

## **PART 7: RULES OF THE LOWRY**

### **S7.1 General**

All persons engaged by the Production shall be acquainted with these rules and are required to comply with their content. The Lowry reserves the right to stop work at the visiting productions expense in the event of violation of these rules and to put in place any systems or persons required to ensure the safety and protection of The Lowry.

The Production will take all the necessary precautions in connection with the works to be consistent with The Lowry's policies:

To protect the Health & Safety of its employees & any other persons affected  
To avoid any damage to the venue

All work carried out shall be in accordance with:

- a) Statutory regulations
- b) Relevant British & European standard & their amendments

### **S7.2 General Safety, Risk Assessments and Noise Assessments**

All work carried out must comply with the H&S at Work Act 1974 and associated regulations.

The provision of full risk assessments in accordance with The Management of Health & Safety At Work Act 1992 must be completed and submitted to The Lowry no latter than 3 weeks prior to the start of your engagement.

The provision of a full noise assessment in accordance with The Noise At Work Regulations 2005 must be completed and submitted to The Lowry no latter than 3 weeks prior to the start of your engagement.

### **S7.3 Alcohol**

The Lowry operates a zero tolerance to alcohol, drugs & solvent abuse in the work place. It is forbidden for visiting workers to drink alcohol or take drugs (Other than those prescribed by a doctor that do not affect the capacity of the person to work) whilst working at The Lowry.

The Lowry reserves the right to remove any persons form the venue under the influence of drugs or alcohol.

#### **S7.4 Connection to utilities including electricity**

All equipment connected to The Lowry's services must comply with British Standard regulations.

All equipment must be disconnected or switched off when not in use.

Connections to The Lowry's 3 phase supplies must be via CEE form or Power-lock connectors.

Connection to single phase supply must be by BS standard connectors.

All equipment must be tested and well maintained.

Connections to tour buses or trucks will be via the venues 16amp single phase cabling only.

Portable gas (LPG) is not permitted within the building and no connections to mains gas are available.

The use of portable cooking equipment other than microwaves, kettles or water boilers is not permitted. Portable heaters may not be used within The Lowry.

#### **S7.5 Housekeeping**

The production will endeavour to keep the work spaces tidy at all times. Fire exits and clear ways must be maintained and at no time must equipment or materials block these marked routes.

The Lowry will provide collection of reasonable quantise of rubbish but large items such as scenic elements must be removed form the venue at the earliest opportunity. Any items remaining at the end of an engagement will be disposed of and the costs of removal charged to the production.

Any spillages of liquids must be cleaned up immediately and appropriate warring signage placed.

#### **S7.6 Working At Height**

Visiting productions must ensure that all working at height is appropriately planed and the correct maintained item of access equipment is used for the task.

Visiting productions must ensure that areas below work at height are controlled and barriers and signage are placed to prevent work below the area

Venue access equipment is only to be used when supervised by a member of Lowry staff.

Safety harness must be worn where there is a risk of fall and an appropriate rescue plan must be in place.

All toured access equipment must comply with regulations and be well maintained.

The use of makeshift equipment for access is strictly prohibited

#### **S7.7 Tallescope**

Following the issue of a statement by the HSE in June 2010 it is no longer possible to move tallescopes with persons in the basket. The venue has a 6m & a 7.5m MEWP which can be used for working at height by IPAF qualified persons. The MEWP's are suitable for use on solid floors. The equipment is not suitable to be used on raised or raked floors and the stage needs to have clear access to manoeuvre the equipment. Please allow for the tallescope restriction in your touring schedules.

## **S7.8 Access to technical areas**

Access to the stage, fly floors, grid control rooms, sub-stage & orchestra pits is only permitted under supervision of Lowry Staff and each member of the production must seek permission to enter these areas.

## **S7.9 Safety Clothing**

During all technical work the production will ensure that all persons wear safety footwear in compliance with BS 1870

To supply and wear hard hats where appropriate

To supply and wear protective gloves where appropriate

To supply and wear eye protection where appropriate

To supply and wear hearing protection where appropriate

To supply and wear dust masks and ventilators where appropriate

To supply and wear harness where appropriate

## **S7.10 First Aid & Accident /incident reporting**

The production is to provide first aid cover for its employees, subcontractors and invitees. It is agreed by The Lowry First Aiders that whilst not required to provide cover to production personnel treatment will be given if a production's first aider is unavailable. It is a requirement that any accident or near miss is reported and recorded and that any follow-up investigation is completed. It is also a requirement that the visiting producer provides a copy of any accident report re-ordered by them to The Lowry

## **S7.11 Control of Substances Hazardous To Health**

In accordance with COSHH regulations all substances require a suitable assessment which must be available for inspection. Storage, handling and use must conform to the manufacturer's instructions. It is a requirement that all flammables are locked in a suitable cupboard.

## **S7.12 Rigging & Suspension of Scenery**

All equipment that requires suspension from the fabric of the building will be classed as rigging and as such must conform to LOLER regs (1998). The Lowry reserves the right to inspect any items of rigging and their installation to ensure they conform to British & European Standards. All rigging operations must be planned appropriately by the visiting company and be carried out in a way that reduces or fully eliminates the risk of injury. Risk Assessments for all operations must be supplied prior to the commencement of works. Safety harness must be worn where there is a risk of fall and an appropriate rescue plan must be in place. The weights and specifications of all items that are to be rigged must be supplied in advance to The Lowry. All companies must use a PLASA National Rigging Certificated rigger or ask The Lowry to engage one on their behalf for all specialist rigging other than the use of the venue's flying system or installed motors and trusses.

### **S7.13 Fire Precautions**

The production is required to comply with all fire regulations and must read and understand The Lowry's evacuation plan. It is a requirement that any persons comply with Lowry staff instructions during any evacuation or incident. All fire routes are to be maintained and fire doors must not be propped open at anytime.

All hot works must have a permit issued prior to the commencement of works and suitable risk assessments and work place precautions must be in place.

### **S7.14 Smoking**

The Lowry is a no smoking venue. Smoking is permitted as part of a performance to maintain artistic integrity provided full risk assessments and controls are in place. Please note as per legislation of July 2007 this is not permitted during rehearsals or none specifically scripted performances & will only be permitted by prior submission of a method statement and risk assessment.

### **S7.15 Use of Pyrotechnics, smoke, vapour, laser & other special effects including live flame**

The Lowry **MUST** be informed prior to the production arriving at the venue & at the earliest opportunity that a company intends to use special effects. The full details along with risk assessments must be supplied and in some cases these need to be passed to the licensing authorities before authorisation to use them is granted

All shows containing fire risks must supply a method statement and risk assessment along with a copy liability insurance to a minim value of £5m. These documents will be passed to the local fire officer for approval prior to the show. Any restrictions or requirements raised by the fire officer must be complied with to enable the use of proposed effects

### **S7.16 Theatre Decoration, fabric & equipment**

The cost of any repairs to, or special cleaning of, the decoration or fabric resulting from the presentation of the Production or damage by the Visiting Producer, his staff, agents or artists whether deliberate or accidental will be recharged to the Visiting Producer.

### **S7.17 Opening A New Production**

The Visiting Producer is welcome to open a new Production or a recast Production at the Theatre *provided that* he informs The Lowry before signature of this Agreement.

### **S7.18 Filming and Recording**

The Visiting Producer may film and/or record their Production during the Period of Engagement subject to the prior written consent of The Lowry. Any costs incurred by The Lowry will be recharged to the Visiting Producer & a fee maybe applicable if the recorded work is for commercial purposes including CD/DVD or download production or for broadcast purposes. Additional payments to staff may be also be applied.

### **S7.19 Intervals**

The Visiting Producer shall arrange for at least one interval in each performance of the Production of at least 15 minutes duration. The loss of revenue to The Lowry caused by the absence of such an interval will be recharged to the Visiting Producer at the rate of £1.50 per person attending each performance of the Production.

### **S7.20 Long Performances or staff required to work after 11pm, before 9am & Public holidays**

If any performance or work of the Production ends after 11.00pm, commence before 8am or occurs on a Public Holiday the costs of providing transport to take home or bring to work any of The Lowry's staff associated with the performance (The only exclusion to this is for work paid for at TMA/BECTU get-out rates)

### **S7.21 Matinees**

Matinee performances shall be given as fully as evening performances and shall not be curtailed in any way.

### **S7.22 Fire Curtain (Lyric Theatre Only)**

The Visiting Producer shall ensure that the presentation of the Production allows the Theatre's fire curtain to be lowered on fire alarm activation and equipment is placed appropriately to ensure no obstruction to its operation is caused.

### **S7.23 Loudspeaker & Floor mounted equipment (Lyric Theatre Only)**

The Visiting Producer shall ensure that the location of speaker stacks where possible are upstage of the fire safety curtain and that if speakers must be located beyond this point they are securely fixed, do not obstruct sightlines and provide a minimum of 3m separation to the nearest seat which will require the removal of seats from sale prior to the engagement.

#### **S7.24 Loudspeaker & Floor mounted equipment (Quays Theatre & Studio)**

The Visiting Producer shall ensure that the location of speaker stacks do not obstruct sightlines and provide a minimum of 3m separation to the nearest seat which will require the removal of seats from sale prior to the engagement.

#### **S7.25 Theatre sets**

The Visiting Producer shall ensure that the location of theatre sets do not obstruct sightlines & work closely with The Lowry's technical staff to ensure the best view for the audience. The Production should inform The Lowry at the earliest opportunity of items of the set design that may affect the sale of certain seats for each show.

#### **S7.26 Audience Participation**

Any show involving audience participation must be discussed in advance with The Lowry. Adequate & suitable control measures must be in place to ensure the safety of members of the public whilst on stage. The visiting production must brief technical & FOH staff of the control measures and responsibilities. A risk assessment for this activity must be provided.

#### **S7.27 Backstage Access**

Only those who are employed by The Lowry or authorised by the Visiting Producer will be allowed back-stage in the Theatre during the Period of Engagement. No others will be allowed back-stage without the permission of The Lowry. It is a requirement that all backstage visitors sign in and out either via a list supplied by the company manager or in the Lowry's visitor book. Please note back stage maximum capacities for all performers, & crew including The Lowry's crew are:

**Lyric Theatre: 150 Quays Theatre: 50 Studio Theatre: 25**

#### **S7.28 Pets and Animals**

No pets or animals shall be brought into the Theatre or perform on the stage without the written consent of The Lowry.

#### **S7.29 Vehicle Parking**

The Lowry does not have its own car parking facility for private vehicles. The venue has a service road feeding a central loading bay, this loading bay provides for 2 x goods vehicles loading into the Lyric Theatre & 1 x goods vehicle loading into the goods lift that feeds The Quays Theatre, Studio Theatres, Art Galleries and Conference rooms. All performance related vehicle movements need to be confirmed in advance. Where possible trucks will be accommodated on site, however this is not always possible due to the large amounts of events across the building. All vehicles access the site must have pre-approval and the details, including the registrations of these vehicles must be supplied to the Technical Department prior to arrival

## **HOURLY RATES FOR TECHNICAL STAFF**

Effective 1<sup>st</sup> April 2008

	<b>When hours are additional to those specified under S3.2</b>	<b>Sunday/ Public Holiday/Hours before 8am &amp; after 11pm</b>
	<b>£</b>	<b>£</b>
Technical Stage Manager	22.12	29.47
Chief Electrician	19.66	26.29
Deputy Chief	17.95	25.20
Technician	16.24	24.10
Followspot Operator	16.24	24.10
Dresser	16.24	24.10
Duty Security fire watch officer	16.24	24.10

**NOTES:**

**Minimum staffing levels: Staffing levels must be appropriate for the planned work**

**Lyric Theatre:**

For get-in, fit-up & get-out with use of the flying system or rigging points 6 Staff.

For show operation 1 x duty stage & 1 x duty electrics plus operators

(Duty Stage technician can work as a member of stage crew & duty electrician can work as stage electrics or board operator)

**Quays Theatre:**

For get-in, fit-up & get-out with use of the flying system or rigging points 4 Staff.

For show operation 1 x duty technician plus operators

(Duty Stage technician can work as a member of stage crew)

**Studio Theatre:**

For get-in, fit-up & get-out including the use of ladders or scaffolding 2 Staff. (If the touring show provides a competent technician this maybe reduced to 1 member of Lowry staff)

For show operation 1 x duty technician plus operators

(Duty technician can operate sound & LX)

1. A member of Lowry Technical staff must be called for rehearsal/stage access after fit-up & outside of show reset & operation this must be confirm with a minimum of 24 hours notice & the additional hours will be recharged to the Producer.
2. Shows containing large amounts of pyro's and smoke require specific fire system isolation and require an additional duty security office to be on site, the cost of this is recharged to the Producer
3. The above figures include for an element of holiday pay.
4. The above figures include employers' National Insurance at the prevailing rates.
5. The above rates are subject to change in line with annual pay increments normally in April of each year.