

101

Induction

**Induction points that all individuals using
101 must receive**

**Please relay this information to all your company members and
guests who have not received a staff induction**

Access & Fire Safety

- Upon arrival, a member of staff will show your group the building access points, how to get in and out & where the fire exits are.
- You have access to the building 24/7 and are responsible for lock up at the end of the night, liaising with other residents in the space. You will be given the **lockbox code** and the kitchen door will be your main point of entry at the beginning of each day.
- Each company needs to allocate 2 competent persons as fire lead and staff will run them through the basics of control box and assembly point etc. **All team members should know who their fire lead is for head count purposes.** All fire exits must be kept clear.
- **All company members and guests must be written on the accommodation form provided** (make note what dates everyone is coming and going). Add any day visitors you have coming.
- Let everyone in your team know where the first aid box is located (**on wall in corridor opposite office door**) and to report any incidents or injuries to staff so we can complete accident reports.

Using the Kitchen

- **Cleaning up after meals in the kitchen is your responsibility.** Our kitchen is a communal kitchen and cannot function in a messy state. Counters should be wiped down after each meal and food items tidied back into the fridge, cupboards or boxes provided.
- **Residents may use our double fridge, please ask for labels if you need them. Single fridge is also available for smaller residences.** Please respect that some people have allergies and/or food intolerances/preferences. Keep all nuts or meats well wrapped and contained. At the end of your residency wipe down the shelves in the fridge after use and in between if you notice any spills.
- **Our caterer uses the kitchen (dining room side) and needs the counter to be cleared of goods to prep meals in a neat and hygienic environment.** If you have catering arranged you are still responsible for cleaning plates and cutlery, packing away, and making sure the counters and sinks are clear for use of other artists/staff. This includes using dishwashers and unpacking the dishwasher. This all needs to be done in a timely manner so that it is usable for other companies and ready for the next meal preparation.

- **Please try to keep kitchen use to a minimum when the caterer is preparing food.** No children should be in the kitchen when food is being prepared unless closely monitored with adult supervision. This is a health a safety requirement. No more than 5 people at a time in the kitchen when receiving food as this can be hazardous for Caterer/yourself. If you must prepare food but the caterer is in for another company, please check in with a staff member and we can arrange a meal prep time that works best for all, or we can check in with the caterer if there is room to accommodate it during her meal preparation time.



Checking Out

- **Please leave the rehearsal space as you found it** – including cleaning up equipment such as MMA mats provided, returning tools, equipment or stationary borrowed. If you move furniture or items in the building please return it to where it was before.
- **On your last day of residency cabins need to be vacated by 10:30 and keys must be returned to 101 in the basket in the dining room.**

Late Arrivals

- **Introduce individuals who have not had an induction in your group to at least one staff member if they have not done so themselves already. Let them know staff hours (9.30-5.30 Monday to Friday) and point out emergency contact numbers for afterhours (on kitchen board as well as all the cabins)**

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**Thank you for respecting our lovely space
at 101 Outdoor Arts. We look forward to
supporting you!**