Kay House

Health & Safety

Booking

Guidance



EXETER STUDENTS GUILD

REV: 1.0
Date created: 18/07/2024.

HEALTH & SAFETY

The Students' Guild have a legal responsibility under the **Health & Safety at Work ACT 1974**, to ensure that the buildings we operate, in partnership with the University of Exeter are maintained and operated to a safe standard.

As members of the Students' Guild, you also have a responsibility to ensure that the actions you undertake within Kay House do not compromise the safety of yourselves and others, and do not introduce risk within the building.

This document forms part of the **Arts-opt in Agreement,** failure to comply with the guidance provided in this document may result in fines being issued to your group and/or future bookings being revoked, as stipulated in the agreements **code of conduct.**

Please read through this guide and familiarise yourself with the contents, this will help you ensure you are complying with safe standards.

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Venue overview

Kay House is a multi-use events performance space. The building is comprised of five primary rooms, with smaller rooms offering everything from audio production to equipment storage and breakout practice spaces. It's not uncommon for the building to be in use by multiple users at the same time as a shared space.

Capacity

Kay House has a **maximum** capacity of **200 building users**. If you are running a performance at Kay House, use this information when creating your **emergency evacuation plan** and submitting your events **Risk assessment.**

Note: This capacity cannot be exceeded, exceeding the capacity of the building puts the Students' Guild and The University of Exeter in breach of **The regulatory reform (fire safety) order 2005.**

Room	Capacity
Frank Oliver	200
Cabaret Space	80
Broadwood theatre	60
Juke Box	60
Colonnade	40

Booking expectations

Hirer

As a student hiring the space, you can expect that Kay House will be:

- Safe for hirer(s) use.
- Secure for hirer(s) use.
- Cleaned in accordance with the University of Exeter Service level agreement.
- Building maintained and repaired in line with the University of Exeter service level agreement.
- Accessible to all hiring parties.

In return the **Students' Guild** expects:

- The building to be respected.
- The building to be always kept in a safe condition**,** outlined in this document.
- All rubbish to be tidied away, and spaces kept tidy during the hire period.
- All spaces to be reset and tidied at the end of the hire period.
- Students' to be respectful of other building users.

Fire Safety

Dealing with a fire

Raise the alarm – shout fire and operate a fire alarm call point (red box).

Call the fire service on **999** or **112** from a safe location.

Leave the building, following the green safe evacuation signs to your closest emergency exit.

Make your way to the assembly point, do not delay collecting personal belongings.

If estate patrol are not at the assembly point, call **01392 72 2222** to notify them.

On hearing the alarm

leave the building, following the green safe evacuation signs to your closest emergency exit.

make your way to the assembly point*, do not delay collecting personal belongings.

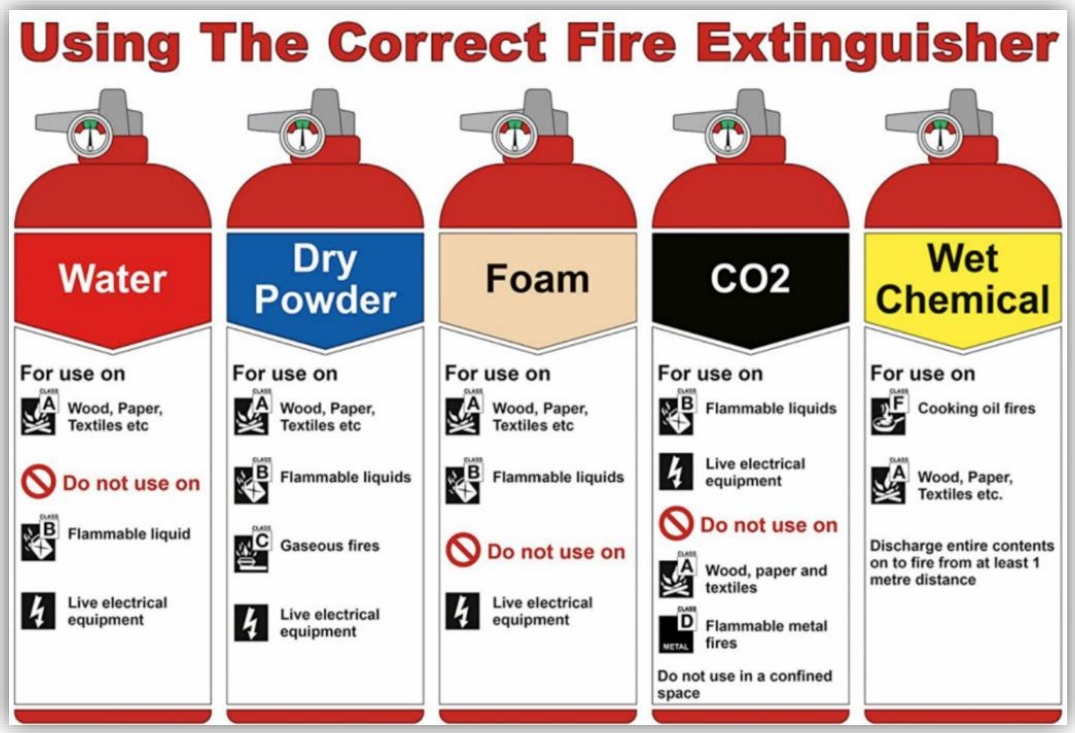
**If you are unable to use the stairs wait at a designated refuge area.*

if estate patrol are not at the assembly point, call **01392 72 2222** to notify them.

Tell estate patrol anything you know about the fire or persons who may have not evacuated.

Fire extinguisher use

If you find that your escape route is obstructed by fire and you have no alternative route, then you may need to use a fire extinguisher to aid in your evacuation. There are several types of extinguishers throughout Kay House which can be used on different types of fires, below is a breakdown of the different types of extinguishers:



To remember how to use a fire extinguisher safely, you can use the acronym **P.A.S.S**

Pull the pin from the handle of the extinguisher.

Aim the nozzle at the base of the fire.

Squeeze the trigger slowly, to release the extinguishing agent.

Spray from side to side at the base of the fire.

When using an extinguisher, it is recommended to stand 6-8FT AWAY, but this may be harder in confined spaces. Try to stand as far away as safely possible and remember only use an extinguisher if **YOUR EXIT ROUTE IS OBSTRUCTED BY FIRE.**

Fire Do's and Do nots.

It is important that all building users follow this list of fire safety Do's and Dont's when booking Kay House:

DO

- ✓ Familiarise yourself with the fire exits within the building, a floor plan has been included in the index of this document.
- ✓ Familiarise yourself with the location of refuge areas within the building, located on the floor plan.
- ✓ Brief your party on the fire arrangements for the building.
- ✓ Keep all building corridors, doorway, stairwells, refuge areas, fire extinguishers, fire alarm call points and final exit doors free from obstruction **at all times**.
- ✓ Create an emergency evacuation plan if you are running a performance and brief your team on the emergency arrangements.
- ✓ Where you are trying to block out light in performance spaces, DO ensure that visibility is maintained by living at least one view finding window panel clear on emergency exit doors – visibility needs to be maintained in an emergency.

DO NOT

- ✓ Obstruct fire equipment: Fire extinguishers, fire alarm call points, fire exit doors.
- ✓ Store furniture or equipment in corridors, landings and/or areas with high footfall.
- ✓ Do not prop and leave open fire doors that say, "Fire door keep shut" or "closed."
- ✓ Do not bring any flammable liquids into the building.
- ✓ Do not store excess flammable fuel sources: Paper, cardboard etc.
- ✓ Do not store fuel sources (e.g., paper, cardboard etc) near heat sources, like radiators.
- ✓ Store electric e-bikes or scooters in the building.
- ✓ Bring faulty electrical equipment into the building.
- ✓ Smoke or vape within the building, and not within 5 metres of the building outside.
- ✓ Use Pyrotechnics in your performances without first clearing with the Guild activities team.
- ✓ Introduce trip hazards by trailing cables across walking routes.

Electrical Safety

Most electrical accidents occur from contact with live conductors or equipment made live by faulty wiring or connections.

The University of Exeter have a legal responsibility to ensure that all buildings on campus comply with **The electricity at work regulations**, undertaking electrical Installation condition reports to ensure the safety of campus buildings, with inspections undertaken to test the integrity of all fixed electrical circuits within the building.

Portable electrical appliances

The University of Exeter undertake Portable appliance testing in Kay House for all non-fixed electrical appliances.

However, if you are bringing portable electrical appliances on site you have a duty to ensure that the equipment is in a safe, usable condition and free from damage.

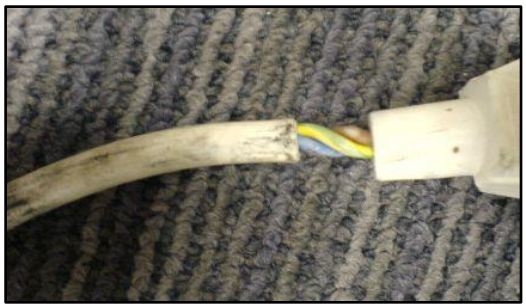
Visual inspection of electrical appliances

A visual inspection will give indication if there is any damage to the item, which could present an electrical or fire risk. If you spot signs of damage, then **do not use**.

Things to look for when conducting an inspection:

- **NO CRACKED CASING** – exposing inner electronic components/wiring.
- **NO VISUAL DAMAGE TO THE PLUG** – bent pins, exposed inner cables, cracked casing.
- **NO VISUAL DAMAGE TO CABLE** – exposed inner cables, issues covered by electrical tape.





Testing of electrical appliances

As mentioned, all portable electrical appliances housed within Kay House fall into an inspection cycle undertaken by the University of Exeter.

Any additional portable electrical appliances used in Kay House must be visually inspected for signs of damage prior to use, to ensure the safety and electrical integrity of the devices, **including** those that have been created or modified for stage performance.

Please note: any new portable electrical equipment that has been purchased for society use does not require immediate testing, but will be included in the next testing cycle, conducted by the University.

If you are unsure of the safety of an electrical appliance, the students' Guild operations team provide a portable appliance testing service. If you would like to arrange for your items to be tested, please use the following email: healthandsafety@exeterguild.com

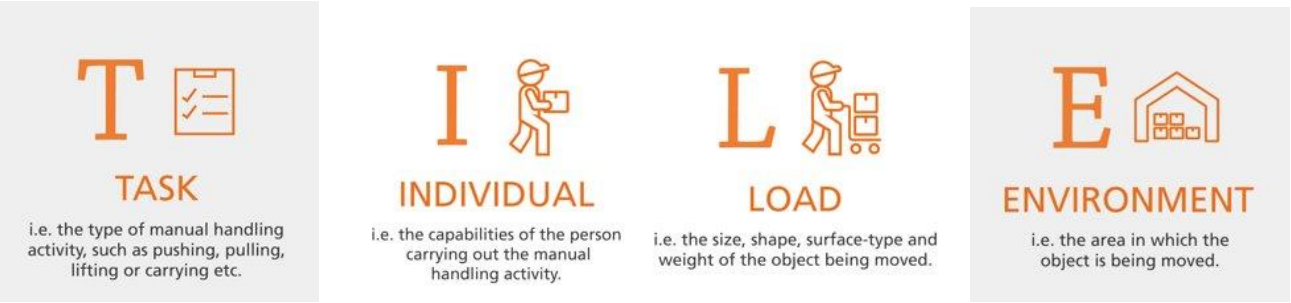
Reporting Damaged electrics

If you notice damage to any of the electrics within the buildig (light sockets, switches, lighting, wiring etc) then please report through the guilds facilities team: facilities@exeteguild.com , **do not use any electrical component that shows signs of damage.**

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Manual Handling

Kay House offers flexibility with regards to the equipment and furniture available to Students for performance use, however some of the equipment used in technical theatre and performance can be large and cumbersome to manoeuvre, with loads being awkwardly shaped or difficult to grasp. When conducting manual handling use the **TILE** method to assess a lift prior to undertaking it:



Correct lifting technique

Injury can occur from incorrect lifting technique. When undertaking a manual handling activity ensure you are using the correct technique, below is a breakdown of what is considered good technique.



THINK BEFORE YOU LIFT

Where is the load going to be placed? Do you need assistance? Remove any obstructions on the load (wrapping etc). Consider resting the load at table height if lifting from the floor.



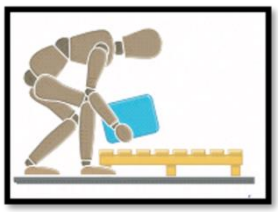
ADOPT A STABLE POSITION

Feet should be apart with one leg in front of the other (alongside load if on the ground) to increase stability. You may need to adjust your feet during the lift to maintain correct posture.



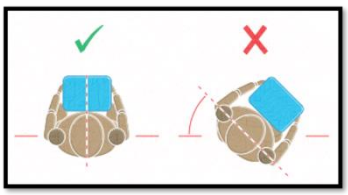
ENSURE A GOOD HOLD ON LOAD

Where possible hug the load close to body, this may better than gripping with both hands.



BEND WITH THE KNEES AND BACK

slight bending of the back, hips and knees at the start of the lift is preferable to either fully bending the back (stooping) or fully flexing the hips and knees (full/ deep squatting).



AVOID TWISTING, SWOOPING AND LEANING

Keep shoulders level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.



PUT THE LOAD DOWN AND RE-ADJUST IF REQUIRED.

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

PLEASE NOTE: If you are using the passenger lift to move equipment between floors, please ensure you are using correct manual handling techniques when loading/unloading equipment into the lift.

Please also ensure that one member of your party is present within the lift to ensure the stability of the load.

If you encounter an issue with the passenger lift, please call Estate Patrol on:

Non-emergency: +44 (0) 1392 723999

Emergency: +44 (0) 1392 722222 **(**e.g., Somebody trapped in the lift, serious malfunction.)

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Slips, Trips, and falls

Accidents can occur **when Good housekeeping practices are ignored**. Slips and trips account for around half of accidents & incidents reported each year.

Good housekeeping:

Cable management

- Limit the amount of cabling you are using, use analog cable looms or network cables where possible as this saves on excess cables.
- Tape down cables or use cable covers where possible.
- Do not trail cables across door thresholds.
- Route cables away from footfall areas, i.e., corridors, walkways, areas of high traffic.
- Use the in-wall patch-bays if routing signals in between Frank Oliver, Cabaret, the Studio, or the Studio Store/Dry Room. If you do not know how to do this, please contact **music@exeterguild.com** and we will train you.

Equipment management

- Ensure that props are correctly stored, and not left out in areas of high footfall.
- Ensure that items aren't being stored in walkways, corridors, or areas of high footfall where they could present a trip and/or slip hazard.
- Tidy away any excess production materials from floors, i.e., cardboard, paper, plastics, wood used in the last-minute design of stage props.
- Do not leave fabrics on the floor, as these can bunch up and cause a trip hazard.
- Do not leave equipment behind doors that obstructs them from opening/closing.
- Tidy away **any excess rubbish**

Q stage system

- Ensure there are no gaps between each stage section that could introduce a trip hazard, use tags to attach stage sections together to mitigate the stage drifting.
- If building a tiered stage system, ensure that rear and side barriers are erected on the tiered sections and handrails installed on the steps.
- Leave a 900mm clearance between the seating and edge of the performance area, to reduce the risk of trips and falls, and allow accessibility for wheelchair users.
- Ensure there are no residues on the stage sections that could present slip hazards, this must be checked prior to each performance.

Stage lighting and Curtain use

- Under no circumstances should anyone be going up a ladder at Kay House without appropriate training.
- Only those who have completed the “Working at height” training through the Memplus student portal can use the ladders available at Kay House.

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Control Of Substances Hazardous to Health (COSHH)

As a performance space the Students' Guild understand that there may be times when certain substances are being used over at Kay House for production design. However, Kay House is not currently designed as a production workshop therefore extra caution must be taken when using substances and materials within the building.

We would ask that **no hazardous substances** are brought into Kay House, without first being cleared and authorised for use by the Students' Guild. Hazardous substances can be identified by the hazardous identification marker they carry:



Flammable COSHH Identification marker

Examples of flammable substances that you may come across:

- White spirit/ turpentine
- Spray paints
- WD40/ multi use lubricants.

Painting

If you are painting in Kay House, we would ask that you are respectful of the space and ensure there are appropriate coverings down to stop spillages. We would also ask that once you have finished painting you tidy away any mess caused by painting activities.

There are hazards present when using paints, thinners, and solvents:

- Breathing in vapour
- Direction skin or eye contact
- Swallowing causing irritation and diseases of the skin, eyes, and lungs.
- fires from the ignition of flammable vapours.

The **risks** of harm occurring are highest when:

- using paints containing large proportions of toxic materials such as lead or isocyanates.
- painting in confined spaces
- spraying in unventilated open rooms.

To reduce the risk

- Use less hazardous materials (water-based paints)
- Conduct painting activities in open ventilated spaces -Outside areas of Kay House.
- Use ventilation booths or enclosures.
- Use suitable ventilation **Personal Protective Equipment (PPE)**

Chemicals and substances

It is important that anyone working with chemicals and substances in Kay House understand the risks associated with them. It is the responsibility of the societies committee to ensure that all hazardous substances have had a COSHH risk assessment prior to use, this must be shared with members.

If you are unsure on how to complete a COSHH risk assessment the Students' Guild Health & Safety team can assist with this, by emailing healthandsafety@exeterguild.com.

Remember…

- ✓ Inform the Students' Guild if You are using Hazardous substances in Kay House through Healthandsafety@exeterguild.com
- ✓ Undertake a Risk assessment of Hazardous substances You are using in Kay House and Share with your society group.
- ✓ Choose less harmful water based paints over solvent based paints.
- ✓ Paint in large, open ventillated areas.
- ✓ Use suitable Personal Protective equipment if solvent based paints can't be replaced (FFP2 rated face masks)
- ✓ Ensure that the work area is suitable for painting with surfaces covered and protected.
- ✓ Tidy away your mess after cleaning, dispose of all rubbish.

Noise

Performance spaces can generate a considerable level of noise due to the nature of the activities taking place. Sources of loud noise can include but not limited to:

- PA systems
- Amplified electronic instruments.
- Acoustic instruments with a large dynamic range
- Large crowds and gatherings

Noise level safety is regulated by **The control of noise at work regulations 2005**. This is applicable to workspaces, but It's still important to be aware of high noise levels when using Kay House to protect the hearing of those using the space.

The safe dB (Unit to measure sound pressure levels), is under **80dB(A)** exposure above this level for prolonged periods of time can cause hearing damage.

	Lower exposure action value	Upper exposure action value	Level of noise which must not be exceeded
Daily exposure Based over an 8 hour period	**80dB(A) *LEP,d***	**85dB(A) *LEP,d***	**87dB(A) *LEP,d***

To give context, below is a noise profile to indicate the Sound pressure levels of everyday ambient sound:

Noise profile	dB
Breathing	10dB
Leaves rustling	20dB
Whispering	30dB
Refrigerator	40dB
Rain	50dB
Conversation	60dB
Car	70dB
Truck	80dB
Hair Dryer	90dB

Controlling dangerous noise exposure at Kay House

Monitoring

A good dB meter will be able to monitor the noise levels of your performance and give you an indication of whether you are in the upper exposure action value, where actions need to be taken to protect hearing. Consider using a meter when undertaking sound checks or rehearsals.

Exposure

Continuous exposure to loud noise causes hearing damage. Consider how you can limit the exposure:

- take breaks through rehearsals.
- Decrease noise levels periodically throughout the day.
- Use limiting controls on audio equipment to set suitable sound levels, if you are unsure how to do this please contact: music@exeterguild.com
- The use of **suitable PPE:** PPE needs to be able to attenuate (reduce the pressure) of noise levels below 80dB(A) LEP, d – It will normally tell you this in the product specifications.

Noise Nuisance

Noise nuisance is covered by the **Environmental Protection Act 1990.** All students' who hire out Kay House have a responsibility to ensure that they do not cause unnecessary noise nuisance to those living in close proximity to Kay House. Please ensure:

- ✓ You are respectful when leaving the building late at night.
- ✓ Noise levels are kept to a minimal level when working in the building late at night.
- ✓ You ensure that all internal and external doors remain close in your booked space, to ensure that noise doesn't travel and interrupt other building users.
- ✓ There are no large gatherings outside the front/rear entrance or the patio area past 9pm, With the exception of performances finishing.

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Emergency arrangements

It's important for all building users to be aware of the emergency arrangements when booking and working in Kay House. It's also important for those that intend to use Kay House as a public performance space that they factor in emergency arrangements into their **Risk assessments** and **Emergency action plan**s that need to be submitted to the Guild before an event can take place.

Serious Injury or Ill Health

Dial 999 or if possible, stay with the victim and call out for someone else to make the call.

Be prepared to provide the following "ethane" information:

exact location, type of incident, hazards (are they any present?), access routes, number of casualties, emergency services (which service is required?)

Unresponsive casualty

if the casualty is unresponsive or breathing abnormally start chest compression (and rescue breaths if trained, and comfortable to do so).

shout for assistance. if someone can help, ask them to:

call for or retrieve a defibrillator from the nearest location if known, or contact estate patrol on

01392 72 2222,

or raise a first aid alert using the safezone app.

Minor Injuries

if you have not sustained a serious injury, or your situation is not life-threatening contact estate patrol.

you can use the safezone app or by calling **01392 722222.**

if you have a small minor injury, you can self-administer using first aid kits located in our buildings.

First aid kit location

The first aid kit for Kay House is located in the ground floor kitchen, in the cupboard above the oven, Ice packs are located in the freezer compartment of the fridge.

Accident & Incident reporting

Please ensure that any accidents, incidents or near misses that occur whilst using Kay House during your hire period are reported to the Students' Guild. You can access the portal by scanning the QR code below:

Gas leak

Do not operate electrical switches, fire alarms, or create any sources of ignition.

Open the windows.

Contact the national gas emergency helpline on **0800 111 999**.

Once you have reported the leak contact campus services helpdesk **01392 72 4452**.If out of core hours (9-5) contact estate patrol **01392 72 222**.

Security threat or crime in progress

If you find yourself in a dangerous situation, please remain calm and dial for the police on:

999 or **112**

If the situation is less serious but still requires a level of intervention, then please call University Estate patrol on **01392 72 2222**

Reporting building defects

If you come across a building defect then please report the Students' Guild facilities team through their helpdesk, using this email: Facilities@exeterguild.com

Housekeeping

The University of Exeter have a service level agreement in place for the cleaning of Kay House, this covers the basics within the building but will not cover additional cleaning that can be generated from students' hiring the space for large scale production events/ performances.

Kay House is a self-access building that can be in use by multiple users, so there will undoubtedly be a build-up of mess during busy periods, and this is why it is critical that good housekeeping practices are employed to keep the spaces tidy and usable for all.

General waste

When disposing of waste please use the bins located around Kay House. If you find that the waste, you are generating is too large for these bins then please organise your waste into black bags and place next to the bins for disposal.

Food waste

Food waste should also be disposed of in the bins located around Kay House. Please do not leave discarded food and drink wrappers around the building as this can attract unwanted vermin.

Recyclable waste

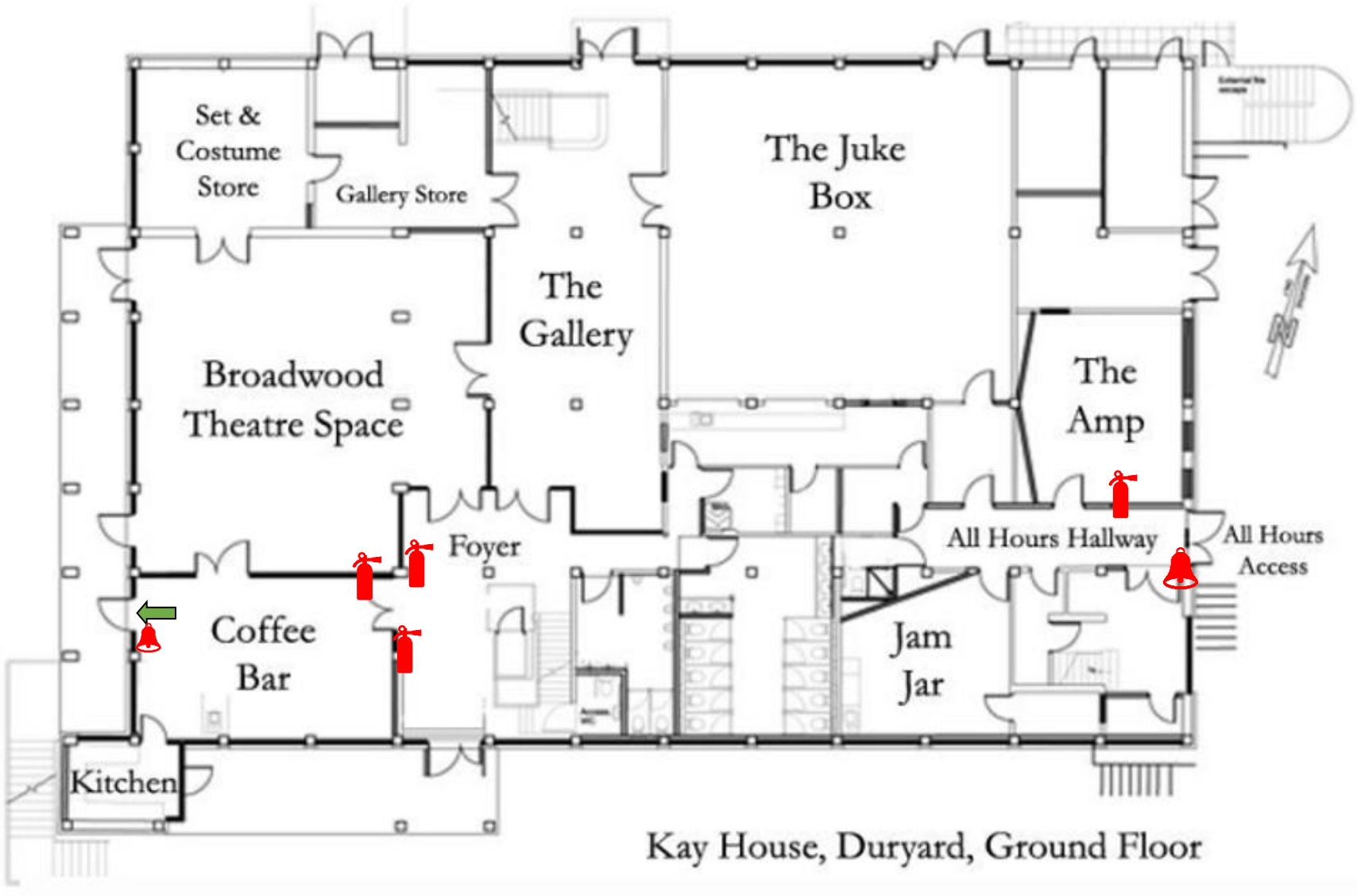
There is a large bin compound to the side of Kay House, that house bins for Glass, Cardboard and General Waste. Students can access this compound so please ensure that all waste is disposed of in these bins, separating glass, cardboard, and general waste.

Furniture and equipment

If you are moving furniture and equipment, please ensure that it is returned to its original location and stored in a tidy manor. If furniture is left in awkward spaces, it limits the cleaner's ability to clean floors efficiently. Leaving furniture in open spaces also introduces unnecessary slip and trip hazards, so please ensure all furniture is pushed up against walls or to the side of rooms once finished with*.

*This also includes any pianos that may have been moved and used during your hire period. Please exercise correct manual handling techniques when moving Pianos, with a minimum of 3 persons assisting in the move. Please also seek permission from the Students' Guild prior to moving pianos.

Kay House Floor Plans



Key

Emergency exits:

Refuge areas:

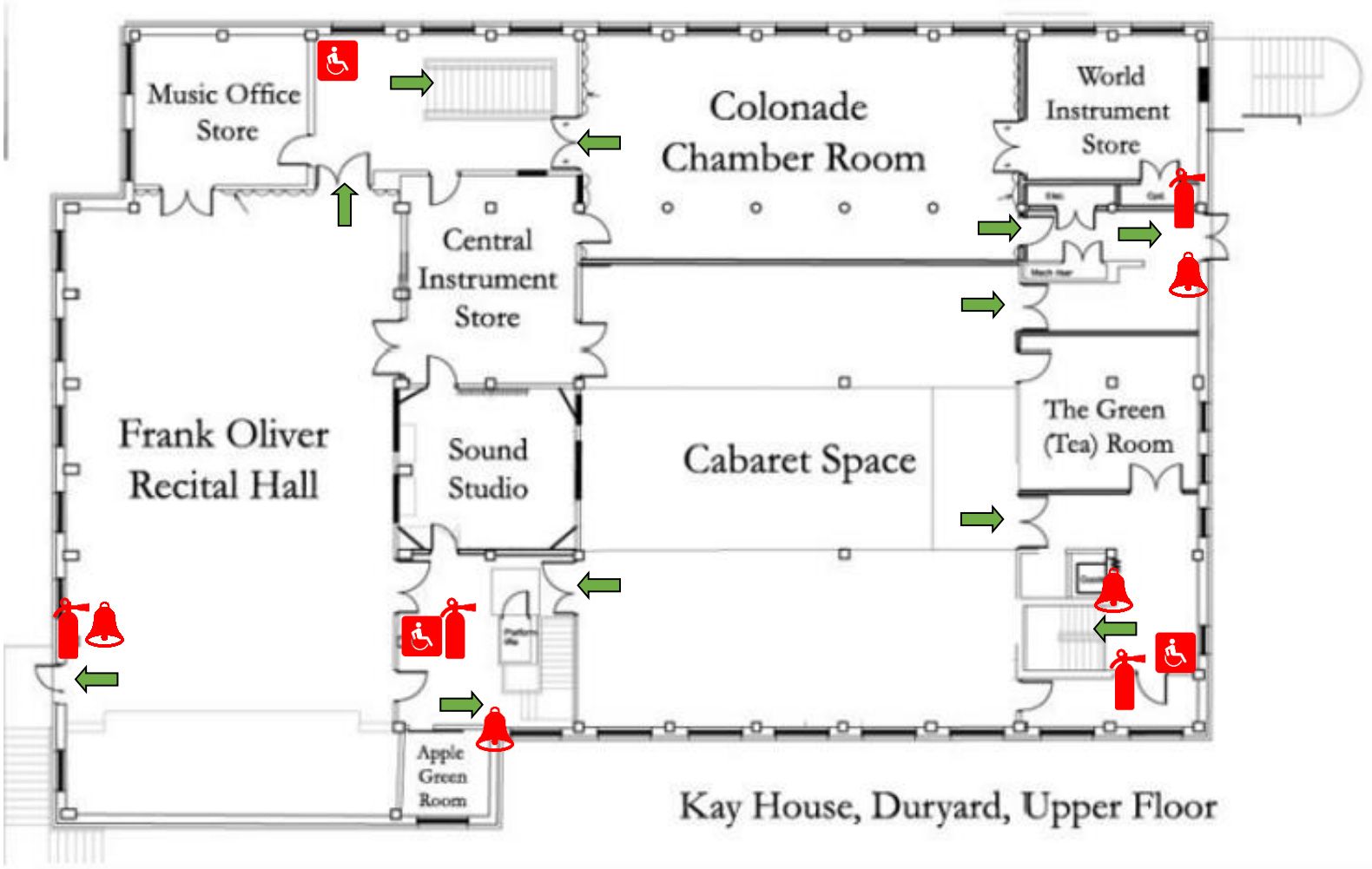
Fire call points:

Extinguisher location:

If you are struggling to see the Icons on this document, a colour-blind friendly version is available:

Please contact:

facilties@exeterguild.com


Music Office Store
Colonade Chamber Room
World Instrument Store
Central Instrument Store
Frank Oliver Recital Hall
Sound Studio
Cabaret Space
The Green (Tea) Room
Apple Green Room
Kay House, Duryard, Upper Floor