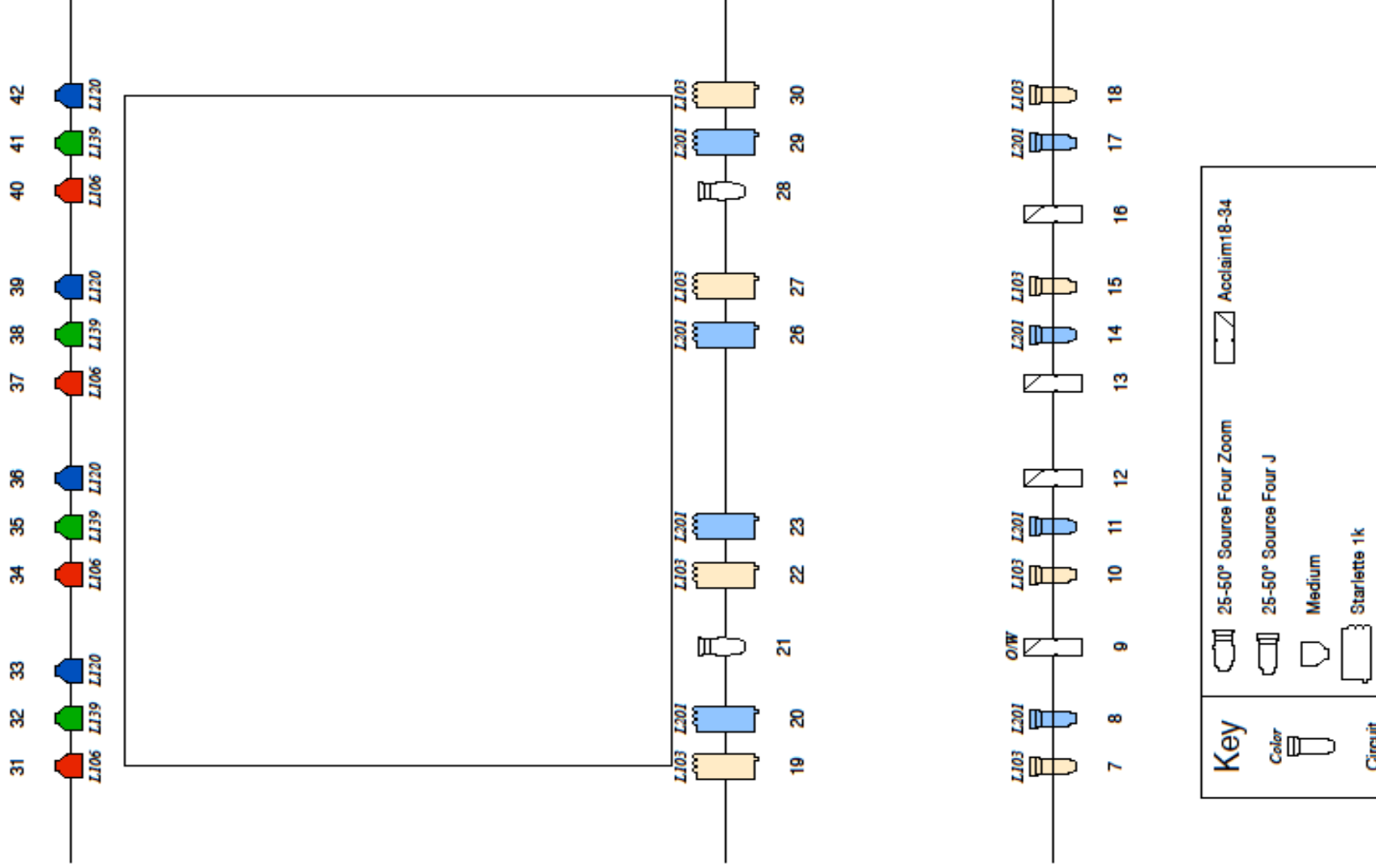
WITH STAGE

NO RAKE



CAPACITY 250

Generic Lighting Plot





The Mill Arts Centre – Performing Artist Guide

Please Note:

Where additional risk assessment details are required from the visiting company these must be forwarded to, and received by, the Technical Manager at least 5 weeks before the date of performance or first use of the premises. Failure to do so is very likely to result in the cancellation of the intended event, effect or task

General

OPENING HOURS

The site is normally open to the public from 09:00 to 20:00 Monday to Friday and 10:00 to 20:00 on a Saturday, timing and Sunday opening are dependent on the use of the site as some sessions may finish earlier or later. Please refer to The Box Office for any queries on opening hours for when you are using the site.

CAR PARKING

There are pay and display car parks adjacent to the Mill, but we advise our patrons to arrive for courses and events in good time to allow for parking.

BICYCLES

We would ask that bicycles are not brought into the building but should be secured externally.

Any bikes found inside the site will be removed.

NO SMOKING POLICY

As with all County Council premises, The Mill Arts Centre operates a No Smoking policy, this means smoking is not allowed within the building or service areas

LOST PROPERTY

Any loss should be brought to the Box Office: it will be logged and held for six months.

STORAGE

Please be aware that there is no spare storage facility at The Mill, we are unable to store your items at the site.

General Storage

Safe storage of items is an important part of health and safety. Inappropriate storage can infringe manual handling and fire regulations and cause serious injury.

- All items in Mill Arts Centre must be stored safely and in a designated area.
 - At no time should items be stored in corridors or used to prop doors open.
- Items should not be stored under desks. Please be aware of fire regulations and do not store combustible materials near to electrics or other heat sources.

BUILDING MAINTENANCE

If you notice any faults such as blown light bulbs, leaky pipes, faulty door handles etc. please report them to the Box Office

SECURITY

The security of the Building should be maintained at all times.

Doors should not be wedged open.

No items should be put on window sills.

At the end of your session doors and windows should be checked to ensure that they are properly closed. You are asked to take responsibility for the security of the area that you are using.

The Mill Management Committee and Oxfordshire County Council take no responsibility for third party goods brought into or left at the site.

SAFE GUARDING

We aim to provide an environment in which vulnerable adults, children and young people feel safe, secure, valued and respected. If you have any concerns for anyone's safety or well-being please speak to a member of the Mill staff immediately.

We have three Designated Member of staff who have undertaken appropriate training for the role, as recommended by the LA, within the past two years. Our designated staff members are Ros Templeman, Tim Jones or Rachel Cronin. A Designated Person is responsible for referring a child or vulnerable adult to Social Care if there are concerns about the person's welfare, suspected abuse or neglect.

FIRST AIDER

All the Mill Management staff are trained First Aiders

First aid boxes are located in the Box Office, the Lock Room, Studio 3, the kitchen and the Bar Area.

REPORTING ACCIDENTS

If you, a member of your team are involved in an accident or a near miss you must report it to a member of staff immediately (as indicated above)

It is important to report all accidents, no matter how minor, as these records are used to identify

issues at the site such as health and safety issues and remedial/maintenance work.

NOISE REGULATIONS

Regulations are detailed in "The noise at work regulations 2005".

The Head of Centre will ensure that these regulations are adhered to by the house managers, technical manager and technical co-manager/coordinator.

Mill Arts Centre will ensure that noise regulations are adhered to as follows:

- Noise levels and activities will be monitored regularly particularly in the auditorium, café bar and at the end of the performance and at outdoor events, to ensure that no other aspect of the operation causes noise above the advised 85 decibels for half of the working day or more.
- Should a performance use amplified sound or a large acoustic orchestra or band, sound readings will be taken by the house manager and technical co-manager/coordinator during rehearsal or sound check, before the show and at regular intervals throughout the performance.
- Where readings are over 85 decibels, Mill Arts Centre will provide PPE for all in-house performance staff, crew and ushers during rehearsals, sound checks and the performance. The visiting company will be responsible for providing PPE for their team.
- Should the management feel that the sound levels in a performance are likely to cause the audience discomfort the visiting company will be instructed to lower the levels.
- The house manager and technical manager/coordinator shall ensure that noise shall not emanate from the premises such as to cause nuisance or disturbance to persons in the neighbourhood. Readings will be taken every hour for outdoor events.
- House manager and all staff shall take reasonable steps at all times to ensure that persons on or leaving the premises conduct themselves in an orderly manner and do not in any way cause annoyance to residents and passers-by.

For further information please consult the HSE website.

FIRE ALARM

The fire alarm is a continuous bell - please see attached emergency evacuation guide – the alarm can be activated from any of the break glass alarm points in the building.

Fire procedure notices are displayed around the building.

The alarm is tested regularly, unless told otherwise; please do not assume that when it goes off it is a test. If the alarm rings continuously please evacuate.

Mobility impaired persons should be assisted in accordance with their Personal emergency evacuation plan.

The Personal Emergency Evacuation Plan is the responsibility of the Performing Artist

EMERGENCY ACTION PLAN

Evacuation Procedure

- As soon as you hear the alarm - stop what you are doing - Remain Calm
- Do not continue with phone calls, interviews, meetings etc
- Close windows and doors
- Do not stop to collect possessions
- One Fire Warden will take account of people for their area.
- Follow any instructions given to you by the Fire Wardens
- Leave the building immediately by the safest escape route-taking visitors with you, following the running green man signs
- NEVER use the lift
- Proceed to your designated assembly point in the Car Park as per plan and wait for your Fire Warden
- Your Fire Warden will then report to the Fire Co-ordinator (most senior person on site) of the building, at the alarm panel give them the head count and then wait for instructions.
- At the assembly point, wait for instructions from the Fire Co-ordinator or fire warden.
- Do not leave the area or re-enter the building unless instructed to do so

IMPORTANT - Evacuation of the building should be completed within 3 minutes
- Mobility impaired persons should be assisted in accordance with their Personal emergency evacuation plan.

Action on Discovering a Fire

- Close the door on the fire
- Raise the alarm by breaking the glass at the nearest alarm point
- Evacuate the building by the nearest escape route
- Do not put yourself at risk

Action on Discovering a Fire behind a Closed Door

- Do not open the door if you see smoke coming from under the door or if the door or handle is hot or you suspect there is a fire on the other side
- Raise the alarm by breaking the glass at the nearest alarm point
- Evacuate the building by the nearest escape route
- Do not put yourself at risk

Sounding the Alarm

- The fire alarms are activated by pressing the break glass on any fire alarm point
- The fire alarm is a loud wailing sound

Fire Wardens

- Generally all Mill Staff and Volunteers act as fire wardens and will co-ordinate the evacuation of the building in a particular area (see attached plan for your fire warden)
- Please assist them and follow their instructions for the safe evacuation of the building

Non Alarm Evacuation (Bomb Warnings)

If there is a bomb warning the alarm will not be sounded, but fire wardens will be instructed to evacuate their area via an agreed exit route to the assembly point (Ensuring you are well away from the Office).

See separate Bomb Procedure!

Out of Office Hours Procedure

- Follow normal evacuation procedure and go to your normal assembly point.
- Stay at your assembly point - Do not re-enter the building until told to do so or until the alarms have stopped.
- A senior staff member should take charge and act as Fire Coordinator.
- Go to the alarm panel; ascertain if there is an actual fire and if so ring 999 to call the fire brigade.
- Acting Fire Coordinator should on arrival of the fire brigade liaise and advise
- Acting Fire coordinator should advise staff at the assembly point when it is safe to re-enter the building
- Follow the fire panel instructions to silence and reset the alarm when appropriate

Fire Wardens

Generally all administration staff are designated as fire wardens and will assume responsibility for the evacuation of areas as allocated

Fire Wardens – you should ensure everyone is evacuated from the area for which you are responsible
Assist in evacuating other areas if necessary and then report to the Fire Co-ordinator who should be waiting at the alarm panel at the front lobby of the building and confirm the status of your area i.e. Long room, Millers Bar and 15 people evacuated, then wait.

Fire Co-ordinator (Duty Manager)

Go to the alarm panel in the front lobby, then assess if there is an actual fire before calling the fire brigade.
Go to Box office (if able) and ensure the fire brigade has been called or ring them on your mobile.
Go to the front of the building and wait for the fire wardens to confirm their area is clear and log report from each area, plus numbers evacuated.
On arrival of fire brigade, direct and advise if any people remain in the building.
Follow the fire panel instructions to silence and reset the alarm when appropriate.

Duty Staff

On hearing the fire alarm check with the Fire Co-ordinator if available to ascertain there is an actual fire, otherwise contact the emergency services by dialling (9) 999 and asking for the Fire Service and state clearly our address:

The Mill Arts Centre

Spiceball Park
Banbury
OX16 5QE

BOMB WARNING

Bomb Procedure

Normally an alarm will not be sounded, a Fire Warden will advise you of the situation.

Follow the directions of your Fire Warden for the safest route as the bomb may have been placed in a particular stairwell.

Collect your personal effects, coats and bags and proceed to the normal assembly point or an alternative assembly point as directed

Managers and supervisors should make themselves aware of bags and briefcases etc which may be located at workstations within their own offices. In the event of a bomb warning employees may be requested by the Police to help in the search of the premises, therefore an awareness of what equipment, personal effects etc is important.

Bomb Warning by Phone

If you receive a telephone call warning that a bomb has been placed, try to follow this procedure:

- Let the caller finish his/her message without interruption (keep replies to one or two words)
- Note the time of call

Write the message down, and if possible repeat message to caller

Ask

- Where the bomb is located
- What time it will explode
- When was it placed
- Why was it placed
- Whether a code word is being used

Listen for clues to

- Caller's age and gender
 - Callers accent or peculiarities of speech (anger, mispronunciation, drunkenness)
- Background noise

If the warning relates to another building contact the Police immediately and if possible notify the person in charge of that building.

But if the warning relates to your own building contact the person in charge of the building and relate the bomb message to them.

Action for Person in Charge (Fire Co-ordinators)

- Contact the Police immediately by dialling (9) 999 and asking for the Police and state clearly our address and advise them of the situation. Follow their instructions.

Advise the Fire Wardens to evacuate the building telling them of any area that should be avoided.

AUDITORIUM SAFETY

The stage, loading area and associated technical areas are potentially dangerous and must be treated with caution at all times. For this reason The Mill Arts Centre will impose and adhere to strict guidelines pertaining to the auditorium.

- Other than for the attendance of performances, only authorised and supervised members of staff and visiting companies should have access to the auditorium.
- Non-technical staff and members of the public should not enter the auditorium during a fit up or get out without the prior express consent of the technical manager. **Should members of the public be admitted during these times, a full risk assessment must be carried out by the visiting company and a copy given to the Technical Manager/Co-ordinator.**
- Members of the public will not be permitted on to the stage before, during or after a performance without the permission of the technical manager.
- During a children's show, ushers will be stationed at the front of the stage pre and post show and during the interval to ensure that children cannot access the stage, set or technical equipment.
- Should a visiting company request that members of the public be taken on to the stage, this will be subject to a satisfactory risk assessment carried out by the visiting company and ushers will be provided by The Mill Arts Centre.
- The Health and Safety requirements of The Mill Arts Centre will be made clear and imposed upon contractors, visiting companies, hirers and other users of the theatre by the relevant managers.
- The safety of the employee and of others is the first and foremost consideration for any activity.

MOVING AND HANDLING SCENERY

The Mill Arts Centre will ensure that:

- All technical staff are trained in manual handling.
- Manual handling guidelines will be adhered to at all times.
- Adequate PPE is provided for and worn by the technical co-ordinator and casual crew.
- **Satisfactory risk assessments will be provided by the visiting company for any manual handling tasks being conducted by any member of the visiting company and for any items The Mill Arts Centre staff will be expected to lift or carry.**

WORKING AT HEIGHT

Regulations are detailed in Work at Height Regulations 2005 and Working at Height (Amendment) Regulations 2007

Work at height regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

Wherever possible The Mill Arts Centre will avoid working at height. However as The Mill Arts Centre does stage performances where working at height is unavoidable, The Mill Arts Centre will ensure that the most suitable equipment and practices to minimize the likelihood of a fall are used and, where this risk cannot be eliminated, The Mill Arts Centre will ensure that equipment is used to minimize the impact of a fall. Rigging work will usually be conducted by The Mill Arts Centre's technical team

Where a visiting company wishes to use Working at Height equipment:

- Persons doing so will be competent and trained to work at height and trained in how to avoid a fall and minimise injury,
- A competent person will have carried out a full risk assessment for any activity which involves working at height
- Adequate planning of the activity will take place as part of that risk assessment. This planning will include an assessment of the environment, weather, equipment, location and suitability of the surface from which those persons may be working. Should any of these factors not be safe then the activity will be cancelled or postponed by The Mill Arts Centre.
- All work will be properly supervised by a competent person
- Work equipment and / or other measures to prevent falls will be used
- Emergency plans will be made and staff will be ready to act upon them.

Equipment

The Mill Arts Centre can make available:

A Tallyscope

- The use of which will only be allowed for persons who can show the relevant competency and training
- The device has been subject to annual servicing and has a valid safety inspection
- The device is tested pre and post use
- All test records are maintained and available for inspection
- Any defects in the equipment will be reported to the house or technical manager immediately.

Harnesses are not provided by The Mill Arts Centre, if used by a visiting company:

- The use of the harness will be risk assessed satisfactorily by the visiting company.
- A harness should only be used if the risk assessment has demonstrated that the work can be performed safely when using the harness and that there is not a safer way of working.
- Any harness must be fit for purpose, designed to minimise the likelihood of a fall or injury and must fit the user and be properly fitted.

PERFORMANCE SPECIFIC

The safety of the performers, staff and public are of equal and paramount importance. In the event of any conflict between the demands of a production and safety, safety must come first. The Mill Arts Centre staff will receive the support of The Mill Arts Centre management if they reasonably choose the safety of employees or third parties as their priority. Any performance that may involve damage to the public shall not be allowed and no entertainment involving special risk shall proceed without prior approval / permission from the licensing authority.

The following guidelines will be adhered to in order to ensure public safety.

Pre-show

Timings

- The auditorium will open 20 minutes prior to the show start time in order to avoid congestion in the public areas and to prevent crowding on the stairs.

- The technical manager/coordinator will ensure that visiting companies are aware of this and that the timing is adhered to.
- The technical manager/coordinator will work in conjunction with the house manager in opening the auditorium.
- Late opening of the auditorium will only be permitted by prior arrangement with the Head of Centre.

Pre-performance Checks

- Companies preparing production sheets should indicate availability for a pre-show site visit if necessary.
- **The production company for each show must send a full risk assessment 4 weeks in advance of the performance.**
- The technical manager/coordinator will perform his / her own risk assessment in addition to this as is necessary.
- The public will not be admitted into the auditorium before the house manager has completed his / her pre-show checks. These will include checking seats are in good repair and flip up correctly, stair nosings are intact, fire exits are clear and lit, house lighting is adequate, particularly on stair cases, emergency exit signage is working.
- The public will not be admitted until the performance staff
 - a) have been fully briefed in the performance
 - b) briefed and tested on the evacuation procedure.
- The public must not be admitted into the auditorium before the technical manager/coordinator has completed technical pre show checks. These will include checking fire exits, cabling, lamps, stability of scenery, safety of props, staging and sound levels.

SCENERY AND PROPS

It is essential that all scenery and props are safe to move and use for performers, crew and audience members.

GENERAL SAFETY GUIDELINES

- **Sets need to be risk assessed by the visiting company prior to arrival.**
- The technical manager/coordinator will complete his / her own risk assessment in addition to that of the visiting company.
- All scenery must be fire-resistant. If this has not been ensured during the creation of the set then scenery must be sprayed with an approved fire proofing chemical spray before use.
- **It is the visiting company's responsibility to flame proof the set.**
- If any part of the scenery fails a pre-show inspection by the technical manager/coordinator, it is the company's responsibility to ensure that the problem is rectified prior to opening night or the production may be cancelled.
- **The technical Manager may at any point request a test of the set using the standard flame check.**

STAGE SAFETY

General safety guidelines pertaining to trips and falls and fire safety must be adhered to

- Cabling should be secured and not become a trip hazard; in particular cabling should not trail in front of routes to and from the stage, fire exits and steps.
- Fire exits must be kept clear and unobstructed at all times

- Scenery should not block fire exits at any time, if scenery is unstable when not in use it should be secured in place by stage weights or tied into position.
- The technical manager will check this periodically and not later than 10 minutes before the auditorium is opened to the public. The performance will be held up if there are issues to be rectified.

PYROTECHNICS, SPECIAL EFFECTS AND FIREARMS

The use of pyrotechnics and related special effects is governed by The Explosives Act 1875 and 1923

Pyrotechnics and other special effects have the potential to cause serious injury to performers, crew and audience members. It is essential that they are used responsibly and by competent persons.

The following guidelines are set out to ensure adherence to this legislation and the safety of company and audience members.

GUIDELINES

- Special effects can be used as long as The Mill Arts Centre has the approval of the licensing authority.
- All special effects **MUST** be risk assessed before use.
- All records and risk assessments will be kept by technical manager/coordinator
- Explosives and highly flammable materials shall not be used if the effect can be achieved by electrical or mechanical means.

Notification

- **Should a visiting company / artist wish to use such effects they must notify the Head of Centre four weeks in advance.**
- They should give details of use, number and frequency of devices and manufacturers details.

Competent person

- The safe use of these effects is the responsibility of the technical manager/coordinator. They must be present at all times when the effects are being rehearsed or used.
- Any device or special effect must be operated by a trained member of staff from the visiting company or The Mill Arts Centre technical manager/coordinator.
- The Mill Arts Centre reserves the right to check the credentials and experience of any member of the visiting company operating pyrotechnics.
- The manufacturer's instructions must be followed at all times.

Pyrotechnic devices

Location of pyrotechnic device

The Mill Arts Centre will not permit that devices be sited in areas where:

- a) they could discharge into the audience
- b) which affects, impedes, obstructs or obscures any entrance or exit from the set, stage or auditorium.
- c) Performers, crew or audience members are likely to be in danger

- d) where adjacent scenery, props or drapes would be exposed to danger of ignition.

General

- Only approved makes of pyrotechnic must be used, home-made devices are not permitted.
- All pyrotechnics are to be operated by an approved controller and fitted with a key lock off switch.
- The key must be kept by the competent operator and NOT left in the device at any time.
- Electrically operated devices should be capable of being isolated from their firing supply by the complete disconnection of the supply cable.
- If the electrical supply is subject to fluctuation it must not be used.
- The firing device must be checked electrically and mechanically before use and kept in good condition when not in use.
- A suitable fire extinguisher or method of fire prevention must be sought and in close proximity to the effect.

The following precautions must also be followed during use:

- a) Loading – ensure that all firing circuits are in the "off" position, the main switch is off, the key is not in the device and the flash box is isolated before you load.
- b) When testing or using the device ensure that people are a safe distance away and that you have a clear view of the device and its surroundings
- c) Do not energize the firing box until immediately prior to firing.

Safety precautions to observe if the device misfires

1. Switch off the firing circuit
2. Disconnect the device from:
 - Main supply
 - Firing box
 - Local isolator
 - Socket
3. Leave the device for 15 minutes then:
 - Remove the device
 - put it in a non-combustible container
 - cover it in dry sand
 - put in the open air away from the public
 - DO NOT put it in water as some devices contain agents which burn in water or explode upon contact with water or CO₂.
4. When the area is safe, reconnect the device and attempt to fire it.

If this does not work, follow the same procedure listed above and contact the manufacturer.

Storage

It is the responsibility of the technical manager/coordinator to ensure that effects are stored correctly according to the following:

- Only store devices in the building which will be used during the current production.
- Keep them in receptacles of substantial and non-combustible construction.
- Clearly label the container stating "Danger – no smoking – no naked flame".

Audience Management

- The effect of any such effect on the audience must be communicated to the house manager immediately and warning signs should be displayed and in some cases announcements made.
- Devices should be directed away from the audience.
- Overspill into the audience should be minimised.

Smoke & Vapour

Although there is rarely a substance used in these effects which could cause physical harm to the audience, please be aware that the audience do not know this and may become alarmed if too much smoke is used. The Mill Arts Centre will ensure that smoke and vapour effects are used responsibly and will never compromise the safety and comfort of the audience and performers. If the management of The Mill Arts Centre feels that this is the case, the effect can and must be cut if the company are unwilling to moderate it.

- Public safety comes first, the use of smoke or vapour should NEVER endanger the safety of the audience or performers
- Use the minimum amount of time to achieve the necessary level of density.
- At no point should smoke or vapour engulf the audience, reduce visibility to exits, stairs or emergency signage.

Audience Management

- The effect of any such effect on the audience must be communicated to the house manager immediately and warning signs should be displayed and in some cases announcements made.

Flammable substances

- Explosives, naked flame and highly flammable products shall not be used if the effect can be achieved by electrical or mechanical means.
- Cylinders for the storage of compressed air, oxygen, hydrogen or other gases must not be used without the prior consent of the licensing authority.
- All such cylinders shall be stored in a designated and appropriate area and chained or held into position to prevent damage or accidental use.
- Only trained and competent persons shall be permitted to use this or load the cylinders.
- Permission must be obtained from the Licensing Authority for the use of petroleum spirit or flammable liquid in any engine.
- All plastic materials must be self-extinguishing and have a flame resistance standard acceptable to the Licensing Authority.

Flame

- Flame shall not be used without the consent of the fire officer.

- A fire extinguisher must be kept in the vicinity and a fire warden trained in extinguishers should be as close to the stage area as possible and have a clear view of the effect.

Strobe

Not only can strobe lighting effects induce epilepsy, it may trigger photosensitive epilepsy in a shorter period of time, cause headaches, migraines and have a disorientating effect.

For this reason The Mill Arts Centre will follow strict guidelines on the use of such effects:

- The visiting company must inform the Head of Centre 4 weeks in advance and give details of use including timings and visual warnings for the audience.
- To reduce the hazards, strobe lights should be operated at a fixed rate of not more than 8 flashes per second and the effect should last for no more than 6 seconds.
- Where more than one strobe is used the lashes should be synchronised.

Audience Management

- A warning sign must be displayed in the foyer and public areas
- The house manager must make announcements to warn the audience
- All ushers and performance staff should be briefed as to the use of strobe, the effects which it may have and be given visual cues and timings to inform the audience should they require further information or clarification.

Firearms

The management of firearms is governed by the Firearms Act (1968) and the HSWA (1074). Not only can the use of firearms in productions cause physical injury if used incorrectly or mismanaged, their use also has security implications in terms of individuals stealing them for criminal or other means and in terms of a member of the public misunderstanding a situation and calling the police.

The Mill Arts Centre has strict guidelines on the use of firearms and all visiting companies will be required to adhere to these guidelines. The enforcement of these guidelines will be the responsibility of the Technical Manager/Co-ordinator and House Manager in his / her absence.

- The use of firearms is very restricted. There must be a holder for the Firearms Certificate and all applications for the use of such weapons should go through this person.
- A risk assessment must be completed when a fire arm is used which takes account of inexperienced users, noise, burns, flying objects and public distress.
- Real weapons must never be used, only replicas will be permitted.
- Replicas should not be of a larger calibre than is necessary.
- If a company is using a fire arm in a production whether indoors or outdoors, the police must be notified. In particular the following details should be provided:
 - a) the model used
 - b) dates, times and frequency of use
 - c) storage details
 - d) Safety controls.

Safety Checks

Before use the following checks should be performed on the firearm:

- Firearms should be free from corrosion and well maintained.
- Ammunition will be checked before every performance for signs of corrosion and only crimped cartridges should be used.

- Firearms shall not contain any article or substance that might serve as a missile. Coloured fire must be used in metal trays and placed at a distance from any combustible material.

Use

- Firearms shall not contain any article or substance that might serve as a missile. Coloured fire must be used in metal trays and placed at a distance from any combustible material.
- All sequences must have been adequately rehearsed.
- Weapons must have been adapted so as to be incapable of firing live ammunition.
- A safe distance to fire a gun is about 6 feet away from the "victim".
- Venting should not be directed towards the operator or other persons on the stage.
- Firearms should not be directed at the face, burns from blanks can be severe.
- With shotguns and muzzle loading weapons, the danger is even greater and aim must be completely hidden from the victim.
- Weapons can be hired which will direct the blast to the side.

Storage

- All weapons must be kept in the safe before they are used, together with the exact amount of ammunition and must be return to the safe immediately after use.

Audience Management

- A warning sign must be displayed in the foyer and public areas

Stage Fights & Unarmed combat

The HSE gives the following guidance regarding stage fights. The Mill Arts Centre will ensure that these are adhered to.

- Always rehearse the fight prior to each performance
- Do not make unrehearsed moves during a fight.
- Sword edges must be blunted and points buttoned or rounded off.
- Safety can only be obtained by discipline – drilled movement, precise routine.
- Do not change weapons. They are always of a different weight or balance.
- Sweep the stage carefully before a performance.

The more confused a mass fight, the greater the need for discipline.

To fall properly requires training and skill:

- a) Fall with head tucked into the chest.
- b) Keep balance until the last minute
- c) Do not fall on elbows, knees or heel of hand
- d) Pad anywhere, it will not show.
- e) Use co-ordinated movement and tentative blows put the contestants in danger and can only be overcome with intensive rehearsal.

Thank you for using our Guide. If you have encountered a situation; that is not covered by the Guide, please let us know or if you would like to give us general feedback, it would be greatly appreciated, as we are always looking to improve our services.