

SAFETY
REGULATION
OF THE
THÉÂTRE
NATIONAL

1er janvier

2024

The purpose of this regulation is to help draw attention to safety issues based on the legal requirements.

SAFETY REGULATION OF THE THÉÂTRE NATIONAL

SAFETY REGULATION OF THE THEATRE NATIONAL OF THE FRENCH COMMUNITY OF BELGIUM

This regulation applies to the staff of Théâtre National and all other persons on the premises at any time, such as event organisers, companies, contractors, subcontractors, the general public and visitors.

It is everyone's responsibility to take due care and take any action within their power to prevent accidents affecting themselves or others.

Everyone must assure themselves that the staff members for which they are responsible have received the information and training they need to do their job safely.

Any deliberate breaking of the rules will be deemed to be a breach of this regulation.

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INTRODUCTION – PURPOSE:

The purpose of this regulation is to help draw attention to safety, quality and the environment in the workplace, based on the relevant legal requirements.

The Théâtre National may also issue additional specific requirements in addition to the measures stipulated by the Code of Well-being at Work (and all its implementing decrees) or by the regional or municipal authorities that apply to events held on its premises.

Under the Code of Well-being, which includes the decrees implementing the Law of 4 August 1996 on the welfare of workers during the performance of their work (except the Royal Decree of 25 January 2001 on temporary or mobile work sites), the Théâtre National appoints a competent prevention advisor who assists the employer, the members of the hierarchy and the workers in applying the measures referred to in the Law of 04 August 1996 (Chap.5, art19, §1). He will work closely with the Théâtre National's executive management.

External organisers, companies and any other person involved in an event (hereinafter referred to as user, organiser or participant) taking place inside or outside the Théâtre National and under its final responsibility, are required to have their own internal safety coordinators or, alternatively, a technical manager who will report to the management with regard to communication (mainly technical) and, if necessary, to the Théâtre National's prevention advisor. The instructions given by the Théâtre National's technical management are to be applied by everyone.

If there are any concerns about the safety of the workers carrying out their work, or about the final integrity of the setup in progress, the Théâtre National reserves the right to have the regulations currently in force checked in due course and at the organiser's expense. The Ministry of Labour inspection will always have the right to step in and enforce their instructions on site.

In the event of non-compliance with this regulation, the Théâtre National reserves the right to take the necessary measures if it feels this puts third parties in danger and threatens the integrity of the building, facilities or systems.

1. LEGAL STIPULATIONS

The stipulations set out in the following legislation always apply:

- ⇒ **European Directives and Regulations**
- ⇒ **CODE of Well-being at Work, including all decrees implementing the law of 4 August 1996 on the welfare of workers during the performance of their work (except the Royal Decree of 25 January 2001 on temporary or mobile work sites)**
- ⇒ **Art.52 RGPT (General Regulations on Protection in the Workplace)**
- ⇒ **RGIE (General regulations for electrical installations)**
- ⇒ **NBN standards**
- ⇒ **Regional Legislation of the Wallonia-Brussels Federation**
- ⇒ **Ministerial decrees**
- ⇒ **Provincial legislation**
- ⇒ **Bruxelles Environnement**
- ⇒ **Local authority regulations**
- ⇒ **Police regulations**
- ⇒ **Disaster plan**
- ⇒ **Fire brigade instructions**

2. SAFETY AT WORK

2.1 GENERAL ASPECTS

Depending on the safety instructions given by the competent authorities, regardless of the type of event, all parties involved (organisations, subcontractors, visitors, etc.) must follow the instructions and provisions set out in the Law and any specific instructions that the Théâtre National may add in the interests of safety.

When setting up or dismantling a show, workers and subcontractors use their personal protective equipment (PPE).

As a minimum, the Théâtre National requires the use of PPE during activities or work on stage, at heights, or when handling objects or heavy, sharp loads during set-up, dismantling or construction.

- These are minimum requirements set by the authorities and applied by the Théâtre National. Following a specific risk analysis for a particular case that could jeopardise the safety of workers, the TN employer may be required to take additional preventive measures that can be implemented immediately by everyone (organisation, subcontractor, visitor, etc.).

2.2 'WORKING WITH THIRD PARTIES'

The Code of Well-being always applies at the Théâtre National.

Depending on the nature of the activities carried out at the Théâtre National, the Théâtre National underlines that:

- The commercial or theatre company, including its technical team, is always considered to be the employer in its workplace. Laws with regard to employer/employee relations, company/subcontractor relations and work with third parties apply.
- Belgian laws always apply, although different laws may apply elsewhere, regardless of where the companies are registered or the nationality of its employees on our premises.
- The Work Inspectorate (Federal Public Service Employment, Labour and Social Dialogue) has the same powers as the criminal investigation department.

a. General characteristics

The Code of Well-being at Work of 28 April 2017 is a code like the Civil Code or the Penal Code which deals with working with third parties, among other things. This covers both subcontractors with the status of employer and subcontractors acting in a self-employed capacity.

The Code, on the one hand, deals with the sharing of information, the working relationship and the coordination between the various parties and, on the other, sets up a system by which the employer having work carried out by external companies must ensure that the

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legislation is effectively applied by the contractors (organisation, subcontractor, visitor, etc.).

b. Obligations of the employer of the site where staff of external companies will work

The employer of the site (TN) where staff of external companies will carry out their work has the following obligations:

- To provide the necessary information on the risks and preventive measures (related to the Code of Well-being) applicable to the site.
- To ensure that these workers have been properly trained and received the appropriate instructions inherent to the work of the company.
- To coordinate the work of external companies and to coordinate the work between these companies and its own staff in the performance of the work.

c. Obligations of the external companies

The external companies have the following obligations:

- to provide prior information on the risks inherent to their activities at the Théâtre National
- to ensure that workers have been properly trained and received the appropriate instructions inherent to the work of the company
- to respect the rules currently in force at the Théâtre National
- to cooperate on the coordination and the working relationship

2.3 SAFETY OF STAFF

During the production or operation of an event (construction, set-up, rehearsals, performance, dismantling, loading, etc.), it is essential to:

- assess the danger inherent to activities
- prevent potential risks
- tackle risks at their source
- assess the risks that cannot be avoided
- limit potential damage to workers and the public

The workers in question must use the collective protective equipment and wear the necessary PPE (such as safety shoes, gloves, helmets, safety goggles, harnesses). The collective protective equipment always has priority over the personal protective equipment.

2.4 TOOLS AND WORK EQUIPMENT

Equipment such as tools, power tools, means of access, lifts or scaffolding, etc. used at work must comply with the legal requirements of the RGPT and the Code of Well-being at Work, including all the decrees implementing the law of 4 August 1996 relating to the welfare of workers during the performance of their work. The Théâtre National reserves the right to prohibit the use on site of defective tools or tools that do not comply with current regulations (for example: unstable ladder, damaged scaffolding, etc.)

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2.5 SAFETY OF WORK EQUIPMENT AND INSTALLATIONS

- The machines and systems must comply with all relevant prevailing regulations and must not endanger workers and users inside and outside TN.
- Work equipment may only be used and operated by workers designated by the Théâtre National as being competent to do so.
- The tools and machines must be monitored at all times. If they are not they must be disconnected.
- Sound pressure measurement equipment must remain intact and powered up
- The CO2 sensors must also remain switched on and visible to the public.
- Fire-fighting equipment must remain visible and accessible.
- Exits and emergency exits must remain accessible, with no obstacles to evacuation.
- Emergency lighting must always be kept undamaged and visible to the public.

2.6 SUSPENSIONS AND FASTENINGS

- All scenery components are self-supporting or suspended.
- Any component suspended from scaffold or manual or electric booms must never exceed the maximum load set for this equipment.
- Components must not be borne by or suspended from walls, ceilings or any other structure not built for this purpose (ventilation shafts, pipes, electrical shafts).

This stipulation cannot be deviated from without the written permission of the technical management, with due consideration for the following procedure:

- The requester should make its written request to the technical management, providing all the details needed to properly assess the request. The management of Théâtre National does not need to justify any rejection of this request and there is no appeal procedure.
- Suspension systems installed at anchor points or elsewhere must comply with safety instructions and the relevant legal standards.
- Théâtre National will then designate a duly authorised person for all suspension work to take care of attachment/suspension points
In addition, an external technical inspection service (SECT) may be commissioned to inspect the works. The SECT's reports (with or without comments or infringements of the CODE) will be sent to the TN management before the venue is opened to the public.
- The requester will take out third party insurance that covers the risks linked to this suspension (above the audience, for example). This policy will stipulate the renouncement of all recourse against Théâtre National.
- Contractors and sub-contractors are strictly prohibited from climbing onto the roof or in unauthorised areas of the premises. These areas are reserved for authorised persons acting on behalf of the Théâtre National.

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2.7 OPENING AND CLOSING DOORS

- The staff of Théâtre National and its authorised security service are responsible for locking and unlocking doors.
- All entrances, exits, emergency exits and passageways must always be unobstructed. (passageways must not be obstructed by rubbish or stacked objects).

2.8 STAGE EQUIPMENT

- Stage equipment in the auditoria is the responsibility of the Théâtre National. Equipment such as counterbalanced manual booms, must be handled in accordance with good practice by qualified, competent or authorised Théâtre National technicians.

2.9 ASSEMBLING TEMPORARY STRUCTURES

- Only temporary structures approved by a SECT can be used in areas that are open to the general public.
- A technical note containing the characteristics, loads, structural plans and an set-up and dismantling procedure must be submitted to the technical management.
- The correct execution of the set-up can be checked by a prevention advisor or a SECT; the report will be submitted to the technical management or to the TN prevention committee.

2.10 WORK AT HEIGHTS

- All work at heights must be carried out using appropriate equipment. (Note that ladders and scaffolding are means of access)
- Equipment with a platform and railings only can be used for work at heights.
- All necessary protection equipment, such as harness and lifeline, must be used to carry out this work.
- All persons working at height must carry only what is strictly necessary to carry out the work and use tidies for all personal effects and other objects.

Access to ceilings and roofs is prohibited without the written permission of the technical management.

3. ENVIRONNEMENT

3.1 LASERS

- The energy of laser beams must not exceed 2.5 mW/m². The beam must be completely enclosed at higher powers.
- Class 1 and 2 lasers are accepted for use. The user must notify the safety coordinator of the type of laser used (FT). If a gas laser is used, the type must be stated.
- The use of class 3 and higher lasers is strictly prohibited without additional safety measures and is subject to the approval of the technical management and/or its safety coordinator.

3.2 NOISE - AMPLIFIED SOUND

The [decree](#) on amplified sound sets a general rule: the maximum level of amplified sound is 85 dB(A) without conditions. There are two exceptions to this rule: sites may, under certain circumstances, broadcast at volumes of up to 95 dB(A) and even up to 100 dB(A).

When the volume reaches a maximum of 95 dB(A), operators must inform the public of the risks associated with the broadcast sound levels (using appropriate pictograms) and display the sound level in real time (using a sound level meter). If they wish to broadcast amplified sound after midnight, they must record the sound levels and keep a log of these recordings.

Where sound levels reach a maximum of 100 dB(A), operators must also:

- provide hearing protection (earplugs) and a quiet area (where the sound level does not exceed 85 dB(A))
- record sound levels and keep a log of these recordings
- appoint a [contact person](#) to ensure compliance with the requirements. The contact person appointed is Christophe Flémal - TN Security Advisor.

For venues wishing to broadcast above 85 dB(A), the decree also requires sound level (C) measurements to be performed, as they provide a more accurate assessment of the significant sound pressure in the low frequencies. The use of both types of measurement (A and C) will enable a more accurate estimate in terms of risk to the ears. Measurements in dB(A) and dB(C) must always be displayed to the public.

Before broadcasting amplified sound in a venue [open to the public](#), the venue must choose its broadcasting category on the basis of the sound levels (expressed in **Leq**) that will be broadcast and must therefore comply with the conditions associated with this category.

The Théâtre National is registered category 3 by the authorities of the Brussels-Capital Region (Bxl Environnement).

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3.3 TOXIC PRODUCTS

If hazardous products are to be used during an event, prior notification must be made to the Théâtre National's technical management.

If chemical or toxic products are used during an event, the organiser, in collaboration with the Théâtre National's technical services, will install adequate and effective ventilation to limit the nuisance to workers and bystanders.

3.4 WASTE

- In accordance with regional regulations, all participants are responsible for sorting their waste. To this end, the Théâtre National provides selective sorting bins at all workstations.
- Hazardous or flammable waste (paint, solvents, fire extinguishers, etc.) or toxic products may not be disposed of with normal waste or poured down the Théâtre National's toilets or drains. These items must be disposed of in the designated areas. For further information, contact the technical teams or the prevention advisor.
- Used batteries must be collected and disposed of in the appropriate container.
- For waste materials such as:
 - wood
 - metal
 - plastic
 - paint
 - office equipment
 - electrical appliances
 - light bulbs and luminaires
 - flammable or toxic liquids
 - batteries and other energy storage devices
 - ...

dedicated containers are located at the entrances to the machinery workshops (-2).

For any information on sorting waste, contact the technical teams or the TN prevention advisor.

4. ELECTRICITY

(SAFETY REQUIREMENTS FOR ELECTRICAL EQUIPMENT)

4.1 INTRODUCTION

These requirements have been established for the following reasons:

- To constitute a directive for the user and the electrical fitter.
- To ensure electrical safety on the stage and in the areas accessible to the general public.
- To prevent electrocution and fire risks.

Under no circumstances do these regulations replace the provisions of the Règlement Général pour les Installations Électriques (R.G.I.E.).

4.2 GENERAL STIPULATIONS

The electrical system must be installed by qualified and competent (BA4-BA5) electricians in accordance with good practice (Article 5, RGIE).

- All connections, switchboard installation and electricity supply will be carried out by the Théâtre National's BA4-BA5 qualified personnel or those appointed by the Théâtre National.
- Electricity cabinets must always be accessible. In front of any electrical cabinet, there must be a space free of obstacles so that any work can be carried out quickly and safely.

4.3 CHOICE OF ELECTRIC CABLES

- Articles 198, 199 and 209 of RGIE apply in Théâtre National.
- The protective conductor must be yellow and green (earthed). No combination of these colours may be used for the active conductors.
- Blue is reserved for the neutral conductor in the circuits that have one.
- The use of XVB cables may be permitted, provided they are secured along their whole length.
- The use of VGVB, WB and XFVB cables is not permitted if not secured.
- The cables must be secured by appropriate clamps.
- The use of non-standard cables, such as VTLmb coil is not permitted.
- For connections, Théâtre National exclusively uses VTMB (H05W-F) or CTMB (H07-R-NF) cables (flexible double-insulated cables with a minimum surface tension of 500V or similar).
- Minimum diameter demanded for electrical conductors:
 - 2.5 mm² for lighting equipment
 - 2.5 mm² for plugs
- Depending on their location, conductors must be properly protected from any mechanical damage (for example, protect cables in the ground).
- All metallic envelopes of class 1 equipment (not double insulated) must be earthed.
- Earthing conductors and protective conductors must be an integral part of power cables.

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4.4 ELECTRICAL EQUIPMENT

4.4.1 Plugs

- The use of domino plugs is not permitted (multi-socket plugs that comply with NBN C61-112 must be used). Earthed sockets fitted with childproof protectors are also required.

4.4.2 Connecting electrical cables

- The use of unprotected-type connections is prohibited. Those unprotected connectors may only be used in junction boxes, for low-voltage DC use, or in luminaires, provided that the connector is completely electrically insulated.
- Caps and cable glands must be used to block junction and distribution boxes (cable inputs).

4.5 OTHER STIPULATIONS

4.5.1 Switchboards

Switchboard boxes must never be opened or modified after they have been approved by a SECT.

4.5.2 Powering up

Only the Théâtre National's BA4-BA5 qualified technical personnel or staff appointed by the Théâtre National may connect the general voltage of electrical equipment via switchboard boxes or digital controls.

4.5.3 Powering down

The user formally undertakes to switch off the lights when leaving service and to power down electrical equipment. Only fridges and computers can be kept on, together with other equipment insofar as essential.

4.5.4 Quality of the power circuit

If necessary, the user will install stabilisers, no-break or surge protection devices for all equipment that requires them or that requires a 'clean' network, such as IT equipment. Théâtre National cannot be held liable for any power cuts with regard to the internal network or the public grid. The use of a generator or hydrogen generator on stage or in the auditorium is also prohibited.

5. FIRE

5.1 GENERAL ASPECTS

The purpose of this brief survey is to provide information on the stipulations that apply when fitting out and using spaces of Théâtre National. This general survey covers the general stipulations with regard to fire protection. Although the RGPT requirements, the stipulations in this regulation and the special stipulations imposed by the local Fire Prevention Service remain applicable, the scenery and interior fittings must comply with NBN S21-203 (Fire protection in buildings – fire reaction of materials – High and medium-high buildings – Standard effective since 1980). Théâtre National follows all legal stipulations relating to fire protection equipment in its buildings. The organiser is responsible for applying the fire protection requirements before the event begins.

5.2 FREE ACCESS TO FIRE-FIGHTING EQUIPMENT

It is forbidden to furnish spaces reserved for fire-fighting equipment or to place objects in such a way that could hinder their use, access or visibility.

This equipment includes:

- Reels and connections for fire hoses
- Extinguishers
- The sprinklers of the main auditorium
- The sprinkler systems
- The alarm systems
- Passageways, exits and emergency exits
- Emergency signs

5.3 FIRE PERMIT

- The use of flammable fireworks (or products) or open flames on stage is subject to prior approval by the Théâtre National.
- It can only be authorised if preventive measures based on a risk analysis are implemented beforehand.
- The prior risk analysis must be carried out by a competent person (employer, prevention advisor).
- A fire permit application must first be submitted to the technical management or to the prevention advisor.
- The use of internal combustion engines on stage is prohibited.

5.4 EXTINGUISHERS

- Based on a risk analysis, the risk of fire or fire load may necessitate the placing of additional fire extinguishers, at the expense of the organiser.
- The extinguishers will be placed or hung where they can be seen and must be easy to reach at all times.
- A fire permit application must first be submitted to the technical management or to the prevention advisor.

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5.5 EMERGENCY EXITS

- All access points, emergency exits, and evacuation routes are shown on evacuation plans. All doors shown on the plan must be unobstructed and unlocked. They must open with a simple push or action.
- It is forbidden to place objects that create obstacles in front of emergency doors or in corridors used by the public as emergency exits.
- Accesses and emergency exits must be marked with effective signposts equipped with emergency lighting, as set out in the Royal Decree of 7 July 1994, recently amended by the Royal Decree of 20 May 2022 setting the basic standards for fire and explosion prevention.

5.6 GENERAL REQUIREMENTS FOR STRUCTURES AND DECORATION

The materials used to build or install a decor are not permitted if they are flammable or release toxic fumes under the effect of heat.

A certificate confirming the fire resistance of these materials must be available on request from the relevant fire service, the technical management or the Théâtre National's prevention advisor.

All hanging decorative materials must be located at least 50 cm away from any heat source, such as spots, lighting equipment and other functioning equipment.

Fireproofing - impregnation of inflammables materials

The fireproofing or impregnation of materials must be carried out by persons (legal entities or individuals) competent in the field and will be subject to certification.

The fireproofing certificate must state the following information:

- Description of the material (name, type, colour, etc)
- Treatment date
- Fireproofing process and impregnation substance
- How long the fireproofing is valid for and any steps required to prolong it
- The stamp of the company, with the name and signature of the person carrying out the fireproofing

Fireproofing does not improve the fire resistance of some materials. These include:

- Plastic sheeting and plating
 - Materials with laminated surfaces
 - Compacted or stretched synthetic materials
 - 100% synthetic textiles
 - Natural or synthetic rubber
 - Plants
 - Etc
- Some materials can be treated during manufacture to ensure they comply with the M1/B1 norm.
 - Notwithstanding the presentation of a fireproof certificate issued by a competent person, the Théâtre National reserves the right not to authorise the use of the material which may present a risk of ignition or any other hazard in the premises, and reserves the right to take a sample of the material for examination.

5.7 BAN ON SMOKING

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Smoking is prohibited throughout the premises of Théâtre National. We would refer to the following laws:

- Royal Decree of 15 May 1990
- Ministerial Order of 9 January 1991
- Royal Decree of 19 January 2005 on “protecting employees from tobacco smoke”.
- Code of Well-being of 28 April 2017

These decrees ban smoking for all employers, workers and third parties present at the Théâtre National. In the event of a breach of the rules or remarks in this regard, the person concerned must take immediate action and put out his/her cigarette.

This ban also applies to electronic cigarettes, which are considered to ‘incite’ smoking in the workplace under the Code of Well-being.

5.8 CONCERTS / DANCE EVENINGS

The local police service regulations apply to dances inside Théâtre National.

5.9 FIRE PROTECTION & SURVEILLANCE

Staff in the building must be notified of the inherent dangers of a fire and the steps to be taken:

- Knowledge of the safety plan showing the exits, emergency exits and firefighting equipment
- Knowledge of instructions to be followed in the event of fire
- Adequate training in the use of fire-fighting equipment
- Reporting a fire
- Organising an evacuation

Information on prevention and the protocols to follow in the event of dangerous situations are included in the Théâtre National's In-house Emergency Plan. A paper version of this guide is available at the reception desk. An electronic version is also available on request.

5.10 APPENDIX: FIRE PREVENTION (excerpt from the in-house emergency plan)

16. Procedures in the event of fire

In the event of fire or suspicious smoke

- Press one of the red buttons
- Call the operator (200), who will notify emergency services
- If necessary, call emergency services by dialling **112** from any telephone
- Notify the stage managers or duty personnel (PPE) who will organise evacuation of the building



In the event of an alarm

- Leave the building calmly, close doors and windows
- Guide visitors out of the premises
- **DO NOT use the lifts**
- Meet at the assembly point



Standard exit route



Emergency exit route



Emergency exit location

We are not professional firefighters

Don't put yourself in danger!

Evacuate the building

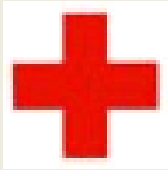
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6. USEFUL NUMBERS

112 should only be called in emergencies.

The caller must provide as many useful details as possible:

- The **reason** for the call (type of accident, emergency or natural disaster)
- Address and specific **location** (Théâtre National, 111 Boulevard Emile Jacqmain, + precise location)
- **Number of people** in danger

LOGO	PHONE NUMBER	DEPARTMENT
	112	European emergency number 112 is a European emergency number that you can use in the member states of the European Union if you need urgent help from the fire brigade, from a medical team or from the police. Website: External website 112 Application: app 112 BE external website
	105	Red Cross Assistance and intervention in the event of disasters and catastrophes. Website: External website Red Cross
	070 245 245	Poison control centre 24-hour emergency medical assistance. Website: External website Poison Control Centre
	0800 32 123	Centre for suicide prevention 24-hour anonymous telephone helpline. A team of volunteer counsellors trained by the centre's permanent team provide a listening ear. Callers are attended to. The toll-free number is intended both for people experiencing a suicidal crisis and for those around them. Website: External website Suicide prevention
	100	Fire brigade and ambulance Fire brigade department 24-hour emergency medical assistance Website: External website Fire brigade Brussels

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	101	Federal Police Call in the event of an extreme emergency. Website: External website Federal Police
	1722	For non-emergency calls, when there is no life-threatening alert but the intervention of the fire brigade is required (in the event of a storm or flood): dial 1722 or use the online form on the external website 1722. Wasp nest: online form on External website 1722
	116 000	Child Focus European Centre for Missing and Sexually Exploited Children. 24-hour telephone assistance service. The centre provides active support in the search for missing or abducted children, fights against the abduction and sexual exploitation of children and helps to support the victims. Website: External website Childfocus
	0800 19 400	Sibelga - odour of gas Emergency number in the event of a gas odour in a dwelling, building or street. Website: External website Sibelga
	02 274 40 66	Sibelga - power cut or defective street lighting Emergency number in the event of a power cut in a home or building, or to report defective street lighting. Website: External website Sibelga
	02 739 52 11	Vivaqua Emergency number in the event of a technical emergency on the water distribution and drainage network. Website: External website Vivaqua
	02 775 78 70	Bruxelles environnement External website - Offences related to the environment and animal welfare (noise, pollution, waste, etc.) External website Contact Brussels Environment