

Useful Information

Guidelines:



Slack Space staff and helpers are all volunteers giving up their free time to facilitate your use of the space. Please remember this in your dealings with them and be courteous and polite at all times.

Please respect the space at all times. In particular, the primary function of Slack Space is that of an art gallery. Please never touch or move art works unless you have been given express permission to do so. If you need advice please ask.

It is your responsibility to leave the space tidy at the end of your activity and ensure all equipment is returned and replaced in a similar manner and condition to how you find it. Slack Space volunteers will be available to assist you with this and are happy to help but, please note, it is not their job to tidy up after you.

We are not able to store your equipment overnight and you should take everything you bring home with you. In exceptional circumstances we may be able to assist with storing equipment but agreement to this must be obtained in advance and the equipment must be collected at the very earliest opportunity. Please note, all equipment is left at own risk

Please take care with the electric supply and make sure you turn off anything you have used. In particular, please make sure you turn off all lights and heaters. Please don't unplug our equipment – especially the fridge!

Slack Space cannot afford to pay the Council for rubbish & recycling collection so please ensure that you have a plan to remove any significant rubbish and recycling created by your event – including from the audience. If you are asking our volunteers to deal with your rubbish and recycling then it would be greatly appreciated if your donation covered this.

Slack Space is a voluntary organisation with no regular funding. As such we rely on donations to be able to carry on our work. Please make sure the Slack Space donations pot is left out in a prominent position and encourage people to give. We rely on your donations! We would also request that you make a donation to cover your use of the space and enable us to continue running the space and offering it as a service to the community.

We will give your event some publicity but promoting it is primarily your responsibility. Often an event stands or falls on the amount of work which has been put into its publicity so it is worth making an effort on this front.

Running the event via guest list is optional. If you decide to do so, this will be your responsibility to manage. Please remember that the venue has a safe occupancy capacity (peak load) of 240 (or 420 if all fire exits are in use) for events including any support staff and it is your responsibility to ensure that this is not exceeded. It is your responsibility to safely manage the event and you should have two designated competent people in charge at all times – one event manager and one person to keep an eye on the doors.

Please ensure audience are behaving appropriately at all times. People should not be interfering with the artworks or accessing other parts of the building. People should be behaving sensibly and safely and should not be drinking excessively. Please note we have a zero tolerance policy on drugs. If drug taking is happening at your event it will be stopped and you will not be invited back under any circumstances.

Slack Space does not have a premises licence covering the provision of alcohol. If you plan to allow drinking at your event, either brought by the attendees or provided free by you as organisers, then you will need to confirm that you will personally be responsible for ensuring that (a) only those over 18 are drinking, and that (b) no alcohol is consumed by those who are already excessively drunk. Selling alcohol is not normally possible as we have a clause in our tenancy agreement to “not undertake significant commercial activity” and also requires a special licence from the council. If you need to discuss this further then contact Slack Space by the normal route at least a month before you plan to hold the event.

Please put up the ‘no alcohol outside’ sign which is located in the invigilator’s desk. Please ensure that no alcohol is taken outside at any point or under any circumstances.

It is a condition of our premises license that we do not have any doors open while playing amplified music. Please respect this or we may lose our license.

If we have given you a key please make sure you return it to us ASAP.

If you wish to supply food please contact us in advance. Any food must be prepared in accordance with a food hygiene certificate.

A first aid box is situated in the main space, another in the kitchen on the 1st floor. Please ask a member of Slack Space if you require assistance.

If the fire alarm goes off or you are instructed to evacuate the building by the event manager then leave immediately through the front or rear fire escape. Do not panic, do not collect belongings and follow the instructions of Slack Space staff. The Assembly point is in the Baptist Church Car Park immediately behind the venue.

Please take care when lifting / carrying equipment. If you need manual handling advice please ask.

Please tape down loose leads or otherwise ensure these do not pose a trip hazard.

Please note children may be present at the event and keep your behaviour appropriate.

The rest of this document contains technical and logistical details to help you. This document also contains a copy of the main risk assessment and fire assessment for the space. You will need to ensure you are complying with the provisions of these and notify us if you are bringing any additional risks to site.

When you are ready, please complete the Proposal form and return it to us at colchesterslackers@googlemail.com We will let you know the success of your booking ASAP.

Venue:

Slack Space Colchester
Victoria Place
Eld Lane
Colchester
CO1 1LR



Exterior view:



Main Gallery Space

Interior views:



Location: Ground Floor

Dimensions: The main gallery floor space measures 13m x 14m (42' x 46') approx.

Power: There are power-points on the main pillars and on the front wall only.

Exits: Emergency exits to the front and sides must be kept clear and unlocked at all times

Capacity: The capacity of the space is 420 people for events and 42 people when open as a gallery.

Craft Space

Interior view:



Location: Ground Floor

Dimensions: The craft floor space measures 7m x 6m (23' x 20') approx.

Power: There are power-points on the left wall only.

Exits: Emergency exit to the corridor which exits both front and back of the building. This must be kept clear at all times

Capacity: The capacity of the craft room is 12 seated people for events.

Meeting/Rehearsal Space

Interior view:



Location: 1st Floor

Dimensions: The Meeting/Rehearsal floor space measures 8m x 7m (26' x 23') approx.

Power: There are power-points on the right wall only.

Exits: Emergency exit to the stairs and then exit via the front of the building. This must be kept clear at all times

Capacity: The capacity of the Meeting/Rehearsal room is 112 people standing for events.

Recording/Rehearsal Space

Interior view:



Location: 2nd Floor

The floor space measures 7m x 14m (23' x 46')

There are power-points on the main pillars and on the external wall.

Emergency exit to the main stairs must be kept clear at all times

The capacity of the space is 120 people standing for events.

Equipment available:

- PA – 150w Peavey Escort 3000
- Mic, stand and lead
- Drum kit
- Four can lighting bar
- LED lighting bar
- Disco and projector lighting effects
- 3 fan heaters plus several medium size portable heaters
- 80 chairs (assorted types)
- 10 tables of various sizes
- Flipchart and paper
- Fridge
- Hot water boiler (urn)
- Microwave
- Cold water supply
- Toilet on ground floor

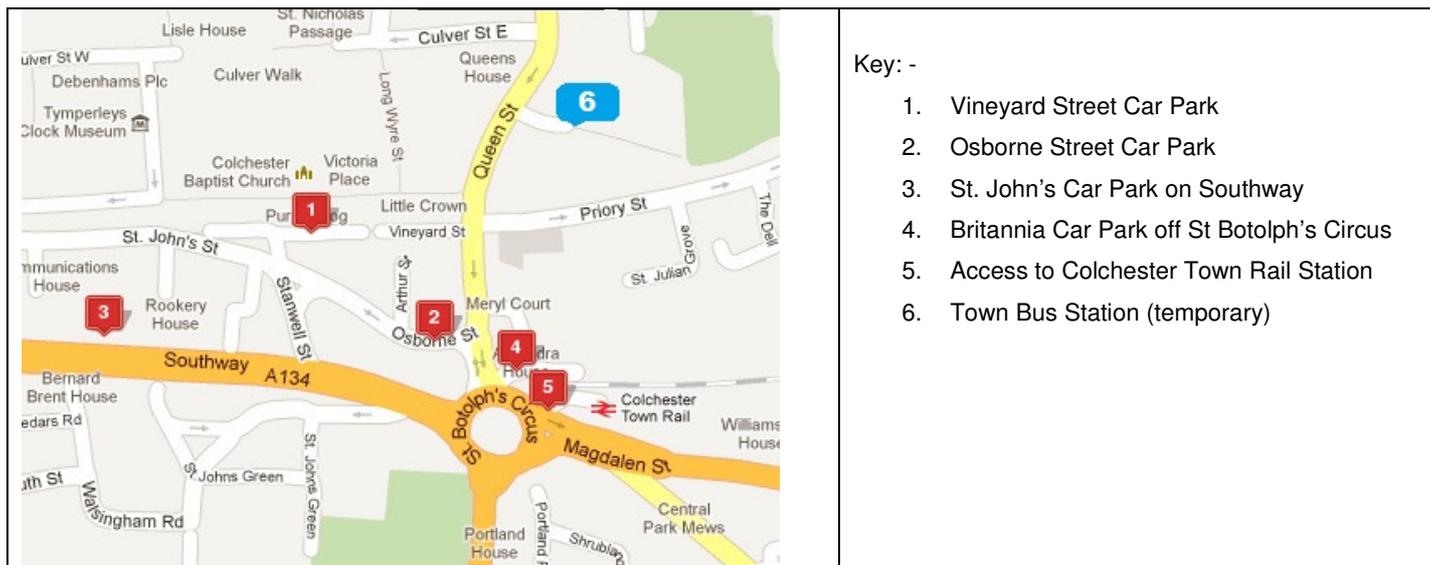
Access:

There is no disabled toilet in the space; however, we have a RADAR key for the disabled toilet in the bus station only two minutes away. If the main doors are closed then a bell push has been provided to call for assistance.

There is no parking for the space. The nearest public car parks are located in Priory Street and Vineyard Street, both of which are about 2 – 3 minutes away and normally free after 6pm. The bus station and the town railway station are both within a few minutes' walk of the space. Please see the map below.

To access the building for loading / unloading with a vehicle the normal route is via Long Wyre Street and a sharp right turn into Eld Lane. There are restrictions on Long Wyre Street which limit access to before 10am and after 6pm. Also note that it gets very busy in Eld Lane on a Sunday with the nearby church services. If you are unloading equipment here then make sure you park with consideration to ensure that the others can get past but remember that you will need someone to stay with your vehicle at all times to avoid a parking ticket.

Exceptionally it may be possible to arrange loading/unloading via the under-croft (bay H) accessed via Vineyard Street – however this has to be confirmed in advance with the Slack Space organisers and can only be offered where extra volunteers are available on the day.



- Key: -
1. Vineyard Street Car Park
 2. Osborne Street Car Park
 3. St. John's Car Park on Southway
 4. Britannia Car Park off St Botolph's Circus
 5. Access to Colchester Town Rail Station
 6. Town Bus Station (temporary)

General risk Assessment:

HAZARDS IDENTIFIED	EXISTING CONTROL MEASURES	HAZARDS EVERITY	LIKELIHOOD TO OCCUR	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	WHO RESPONSIBLE? HOW TO IMPLIMENT?
Risks brought to the space by artist's work or activities	Risks identified during submission / hanging and dealt with appropriately	L	L	L	Contact H&S Officer if in doubt	Curator
Risks brought to the space by performer work or activities	All performances to be managed by a competent event manager in line with current safety guidance	M	L	L/M	None	
Risks brought to the space by public activities	Whenever the space is open to the general public at least one experienced invigilator, or other responsible person, will be in attendance and keep the safety of the space and those in it under surveillance	L	L	L	None	Manager
Fire risks	Fire assessment carried out and control measures maintained in line with current safety guidance	H	M	L	Fire assessment to be kept under review	Manager
Risks from electricity	All equipment in use in the space is PAT tested at least annually and visually inspected regularly. Slack Space does not have access to the fuse box for the premises. Should lighting fail the premises will be evacuated and the landlord notified at the earliest opportunity.	M	L	L/M	None	

HAZARDS IDENTIFIED	EXISTING CONTROL MEASURES	HAZARDS SEVERITY	LIKELYHOOD TO OCCUR	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	WHO RESPONSIBLE? HOW TO IMPLEMENT?
Risks from manual handling	Manual handling guidelines are available on request	M	L	L/M	None	
Risks from slips, trips and falls	Good housekeeping is maintained in the space and slip, trip and fall risks such as trailing cables are carefully managed	L	L	L	None	
Lone working and risk of violence	Lone working is not encouraged and only takes place where the person is experienced and with their consent. Invigilators always have a mobile phone and list of contacts including that of the community police officers. A rape alarm is maintained on premises	L	L	L	None	

Fire assessment:

1. Assessment
2. Fire detection and warning systems
3. Fire fighting systems
4. Escape routes
5. Plans for measures to be taken should a fire break out

1. Assessment:

HAZARDS IDENTIFIED	EXISTING CONTROL MEASURES	HAZARD SEVERITY	LIKELY HOOD TO OCCUR	RISK RATING	ADDITIONAL CONTROL MEASURES REQUIRED	WHO RESPONSIBLE? HOW TO IMPLEMENT?
Risk of fire from electrical equipment	All equipment is regularly checked and PAT tested. Potentially dangerous equipment is taken immediately out of service	3	1	2	None	N/A
Risk of fire from flammable substances such as paint	A minimum of paint is kept on site. Paint is kept in a private area and in correctly labelled secure containers. Paint is kept away from ignition sources	3	1	2	None	N/A
Risk of fire from storage of combustible materials	Combustible materials are cleared regularly from the space	3	1	2	None	N/A
Risk of fire from heating equipment	All equipment is regularly checked and PAT tested. Potentially dangerous equipment is taken immediately out of service. Only non flame based heaters are used in the space	3	1	2	None	N/A
Risk of fire from public activity	None	3	1	2	None	N/A
Risk of fire from artist / performer activity	None	3	1	2	None	N/A
Risk of fire from staff activity	None	3	1	2	None	N/A
Risk of fire in refuse bins	Bins are supervised at all times and emptied regularly	3	1	2	None	N/A
Arson	The property is in a Town Centre location and does not have any obvious means of arson attack	3	1	2	None	N/A

2. Fire detection and warning systems:

The building has a maintained fire alarm and a total of four smoke detectors for its size.

3. Fire fighting systems:

Two foam and one CO2 fire extinguisher sited at separate sides of the space
Fire extinguishers are signed and tested annually

4. Escape routes:

The space has at least two routes leading directly to a place of safety. Additional routes may also be made available.

The occupant capacity of the space is the lower of the occupant density and the exit capacity figures.

Occupant density:

The occupied floor has a capacity of 210m squared

Using HSE figures (0.5m² per person) this allows safe occupancy for 420 people at any one time at events

Using HSE figures (5m² per person) this allows safe occupancy for 42 people at any one time while the space is being used as a gallery

Exit capacity:

Option one – two smaller exits only:

The space has two smaller exits of 0.76m and 0.80m giving a total exit width of 1.56m

A width of 0.75m can accommodate 120 people (low risk premises)

Option one = (2 x 120 =) 240 people

Option two – two smaller exits and one large exit:

The space has two smaller exits of 0.76m and 0.80m giving a total exit width of 1.56m

The space has one larger exit of 1.47m

A width of 75mm can accommodate 120 people (low risk premises)

A width of 1.05m can accommodate 240 people (low risk premises)

Option two = (2x120+240 =) 480 people

Option three – two smaller exits and two large exits:

The space has two smaller exits of 0.76m and 0.80m giving a total exit width of 1.56m

The space has two large exits of 1.47m giving a total exit width of 2.94m

A width of 75mm can accommodate 120 people (low risk premises)

A width of 1.05m can accommodate 240 people (low risk premises)

Option two = (2x120+2x240 =) 720 people

Final capacity calculations:

Option one – (min(420, 240)=) 240 people

Option two – (min(420, 480)=) 420 people

Option three – (min(420, 720)=) 420 people

Note – exits do not need to be open but do need to be unlocked and any further exits between these and a final place of safety must also be unlocked. The gate must also be unlocked where the rear fire escape is being used. Fire exits must be signed.

5. Plans for measures to be taken should a fire break out:

Should a fire break out during an event or an exhibition all persons shall be instructed to leave immediately via the nearest exit and the lead invigilator or event manager shall contact the fire brigade immediately.

The lead invigilator or event manager shall check that the space is clear and also check the side alley where the rear fire escape is being used

Non emergency fires may only be tackled if they are smaller in size than a small wastepaper bin and the correct fire fighting equipment is at hand. Even then the fire should only be tackled if the person knows how to use the equipment and is confident to do so. Non emergency fires should not be tackled unless a competent person has been notified of the size and location of the fire and that someone is attempting to tackle it.

The assembly point in the in the Baptist Church car park

Fire instructions are in place. Fire drills take place regularly.