Edge Room Guide: Edge Theatre

**ROOM CAPACITY: 31 PEOPLE MAXIMUM**

Before booking a space at The Edge you must have submitted your risk assessment for your activity as a society or group, and agreed to the terms and conditions to confirm your compliance with these procedures.

# Activity Procedure:

* **Do not exceed room capacity**.
* There can be **no mixing** between groups of more than 6 at any time, including when arriving at or leaving activity or in any breaks or socialising. Multiple groups of 6 can operate in the same room providing they do not exceed room capacity, remaining socially distant at all times.
* Do not attend any sessions in this room if **anyone in your household has any symptoms,** in which case self-isolate according to government guidelines.
* **You must observe the one way routes throughout the theatre at all times**.
* Observe **2m social distancing** at all times within the space, including in seating areas, ensuring all doors and walkways are clear.
* **Do not use the dressing room** unless prearranged with SU staff.
* **Do not use the workshop** unless a member of BTS.
* Projection box only to be used by those required to use it, and by **one person** at a time.
* Do not obscure any source of ventilation, and keep drapery clear of walkways.
* After your activity has finished. please leave the space promptly whilst remaining socially distant from other who are not part of your household or group of 6 bubble.
* Contact Security if there is a first aid accident or medical emergency.

# Equipment:

* You must clean any equipment, furniture or instruments in the room **before and after** use with cleaning products provided.
* Where possible **one person only** to handle equipment and drapery (if necessary).
* Cupboards should only be accessed when absolutely necessary, and by the sole person to use the items inside. That person should also be the only person to return items to the cupboard and should clean the cupboard door and handle after use.

For any general assistance while using this room, please contact Claire Worrall on [cw887@bath.ac.uk](mailto:cw887@bath.ac.uk).

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| **(MEDICAL) EMERGENCY** | Contact Security on 01225 383666 |
| **FIRE ALARM** | Leave via the nearest fire exit as indicated  Alarm Test: Thu 9am –10am  Assembly point: The Bus Turning Circle opposite the front entrance of The Edge. (Fire Point 1) |
| **FIRST AID** | First Aid boxes are located in The Edge office on Level 2.  If there is a medical emergency, please contact Security on 01225 383666 |
| **INVACUATION**  (eg due to a chemical leak on campus) | The invacuation warning is an external siren which sounds for 30 second bursts at a time which indicates you should stay in the building. A member of staff will come to the room to check the vents are closed and keep all room users updated. |