



Theatre Workout™ Ltd
Enfield Lodge, 13 Stratheden Road, Blackheath
London, SE3 7TH
Tel: +44 (0)20 8144 2290
www.theatreworkout.com | enquiries@theatreworkout.co.uk

West End Workshops: Advice to Teachers

This information primarily concerns health and safety, child protection and workshop preparation advice for teachers, schools and group bookers booking workshops with Theatre Workout Ltd

Updated February 10

All bookings are bespoke to you and your group. A Workshop Development Form should have been sent to you to complete – please ensure you return this to Theatre Workout at least two weeks before your workshop is due to take place to enable us to tailor your workshop for you, making your workshop one to remember!

Recipe for Successful Workshops:

In order for your workshop to be successful a two-way relationship must be developed between the workshop leader and your students. Our promise to you is that in an effort to tailor your workshop, we will continue to amend our techniques throughout your workshop to engage your group. We will endeavour to use multiple techniques to engage your students, drawing on their reactions and response to the workshop exercises to tailor the workshop throughout the session, working with them throughout the session to inspire creativity and imagination.

In return, we expect your students to be open to instruction and to be willing to work with us throughout the session without disrupting or blocking the techniques offered.

In addition, we actively encourage teachers to join in and find that when they do, students are more engaged and responsive. We also want teachers to learn from us and take the techniques back to the classroom. For this reason we now have a free workshop plan for you when you sign up to our newsletter. Go to www.theatreworkout.com for more information.

General Information Regarding Workshops:

Workshop Necessities:

- **Clothing:** All workshops are interactive and you are advised to wear suitable attire or bring a change of clothing with you. Comfortable, loose fitting clothing is ideal with suitable footwear. Heeled shoes, boots or tight-fitting or restrictive clothing is not advised.
- You are also advised to bring with you **bottled water, pen and paper.**
- **Workshop Venue** addresses can be found on our website at the following address:
www.theatreworkout.co.uk/Contact_Us.html



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Photography and Filming

- Theatre Workout permits the use of photography and filming in its workshops provided that copies are provided to Theatre Workout for the companies own documentation.
- Should Theatre Workout wish to use such documentation for its own marketing and promotion activities, the company will seek written consent for the items use.
- Permission to take photos or to film outside the workshop studio must be obtained from the venue management.

Booking Terms & Conditions

- All bookings are provisional until payment is received, in which time your booking can be amended in any way, including changing dates, content, etc.
- All invoices are inclusive of VAT at 17.5%. Once paid, a VAT receipt will be issued.
- Once a booking is confirmed, no refunds or exchanges are allowed.
- Failure to pay an invoice by the due date may result in the cancellation of a booking.
- Once a booking is confirmed, details of the booking will be confirmed in writing on the receipt. The receipt will state the subject of the workshop. The client must check all information to ensure no mistakes are made.
- Should the details of a booking be incorrect the client must alert Theatre Workout to resolve at least 7 days prior to the start of the workshop.
- Theatre Workout offers to tailor each workshop to a clients needs. A workshop development form will be sent to you at the time of the booking for you to provide Theatre Workout with any specific requirements. Please provide this information along with payment or at least 7 working days in advance of your workshop taking place. Workshop leaders may not be able to adapt the workshop on the day.
- Should a workshop be cancelled or delayed by more than 15 minutes due to unavoidable circumstances outside of Theatre Workout's control, a full or pro-rated refund will be made for the cost of the workshop. This may include issues such as travel delays affecting a workshop leaders inbound journey.

Child Safety & General Information

The safety and welfare of students taking part in a theatre event with Theatre Workout is paramount. We employ suitably trained and experienced staff and aim to provide a secure and safe environment for your students.

Insurance

- For the safety of the client and employees of Theatre Workout, Theatre Workout Ltd holds Entertainers Liability Insurance. Insurance is held with Hencilla Canworth Ltd, and the policy number is ECL/0229. This insurance includes:
 - Employers Liability: £10m
 - Public Liability: £2m
 - Products Liability: £2m
- Should any client require additional insurance they are advised to:
 - Contact Theatre Workout to increase the existing liability insurance for your group. This will incur a fee to the client
 - Arrange their own insurance to cover all aspects of their business with Theatre Workout

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- Clients are advised to contact Theatre Workout in writing regarding any issue relating to Public Liability Insurance.

Child Supervision

- Theatre Workout is not responsible for your students during your visit.
- Theatre Workout recommends groups consist of at least 1 adult per 10 students.
- A minimum of 1 teacher **must** remain with the group at all times and encourages active participation by teaching staff in the workshop. Should no supervising staff be present at any time, Theatre Workout staff are instructed to stop a workshop and remove themselves from the space until supervising teachers return.
- In an emergency there are always other members of staff on hand at a venue to help: front of house, office and education staff being the first port of call.
- Theatre Workout recommends that students under the age of 14 are always escorted by an adult when they need to leave the workshop space for any reason.

West End Risk Assessment

- Theatre Workout may be able to obtain Risk Assessments for clients when made available by the venue. Should a Risk Assessments not be available, appropriate contact information will be offered for clients to arrange to conduct their own Risk Assessment.

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Venue Evacuation

- In the event of an emergency evacuation, please follow venue staff instructions.
- Please be aware that each workshop venue used by Theatre Workout will have its own evacuation procedure. Workshop leaders and group leaders should both take responsibility for checking evacuation procedures on arrival at the workshop venue
- Details of the Assembly Point can be obtained from venue staff

Accidents and illness

- Theatre Workout staff are trained to avoid risk in any exercise, and will always exercise caution when conducting any exercise. However, Theatre Workout can take no responsibility for unavoidable accidents outside of its control during the workshop or within the workshop venue.
- In the event of a student suffering an accident during a workshop with Theatre Workout:
 - Both Theatre Workout staff and the group leader will establish what action needs to be taken and will put any measures in place together



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- Theatre Workout staff can not provide any form of medical treatment. If necessary, Theatre Workout staff will contact the emergency services. The group leader must ensure that the child is cared for until further help arrives
- Details of all accidents should be reported to the Theatre Workout main office in writing by both the workshop leader and the group leader
- First Aid Kits are usually located within each workshop venue. Please consult venue staff if necessary

Emergency contact details

- Supervising teaching staff should have access to emergency contact information for the students in their care, and should have parental consent for the students to participate in any workshop with Theatre Workout.
- In an emergency, Theatre Workout workshop leaders will contact the Theatre Workout main office for more information.

Safeguarding Children

- All workshop leaders and assistants are made aware of the Department of Health's guidelines "what to do if you're worried that a child is being abused" and would alert the Theatre Workout main office of any concerns.

Police Checks/Disclosure

- Any member of Theatre Workout who may be unsupervised while working with students be subject to CRB checks. However, Theatre Workout recommends that Theatre Workout staff are never left unsupervised by the client.

Breaks

- During a standard two hour-long workshops no break is given. Students are permitted to use facilities within the venue if they need to go. Theatre Workout staff are not responsible for their supervision when outside of the workshop space.
- During a workshop of more than two hours, toilet and refreshment breaks will be provided. Students and/or school staff must provide the groups refreshments unless arranged with Theatre Workout in advance.
- Lunches: During all-day workshops Theatre Workout may be able to arrange lunch to be delivered to the workshop venue by arrangement. Alternatively students can bring a packed lunch or make provision to purchase lunch locally.

If you have any questions regarding your workshop, please contact Theatre Workout on the details above.

We thank you for booking with Theatre Workout and we hope you enjoy your theatre booking. We look forward to working with you soon.