

TRAMWAY

VISITING COMPANY WELCOME PACK

CONTENTS

| | |
|--|----|
| 1. USEFUL INFORMATION ON TRAMWAY | 2 |
| 1.1 CONTACT INFORMATION | 2 |
| 1.2 OPENING HOURS | 2 |
| 1.3 HOW TO GET TO TRAMWAY | 3 |
| 1.4 STAFFING | 3 |
| 1.5 ABOUT TRAMWAY | 4 |
| 1.6 FACILITIES | 5 |
| 2. TRAMWAY STAFF | 6 |
| 3. FIRE EVACUATION PROCEDURE | 7 |
| 4. HEALTH AND SAFETY DO'S AND DON'TS | 8 |
| 4.1 HEALTH AND SAFETY POLICY | 8 |
| 4.2 TECHNICAL GUIDELINES | 9 |
| 4.3 FIT-UPS, GET-OUTS, MAINTENANCE WORK & INSTALLATION PERIODS | 10 |
| 4.4 IMPORTANT INFORMATION | 12 |
| 6. DECLARATION | 13 |

1. USEFUL INFORMATION ON TRAMWAY

ON BEHALF OF ALL THE STAFF: WELCOME TO TRAMWAY.

Listed below is some useful information. Please take the time to read this welcome pack, as it will help you make the most of your visit. The induction pack is also available by email, on disc or large print. Please contact us to request this information in an alternative format.

You must return a signed, dated copy of this document to the relevant staff member if you intend to carry out any work in the venue. (Please see the declaration section for details).

1.1 CONTACT INFORMATION

| | | | |
|--------------------|--|------------------|--|
| Our Address | Tramway 25 Albert Drive Glasgow G41 2PE | Telephone | 0845 330 3501 / 0141 276 0950 |
| | | Fax | 0141 276 0954 |
| | | Website | www.tramway.org |
| | | Email | info@tramway.org |

1.2 OPENING HOURS

Monday - Saturday 9.30am - 8pm

Sunday 12noon - 6pm

And as per the production schedule.

Please note:

The building is closed to the public on Mondays but will be open for staff, visiting companies, class participants, Studio users etc.

All visitors and staff **MUST** enter and leave through the back door pedestrian gate on Pollokshaws Road in order to sign in and out at Stage Door. All Staff, visiting Company members, artists and contractors must sign in upon arrival at the building.

1.3 HOW TO GET TO TRAMWAY

Tramway is only three minutes from Glasgow Central Station. Make sure you take the train for **Pollokshields East** and we are right next door to the station. From the City Centre take bus numbers 23, 29, 38, 38A, B or C, 47, 45, 57. All these will run past the foot of Albert Drive or the 59 will turn into Albert Drive past the building. The nearest underground station is Shields Road, which is a fifteen-minute walk.

Parking is available on Albert Drive at the front of the building, though this can be limited. Visiting companies may use the bike storage in the back yard.

1.4 STAFFING

Producer / Curator

Any programmed activity initiated by Tramway will have a Producer or Curator assigned to the project. This person will work with the company to ensure the work meets the artistic aims of the programme, as well as leading on the contractual and practical production issues associated with the project. All correspondence regarding your project should be sent to this person, as well as the relevant technical or operational staff.

Operational Staff

Assistant Venue Managers will always be on duty in the building for performances and events. There is at least one Assistant Venue Manager on duty during public opening hours, and often outwith these hours also. Each production will be assigned an Assistant Venue Manager to oversee the operational running of the activity.

Technical Staff

Members of staff from the Technical Department will always be present in the building whenever visual artists, performers, technicians or sub-contractors are present. They can be contacted through Stage Door or Reception. Visiting Companies **cannot** proceed with technical work in a space without Tramway technical staff being present and a full Health and Safety induction given.

1.5 ABOUT TRAMWAY

Tramway is an international art-space which commissions, produces and presents contemporary arts projects. Tramway's vision is to inspire and add to our understanding of today's world by connecting audiences and artists. Tramway is a space where you are welcomed to witness, engage, experience, participate, to be challenged and to learn...

Tramway is programmed and managed by Glasgow Life (the trading name of Culture & Sport Glasgow Ltd) and supported by Creative Scotland as a foundation-funded organisation.

The Building

Tramway consists of two theatre spaces, two visual arts exhibitions spaces, upstairs participation studio, upper foyer exhibition space, and Café Bar. Tramway is also closely connected to a number of partner organisations. It adjoins The Hidden Gardens to the South of the building and Scottish Ballet Headquarters to the East. Upstairs we host the Visual Arts Studio and The Work Room, Scotland's independent dance atelier.

You can read more about the history of Tramway, view images of the spaces and explore our current events and exhibitions on our website: www.tramway.org

1.6 FACILITIES

No Smoking

In line with Scottish legislation, smoking is prohibited in all public buildings and places of work. **If you have smoking included as part of your production then this will have to be removed from the event. Under NO circumstances will this be permitted.** If you wish to smoke, you can only do so outside the building. Please use the ash cans provided.

Toilet Facilities

There are male and female toilets on all three public levels. Toilets and showers are located within the dressing room corridor. An accessible toilet for wheelchair users is available on each level and in the dressing rooms.

The Café/Bar

The Café/Bar offers a range of delicious meals, snacks and drinks available from 10am Tuesday to Saturday and from 12pm on a Sunday. Last orders for food is 5pm (or 7pm on performance nights) unless a prior arrangement for the company is made with the Café Manager (see staff listing for contact details). Free Wi Fi access is available in the café area and on the mezzanine level. A copy of the menu is attached to this document and as a member of the visiting company you are entitled to a **10% discount** off your bill.

The Current Café Bar menu is available online: <http://www.tramway.org/Pages/cafe-bar.aspx>

The Hidden Gardens

Why don't you take some time to out to relax and take a stroll round the beautiful Hidden Gardens located at the rear of the building? Opened in 2003, this is Scotland's only sanctuary garden dedicated to peace. Free audio guides are available from reception, offering an interesting and insightful tour of the Gardens. More information about the Hidden Gardens is available online: www.thehiddengardens.org.uk

2. TRAMWAY STAFF

Programming

Sarah Munro

Head of Arts, Glasgow Life
sarah.munro@glasgow.gov.uk

Claire Jackson

Curator, Tramway
claire.jackson@glasgowlife.org.uk

Rosemary James

Audience Engagement Officer
rosemary.James@glasgowlife.org.uk

Administration

All admin enquiries should be sent to:
Arts&Music@glasgowlife.org.uk

Marketing

Kathryn Bradley (based at Trongate)

Marketing Officer
kathryn.bradley@glasgowlife.org.uk

Tramway Café Bar

Jane Stewart

Manager
Jane.Stewart@cordia.co.uk

Reception/ Box Office

Adam Worton

Receptionist
adam.worton@glasgowlife.org.uk

Operations/ Front of House

Kevin Meek

Venue Manager
kevin.meek@glasgowlife.org.uk

Christabel Mathieson

Assistant Venue Manager
christabel.mathieson@glasgowlife.org.uk

Kim McPhie

Assistant Venue Manager
kim.mcphie@glasgowlife.org.uk

Jade Graham

Assistant Venue Manager
jade.graham@glasgowlife.org.uk

Michelle Opit

Assistant Venue Manager
michelle.opit@glasgowlife.org.uk

Technical Dept

Stuart Gurden

Gallery Technician
stuart.gurden@glasgowlife.org.uk

Patrick Gillies

Stage Manager
patrick.gillies@glasgowlife.org.uk

Chris Quinn

Chief Sound Engineer
chris.quinn@glasgowlife.org.uk

Paul Sorley

Chief Electrician
paul.sorley@glasgowlife.org.uk

3. FIRE EVACUATION PROCEDURE

Tramway operates on a Stage One Fire Detection System. If the fire alarm sounds, the building must be evacuated immediately using the nearest and safest exit. The fire alarm has a sound like a siren. Visual indicators (red flashing lights) around the building will also activate.

The muster point for all staff and visiting company members:

| |
|-----------------------|
| Muster Point 2 |
|-----------------------|

This is located at the railway bridge at the rear of Tramway in the back yard area. If the fire alarm sounds all staff and visiting companies should make their way to the muster point.

The Attendant conducts a roll call from the signing in sheets (hence the importance of signing in and out of the venue).

The Fire Detection System will be tested once a week. Prior notice will be given before each test. The Fire Management System document is available for inspection at Stage Door.

4. HEALTH AND SAFETY DO'S AND DON'TS

Important: If you are a visiting Visual Artist, Theatre Technician or Sub Contractor and intend to carry out any work at Tramway, which presents any element of risk, you will be required to provide a method statement and / or risk assessment.

Please contact the relevant Producer / Curator if you require any guidance on this.

4.1 HEALTH AND SAFETY POLICY

Culture & Sport Glasgow's Health and Safety Policy, arrangements and procedures are available at Stage Door. All companies & visitors must agree to abide by its conditions.

1. Signing In/Out Procedure

All Company members and visitors working in the building should sign in and out at Stage Door on the Visitor Signing Sheet. This will enable Tramway staff to know you are in the building, improve security at the venue, and also enable staff to account for everyone in the building should an emergency arise.

2. Accidents/Incidents

Any accidents or incidents involving staff or visiting company members **MUST** be recorded in the Accident Book or if necessary, on an official Incident Report Form. These are located at Stage Door. Any accidents/incidents must be reported immediately to Stage Door and to a Manager.

3. Risk Assessments

Tramway has a procedure for assessing risks to staff and members of the public, and putting in place measures to control the risk. Any activity, which involves a potential risk to health, must be communicated to a member of the Technical and Operations Department. The Visual Artist, Technician or Sub-Contractor must carry out this Risk Assessment.

4. COSHH Assessments

Any substance that will be used that could prove hazardous to health must be assessed in the form of a COSHH Assessment. The Visual Artist, Theatre Technician or Sub-Contractor must carry out this COSHH Assessment. A register of Risk and COSHH Assessments is available at Stage Door.

4.2 TECHNICAL GUIDELINES

Important: Please contact the relevant member of our technical department if you have any questions about the suitability or safety of materials or equipment.

Main Contact: Kevin Meek, Venue Manager

Kevin.meek@glasgowlife.org.uk

PLEASE NOTE: Floor plans, cross sections and elevations can be downloaded from the “**Production Office**” area of our website, along with technical equipment lists for each of our spaces www.tramway.org

1. Fire Proofing

All sets, drapes and other soft goods that are not props or costumes should be of a **Class 1-fire resistance**. In the case of soft goods this means inherently or durably non-flammable. Spray or paint treatment does not achieve this standard.

Timber must be **Class 1** in the process of manufacture and be stamped accordingly.

The Technical Department may test the fire proofing of your sets on site. Please ensure that fireproofing certificates are available for inspection.

2. PAT Testing

All electrical equipment should be manufactured and tested to a recognised international standard. All appliances must have a clearly displayed inspection sticker and certification relating to any Portable Electrical Appliance, i.e. luminaries, power tools, wardrobe and wigs equipment and all stage practicals must be carried with the company and be available for inspection. Equipment which is not tested or certified, may be tested by competent persons nominated by Tramway and the cost of this may be passed on.

3. Mains Distribution

Any mains distribution brought into Tramway must have appropriate RCD protection and be properly earthed.

4. Mains Power Tools

All mains power tools used must be 110v.

5. Flame / Firearms / Pyrotechnics

Any naked flame, firearms or pyrotechnic devices used in the show must be discussed in advance with the Technical Department and a risk assessment and method statement submitted at least six weeks prior to your visit.

6. Strobe lighting effects

Use of strobe lighting, data flash or other extreme effects must be notified in adequate time to include warning information in the programme (minimum 6 weeks).

7. Rigging Equipment

Any hoists, motors, wires, ropes, slings, chains or other lifting tackle should be tested, certified and stamped clearly with durable labels. No untested lifting tackle may be used. All test certificates should be carried by the company and be available for inspection.

Plans of set, lighting, sound and hangings must be sent a minimum of 6 weeks in advance of your visit. Please inform us as soon as possible if you have not received adequate Tramway plans or tech specs.

4.3 FIT-UPS, GET-OUTS, MAINTENANCE WORK & INSTALLATION PERIODS

In these periods the main body of the building takes on the role of a construction site.

1. Protective Clothing

Suitable protective clothing must be worn for the task being carried out, e.g.

- Get-in: Protective boots, Gloves.
- Cutting / Grinding: Goggles, Visor.
- Rigging: Harness.
- Spraying: Respirator.
- Power tools: Visor (where applicable)

2. Overhead working / Focusing

- Empty all pockets and remove all loose items from your person.
- Attach all tools to a belt or harness.
- Notify all staff that work is being carried out overhead.
- Wear a harness if working in any unprotected overhead position.

3. Rigging

- To be carried out by a competent contractor or member of staff in accordance with industry standards.
- Use only appropriate equipment designed for the purpose. All rigging equipment must be certificated.
- Comply with the Safe Working Loads advised by Culture & Sport Glasgow staff. These must be adhered to.

4. Noise

- Noise can be a serious safety hazard, e.g. music, sound checks, power tools. It can prevent clear communications and important safety or work instructions. Please warn your colleagues before making loud noise.
- Noise assessments may be required to be carried out by Tramway technical staff

5. Machinery / Tools / Welding

- Only to be carried out by competent staff
- Notify all others working in the area of safety precautions
- Use safety guards and screens as required
- Only use tools designed for the job, in accordance with instructions and safety guidelines
- Use only 110v tools
- Hot work permit required for welding

6. Housekeeping

- A tidy area is a safe area. No material, goods or equipment should be placed so as to obstruct a general work area, gangway, fire exit route, roadway or car parking area. This includes trailing leads and hoses.
- Ensure that rubbish does not accumulate
- Clean up when you finish
- Clear away all tools
- Keep trailing cables to a minimum
- All materials should be stored correctly and not blocking passageways
- Keep access to fire extinguishers and fire escapes clear at all times

4.4 IMPORTANT INFORMATION

1. Please do not take any Tramway equipment to use without asking the relevant Tramway staff. i.e portable electrical, manual tools or cleaning equipment and supplies.
2. Please ensure that all equipment, staging, props etc belonging to the company/artist are removed from performance spaces and backstage areas within the agreed timescale on conclusion of the performance/event
3. No equipment, staging, props etc should be left onsite unless specific arrangements have been made with Tramway's stage manager in advance
4. Strictly no photography during a fit-up. This is extremely dangerous for the technical and visiting company personnel working in the spaces.

6. DECLARATION

Please acknowledge that you have read and understood the induction document by signing and dating the document below.

You may type your name to indicate an electronic signature if returning by email.

I, on behalf of the visiting company: _____

[Insert Company Name or leave blank if signing as an individual] have been issued with the Useful Information, Health and Safety Information, Technical Guidelines and Fire Safety Management documents.

Name(s) _____

Signature(s) _____

Date _____

Please return signed copies of this document to either the Curator / Producer or the Assistant Venue Manager assigned to your project prior to any work commencing.

(Contact details on page 6).