

Firstplan



THE RICHARD ATTENBOROUGH
THEATRE AND ASSOCIATED
DEVELOPMENT FOR ROYAL
ACADEMY OF DRAMATIC ART
(RADA)

16-18 CHENIES STREET
LONDON
WC1E 7PA

STUDENT MANAGEMENT PLAN

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SECTION 1: INTRODUCTION

- 1.1 This student management plan has been prepared to inform the planning application for the redevelopment of Nos. 16-18 Chenies St, which is part of RADA's celebration of Lord Attenborough's life and legacy, known as the Attenborough Campaign.
- 1.2 This document sets out the key principles, methods and working practices that will be adopted by RADA in the management of the proposed student accommodation that will be located on site.
- 1.3 It is acknowledged that effective management of student accommodation is required to address both internal operational issues and the relationship with the neighbouring and wider community whilst enhancing the student's welfare and experience.

The Scheme

- 1.3 This Student Management Plan is submitted in support of the planning and listed building application for the creation of the 300 seat Richard Attenborough Theatre through alterations and extension to the existing drill hall, new refectory, bar and kitchen, library, exhibition space, ancillary offices and the erection of a new 60-bed purpose-built flatted scheme to accommodate first year RADA students and various other alterations to improve facilities in the building".



SECTION 2: SITE MANAGEMENT

Occupancy

- 2.1 RADA operates as a further education establishment whose academic year runs from September through to July. The lengths of enrolment for students vary from course to course and tenancies for the proposed rooms will be offered with respect to this diversity.
- 2.2 The School also operates an intensive summer timetable that will be enhanced by the proposed development and will utilise the rooms that will be vacated by term time student tenancies.
- 2.3 Before enrolling, RADA ensure that all prospective students agree to the 'Student Code of Conduct'. This sets out the responsibilities and codes of behaviour required of RADA students. A copy of the Code of Conduct is attached as **Appendix 1**.

APPENDIX 1

Management Staff and Their Responsibilities

- 2.4 The proposed accommodation will be managed by RADA on-site. The management team will consist of staff members, Health and Safety and Fire Wardens who will be qualified and on site at all times. This will be supplemented by a pastoral care scheme that will operate Monday to Saturday and is designed to be the first port of call for students who have any issues with regards to tenancy, health or social issues. As part of the student's induction at the beginning of their studies, the pastoral team will oversee the enrolment of all RADA students at a local GP practice, for which RADA will subsidise.
- 2.5 Maintenance services will be provided by the RADA Facilities team which works on-site all year round. The RADA Facilities team will coordinate all outside contractors for any emergency maintenance work that requires an immediate response. All emergency contact telephone numbers will be displayed throughout the building and will be made available to all students when moving into the property.
- 2.6 The Site will have a custodian officer who will live on site and monitor the health and safety of students. This will allow for at least one member of staff to perform safety



duties including checking fire escapes, noise levels and respond to call outs at all times.

- 2.7 As previously mentioned, 16-18 Chenies Street will be fully staffed throughout the year. With regard to staff numbers, there will be an increased staff presence immediately after and before the school term in order to carry out deep cleans and large scale maintenance in order to transition between regular and summer timetables.

Access and Security

- 2.8 The layout of the building will allow staff to monitor access, with a clear point of contact for students and visitors.
- 2.9 Access for residents and guests via Chenies street will remain located at 16 and 18 Chenies street and will be improved to enhance accessible for all guests and residents. The entrance located at 16 Chenies street will be the main reception area and will be operated by RADA staff at all times and freely accessible during the day and via an electronic fob during out of office hours. The proposed ground floor refectory/café will have a clear entrance at 18 Chenies street and will be freely accessible to both residents and visitors. Access is also available from the rear yard directly into the residential core.
- 2.10 Access for vehicles and services is limited to the shared vehicle entrance RADA shares with The University of Law. This access is only to be used by designated staff members and services. There are no parking provisions for residential students at RADA. However, there is a proposed off street cycling store with a 30 bike capacity at basement level.
- 2.11 All doors and windows will adhere to 'Secure by Design' standards and will be part of an integrated security system that will ensure the safety and amenity of all students and staff.
- 2.12 Additionally the property will have self-locking doors separating the public and private areas of the property. Each individual accommodation unit will have a lockable door to provide an additional level of security. To gain access into these parts of the building that are not public, there will be a key and fob system where individual key sets will be issued to staff and students upon induction.



- 2.13 A Comprehensive internal and external CCTV network will be installed into the public areas and entrances. Live feeds will be monitored by reception staff and will facilitate these members of staff fulfilling their responsibilities in ensuring the health and safety of all parties on site.
- 2.14 In the case of an emergency, students will be able to contact an appropriate member of staff, or a local service through the emergency numbers provided during induction and on information boards at strategic locations throughout the building.
- 2.15 The front main entry at 16 Chenies Street will be controlled and visually surveyed from the new main reception/booking office.
- 2.16 The 30 cycles located within the front vaults to 16 Chenies street are secured on lockable stands with an individual key that students will be able to access at all times.
- 2.17 Smoking is strictly prohibited on site including within all student rooms. Students will be guided to appropriate locations off site where it will be deemed acceptable to smoke.
- 2.18 Due to site restriction there is no external open amenity space on site, however, there are numerous public open spaces and parks to enjoy, all within walking distance of the site. An orientation session as part of the induction will show new students the local area, including parks and open spaces, in close proximity to Chenies Street.



SECTION 3: OPERATIONAL PROCESSES

Intake Strategy

- 3.1 The arrival process will be carefully planned and the staggering of student arrivals will ensure that this process will be efficient and effective for all parties involved
- 3.2 As mentioned before in 'Occupancy', the principle term intake for the majority of students will occur at the beginning of September. However, the precise intake period will be dictated by the varying course start dates dictated by RADA themselves.
- 3.3 Before any student begins their tenancy they will agree to RADA's Code of Conduct. RADA will confirm with the students a pre-assigned arrival slot via email in order to facilitate an efficient process and not place stress on the limited parking facilities around and on site.
- 3.4 Students will be greeted individually by a member of staff and shown to their room upon arrival. With regards to students who are either travelling from outside the UK or suffer from a disability, an individual and unique time slot will be offered that may be outside the main enrolment process. Staff will be fully briefed and prepared to accept and help these students with minimum hassle and disruption. RADA already have a full assessment process in place for this occurrence and have dealt with wheelchair students, profoundly students and blind students in the past and are well placed to ensure that they receive assistance when required.
- 3.5 As students generally arrive to and depart from university halls of residence at different times it is not envisaged that the development will create any parking stress within the local area. However, to ensure that this process runs as smoothly as possible it is proposed that a schedule will be drawn up and circulated, which will allocate each student a time slot for when they can be dropped off/ collected by using the pay and display bays to the site frontage. Arrival times will be designated to ensure that only one drop off occurs at any time.
- 3.6 Although there will be enough windows of opportunity for every resident to book a half hour pick/ drop off slot it is not envisaged that all residents will require vehicle parking as many students arrive from overseas and carry their luggage with them. In



addition, the rooms will be fully furnished thereby limited the extent of bulky goods and furniture that students are required to bring with them.

Induction Week

- 3.7 Before any student begins their tenancy they will agree to RADA's Code of Conduct. This will be a signed agreement between RADA and the student which will be checked through before the students leave and have their deposits returned.
- 3.8 During the induction week, RADA will coordinate multiple sessions aimed at ensuring the students have all the necessary details to ensure their health and safety and introduction into the community.

End of Tenancy

- 3.9 This process will run similarly to that of the intake strategy, but again the precise dates will be dictated by the varying course lengths and tenancy agreements dictated by RADA.
- 3.10 With regards to the summer timetable and students who will have short lets in the residential units, the same code of conduct applies and the changeover will operate with individually assigned arrival slots dependent overseen by the reception team.
- 3.11 Between timetables, necessary maintenance will be undertaken to ensure that each unit remains capable of providing a high standard of student accommodation..

Catering Services

- 3.12 RADA propose a new refectory/café facility on the ground floor that will be open to both the public and residents. It will operate 7 days a week and will create a relaxed environment for group working and social interaction between students and staff. Members of the public will be able to use the facility at defined times.
- 3.13 The refectory/café will be operated in house by RADA and in association with the existing café in Malet St. The operating times of the refectory will provide students with food options throughout the day, covering a breakfast, lunch and dinner menu. The refectory will also operate and offer refreshments during performances at the proposed theatre on site.



- 3.14 The catering facilities provided will also include modest self-catering within communal areas for students. There will be 7no. communal kitchenettes that will provide residents with electrical appliances including microwaves, toasters, a kettle and a small eating area. These will be subject to Portable Appliance Testing (PAT) every year.

Laundry

- 3.15 There will be laundry facilities offered on site for residents that will be located in the basement of 16 Chenies St. The facilities available to the students include washing machines and tumble dryers.



SECTION 4: SERVICING

Refuse and Recycling

- 4.1 The proposed layout plan shows the designated area for refuse and recycling storage and collection on the ground level. The facilities will include:
- 5no. 1100 litre standard Eurobins for residual waste; and
 - 2no. bins will be used for mixed recyclables.
- 4.2 Refuse will be collected as per the existing arrangements between RADA and the London Borough of Camden.

Cleaning Service

- 4.3 The non-residential areas will continue to be cleaned by the staff for RADA. Alongside the existing service provided, the communal areas and wet rooms will also be cleaned daily. This will ensure that circulation areas, entrances and fire escapes remain clear, clean and tidy.
- 4.4 It will be the resident's responsibility to clean their own residential unit and place their own waste in the refuse and recycling storage as no cleaning service will be provided for individual rooms.

Vehicle Management

- 4.5 The site will continue to be serviced via the existing Ridgmount Street access and the rear service yard. This will keep the roads and main entrances and fire escapes clear.
- 4.6 Postal deliveries will be made directly to the reception post boxes at the main entrance lobby with parcels being handled by reception staff.



SECTION 5: HEALTH AND SAFETY

- 5.1 RADA will ensure that their approach to health and safety will be vigorous and will adhere to best practice. RADA will instruct an external Health and Safety consultancy to undertake risk assessments of the completed development in the following areas:
- Fire Risk Assessment (Fire Safety Regulatory Reform Order 2005)
 - Health and Safety Risk Assessment including Control of Substances Hazardous to Health (COSHH), Portable Appliance Testing (PAT) and Gas safety certification
 - Legionellosis (water) Risk Assessment
- 5.2 Following these reports which will be commissioned annually, all site safety issues will be managed in-house. The initial assessments will be undertaken towards the end of the construction phase, and will enable all required measures to be put in place prior to the first student intake.
- 5.3 A designated Health and Safety Warden will deal with the risk assessments, safety compliance issues, site specific task management and will ensure the best practice is preserved with regard to legislation.
- 5.4 In the result of an incident that requires first aid, a designated staff member with first aid training will administer. As an educational institution, there are many teachers who are already qualified, but during out of work hours, there will be a first aid trained staff member on duty at all times.
- 5.5 If there is a more severe issue or incident that requires immediate medical attention; 16-18 Chenies Street is only 650 metres from the A&E Department of the University College London.



APPENDIX 1

Student Code of Conduct

There are some basic rules and expectations that RADA expects its students to adhere to during their time at RADA. Some of these are common sense, some will apply to any educational establishment or workplace, while others are more specific to RADA. Please take some time to familiarise yourself with these. We expect students to behave in a way which contributes positively to the atmosphere of the academy, fosters good working relationships with other students and staff, and meets professional standards expected in the workplace. The Student Code of Conduct is designed to make these expectations clear in relation to different areas.

The code applies whether a student is on RADA premises or elsewhere, such as a work placement or tour. If a student behaves in a way that contravenes this code then this constitutes misconduct. It is RADA's policy to deal with minor offences of misconduct in an informal way, but it should be noted that a deliberate, repeated or serious case of misconduct may be dealt with under the terms of RADA's disciplinary policy, which in the most serious cases can lead to suspension or withdrawal from the course.

Personal conduct relating to staff and students

- 1 Students should maintain the highest standards of professional conduct in dealing with other students and staff both inside and outside the classroom. This applies to verbal, written and electronic communication.
- 2 Students must not disrupt the teaching, learning, assessment or other academic, administrative or social activities of RADA staff, students or visitors.
- 3 If a tutor or project leader judges a student's behaviour to be unacceptable, they may immediately exclude that student from the class or rehearsal and the Course Director/Course Leader will be informed.
- 4 Students must comply with the expectations of the Academic Regulations, Attendance Policy and Student Code of Conduct.
- 5 Students must comply with any penalties imposed under the Disciplinary policy. Failure to do so may lead to further disciplinary action.
- 6 Students must not engage in violent, indecent, disorderly, threatening or offensive behaviour or language whilst on RADA premises or engaged in any RADA activity.
- 7 Students must engage in any behaviour which is likely to cause loss, damage or harm to RADA, its staff or students.
- 8 The Academy is opposed to discrimination and discriminatory attitudes. A student must have consideration and respect for everyone in the Academy, regardless of ethnicity, religion, gender, sexual orientation, age, marital status and social background.
- 9 The Academy is opposed to harassment in all its forms. Harassment can include bullying, insulting comments, offensive behaviour, jokes, threats, and giving people unwanted attention.
- 10 The taking of or dealing in 'recreational' or illegal drugs and substances is forbidden on RADA premises, as is being under the influence of non-prescribed drugs.
- 11 Sexual relationships between staff (including visiting staff) and students may compromise the objectivity of the training and assessment process and are not permitted.

Conduct relating to RADA as an institution

- 12 A criminal offence may be dealt with under the disciplinary policy where that conduct:
 - took place on RADA premises, or
 - affected or concerned other members of the RADA community, or
 - damages the good name of RADA, or
 - itself constitutes misconduct within the terms of the Disciplinary Policy, or
 - is an offence of dishonesty, where the student holds an office of responsibility at RADA such as a student representative.
- 13 No actions should be taken that may bring RADA into disrepute. This includes inappropriate use of social media which is detrimental to any RADA students, staff or to the good name of the Academy.
- 14 Fraud, deceit, deception or dishonesty, including the misappropriation of funds or assets belonging to RADA, relating to RADA training, staff or other students is unacceptable.
- 15 Gambling is forbidden on RADA premises.

- 16 The Director of RADA must be informed of a name change for Equity registration.

Attendance and Punctuality

- 17 Consistent attendance and punctuality are expected of all students as part of their commitment to professional standards.
- 18 Students are expected to arrive before the actual start time and to be warmed-up and ready for all classes, rehearsals, and production calls.
- 19 If a student is late, they let down not only themselves, but also interrupt the work of the rest of the group. Students who are late for class may be excluded from participation for the remainder of the session or day.
- 20 If a student is ill and unable to attend RADA they must inform reception as soon as possible on the same day. It is not acceptable to take time off through illness without informing RADA, but RADA expects students to be sensible and not to try to come in if they are too ill to do so.
- 21 If a student becomes unwell during the day they may use the rest room in Chenies Street only with the prior permission of a designated senior member of staff.
- 22 If a student becomes unwell during the day and needs to leave RADA they may not do so without the permission a designated senior member of staff.
- 23 Absence of more than 3 days must be supported by written confirmation (self-certification); and given to the Registry.
- 24 If a student is ill and unable to attend on a day when an assessment is due to take place they must apply for Mitigating Circumstances. Not doing so may result in failing that part of the assessment.
- 25 Absence from class or rehearsal - for any reason - is not permitted without prior permission from a designated senior staff member. Teaching staff and project leaders may not give a student permission to leave the Academy.
- 26 All late arrivals and absences are recorded. Deliberate or repeated lateness or absence may be dealt with under the terms of the Disciplinary Policy, or, where there may be circumstances affecting the student's ability to effectively pursue their training, the Fitness to Train Policy.
- 27 Absence for medical appointments is permitted, providing the designated senior officer has approved it, and the appropriate forms filled out.

Health and Safety

- 28 RADA expects that all students will maintain a safe environment for themselves and others by following working practices and, where needed, wearing appropriate protective clothing that meets health and safety regulations.
- 29 No student may engage in any action likely to cause injury or impair safety on RADA premises.
- 30 All accidents or injuries must be recorded in one of the accident books held at the reception desks at both sites.
- 31 All students must sign in on arrival and sign out when leaving in the attendance book at reception. No student should sign in another student who is not on the premises. This record is a key feature of the emergency evacuation procedure, and must be an accurate reflection of who is on the premises.
- 32 Smoke detectors must never be disabled during a class or rehearsal.
- 33 The emergency exit doors in the Gower Street or Chenies Street building must not be used outside of an emergency.
- 34 Bags, costumes, props or furniture must not be left in corridors. These are emergency exits and must be kept clear at all times.
- 35 Students should acquaint themselves with RADA's full Health & Safety procedures.

Use of buildings, rooms and property

- 36 No student may damage, deface or misappropriate RADA property or the property of other students, staff or visitors.
- 37 No student should use RADA rooms or property outside of timetabled hours or when a room has been pre-booked by someone else.
- 38 It is not permitted to access the roof of the Chenies Street building through the refectory.
- 39 Lifts are for the use of staff and visitors and may only be used by students when moving props or equipment. If a student has an injury that prevents them using the stairs they should

- seek permission from a senior member of staff before using the lift. If a student has a disability that prevents them using the stairs then this rule will not apply.
- 40 The toilets in the RADA Bar are reserved for use by staff, visitors and bar patrons during the daytime. Students may use them after 6pm.
- 41 All spillages or breakages in teaching studios or theatres should be reported to the receptionist immediately at the end of the class.
- 42 Students' personal property should be kept in their lockers and should be kept to a minimum. No bags, musical instruments, etc., should be left in the foyers of Gower or Chenies Street. In exceptional circumstances, permission may be given by the receptionist on duty as a temporary arrangement.
- 43 Students should hand valuables to the Stage Manager for safekeeping during a performance rather than leave them in the dressing room.
- 44 All lost property should be handed to reception with details of when and where it was found. The Academy accepts no financial responsibility for the loss or theft of personal items. Students are advised to take personal insurance cover valuable items.

Use of the library

- 45 The library is a quiet space for study and the need for silence should be respected at all times.
- 46 Mobiles must be turned off and laptops/tablets should be put in silent mode.
- 47 Books may not be removed without checking them out through the issue desk.
- 48 Books should be returned or renewed within four weeks. Failure to do this will result in a fine charged at a daily rate. The current rate can be found on the library website or by asking at the issue desk.
- 49 It is the borrower's responsibility to ensure that books are safely returned. Books should be returned to the library during opening hours, or left with the receptionist at Gower or Chenies Street reception if the library is closed. If any item has been lost or damaged beyond repair, the replacement value will be charged or £10, whichever is the greater.
- 50 No food or drink is allowed in the library.

Computing, media and technology

- 51 Misuse of RADA computer facilities such as the downloading of copyrighted or illegal material or accessing any material which might be regarded as sexually explicit or offensive or breach RADA's equal opportunities policy is forbidden.
- 52 Sending e-mails that might be construed as libellous, harassing or insulting using RADA's system is forbidden.
- 53 Accessing another individual's email without their permission is forbidden.
- 54 Photographing or videoing of classes (whether on a camera, phone or other electronic device) or the publicising any photographs/videos of RADA staff, students, or premises is not permitted, unless express consent is received from a designated senior member of staff.

Eating and drinking

- 55 There are two areas provided where students may consume their own food and drink and this is not permitted elsewhere in the Academy. The designated areas are:
- Gower Street: the link area on the ground floor and the Student Green room.
 - Chenies Street: the Student Common Room and the far end of the refectory.
- 56 Students may not eat and drink in the Chenies Street foyer or the steps of the Gower and Chenies Street buildings. This is because these are public areas and free access is required at all times.
- 57 Only food or alcohol purchased at the RADA Bar may be consumed there. Alcoholic drinks purchased in the RADA Bar must not be consumed elsewhere. This is because the bar is a licensed premises and must comply with licensing regulations.
- 58 Consumption of alcohol or being under the influence of alcohol is forbidden during the teaching day, including when this extends into the evening.
- 59 Eating and drinking in any of the teaching rooms, rehearsal studios, theatres, or technical workshops is not permitted without the specific permission of the tutor/director.

- 60 Eating and drinking in any costume provided by the RADA Wardrobe department is not permitted.

Smoking

- 61 RADA is a no smoking building, and all staff, students and visiting professionals are expected to abide by this.
- 62 It is not permitted to smoke on the steps of the Gower Street or Chenies Street buildings. In addition students must not smoke on the steps of College Hall or Birkbeck on Malet Street, as this obstructs emergency exits from these buildings.
- 63 The only designated smoking areas are:
- On Malet Street
 - In the Chenies Street car park area
- 64 Students are requested to use the cigarette butt receptacles located at both designated areas and to avoid smoking in the Malet Street entrance between 6.30pm – 7.30pm on performance nights.
- 65 Actors must not smoke whilst in costume.