

School and Group Safety Guidelines

These guidelines are to assist you with the completion of your own risk assessment and are not intended as a substitute for any such risk assessment.

Hafren is a licensed public performance venue (Powys County Council Licensing Authority) with appropriate Public Liability Insurance.

As part of the licensing process the risk of injury or harm to the public has been assessed and controlled, this includes risks to children, elderly, disabled, visual and hearing impaired visitors.

Hafren public spaces are under the control of a Duty Manager and supervised staff at all times while the theatre is open to the public.

Hafren aims to provide a Duty First Aider at all times.

There are fire precautions and detection systems fitted throughout the theatre with regularly rehearsed evacuation procedures. Emergency lighting will activate in all public and access areas in the event of a power failure.

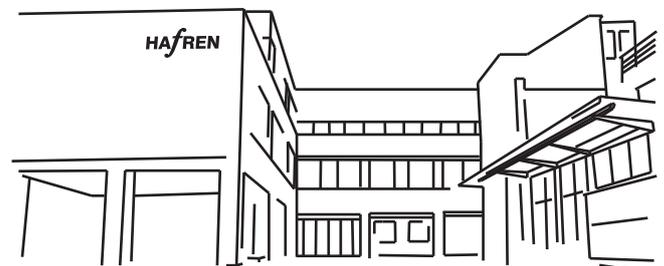
In the event of an evacuation being necessary, this will be managed by appointed Hafren staff and organised groups and tours will be evacuated from the theatre at the same time as other members of the public.

Access to the venue is via an automatic ground floor public entrance into the open plan public foyer area shared with Coleg Powys. The foyer has step-free flat floor access.

The auditorium is accessible via two ground floor entrances with the balconies accessed via stairs or by using the lift. The auditorium consists of a raked bank of seating.

Seats are accessed via well marked stairs in the auditorium, up to twelve wheelchair users can be accommodated at the front of the auditorium.

Separate Male and Female toilet and welfare facilities are located both on the ground floor in the foyer area and on the 1st floor balcony. The ground floor facilities have flat floor access, the 1st floor facilities have flat floor access from the balcony, but there are three steps to access the upper level of the auditorium (balconies).



The teachers and accompanying adults are responsible for the pupils at all times. Prior to the visit it is advised that contact is made with the Box Office to arrange special requirements such as wheelchair access or facilities for the visually or hearing impaired and to gain details of the production content eg. smoke effects, strobe lighting, gunshots etc.

All visiting groups must have sufficient pupil to adult ratio as set out in council guidance. Any disabilities or impairments will need to be allowed for by the visiting school in determining the correct pupil to adult ratio.

Each visiting group should have one Named Supervisor in overall control of the group to allow for effective communication with the theatre staff.

A site visit can be requested through Box Office where the teacher/group leader will be shown the access routes to the auditorium and locations of the assigned seating. Any steps or other potential hazards will be outlined at this point but will all be clearly marked.

Every effort will be made to seat individual school groups together, in the event of this not being possible details of seating arrangements will be discussed and agreed when booking.

It is the responsibility of the teacher in charge to communicate relevant information i.e. entrance to the auditorium, seating, expected behaviour, and any other details to the pupils in a manner appropriate to the group concerned and allowing for any special arrangements necessary for children with disabilities or visual or hearing impairments.

In the event of any child becoming unwell, the teacher should contact any usher on duty to assist and clean up as required. Children may leave the auditorium to go to the toilet at any point during a performance if absolutely necessary, but must be accompanied by an adult from the school if appropriate.

Entrance to the auditorium will be controlled by Hafren Front of House staff; a member of Front of House staff will always be on duty during your visit.

Mobile phones and recording equipment should be turned off and out of sight during any performance or workshop.

Pre/Post-performance talks or interactions with the performers are as advertised in the brochure or made by special arrangement and these are managed by the event host and Front of House staff. Teachers/group leaders are still responsible for their party.

The group leader is responsible for ensuring coats, bags etc are collected and all pupils are accounted for before leaving the premises.



Additional information for Backstage Tours

Participants of backstage tours are never left unsupervised.
Participants should wear flat, sensible shoes.

The tour does include small, dark, narrow spaces, 92 steps and a head for heights is required.
Some areas are not accessible by wheelchairs.

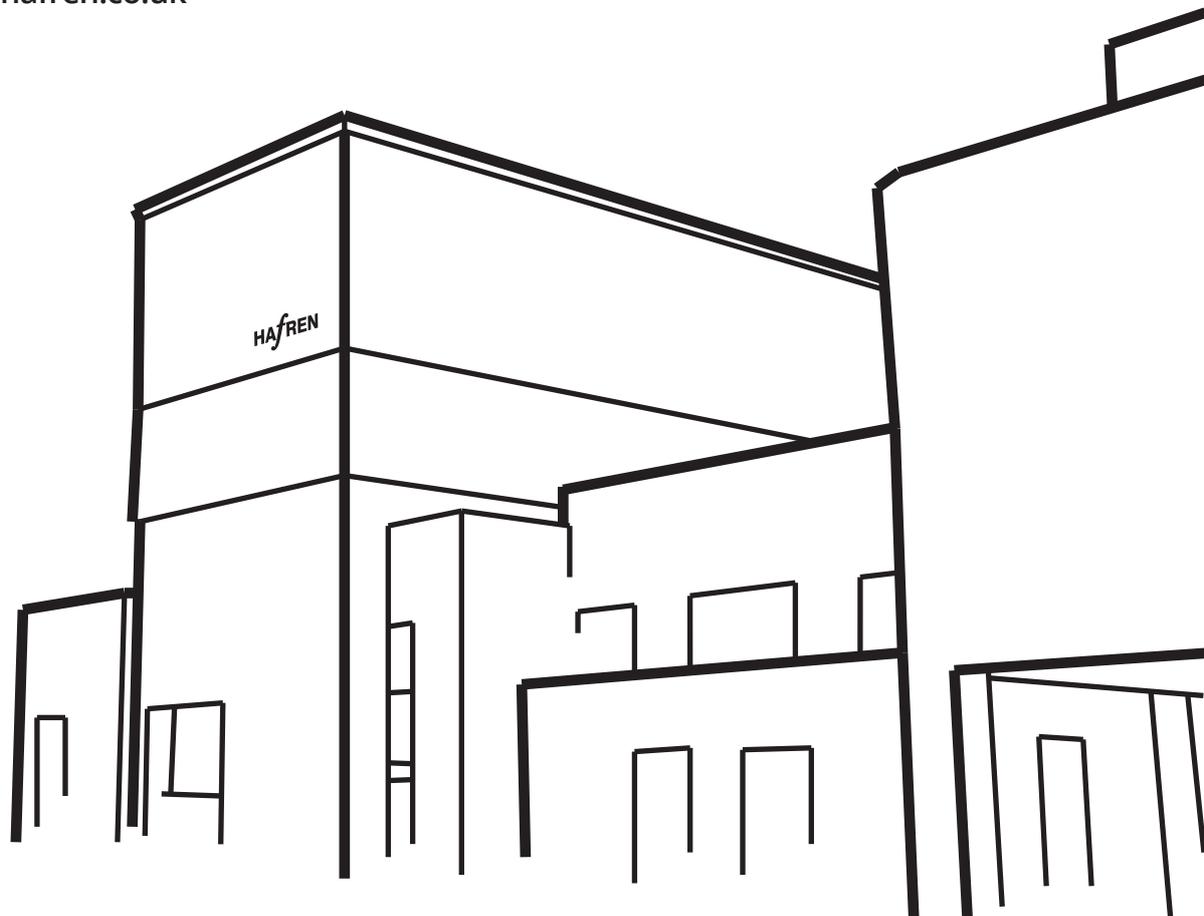
The tour visits real working spaces, loud or dusty activities will cease for the duration of the tour if this is not possible some areas may have to be excluded.

If you have any further questions please don't hesitate to contact the Hafren Box Office on 01686 614 555 or e-mail boxoffice@theatrhafren.co.uk

We look forward to welcoming you soon.

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