



The Door

Technical Specification
(ISSUED 10-02-2023)

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Health and Safety Information for Visiting Productions and Events

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1.1 Introduction

Our objective at The REP is to provide a safe, healthy and secure working environment for employees, members of visiting productions, customers and anyone who could be affected by our operations. As the duty holder, we are legally obliged to safely manage activities carried out in the venue. Everyone working at the REP, including visiting productions, has a crucial role to play in the successful management of health & safety.

These guidelines have been produced to assist in helping us achieve our safety objective and by following them you will be helping to secure your own safety and that of other people working in, or visiting the venue.

Please ensure that you read and retain these guidelines for reference and pass them on to the appropriate members of your team. If you have any questions or there is anything that you do not understand, please do not hesitate to ask.

Remember, these guidelines only cover matters which you are already obliged by law to address. They do not create any additional responsibilities over and above those that you already have.

1.2 Before arrival

14 days before arriving at The REP please supply Adrian.Bradley@birmingham-rep.co.uk with the following information:

- A full and current risk assessment for the production, including as appropriate, get in, get out, fire, weapons, special effects and performance.
- COSHH assessments of substances used in the production.
- Certificates of flame-resistance.
- Certificates of conformity for all lifting equipment. (Lifting Operations and Lifting Equipment Regulations 1998)
- PAT certificates.
- All licenses required for the production (as distinct from the building)
- Detailed method statements for the productions construction and operation.
- A ground plan.
- A list of scenery weights.
- Documents showing that all musical rights have been applied for and obtained for music used in the production or event.
- License/s or exemption license/s for children participating in the production or event.
- The REP is subject to Health and Safety, Fire and Licensing Regulations. The REP requires the visiting company, to comply with the theatre's Technical Rules, Health and Safety Policy and all other statutory requirements. If there are any queries please contact the Head of Stage prior to the production period.

1.3 Access

The REP is a busy venue with many and varied activities in operation on a daily basis. Some working areas such as, plant rooms, electrical distribution rooms, workshops, scene dock and stages are potentially hazardous and it is essential that you do not enter these areas unless you are authorised to do so.

No unauthorised persons (including friends, parents and relatives) are allowed backstage at any time. Authorisation may only be given by the Theatre Management. The visiting company must supply the names of production and company members 14 days before arrival.

1.4 Accident and near miss reporting

We need to know about any accidents or near misses that occur on our premises so it is essential that you inform a senior member of our technical department if anyone in your production has an accident or witnesses a near miss.

An accident is an unplanned event that caused harm or damage.

A near miss is an unplanned event that could have caused harm or damage.

Any injuries, accidents or incidents, including near-misses, must be reported and logged in the appropriate accident or incident book held at Stage Door Reception. RIDDOR processes must be followed in the case of a reportable incident.

1.5 Alcohol and drugs

The consumption of alcohol or illegal substances impacts severely on a person's ability to work safely. It can also lead to the endangerment of other persons who may be affected by their activities. The REP has a 'Zero Tolerance' policy with regards to being under the influence of illegal substances and alcohol when working.

Alcohol is not allowed on stage or backstage. Any evidence of misuse of illegal substances will be reported to the police. Any person thought to be under the influence of alcohol or drugs will not be allowed on stage or in the backstage areas.

1.6 Animals

No animals may be brought into the Theatre without the prior consent of the Theatre Management. (Excluding support dogs)

1.7 Children

If a child (new-born up until compulsory school leaving age i.e 16) is involved in a performance within definition, they will either require a license or exemption license to participate. All rehearsals or performances with children on stage or in the auditorium must have adequate provision of licensed chaperones to keep order at all times, to take charge of the children in an emergency and to ensure their welfare at all times.

The licensing of children is defined in The Children (performance) Amendment Regulations 2000. The Visiting Company shall inform The REP's Head of Stage at least 6 weeks prior to arrival if children perform in the production.

Please either contact the Licensing Authority where the children are resident from or please contact Birmingham Licensing Authority on 0121 303 8900 or email EWSHELPHO@BIRMINGHAM.GOV.UK for further assistance.

1.8 Costume changes

Only designated dressing rooms and quick change areas may be used for costume changes. Backstage toilets, corridors, stairwells, the Green Room and the stage door area may not be used.

1.9 Electrical safety

All of your electrical equipment must be maintained in a safe condition and subject to a regular maintenance/inspection regime. The appropriate maintenance records must be available for inspection if required.

The REP also reserves the right to prevent the use of any electrical equipment that it considers to be defective or in an unsafe condition. A charge will be made if the REP have to carry out PAT testing on your equipment.

1.10 Equipment & tools

All tools must be kept in good condition and only used for the purpose for which they were designed.

All tools must be safely and securely stored when they are not in use to prevent slips and trips and unauthorised use.

All personnel required to use equipment and tools must be competent in their use.

1.11 Firearms & weapons

The REP has a Use of Firearms and Weapons Policy which covers the use of all firearms and weapons on all productions and events.

- A suitable and sufficient risk assessment for any weapon/firearm must be supplied 14 days before arrival.
- Firearms must only be used, maintained and cleaned by persons who have been trained to do so by a registered Firearms Dealer, Armourer or Fight Director.
- All weapons must be stored in a locked container when not in use.
- All ammunition must be stored separately in a locked container.
- The use of firearms or weapons within hearing or sight of a public place must be logged with the local police force and a serial number obtained.
- The REP does not lend out or hire any weapons or firearms to any person or company.

1.12 Fire evacuation

Signing in sheets MUST be provided to Stage Door Reception and all guests or visitors must be signed in and wear visitor badges. The REP'S Company or Theatre Manager will brief Visiting Companies on evacuation procedures. The alarm is a sounder and voice announcement. The assembly point is at the front of The REP in Centenary Square.

1.13 Fire precautions

Visiting Companies are required to ensure that all scenery materials brought into the building have been treated for flame resistance in accordance with current legislation. Any costumes used with naked flame or pyrotechnics should be treated to the same standard. Settings, masking, properties and furniture must always be set so as not to contravene Fire Regulations governing exits and entrances. The Visiting Company shall inform The REP's Head of Stage at least 28 days prior to arrival if flames, pyrotechnics or combustible materials are used in the production, in order to process the requisite permissions.

A REP hot work's permit must be obtained from your REP contact. The hot work permit must be completed prior to the works commencing and signed off at the end of the task.

All flammable liquids and combustibles must be stored appropriately.

1.14 First Aid

You should have adequate first aid provision in place for your production.

In addition, The REP has first aid at work qualified personnel and provides first aid stations in the following locations:

Stage door - duty manager's office – workshop - workshop mezzanine - stage management office – side stage office - 1st floor, 2nd floor, 3rd floor, 4th floor - electrics department - sound department

1.15 Fixings

Walls, ceiling and walkways may not be drilled or cut into, but screw fixing into the floor is allowed. Any damage will be re-charged back to the production.

1.16 Food & drink

Eating and drinking is not allowed on stage, except as part of agreed rehearsals and performances.

1.17 Hazardous areas

The following have been identified as potentially hazardous areas and access to them is restricted to authorised personnel:

- the roofs
- the load-in dock
- main workshop
- the main stage (inc. grid, stage galleries)
- the door (inc. grid)
- the studio (inc. grid)
- the paint shop
- substage lift
- soft props workshop
- crew workshop
- various plant rooms
- basement switch rooms
- basement battery room
- basement haz store

1.18 Hazard reporting

If, during the course of your residency, you identify any hazards, unsafe conditions or acts please help us to maintain a safe and healthy working environment by reporting them to any member of our technical team.

1.19 Hazardous substances

If you are using hazardous substances in the production they must be adequately managed and supported by the appropriate COSHH assessments and safety data sheets.

All hazardous substances must be clearly labelled and stored appropriately.

1.20 Housekeeping

Please treat housekeeping throughout all of your occupied areas as a matter of priority.

Access and emergency exit ways must be kept clear of storage and waste materials at all times. Waste and surplus materials must be disposed of in accordance with statutory requirements. Spillages must be cleaned up immediately.

1.21 Noise

Visiting Productions must comply with exposure limit values as laid down in the Control of Noise at Work Regulations 2005

In order to comply with the Control of Noise at Work Regulations 2005 The REP may carry out noise monitoring and measurement to establish if any areas of the venue need to be designated Mandatory Hearing Protection Zones for employees or occupants.

The REP reserves the right to prohibit the use of percussive special effects if they exceed the absolute limit of 140 dB

1.22 Personal protective equipment (PPE)

If your risk assessments have determined that personal protective equipment is required for certain tasks you must ensure that your employees and sub-contractors are using it.

All personal protective equipment must bear a CE marking in accordance with the Personal Protective Equipment at Work Regulations 2002.

All of your employees and sub-contractors must be instructed and trained in the correct use and storage of their PPE.

There is a mandatory requirement for safety footwear and hard hats to be worn when working on stage during fit-ups & get-outs. Those failing to comply will not be allowed on stage.

1.23 Pyrotechnics, smoke, vapour, laser & special effects

The REP must be informed of any special effects intended for use during the production prior to arrival at the venue.

Direct laser scanning of the audience is not permitted.

Safety Data sheets must be available for all pyrotechnic, smoke & vapour effects.

Use of smoke and vapour effects must be regulated to ensure that accumulation of the smoke or vapour does not occur in confined spaces and that emergency signage and exit routes are not obscured.

Risk assessments must be provided for all pyrotechnic and special effects.

All pyrotechnics must be stored in appropriate containers and operated by competent, experienced staff.

Storage of any pressurised containers must be approved by the venue.

1.24 Rigging & suspension of scenery

All work that requires suspension of any equipment from the fabric of the building or structure by means of temporary wires, cords, slings, chains or lifting appliances is classed as rigging and must comply with the LOLER Regs 1998 & any applicable EU legislation.

The REP reserves the right to inspect all rigging services and to prohibit its use if considered to be unstable, unsafe, unfit for use or not complying with the appropriate British or European standard.

All rigging operations by the visiting production must be planned and carried out by competent persons. The competent person must be capable of predicting potential hazards, eliminating potential hazards and certifying that the rigging is free from defect and suitable in every way for its use.

Risk assessments for all rigging operations must be provided to The REP.

When rigging operations are in progress, the area beneath the activity must be isolated or hard hats must be worn by all personnel.

Safety harnesses must be worn at all times when working away from fall-protected areas. During rigging operations tools must be secured by a lanyard or other suitable means.

Rigging & suspension of scenery (continued)

All lifting equipment must be of sound material and construction and fit for the purpose for which it is to be used.

Only chains designed and approved for load carrying operations may be used.

All lifting accessories must conform to the relevant British and European standards and be fit for their intended use.

All hoisting equipment must be marked with a Safe Working Load.

Motorised lifting operations must be planned & carried out by competent personnel.

Weight loadings for all elements of the production must be supplied to The REP prior to the arrival of the production.

1.25 Risk assessments

You must provide appropriate risk assessments to the Head of Stage prior to the arrival of the production and you must ensure that all of your site personnel, including sub-contractors have read and understood your risk assessments.

You must monitor that the identified control measures in your risk assessments are being implemented during the get in/ get-out and the running of the production.

In addition, any instruction, training or personal protective equipment identified in the risk assessments must be delivered before work commences.

1.26 Security

The REP is a public building. Please do not leave valuables unattended. Valuables are left at owner's risk. Dressing rooms must be locked when not occupied.

1.27 Smoking

The REP is a smoke free premises and smoking may only take place in our designated smoking areas.

If smoking forms part of the production, please inform the Head of Stage at least six weeks before the production arrives.

1.28 TMA code of conduct for get-ins, fit-ups & get-outs

The REP follows the TMA code of conduct for get-ins, fit-ups and get-outs, which is available from the ABTT website.

Key points:

It is incumbent on the touring manager to appoint a competent person to supervise the loading and unloading of all trucks or trailers. Nothing must be loaded onto, or unloaded from, trucks or trailers unless the competent supervisor is present or has given specific instructions.

Each truck or trailer should have loading information accompanied by a risk assessment. The loading information and risk assessment will be available and understood by the relevant venue representative before any loading or unloading takes place.

Personal Protective Equipment suitable for the task in hand will be worn by all staff. It is the responsibility of the resident manager to set the standard

1.29 Visiting production staff

Theatre Management reserve the right to prevent Visiting Company technical staff using the theatre equipment or facilities if considered incompetent to do so.

The REP expects Visiting Companies to respect its general policies but in particular, to comply with its policies on Equality & Diversity, Data Protection, Communications, Bullying & Harassment & Safeguarding. All are available on-line or on request.

1.30 Welfare Arrangements

WC facilities, washing facilities and drinking water stations are located throughout the rear of house areas and visiting productions are welcome to use the Green Room.

1.31 Working at Height

Access to areas or activities involving working at height must be achieved using the appropriate access equipment and this access equipment must be operated by competent persons.

Areas beneath work at height activities must be isolated to prevent unauthorised persons from entering the area.

Hard hats must be worn by persons granted access to the area underneath the work at height activity.

The erection, use and dismantling of scaffolding and mobile access towers must be carried out by competent persons within the provisions of current BS/EN Standards.

Use of the tallescope is limited to competent persons and must comply with current guidance and practice.

The mobile elevating work platform and scissor lift may only be operated by competent and trained personnel.

2.1 IMPORTANT INFORMATION

- **Final versions of the LX rig plan, ground plan, schedules, risk assessments and completed Technical Specification must be returned to the Resident Manager's Head of Stage by no later than 14 days before the first performance.**
- Any equipment or materials required over and above the Technical Specification provided by the Resident Manager shall be charged to the Visiting Manager.
- Any assistance required by the Visiting Manager for the Get-Out must be within the same level of staffing used for the Get-In and shall be charged to the Visiting Manager at the rates then current under the TMA/BECTU agreement.
- Any additional crew calls, over staffing supplied as part of the contract shall be charged to the Visiting Manager.
- The Visiting Manager will be charged for telephone calls, photocopies etc made by any member of its touring Company.

VENUE INFORMATION

2.2 Venue capacity

Seating capacity 144

2.3 Venue dimensions

Length of Venue 14.9m
Width of Venue 10.4m
Height (to ceiling) of venue 8.4m
Height to underside of grid 6.3m
Front of seating to back wall 7.6m
Width of performance space 10.4m

2.4 Stage description

The floor is black MDF and the walls black brick.

2.5 Get-in

By a fire escape down stage right.

2.6 Masking

The Door does not have any masking.

2.7 Operating Positions

Lighting, Sound, & Video can be operated from the rear of the auditorium or the control room positioned above SL (see images enclosed). This is dependent on room & seating configuration.

By default sound and video are operated from the rear of the auditorium – please notify the Technical Manager in advance if you need to use the control room position as reconfiguration will be required.

2.8 Sound and Video Equipment

Mixer Midas M32R console, located either in control room or at FOH control
16 analogue outs in control room, 14 used for fixed rig

Playback Apple Mac Mini M1 running QLab 4 (with sound and video licences) - multichannel to M32R
Other playback equipment by request

Speakers Fixed rig consisting of:
2 x Sherman 18" Subs (under seating)
2 x D&B E9s with rigging (main L/R)
2 x D&B C6s with rigging (flown centre)
6 x JBL 8330 High Frequency Contour cinema surround speakers in fixed surround system:
Surround Rear L&R /Surround Side L&R/ Upstage R&L

Amplification 4 x D&B EPAC V2 single channel amplifiers (to feed 2 E9s, 2 C6s)
1 x LabGruppen IPD1200 (to feed 18" subs)
2 x LabGruppen 1200C 4 channel amplifiers (to feed 6 surrounds and 2 onstage)

Microphones We have a stock of Microphones and DI boxes at the Birmingham Rep - check for availability

Projector Panasonic RZ670 6500 Lumen 16:10 projector – HDBaseT link patchable to SL/SR/FOH control/booth

Screen Wind down screen upstage – approx 5m wide

2.9 Radio Microphones

Any visiting production or event bringing their own wireless microphones MUST contact the Sound Department to arrange frequency coordination. The REP is a multi venue complex and other performances/events may be happening around the building that also need frequencies.

2.10 Communications

4 x 2ch channel beltpack – Clearcom HXII-BP with two channels available

2.11 Cue Lights

1 x 12 Channel Master Station
6 x Cue Light Outstation with Acknowledge

2.12 CCTV monitoring and cameras

1 x Infrared B&W video Camera
1 x PTZ Colour camera with feed to network and SDI Output
1 x 15" monitor

2.13 Lighting equipment

ETC ION XE lighting Desk with 12288 channels (software version 3+)

THE DOOR HAS A FIXED LIGHTING RIG. Lanterns can be refocused and recoloured, but not moved. The Lighting rig is occasionally updated; please check that you have a current plan before your arrival. The use of some lighting equipment may incur a charge.

2.14 Mirror balls

All mirror balls used in a public place must conform to EN 15560 and the installation should conform to EN60598-217. A second safety attachment must be used.

2.15 Focusing

The REP's lighting equipment can only be focused by the theatre's technicians

2.16 Programming (Lighting)

The REP's lighting desk can only be programmed by the theatre's technicians.

2.17 Wardrobe

Laundry may be done with the consent of the Head of Wardrobe.

2x washing machines
1x tumble dryer
2x drying cabinets
1x steamer

2.18 Personal Laundry

Personal Laundry may be done with the consent of the Head of Wardrobe and will incur a charge.

2.19 Consumables/extra equipment usage

The use of Theatre consumables (gel, batteries, gaffa etc) and equipment that is not part of the venue equipment list may incur a charge. This will be contra back to the visiting company.

2.20 Access equipment

Selection of Zarges ladders, single part ladders and A frame ladders. Access to the Catwalks is by a Jacobs's ladder at the back of the seating bank or by stairs up to the dimmer room. Only authorized persons are allowed on to the Catwalks.

2.21 Dressing Rooms

There are 12 dressing rooms shared between the three spaces, plus two basement rooms; one with solid partition and one with a curtain partition.

2.22 Parking

The REP has no general parking and can only supply limited loading for Visiting Company trucks, trailers and vans. These will be allowed to park for the duration of the get in and get out. Please contact the Head of Stage for more details. **Vehicles cannot be stored on the loading bay.**

2.23 The Green Room

Has a small kitchen area with basic cooking facilities

2.24 Mobile phone announcement

A mobile phone announcement must be made before every performance.

2.25 Technical Contacts

Technical Manager	Adrian Bradley	0121 245 2166	Adrian.Bradley@birmingham-rep.co.uk
Production Coordinator	Emily Hewlett	0121 245 2113	Emily.Hewlett@birmingham-rep.co.uk
Head of Stage	Rosie Williams	0121 245 2000	Rosie.williams@birmingham-rep.co.uk
Head of Lighting	Alex Bosworth	0121 245 2116	Alex.Bosworth@birmingham-rep.co.uk
Head of Sound	Jonathan Pearce	0121 245 2117	Jonathan.Pearce@birmingham-rep.co.uk
Head of Stage	Rosie William	0121 245 2000	Rosie.Williams@birmingham-rep.co.uk
Company Manager	Elizah Jackson	0121 245 2101	Elizah.Jackson@birmingham-rep.co.uk
Head of Wardrobe	Kay Wilton	0121 245 2149	Kay.Wilton@birmingham-rep.co.uk
Theatre Manager	Nigel Cairns	0121 245 2102	Nigel.Cairns@birmingham-rep.co.uk
Stage Door		0121 245 2000	Stage.door@birmingham-rep.co.uk

THE DOOR INDUCTION

Induction

All visiting production staff **must** complete this induction before starting work on stage. It is the visiting companies' responsibility to ensure that all production staff, as they arrive, must be inducted before starting working on stage.

Access

It is extremely important that you enter and exit the building via the stage door entrance and sign in and out each time you enter or leave, even if it's only for a short time. In the event of an evacuation we must be able to account for everybody.

Fire alarm

When the fire alarm is activated a voice recording will inform you of the need to evacuate the building. Leave the building immediately by the nearest fire exit and make your way to the assembly point located in Centenary Square at the front of the theatre.

Please familiarize yourself with escape routes and the "fire exit" signs.

First Aid

If you have an accident or near miss you must report it to a member of REP staff. If you require a First Aider please contact a member of REP staff or Stage Door.

Drugs and Alcohol

The REP operates a zero tolerance to drugs and solvent abuse. It also operates a zero tolerance to alcohol consumption by people working on stage. Anyone thought to be under the influence of drugs or alcohol will not be allowed on stage.

PPE

The REP has a traffic light system for the use of PPE by everyone on stage.

Red Hardhats and Safety Footwear.

Yellow Safety Footwear.

Green PPE is not required.

The Rep heads of department will decide when these changes happen.

Please note that as soon as the get out starts everyone working on stage must be wearing safety footwear and a hardhat.

Access Equipment

The Genie and Scissor Lift can only be operated by trained REP staff.

Health and Safety

Your personal safety & security is very important to use. Please work safely. If at anytime, you consider that any aspect of your or other people's work places anyone at risk then stop and inform a member of REP staff.

General

Electric cigarettes must not be used in the building.

Mobile Phones should not be used on stage.

If you have any questions please ask a member of REP production staff.

3.2 Photographs.



View down stage (The fire escape on the right is the get-in).



View stage right (The fire escape on the left is the get-in).



View stage left (The window is the lighting and sound control room position).



View of the stage area.