

# **Creativity Zone (Pevensey III, C7) Rules of Usage and Health & Safety**

## **1. Risk Assessments**

Organisers must complete an event-specific risk assessment. Drama staff or technicians can, upon your request, assist in the production of your risk assessment but, as the organiser, you are responsible for fully identifying and controlling risks for your event.

As a general pointer, ensure you always risk assess your activities and operate in accordance with the University's [Health and Safety Guidance](#).

## **2. Accidents**

### **Who should I contact if I have an accident or require first aid assistance?**

Contact the University emergency number which is open 24 hours a day, 7 days a week, 365 days a year:

- ***on an internal telephone Extension 3333***
- ***on an external telephone or mobile 01273 873333***

It is important that you call the University emergency number and DO NOT dial 999. The University Security Team meet the emergency services when they arrive on campus and escort them directly to where they are needed.

The campus is a large site with more than 60 buildings and it is easy for the emergency services to waste valuable time looking for a particular location or building, whereas Security can take them straight to the scene of the accident or incident.

## **3. Fire Safety**

Users must ensure they are familiar with the location of emergency exits and escape routes, and must ensure at all times that these are not blocked.

Candles, lanterns, lighters, smoking, and any form of naked flame is strictly prohibited in the Creativity Zone at all times. Vaping is also prohibited inside all buildings on campus.

In the event of discovering a fire, occupants should operate the nearest manual call point (located on the wall at each fire exit). Evacuate the room immediately from the nearest available fire exit. Assemble outside the main entrance to Pevensey II at the designated meeting point (look for the green assembly point signage). Do not re-enter the building until explicitly told to do so by a fire warden.

The University's security team will be alerted by the sounding of the fire alarm and they can also be contacted on Extension 3333 or 01273 873333.

## **5. Manual Handling**

Only staff from the Drama Department, ACCA, MAH Technical Services, or other approved and trained personnel should lift or operate the equipment that belongs in the Creativity Zone.

For your own personal safety, be sure to lift tables with another person.

Please refer to guidance in the Canvas Health and Safety module on how to lift and move heavy objects safely.

## **6. Working at Height and Using Ladders**

Do not use the ladders unless you have received appropriate ladder training, which can be arranged by your tutor. Thereafter, ladders should only be used with supervision from a tutor or technician. Never stand on chairs or tables as this is a common cause of falls from height.

You are not allowed to rig or suspend anything from the ceiling, no matter how light it is.

## **7. Walls, Floors and Surfaces**

Do not write on the walls or other surfaces in the CZ as residue from liquids or other substances can discolour the space.

Please take care not to scratch or stain the floor during your session. Where possible, pick up chairs and tables and position them in desired locations rather than dragging them across the floor.

## **8. Rotating Walls**

Do not climb onto or hang from the moving walls or in the doorframes.

While the walls themselves are easy to move, they can detach from the ceiling – which means users must use caution when moving them. To do this safely, the walls should be rotated by a minimum of two people, one at either end. Once it has been moved to the desired location, it should be locked into place if this functionality is available.

If the rotating wall dislocates, users should quickly move out of the way and report the incident to the Head of Drama, their tutor and the Drama technician. This will also need to be reported to Health & Safety and to SEF by a member of staff.

## **9. Tables, Chairs and Bean Bags**

There are several large folding tables available for use. These should be packed away and put back where they were found.

Chairs should be put back on the stacking units, which can then be moved into or just outside of the storage room.

Bean bags should be put back behind the sliding walls.

## **10. General**

The CZ must be booked on [SiSo](#) before entering and must be booked for the entire duration required. The CZ is bookable on SiSo by Drama staff and students during term on Wednesday afternoons from Week 1 to Week 5, and Mon-Fri between Weeks 6 and 11. The CZ is not bookable on SiSo outside of term time or on weekends. If you want to book the CZ during this time you will need to contact the Online Room Booking System team.

The person who booked the space must ensure that the activities taking place on the premises remain within the law and follow the rules of usage stated in this document.

Users of the space should not remove any equipment or furniture from the space without permission from the Drama department and the Drama technician. Do not take the storage cupboard key out of the building. It must be returned to the key safe outside the CZ after use.

If using anything from the storage cupboard, please return it to its place in a tidy manner after use.

Users of the space will be responsible for any damage to, or loss of, the Creativity Zone's equipment and facilities, and may be invoiced for the full cost of any such damages and losses.

All equipment used for your performance needs to be checked by the Drama technician.

Please report any technical or maintenance issues immediately to the Drama technician, or to the MAH Technical Services team.

Please report any significant problems or damage to the space to the Drama technician, your tutor and the Head of Drama.

No eating or drinking (except bottled water) in the space. Exceptions can be made for the consumption of food/drink during performances, but this must be approved by your tutor.

Do not leave personal belongings unattended.

Props, costumes and extra furniture may be brought in to the space for rehearsals and performances, but must be removed at the end your session. In exceptional cases, some materials may be left in the space (if safely and discreetly stored) for the duration of rehearsals: permission for this must be given by a tutor or technician.

The Drama Department reserves the right to suspend or cancel bookings while technical or maintenance issues are being addressed.

At the end of your session, you must return the Creativity Zone to its original state. This includes:

- Putting all rubbish and recycling in the bins provided
- Making sure any borrowed equipment is returned to the MAH Equipment Store
- Re-positioning curtains and walls
- Turning off all lights
- Closing all entrance doors

*The Drama Department reserves the right to exclude any users who, in our opinion, have not followed the Rules of Usage and Health and Safety guidance given here.*

## Contacts

University Security Team (24-hours)  
Emergency: **3333** (01273 87 3333)  
Non-emergency: 01273 678 234

Sussex Estates and Facilities 24-hour Emergency Hotline:  
Ext: 7777 (01273 877 777)

Bill McEvoy, Head of Drama  
[W.J.Mcevoy@sussex.ac.uk](mailto:W.J.Mcevoy@sussex.ac.uk)  
Arts B, B338

Arabella Stanger, Head of Drama – *on research leave until January 2025*  
[A.Stanger@sussex.ac.uk](mailto:A.Stanger@sussex.ac.uk)  
Arts B, B322

Jason Price, interim Head of Drama (while Arabella is on research leave)  
[J.Price@sussex.ac.uk](mailto:J.Price@sussex.ac.uk)  
Arts B, B346

Peter Brown, Course Co-Ordinator  
[pb403@sussex.ac.uk](mailto:pb403@sussex.ac.uk)  
School Office, Arts A7

Drama Technician  
*Email address*  
MAH Technician Office, Silverstone, SB-154

MAH Technical Services Team  
[MAHTechServ@sussex.ac.uk](mailto:MAHTechServ@sussex.ac.uk)  
MAH Equipment Store/MAH Technician Office, Silverstone, SB-250/SB-254