



**THE  
EDGE**

# The Edge Societies Guide

2022/2023

[su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk)

[thesubath.com/arts/societyresources](https://thesubath.com/arts/societyresources)

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# Our Spaces

## Opening Hours

We endeavour to make The Edge as open and accessible to all students who use the space.

The Edge spaces can be booked at the following times

- Weekdays 9:00 – 22:00
- Saturday 10:00 – 20:00
- Sundays 10:00 – 18:00
- Bank holidays CLOSED

The Edge Office on level 2 is generally staffed from 10:00 – 16:00 Monday to Friday (excluding bank holidays).

The [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk) inbox is monitored 10:00 – 16:00 Monday to Friday (excluding bank holidays).

## The Edge Theatre

Our Arts Theatre is suitable for rehearsals and performances across music, theatre and dance, with 204 seats. It's also an ideal space for symposia, conferences and talks. There are 2 dressing rooms and a green room located off stage left, with access also available from the foyer. Both dressing rooms have two lit mirrors, audio show relay from stage and calls from the tech box. Toilets and showers, including disabled, are accessed off the green room.

### Capacities

Audience capacity in the theatre is 201 people, or 219 people with an additional row of seats which can be added on request

Stage capacity is 90 people maximum. The stage capacity will need to be reduced if there is large set present onstage.

Dressing room capacity is 26 people maximum.

### Performance space

Width of stage – 11.8m

Depth of Stage – 11m

Height to bottom of rig – 5.9m

## Weston Studio

The Weston Studio hosts small-scale performances of professional and student work as well as daytime workshops and rehearsals. The space is technically equipped to show intimate experimental, contemporary and interdisciplinary work alongside a host of other events from talks to conferences. A lockable dressing room is available off-stage right. The studio has retractable seating banks on one side of the performance space, and the layout of the space can be adapted based on performance needs.

### Capacities

As the room layout can be adapted based on the requirements of the space. Please see capacities below for the most common layouts used in the space:

During a rehearsal (seated or standing):

- 140 people maximum

Performance with seating rake out:

- Audience capacity 72 people maximum
- Stage capacity 60 people maximum

Performance with seating rake out and 2 additional rows of seating:

- Audience capacity 96 people maximum
- Stage capacity 36 people maximum

The dressing room capacity is suitable for 4-5 people.

If you would like a layout different to this, please speak to the SU Arts team about this and we can help you determine the available capacity.

### Performance space

Total Size of room – 14m x 11.8m

Width of stage – 11.8m

Depth of Stage – 8.5m

Height to bottom of rig – 4.5m

## The Edge Event Space

Located just by the café, the event space includes a small stage and is ideal for small casual events and performances, such as open mic nights and workshops. We welcome all new ideas about how it can best be utilised by societies, so don't hesitate to think outside the box. Speak with the Arts Team if you would like to use this space.

## Rehearsal spaces

We have a number of practice rooms available, including the Ensemble Room, Dance Studio, Fine Art Studio, Music Studio and Choral Practice Room, and small solo practice rooms. These rooms are used for society rehearsals, classes, workshops and individual practice.

Please note the Amplified Practice Room is only available for use by MusicSoc and cannot be booked for general use.

### Capacities and Facilities

Room Name	Room Number	Capacity	Facilities
Weston Studio	0.09	140	Speaker
Ensemble Room	2.11	60	Piano, Music Stands
Dance Studio	3.02	60	Speaker System
Fine Art Studio	2.03	40	Art Tables, Easels
Digital Studio	2.02	12	Projector, Speakers, Computers
Music Studio	2.18	40	Piano
Choral Practice Room	2.17	10	Piano
Music Practice Room 1	2.08	6	Piano
Music Practice Room 2	2.09	6	Piano
Buchan Solo Practice Room	2.10	6	Piano
Amplified Practice Room	2.12	15	MUSICSOC USE ONLY

## Taking Care of Our Spaces

You are responsible for ensuring any members of your group participating in activity at the Edge adhere to all procedures at all times. **Any procedures that are not followed, may result in society room access being revoked.**

Some of our practice spaces have specialist floors which need special attention. Please make sure to observe the following rules in each of these rooms to prevent the floors from being damaged:

### General Rules for Use

- No food or drinks other than water are permitted
- Rooms should be left tidy and clear of rubbish
- Fire doors SHOULD NOT be propped open at any time
- Room use operating procedures will be posted on the door and will also be in your booking confirmation email

- All room capacities must be followed
- You MUST have a society risk assessment in place before using booked rooms

### **Dance Studio Floor Rules**

- NO outdoor shoes
- NO thin or stiletto heels. Groups wishing to dance in heels should wear plastic heel protectors
- Tap shoes should ALWAYS be checked to ensure the screws are done up. Loose screws can scratch or gouge the floors

### **Theatre and Weston Studio Floor Rules**

#### Footwear

- NO thin or stiletto heels. Groups wishing to dance in heels should wear plastic heel protectors
- NO white or light-soled shoes. These will leave severe scuff marks
- Tap shoes should ALWAYS be checked to ensure the screws are done up. Loose screws can scratch or gouge the floors
- NO rollerblades

#### Set & other items onstage

- DO NOT drag any items across the floor
- Always ensure wheeled items are unbraked
- The bottom of set should be padded where possible, especially when made of materials liable to scratch flooring (eg rough wood, metal)
- Care should be taken that any hot items (eg recently used lanterns) are not placed directly on the flooring
- No set building should take place onstage without approval by the Technical Co-ordinator

#### Access Equipment

- Always ensure tallescope outriggers are positioned so as not to scratch flooring
- Only move the tallescope unbraked
- Ladders should not be dragged across the floor

#### Other Activities Onstage

- No painting should take place onstage, though small touch-ups are permitted with adequate protection laid down

- No gaffer tape should be used on the stage surface
- Drilling or cutting tools should not be used directly on the stage surface, though assembly of set at height (defined as above 1ft) is permitted
- Care should be taken to ensure any loose screws or other small objects are not left on the stage surface after activities are completed

#### Cleaning

- Only approved cleaning products may be used.
- Do not use dust control mops which are impregnated with oils



# Preparing for your Event

Find this topic on our website [here](#)

Your show dates for 2022/2023 will have been requested by the previous committee and will have been given confirmation of all show slots. If you have not received this in your handover, please get in touch with the SU Arts Team and we can send this to you again.

You will receive information about requesting show slots for 2023/2024 in semester 2 of this academic year.

## Step 1: Organise Tech for your Event

**At least 4 weeks before your event**

If you will need technical for your event, you can organise support by booking EITHER Backstage OR one of the SU's casual technicians

- **Backstage (BTS)** is a student society whose members are interested in all things event tech, and help collaborate on and support many student shows. They will generally charge a flat production rate per event. Find out more about booking [here](#)
- **Casual Technicians** are hired by the SU Arts team to provide technical support on events. As they are hired on a casual basis, the process is much less collaborative than with BTS, but they can facilitate your requirements as needed. Casual techs are charged by the hour. Get in touch with our Technical Co-ordinator, Claire Worrall ([cw887@bath.ac.uk](mailto:cw887@bath.ac.uk)) to book a casual tech.
- If your activity is a simple lecture-style set up in the theatre, you may want to consider getting technical support from AV, although they can only provide for basic sound and video in specific spaces. You can request this via AV's online portal [here](#).

Backstage Technical Services

Backstage committee [su-backstage@bath.ac.uk](mailto:su-backstage@bath.ac.uk)

SU Technical Co-ordinator

Claire Worrall [cw887@bath.ac.uk](mailto:cw887@bath.ac.uk)

## Step 2: Complete an Event Planner

**At least 3 weeks before your event**

Complete the online Event Planner which can be found here:

[www.thesubath.com/new-event](http://www.thesubath.com/new-event).

As part of the Event Planner process you will need to complete EITHER an [Edge Ticket Form](#) OR an [Event Information Form](#)

**If you have not completed this by the deadline your event will not be able to go ahead.**

If you are running an event that is separate from your usual weekly activity, the Event Planner will help you to think about all the different aspects of your event including finances, contracts, venue/space booking and risk assessments. It also gives the SU more information on what you are doing which allows us to support you and will help you to ensure you put on the best event for your members.

The forms for Edge events help us know about your event and give it the support and resources it needs. Depending on your event you will need to fill out ONE of these:

- **The Edge Ticket Form** should be used if you would like to sell tickets as part of your event. This should include all shows in The Edge and Weston Theatre.
- **The Event Information Form** should be filled in for all other events in the Edge, except for rehearsals or other regular bookings,

If you need any assistance, please do not hesitate to contact the SU Arts Team.

SU Arts Team

[su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk)

## Step 3: Put Tickets on Sale

**At least 3 weeks before your event**

We get all the information we need to put up tickets for your event [Edge Ticket Form](#). This can be done within the [Event Planner](#) or can be sent to the SU Arts Team.

We can sell tickets for any event you would like (and can do free tickets as well).

**All shows in The Edge and Weston Theatre MUST be ticketed.**

The ticket form gives us the information needed to put your event tickets online, and to give to our Front of House Team to help the event run smoothly.

Before you fill in this form you should:

- Contact your technical support to ask whether any seats need to be blocked off for follow spots or a sound desk. Please make sure these do not overlap as there will not be enough seats blocked out.
- Speak to anyone filming or photographing your show and ask how many seats they need blocked off and where
- Be sure you know what latecomer and filming/photography procedures you want in place, as **your selection will be passed on to the Front of House Team to implement and cannot be changed during the event**

How ticketing works:

- Our ticket system will be linked to the SU website and you will be able to direct audience to the [SU Event Listings](#) or our [Arts What's On](#) to buy
- You will receive a link to the booking page as well as a QR code to help you with advertising
- Ticketing is paperless, purchasers will receive a scannable ticket via email
- You will receive a producer login to the ticketing system to see how many tickets you have sold.
- You will also be given a per-event discount code which will allow you to reserve free tickets for your production team or committee. **Everyone who wants to sit in the auditorium seats MUST have bought or been given a ticket**
- All tickets will work with the following [terms and conditions](#)
- If you do not nominate a charity to give a donation option for on tickets, RAG will be set as the default.

SU Arts Team

[su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk)

## Step 4: Write and Send Your Risk Assessment

**At least 2 weeks before your event**

Complete the risk assessment (template forms can be found [here](#)) and send to Claire Worrall ([cw887@bath.ac.uk](mailto:cw887@bath.ac.uk)) and [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk).

You will need to consider all the health and safety risks associated with your activities during each event.

We realise that risk assessments may seem complicated at first. The section on risk assessments below gives additional guidance on what risk assessments you need to consider, and you can also find more information on the [SU Health and Safety Page](#).

**Your risk assessment will need to be approved by SU staff before your event can go ahead.** This means it's usually a good idea to ensure we receive this early, as we will have time to review it and make changes if needed.

If you need additional guidance, please contact Claire Worrall.

**What do you need to include?**

- Any performance related risks such as acrobatics, prop weapons, water, dance, falling from a height, use of any glass etc. You can find common things to consider in the Risk Assessments section below
- Any technical risks will be assessed in a separate RA by your other technical support (in collaboration with your society)

SU Technical Co-ordinator

Claire Worrall [cw887@bath.ac.uk](mailto:cw887@bath.ac.uk)

## Step 5: Book an Event Drop In

**1 week before your event**

Book an event drop in the week before your event by clicking [here](#) or getting in touch via the SU Arts email.

If Backstage are helping you with your show, please invite them and make sure you select a time they can attend.

The event drop in lets us chat with you ahead of your event to make sure everything is on track. This can include discussing processes and paperwork, checking in to make sure you are on track, discussing scheduling, and help you with any resources or support you may need.

This aren't just for upcoming events! You can also book any other time to ask for support on an event you are planning for a later time or on any event ideas you may have. We're happy to discuss ideas, answer questions, look at any post-event feedback, or help you at any stage of the process.

SU Arts Team

[su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk)

## Step 6: Get Ready for your Show

**The day of your event**

The SU will provide a Duty Manager and ushers for each night of your show. They should have all necessary information on your show from the Edge ticketing and show information form. **Please introduce yourself to them** so they know who the main contact for the event is.

The Front of House Team will:

- Oversee the event, including opening house, giving clearance for the show to begin and restart after the interval
- Act as a first point of contact for your society and for audience members
- Check tickets and help audience to their seat
- Close the theatre and stop admitting people as per the latecomer policy
- Be responsible for the safety of the event, including overseeing any evacuations or emergency procedures
- Ensure the space is clean and tidy
- Arrange necessary signage e.g. haze, strobe, lighting, content warnings, photography/filming policy
- Welcome late arrivals and show them to their seat

If you have any issues on the day of your event, please speak with the Duty Manager as **they are the person overall responsible for the event.**

For other questions about the event, including cast and auditorium rules, please see the section on show procedures below.

Social and Recreational Co-ordinator

Callie Edwards [cjae21@bath.ac.uk](mailto:cjae21@bath.ac.uk)

# Rehearsal Bookings

Find this topic on our website [here](#)

## Regular rehearsals

All regular rehearsals and shows are planned a year in advance. You should have received information on all your regular rehearsal slots for this year from your previous committee. If you do not have this, please contact SU Arts and we can send this to you.

In March, the SU will contact societies to ask for their regular rehearsal and show requests for the upcoming year. The SU collate these requests, assess availability and book in available space using our room booking system. You can find out more about this process [here](#).

If you have any queries about regular rehearsals at The Edge, please contact [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk)

## Booking Additional rehearsals

If you want to book extra rehearsal time, we have an online room-booking portal called [Agora](#). Each society can nominate 2 society bookers from their committee who will be able to book additional rehearsals for their societies via this online platform. Please send us the names and emails of your designated bookers via email and we will grant them access to the platform.

The Agora website can be found here: <https://bath10.artifaxagora.com/student-society-bookings>.

If you would like more additional rehearsal time than the limits allow, either because you need a longer session than usual or need extra practice time (e.g. ahead of a performance), please do get in touch with the SU Arts Team and we will help you with this.

### Rules for booking

When booking and using practice rooms, please abide by the below rules. **Any breach of these rules may result in a temporary suspension of your society room bookings access or cancellation of society bookings.**

- Society room bookings are limited to a **maximum of 2 hours per day, 6 hours per week**
- Rooms may be booked between 1 day and 2 weeks in advance

- Rooms should only be used by the named society
- Rooms should only be booked under the name of the society you are the designated booker for, not for yourself or any other society
- Rooms should be left in a tidy state after your practice
- All room capacities must be followed
- You **MUST** have a society risk assessment in place before using the rooms

### **Cancelling bookings**

If you are no longer going to use a booked slot, please cancel this as soon as possible, as it allows others the opportunity to use the space.

## **How to Use Artifax Agora**

### **Creating an account**

To create an account, go to the Agora website and click on the “Register” button on the top right corner. Fill in your details with your full name and university email address (NOT a personal email). You will receive an activation link via email to activate your account.

Please note that we need to process your access as a society booker when you request this, so wait until you have received a confirmation email before you try to create a login or you will see a restriction message.

### **Navigating Agora**

When you access the Agora website, you will see 3 tabs on the top bar.

#### What's On

- This tab allows you to view all existing bookings in the space
- Use this to find out what spaces are occupied or free
- The selection boxes on the left side of this tab can help you navigate and filter the events you see by time, type or location
- For data protection reasons, you are not able to see any details of bookers for events in this section
- **It is a good idea to check your desired slot is available before booking, or you may have to spend a lot of time searching times in the booking page**

#### New Society Booking

- This tab allows you to make a booking
- Instructions on how to do this are below

## My bookings

- Use this tab to view your bookings
- Cancel any bookings via the cancel button by each booking
- Note you cannot edit any bookings made
- Note you may not be able to see society bookings made by other society bookers

## Making a new booking

To make a new booking follow these steps:

1. Go to the “New Society Booking” tab
2. Choose the type of activity
3. Enter the maximum number of people who will need to use the room  
*The system will offer you a room appropriate to your capacity, so larger rooms may not be initially offered.*
4. Select locations you would be interested in  
*If you would like a specific room, please select that one. Otherwise, select all rooms and you will be shown an available room for the time you would like to book.*
5. Select a date and time you would like to book
6. If the space is available at the time you have requested, a space will be offered
7. To complete the booking enter a description of your activity  
*eg “XXX Society Christmas Show Rehearsal”*
8. In the “Customer slot”, select the society you are a named booker for as from the drop down
  - *You MUST NOT book as yourself or your room access WILL NOT work*
  - *You MUST NOT book as any other society you are a member of*
9. Accept the Terms and Conditions
10. Click “Submit”
11. Your slot is now booked and you will receive a confirmation email  
*Your confirmation email will include details on access, COVID procedures and room use rules. Please read all of this carefully*

## Individual Room Bookings

Edge solo practice rooms are also available for individuals to book. Students will need to sign up for an Edge membership (free for 2022-23). Information on this can be found [here](#)



# Room Access

Find this topic on our website [here](#)

## Accessing Booked Rehearsal Rooms

The Edge rooms will be automatically accessible to all members of the society during their bookings via their library card. Access will be granted to society members only during the exact times of their bookings.

This is a new system which is still being trialled, so please bear with us as we work through any bugs. Please report any issues with access via [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk) as this helps us to know what needs fixing.

### Troubleshooting steps

If you are struggling to access a booked space, try the following steps:

- Check you're not early (even by a couple of minutes)
- Check everyone has bought membership to the society (this includes committee). This can take up to a week to update on the access system.
- Make sure your SU Bath website account uses your Bath University email
- Tapping your library card twice (this can sometimes refresh the system)
- Having different people try their library cards

For issues with access during office opening hours, please call into the Edge office on level 2. Outside of office opening times, contact Security on 01225 385349.

## Accessing Lockers

If you have an instrument or any equipment in a locker in a different room from the one your activity is taking place in, please follow these guidelines.

- Discuss as a committee which lockers may need accessing ahead of specific activities
- Committee to provide Arts Team with locker access requirements via [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk)
- SU Arts Team to propose times to access lockers. All students must adhere to these timings once agreed

## TRAKKA Cabinet Keys

The TRAKKA cabinet is located at the bottom of the stairs and is used frequently by societies for access to cupboards, costume store and instrument store.

If your committee requires access to this cabinet, please email [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk) the details of those needing access using the blank spreadsheet template found [here](#)

If you have lost a key or are struggling to gain access to the cabinet please contact us.

# Risk Assessments

Find this topic on our website [here](#)

## Risk Assessment Training

You can now access the Health and Safety Module via the [SU Training Hub](#). You will be redirected to the Health and Safety page where you will find an online module to complete followed by a quiz. This training is **compulsory for all Student Leaders who will be involved in running a student group, organising or leading an event or trip.**

### In this module you will learn:

- The key factors of health and safety
- Principles of duty of care and your individual responsibility
- Importance of a risk assessment
- How to complete a risk assessment- Including COVID considerations
- How to identify potential risks of an activity
- Where to report an accident

Further modules are being designed so it would be greatly appreciated if upon completion of the module you complete the feedback questionnaire to ensure all modules designed meet your needs.

Further information on risk assessments, including a form template, can be found on the [SU Health and Safety page](#).

If you have completed the SU Health and Safety training and are still unsure about your risk assessment, you can contact Claire Worrall ([cw887@bath.ac.uk](mailto:cw887@bath.ac.uk)) who can offer additional help.

## SU General Risk Assessments

The SU has produced a Societies General Risk Assessment which will be sent out to societies shortly and will also be published [here](#). This includes many general hazards common to all societies, as well as general COVID-19 risks.

This RA is intended to be very general and cover a broad range of activities but may not cover all the specifics of what your group does. This risk assessment should be added to your group risk assessment, but you will also need to think

about all the activities your group is likely to do and assess all additional hazards associated with it.

## What Risk Assessments You Need to Write

All risk assessments should be sent to both the Societies and Arts teams.

### **General Society Risk Assessment**

Every society should have a risk assessment in place covering all their regular activities throughout the year. You should be updating your society's general risk assessment on a yearly basis.

You will need to update your society risk assessment for this year. Please use the SU General Societies Risk Assessments listed above as a basis for this, but make sure that you have thought specifically about everything that your society does on a regular basis and how you will manage risks for other activities you do regularly.

When you have completed this, please send it to and send to [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk) and Claire Worrall ([cw887@bath.ac.uk](mailto:cw887@bath.ac.uk)).

### **Event/Activity Specific Risk Assessments**

If you are doing something out of the norm for your society, like a show or event, you will need to consider any additional risks to those in your standard RA. This means that for any shows or events you will need to produce an additional risk assessment covering these risks.

Your event risk assessment is **due at least two weeks before your event**, although it's a good idea to send it in early so that there is plenty of time to make sure this is adequate. If you need any additional support for event risk assessments, contact Claire Worrall ([cw887@bath.ac.uk](mailto:cw887@bath.ac.uk)).

When you have completed this, please send it to and send to Claire Worrall ([cw887@bath.ac.uk](mailto:cw887@bath.ac.uk)) and [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk).

## Example Risk Assessment

#	Hazard(s) identified	Person(s) affected and how	Existing controls & measures	Severity (A)	Likelihood (B)	A x B	Additional controls required
2	Skipping ropes used in dance routine hitting/whipping someone	Bruising to cast members on stage during the routine	Cast will be position sufficiently far apart that their skipping ropes should not contact any other cast members	2	4	8	
		Small cut/abrasion to cast members on stage during the routine	Cast will practice individually and slowly to familiarise themselves with how the skipping ropes move	2	4	8	
		Ear damage/broken nose to cast members on stage during the routine	Cast will be taught how to quickly bring their skipping ropes to a stop if they feel they are getting too close to others	3	4	12	Routine will be re-blocked to ensure that cast members are at least 9ft apart forwards/backwards and 5ft apart left/right

## Things to Consider within your Risk Assessment

To help out those of you writing risk assessments for your society shows and rehearsals, we have put together a list of things which you may need to consider risk assessing. This is not an extensive list so do think past this to what else you may be doing. Not all these points will be relevant to you, but they are all commonly found in events at the Edge so can give you a good starting point.

Hazards may include:

- Slips, trips and falls – including obstructive items (e.g. set), liquids onstage, challenging costuming, lighting conditions
- Choreography – including lifts, dancing with props, dancing in close proximity or where the stage is crowded, dancing on any set or staging
- Stage combat
- Any work at height (on stage or on risers)
- Costuming – including any restrictive items, anything that could inhibit vision, bare feet
- Props – including anything breakable, especially glass, electrical equipment
- Food (including choking and allergy risks) – Check our [food safety resources](#)
- Use of fake weaponry (check our [Stage Weaponry Policy](#))
- Flammable materials or costumes
- Any other fire risks
- Changes to access or escape routes, or anywhere they may be restricted

- Common causes of injury or illness – including exhaustion, dehydration
- Performer injuries
- Manual handling
- Mental health risks – including performance conditions (e.g. triggering content), confined spaces
- Audience panic

# Policies and Procedures

## Show Procedures

The duty manager and ushers will be responsible for overseeing the event, including looking after the audience and overseeing any emergency procedures.

### Cast briefing

Before the event, you should ensure you receive a briefing from your technical crew on safety around the stage and backstage areas. Please ensure all cast know it is important everyone to attend this. This should include:

- Any hazards present around the stage
- Where emergency exits are and what to do in an emergency

### Cast rules

- Dressing room and backstage spaces must remain clean and tidy. Remember it can be very easy to trip over things in dark spaces or when you are in a rush
- No running in backstage areas
- Cast **MUST NOT** drink alcohol before the performance. **Any cast member who appears drunk or is found to have alcohol in backstage areas may be banned from performing**

### Auditorium rules

- All drinks taken into the auditorium must be in a plastic container
- No audience access to the stage or to backstage areas is allowed
- Mobile phones should be off or silent during performances
- Audience must all be seated ahead of the start of any performance and the show will not start if the auditorium is over capacity

## Stage Weaponry Policy

Find this topic on our website [here](#)

Stage and replica weaponry includes imitation guns, imitation swords and knives and any other imitation weapons or objects used within the context of the show as a weapon (e.g. an object used to pretend to hit someone).

Performances including stage weaponry should follow the Stage Weaponry Policy which can be found [here](#). This procedure includes:

- Writing a specific risk assessment for all weaponry used

- Arranging signage to be present in the theatre during the performance
- Planning safe storage and transport of replica weapons
- Ensuring all cast and crew are adequately briefed on how this will be used during the show
- Ensuring use of replica weapons is adequately rehearsed

## Electrical Equipment Safety

If your society owns and uses electrical equipment, you should make sure that this equipment is safe to use.

Electrical equipment (anything with a plug) will need regular PAT testing to make sure it is electrically safe. This will be carried out by the SU, usually over the summer. A green PAT test sticker will indicate that this has been tested, and the date of the next test. Any equipment with a red “fail” PAT test sticker must not be used.

If your equipment does not have an in-date PAT test sticker or appears visibly damaged, please clearly label it, remove it from use, and contact Claire Worrall ([cw887@bath.ac.uk](mailto:cw887@bath.ac.uk)) who can organise repair and testing of the equipment.

## Arts Inclusivity Policy

When casting, committees should refer to the [Arts Inclusivity Guidance](#), which can help you navigate race & ethnicity, gender, and disability.

This guidance is for all societies. Societies are a place for expression and creativity in a fun and inclusive space. This guidance was created to help groups conduct arts activities whilst being as inclusive as possible.

### Guiding principles

1. Consider, acknowledge, and challenge unconscious bias in the Arts
2. Create an accessible and diverse environment that promotes inclusivity for all
3. Continuous learning and consider the living experience of underrepresented groups

Due to the nature of the topic of this guidance, there are unlimited potential situations. You can refer back to these guiding principles for any situation around fair representation in the arts. If you have any questions or want further support, contact the Arts Team ([su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk)) or Activities Officer ([suactivities@bath.ac.uk](mailto:suactivities@bath.ac.uk))



# General Information

## Lockers

Find this topic on our website [here](#)

The Edge has a variety of lockers that students and societies can hire for the academic year in which to store instruments and/or equipment relevant to their activities in the building. Lockers are located as follows:

Ensemble Room	<ul style="list-style-type: none"> <li>• Instruments of varying sizes for individual use</li> </ul>
Digital Studio	<ul style="list-style-type: none"> <li>• Two tall cupboards for shared large instrument use e.g. cello, trumpet</li> </ul>
Music Studio	<ul style="list-style-type: none"> <li>• One tall cupboard for shared large instrument use</li> </ul>
AMP Room	<ul style="list-style-type: none"> <li>• Instrument storage of varying sizes</li> <li>• As this space is managed by MusicSoc, these lockers will be exclusively for their members</li> </ul>

If you have an instrument or any arts-related equipment you need to store, you can hire one of these lockers, which come in a variety of sizes. We only have a limited amount of storage so might not be able to accommodate your request.

You will need to sign a Locker Agreement for the year and pay a £5 deposit, which is refundable at the end of the year if there are no problems with the locker itself.

To find out more about locker hire at The Edge, contact [su-arts@bath.ac.uk](mailto:su-arts@bath.ac.uk).

## Edge Programme

Throughout the year the Edge will be host to a variety of workshops, creative courses, events, performances and weekly classes. The programme will provide opportunities to build upon professional arts industry skills as well as a chance to focus on creative wellbeing, socialising and learning a new creative skill.

Keep an eye out for newsletters and comms from the Arts Team containing information on events but all opportunities will be listed on the What's On section of the website, and on the Arts page [here](#).

We want the Edge to be a space used by you to achieve any creative endeavour. If you want to try something out, learn from a professional or have a project in mind, please get in touch. We will do all we can to make your requests a reality and help you to utilise the amazing facilities to benefit your creative and academic practice.

## Casual Staff Team

To keep the Edge running in a professional capacity, we need a **team of Front of House Usher, Duty Managers, and Technicians** to oversee operations and events. Being part of our team is an exciting opportunity to facilitate student performances and support SU and University events. We run full training for all these roles, which allow you to learn transferable skills in a creative environment. We recommend sharing this amongst your society as an opportunity to watch some great shows, support our venue and support your societies.

If you are interested in learning more about these roles, please see our webpage [here](#)

## Key Dates

### Groups Edge Induction

**Wednesday 5<sup>th</sup> October 13:30 in the Ensemble Room**

Run by the Arts Team, this session will run through all info committees need to know to use the Edge. Even if you think you know it! **At least one committee member from each society that has any shows or regular rehearsals must attend**, but all are welcome!

# Key Contacts

Information about the SU Arts and the Edge can be found via our website pages at [thesubath.com/arts](http://thesubath.com/arts).

SU Staff Contact List			
SU Arts	General inbox	<a href="mailto:su-arts@bath.ac.uk">su-arts@bath.ac.uk</a>	<ul style="list-style-type: none"> <li>• General queries</li> <li>• Rehearsal bookings</li> <li>• Event planners</li> <li>• Show/event queries</li> <li>• Ticketing queries</li> <li>• Locker hire</li> <li>• Finance forms</li> <li>• Online Product requests</li> </ul>
Jade Taylor	Arts Administrator	<a href="mailto:jt2484@bath.ac.uk">jt2484@bath.ac.uk</a>	
Alex Clarke	Arts Development Manager	<a href="mailto:ahlc21@bath.ac.uk">ahlc21@bath.ac.uk</a>	<ul style="list-style-type: none"> <li>• Arts Scholarships</li> <li>• Arts Development Fund and other fundraising sources</li> <li>• General Arts Feedback</li> <li>• Wider society issues</li> </ul>
Callie Edwards	Social and Recreational Arts Coordinator	<a href="mailto:cjae21@bath.ac.uk">cjae21@bath.ac.uk</a>	<ul style="list-style-type: none"> <li>• Music Tuition</li> <li>• Dance Classes</li> <li>• Workshops and other programming</li> <li>• Front of House Team</li> </ul>
Claire Worrall	Lead Technician	<a href="mailto:cw887@bath.ac.uk">cw887@bath.ac.uk</a>	<ul style="list-style-type: none"> <li>• Tech hire queries</li> <li>• Risk Assessments</li> <li>• Booking a Duty Technician</li> <li>• Technical guidance and support</li> </ul>

			<ul style="list-style-type: none"> <li>• Equipment and building maintenance</li> </ul>
Societies	General Inbox	<a href="mailto:susocieties@bath.ac.uk">susocieties@bath.ac.uk</a>	<ul style="list-style-type: none"> <li>• Elections</li> <li>• Setting membership prices</li> <li>• General Societies queries</li> </ul>
Viktor Toshev	Activities Officer	<a href="mailto:suactivities@bath.ac.uk">suactivities@bath.ac.uk</a>	<ul style="list-style-type: none"> <li>• Student representative regarding societies, volunteering and sustainability</li> </ul>
SU Finance	General inbox	<a href="mailto:sufinance@bath.ac.uk">sufinance@bath.ac.uk</a>	<ul style="list-style-type: none"> <li>• Payments and invoices</li> <li>• Society financial support</li> </ul>