



Isaac Theatre Royal

Welcome to the Isaac Theatre Royal

We are a safety conscious venue. As our guest, we would be grateful if you could take a few moments to familiarise yourself with these key points from our Health and Safety policy and procedures.

To ensure that that all our policies are adhered to at all times, a representative from the ITR team will do a pre-event check and random checks during the event.

Thank you for your co-operation. We look forward to working with you.

- In the unlikely event of an emergency evacuation, please follow staff instructions to vacate the building. The assembly area is between the Theatre and the Crown Plaza Hotel, by the *Dance-O-Mat*
- If you see a fire or smell smoke, press the nearest Call point (a switch contained in a red box on the wall) and leave the building immediately
- During an earthquake: drop to the ground, cover your head and wait for the shaking to stop. Do not run. After the shaking subsides, stay inside. Our staff will ascertain the damage and decide if we can proceed or need to evacuate
- Do not use the elevator during evacuation
- Emergency lighting will come on during a power cut
- Please familiarize yourself with the egress path closest to whether you are seated or located in the venue, these are marked by a green emergency exit sign
- Please follow ITR staff instructions
- Ensure that egress paths, emergency exits, fire extinguishers and manual call points are clear of obstructions at all times
- The driveway must remain clear of any vehicles at all times. The only exemption to this is during pack in/out as arranged with ITR Technical Management
- The maximum capacity of each venue must not be exceeded. For further details on capacities, please contact ITR staff
- Smoking is prohibited anywhere on our premises
- All electrical equipment brought into the theatre needs to have a current test tag. We reserve the right to remove any equipment that is deemed not technically safe
- Electrical equipment that might be exposed to moisture needs to be RCD protected
- Avoid running cables across doors and path ways
- No tape of any kind is to be used on any surface. This includes the wooded floor in the Gloucester room
- The maximum load capacity of 2.4kW must not be exceeded. Please contact ITR staff if you are in doubt
- All flammable materials such as paper, plastic and/ or polystyrene, thin (less than 10mm) and/ or raw wood must be treated with a fire retardant at least 24 hours before it is brought onto our premises. Please have a certificate of the product used handy upon request
- Only fresh cut flowers are allowed. Please avoid any Conifers as they contain highly flammable oil
- Any structure erected anywhere in the theatre needs to be strong enough to take the load it is intended to hold. The structure needs to be stable enough so that it does not tip over in an earthquake. This includes tables and display walls
- There are to be no structures higher than 3500mm. Sprinkler heads need to have 700mm clearance
- No hazardous substances can be brought onto our premises without the sign off by ITR staff
- Any object suspended from the steelwork in the Gloucester Room needs to have a secondary safety, strong enough to absorb the impact of the fall. Factor 1:10. Please contact us prior to installation to confirm load capacities
- Please remove any spillage of liquids to avoid slip hazards. Ask ITR staff for assistance
- No weapons, explosives or Pyro technics are to be brought into the theatre without written permission from ITR Management
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Please do not hesitate to get in touch with the ITR Management team with queries relating to Health and Safety at the Isaac Theatre Royal prior to the event. We will be happy to assist to ensure that you and your guests have a safe and enjoyable experience during your time in the venue.

11/08/18