



Plaza Theatre Visitor/Contractor Management Policy

The following should be made available to visitors or contractors who may need to work on the theatre premises.

1 No Smoking policy

The interior of the Plaza Theatre (including all outbuildings and loft spaces) is a no-smoking environment.

2 Emergency Exits

Ground Floor Emergency Exits are located to the rear of the building (stage door), to the side of the building (dressing room) and to the front of the building (foyer). Please be aware that at times of low occupation the glass doors onto the disabled access ramp to the side of the building may be secured by chain - at such times the other fire exit escapes should be used. A fire escape ladder from the Control Room to ground level is located at the front of the building.

3 Emergency Lighting

The Plaza has a periodically-certificated emergency lighting system for egress in the event of mains power failure.

4 Electrical Power Systems

The Plaza has a structure of 14 power distribution boards which are located in various places around the theatre and workshop buildings. The Main Distribution Board and electricity meter are located in the intake room just behind the theatre Box Office. A current copy of the electrical system documentation is kept here. The "Periodic Electrical Inspection Certificate" may be made available on request.

5 Water

The main water intake to the building is isolated in the Ground Floor gents toilet behind the foyer.

6 Gas

The main gas supply is isolated in the beer cellar towards the front of the building.

7 Asbestos Register

The asbestos register is available in the Plaza Theatre Box Office.

8 Toilets

Toilets are located in the dressing room corridor, on the ground floor behind the foyer and on the mezzanine landings just off the front staircases. A disabled-access toilet is located on the ground floor of the theatre adjacent to the Foyer. A single toilet is available in the workshop building.

9 Refreshment

The kitchen is located in the middle of the theatre on the ground floor. To maintain hygiene please clean up any spills and wash cups after use.

10 Security

Some parts of the theatre are kept locked for security reasons. Please ask your contact for access to these areas or in some cases issue of keys to permit work activities to be undertaken.

11 Personal Protective Equipment

A selection of gloves, dust masks, hard hats and eye protection are available in the cupboard adjacent to the backstage door. Please ensure that safe working practice is applied in all tasks undertaken at the theatre.

12 Lone Working

Lone working should be avoided wherever possible, but in event of need, please ensure that telephone contact details are exchanged between a person working unattended in the theatre and the RAODS member responsible for the task being carried out. The responsible RAODS member should maintain periodic telephone checks for well-being of the worker and if any periodic checkpoint is missed, the RAODS member should attend the theatre to see that the worker is safe.

Periodic Review: Annual

ENDS