



WAA FM1: Health & Safety Requirements for all Users

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Date Written: August 2025

Version 004

(Management Approval: September 2025)

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1. Introduction to Document

Every User of the Arts Centre must be fully conversant with restrictions on use, safety procedures and general rules and regulations laid down by the WAA Management Committee, the Local Authority, the Police and the Fire Service to ensure that we comply with the Premises Licence, Insurance Requirements and Health & Safety Executive.

2. Definitions

User: applies to all constituent groups of the Wellington (Somerset) & District Arts Association (hereinafter referred to as the WAA), tenants, regular hirers and occasional hirers.

“Person in Charge”: a designated person that takes overall responsibility for activities

Attendants: individuals over the age of 18 years of age whose primary role is to ensure safe conditions are maintained in the premise.

3. Roles and Responsibilities

3.1. Users

are responsible for:

- Appointing a “person in charge” for each use of the Arts Centre. For Public use of the Arts Centre the Premise License requires this appointment is in writing.
- Ensuring they are conversant with the requirements of this document and all documents referenced
- Agree to apply the requirements of this document and all document referenced by signing a copy of the User Agreement (WAA FM4) or Booking Form, (WAA FM3)

3.2. The “Person in Charge”

is responsible for:

- Implementing this document (WAA FM1) and the Emergency Action Procedure (WAA HS4)
- Ensuring the rooms used are left clear and tidy of any rubbish or equipment used
- Ensuring the building is secure when leaving, or discharging this responsibility to the next “Person in Charge”

3.3. Attendants

are responsible for:

- Ensuring that no overcrowding occurs in any part of the premises,
- Keeping all gangways and exits clear at all times
- Preventing audience/patrons from standing on seats or furniture
- Be aware of any special requirements needed to ensure the safe evacuation of the audience/patrons.

4. Access to the Facilities

Access to the Facilities will only be given once signed copies of the User agreement (WAA FM4) and or the Booking Form (WAA FM3) have been received.

5. Fire Safety

Emergency Action Procedures are displayed behind the bar, and in the main hall and lobby of the Arts Centre. When the public are to be admitted then the User, attendants and any

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other responsible persons must be conversant with the Emergency Action Procedures described in WAA HS4, which are issued to all Users and will be issued with all Booking Forms. There are copies displayed in the building.

Many of the requirements below also support the prevention of fire and other emergencies.

6. Building Capacity

The numbers of people in the building at any one time are strictly limited to the following:

Seated without stage extension	100 (linked chairs)
Seated with stage extension out (full)	80 (linked chairs)
Standing (i.e. at a dance)	120

6.1. Hall

6.2. Building Overall

The building overall capacity is 120.

The total shall include stewards, bar staff, entertainers, backstage staff.

At no time may these numbers be exceeded. Proof of numbers attending must be available to any inspecting authority for all functions i.e. numbered tickets.

7. Attendants

During all activities open to the public, a minimum of two attendants shall be appointed and be made aware of their duties in the event of a fire or other emergency.

Attendants must make themselves familiar with:

A. The location, type and operation of all fire extinguishers and call points

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- B. The location and operation of all usable exits, including fire exits.
- C. The location and content of Emergency Action notices.
- D. The location of the First Aid box and Defibrillator
- E. The location of the Arts Centre telephone.

If a Front of House Manager or Stage Manager has been appointed for the activity, then they too must be prepared to assume the same duties as the attendants.

The Person in Charge shall ensure that each of the attendants (or those acting as such) knows the portion of the premises that they are responsible for, and that all parts of the premises are covered.

The duties of attendants and other supervisory persons in an emergency are given in document WAA HS4, Emergency Action Procedure.

8. Door Staff

Attendants are to be provided for the maintenance of Health and Safety at the Arts Centre. At no time shall they act as “Door Staff” (save for the collection of tickets). Control of entry by door staff is a specialized activity and can only be performed by licensed individuals. For certain higher risk activities the WAA Management may require that licensed door staff be employed. This shall be the responsibility of the User and at their expense.

9. Kitchen

It is a requirement that this be kept hygienically clean at all times. Any equipment/utensils used must be cleaned after use by the User. It is an absolute requirement that the fire door

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separating the Kitchen from the Hall is never wedged or tied open. There are no facilities for storing food.

10. Use of the Bar

The bar is open to members and their guests and public attending a function at the Arts Centre. The opening hours of the Bar shall be at the discretion of the Critics Club Committee, but no longer than the limits stated on the Premises Licence. Anyone under 18 years of age may not purchase or consume alcohol on the premises. Identification will be requested where age is in doubt. It is a requirement of the Environmental and Health & Safety Executive legislation that the ice making machine, beer pumps, and glass washing machine are cleaned on a regular basis and cleaning records kept for inspection by the local authority. This shall be the responsibility of the Critics Club Committee.

11. Limit of Activities

Limit of activities, (eg entertainment) which are open to members of the public under the Premises Licence be from 12 noon to 12 midnight Monday – Saturday, and 12 noon to 10.30 pm Sunday. The Public must leave the premises no later than 30 minutes after the latest times. No activity should be audible outside a 50 metre radius of the building.

12. The Building

There shall be no obstruction of the front entrance, side walkways or area outside of the bar when the building is in use.

There can be no use made of the Lighting box or stage lighting without prior permission and then only by designated personnel.

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A strict “No Smoking or vaping” rule shall be observed throughout the Arts Centre.

Smoking shall not be permitted on or back stage at any time. No scenery shall be allowed to be used which is flammable, unless it is treated with a flame retardant treatment. Cotton wool shall never be used for scenery or decorations.

If the Centre is used for performances where a Theatre type seating is required, the seats must be linked. A free passage must be maintained between the entrance to the Hall and the door leading to the Bar, using a seating plan approved by the management committee.

The use of ladders must be strictly controlled. It shall be the responsibility of individual constituent bodies or hirers to ensure that, when the building is under their stewardship, the use of ladders by competent persons is monitored.

Any problems arising from accidents shall be the responsibility of the User at the time. It shall be the responsibility of the User at the time to ensure that use of tools and all lifting and carrying is done in a safe manner.

The heating system is set to reflect the general requirements of the building. If changes are required to this then they will be approved by the management committee.

13. Car Park

It is every User's responsibility to ensure that when the Arts Centre is being used, the car park is policed to ensure that room is left to the front doors for emergency vehicles. No vehicles to be parked on yellow hatched areas. Double parking is only permitted on the hedge side of the car park. A clear access must be maintained to enable emergency vehicles to turn into the car park and access the main doors to the building.

14. The Blue Horizon Swimming Pool

The swimming pool and surrounding facilities are leased by the WAA to a private swimming club. With the exception of the approved and marked fire exit routes the pool

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area is prohibited to all Users. Users requiring occasional use of the changing facilities and storage areas must make application to the management of the Blue Horizon Swimming Club.

15. Electrical Safety

All portable electrical equipment brought onto the premises should carry an in-date PAT sticker. This applies to personal electrical equipment, band and disco equipment. Where this is not possible and the equipment is to be removed immediately after use then it may be used as long as the plug, lead and equipment are visually inspected to confirm no damage and then used with a tested RCD. It is the User's responsibility to ensure that performers and D.J's are made aware of this requirement before equipment is brought into the building.

Any electrical equipment, lighting etc., attached to wall mounted brackets, Tri-lite or any other fixture must be secured with safety chains or wire cable.

16. Decorating the Hall

Fire exits must not be obstructed in any way. Flammable material must not be used for wall hangings or ceiling drapes unless it has been treated with an approved fire-retardant.

17. Occasional Private Hire

Copies of these rules, Fire Action Notices and where necessary Risk Assessment Sheets will be issued with all Booking Forms.

Occasional Private bookings must be stewarded by the User, in accordance with Section 3 above, who shall ensure that all safety requirements and statutory legislation are met. The

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Association has the right to close-down any event or activity which does not comply with the conditions of the Premises Licence, Fire Regulations or Health and Safety legislation.

17.1. Music

The Arts Centre is situated in a residential area and maintaining good relations with our neighbours is important to us. It is a condition of our Premises Licence that no activity, and this includes music, will be audible outside a 50 metre radius of the building. In order to contain any noise we advise that the main building doors and Hall doors are kept closed when amplified music is being played. The permitted hours for playing music are given in section 11 above.

17.2. Occupancy.

The hours of occupancy required by the User are given on the Booking Form. The end time is the time the user will leave the building (this must include time to clear up and for participants to disperse.) All hires must in line with the hours stated in Section 11. The User is responsible for the conduct and behaviour of guests whilst on the premises and in the vicinity of the Building.

18. Applicability

A member of the WAA Management Team shall be present during all functions open to the public. He/she has the authority to intervene should the User be deemed not to comply with these or any other requirements for use of the facilities.

All of the above is in addition to the requirement of a signed Booking Form and where necessary a completed Risk Assessment. The above restrictions and conditions apply to the following Users:

The Wellington (Somerset) & District Arts Association is a Company Limited by Guarantee.

Registered Company Number 04950364 | Registered Charity No 1106158



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- The WAA Management Team
- All WAA Constituent Groups
- All regular Hirers and Tenants
- Occasional Private Hirers

19. Update Log

V001 - issued November 2000

V002 - issued September 2005

V003 - issued April 2018

V004 - issued September 2025