



**Nelson Historic Theatre Trust
Theatre Royal Nelson**

HEALTH AND SAFETY POLICY

Our vision

To provide a safe and healthy working environment for all staff, hirers and users of the Theatre Royal.

We believe that

- Health and safety is a first priority
- All incidents are preventable
- All users, hirers, contractors, trustees of the Nelson Historic Theatre Trust and management have a responsibility for health and safety.

To achieve this the Nelson Historic Theatre Trust will

- Provide a safe place of work, safe equipment and proper materials
- Proactively identify hazards and unsafe behaviours and take all steps to manage these.
- Provide supervision and training when required
- Accurately report and learn from our incidents
- Require our contractors, hirers and all users of the theatre to demonstrate the same commitment to achieving excellence in health and safety performance
- Comply with relevant legislation, regulations, codes of practice and industry standards
- Set targets for improvement, measure, appraise and report on our performance
- Maintain and continually improve health and safety management policy and procedures

Introduction

Theatres, concert halls and performing arts venues are workplaces and as such they can be dangerous places.

The following are some of the hazards that may be found in theatres

- Falling from height
- Manual handling

- Electrical
- Hazardous substances
- Traffic hazards

Shared Responsibilities

We both have a responsibility to ensure the health and safety of the people in our theatre. Venue hirers and staff need to:

- Take reasonable care for their own health & safety
- Be aware of how their actions may affect others

Venue hirers and staff must not:

- Willfully or recklessly interfere with or misuse anything provided by the venue in the interests of health and safety
- Place other persons health and safety at risk

Health and Safety in Employment Act 1992 (HSE Act)

The object of the Health and Safety in Employment Act 1992 is to promote the prevention of harm to all people at work, and others in, or in the vicinity of, places of work.

The Act applies to all New Zealand workplaces and places duties on employers, the self-employed, employees, principals and others who are in a position to manage or control hazards.

The emphasis of the law is on the systematic management of health and safety at work. It requires employers and others to maintain safe working environments, and implement sound practice. It recognises that successful health and safety management is best achieved through good faith co-operation in the place of work and, in particular, through the input of those doing the work.

What the Theatre expects from you as a User of the theatre

- Abide by all the rules and procedures of the theatre
- Be aware of what you do and how it may affect your safety and the safety of others
- Do not use any equipment or perform a procedure unless you have been trained and authorized to do so.

If you are unsure or have concerns request assistance from the management/technical team.

Safety keeps the show in business

Hazards and Risks

Remember:

- A hazard is something that has the potential to cause harm, injury or disease
- A risk is a measure of the probability of the hazard occurring

Manual Handling

Manual handling can involve:

Lifting, pushing, pulling, restraining, gripping, carrying or moving

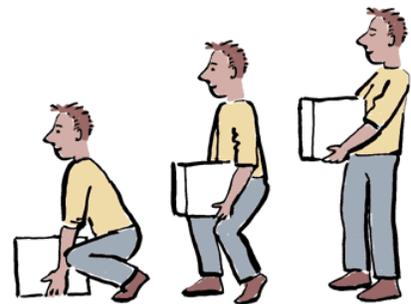
These types of activities often result in some form of musculoskeletal type of injury

Manual handling tasks should undergo:

Hazard identification and risk assessment followed by the establishment of a safe system of completing the task

The reduction of the risk of incurring a musculoskeletal type of injury can be achieved by a safe system of work involving:

- Team lifting
- Reducing the weight
- Applying some form of mechanical assistance – i.e. a hand trolley
- Reducing the dimensions
- Using lifting aids
- Redesigning the task and;
- Adopting correct lifting procedures



Remember: If unsafe or you are unsure, do not perform the task

Electrical safety

Use of electrical equipment

Do

- Use only current tested and tagged equipment
- Remove faulty equipment from service
- Report electrical faults to technical staff or management

Do not

- Do not use equipment that is untested and tagged
- Do not use faulty equipment
- Do not perform electrical installations unless qualified and authorized by the management

Safe work at heights

- Falls from height have the potential to result in severe injury or death



- A risk assessment must be undertaken for any task that requires work above two meters
- Persons working at height must wear the appropriate fall protection equipment and have a safe means of access

Hazardous Substances

Theatrical venues use a variety of substances that may be hazardous

Prior to using any substance:

- Obtain a material safety information sheet from the supplier or manufacturer
- Identify the hazards
- Assess the risks
- Implement control strategies to reduce the risks
- Ensure personal protective clothing is worn

An example of a hazardous substance is the fluid in a smoke machine. The use of this substance creates certain hazards and risks that require assessment.

It is essential that users of the theatre obtain approval from the technical staff for the use of any substance at the venue and the substance is noted.

Safe use of equipment

The theatre uses a variety of equipment for each production. Some of the equipment requires a licensed operator or specialized training.

Verification/documentation of license and training will be required

Do not attempt to use any equipment within the venue unless you are trained, qualified and have received authorization for the technical staff.

Noise

Exposure to excessive levels of noise may cause a loss of hearing ability

- Noise induced hearing loss is not repairable nor will your hearing ability return to pre-existing levels
- A rough indication that you are being exposed to excessive levels of noise is when you are communicating with someone and you have to approach that person closer than normal to determine what they are saying.

The occupational exposure limits for noise are stated in Regulation 11 of the Health and Safety in Employment Regulations 1995. Regulation 11 requires employers to take all practicable steps to ensure that no employee is exposed to noise above the following levels:

- (a) Eight-hour equivalent continuous A-weighted sound pressure level, LAeq,8h, of 85 dB(A); and
- (b) Peak sound pressure level, Lpeak, of 140 dB, — whether or not the employee is wearing a personal hearing protector.

It is advisable that personal hearing protection devices such as ear muffs or ear plugs be worn when communication is difficult or discomfort is experienced during noisy periods.

Noise also causes secondary risks in that it is difficult to detect approaching vehicles or warning signals.

Set construction

The construction of sets used in performances should initially undergo the hazard identification and risk assessment process. The system of work for set construction affects many people and the following factors are examples of what should be considered prior to construction:

- Total weight
- Slips, trips and falls
- Stage loading
- Plant used
- Manual handling
- Structural integrity
- Activities during pack-in and pack-out

Flying scenery

Only trained and authorized personnel are permitted to operate the truss flying system at the theatre

Only approved materials may be used to suspend scenery from the trusses

Only properly constructed scenery is to be suspended from the trusses

Use of the flying system must be discussed with the technical management no less than 14 days prior to packing-in to the theatre for performance



Special notice required

Please advise venue management if you intend to use any of the following:

- Naked flame
- Pyrotechnics
- Lasers
- Smoke & Haze
- Flying truss system

Hot work

Hot work is defined as an activity that generates a potential source of ignition. Hot works include arc welding, oxygen and acetylene welding or cutting, metal grinding or the use of any naked flame.

All hot activities must undergo a hazard identification and risk assessment. No hot work should be performed without appropriate fire fighting measures on standby.

Please ensure the venue management are notified of any planned activity involving hot work.

Traffic Management

The movement of traffic around the venue presents a risk to the health and safety of the all users.

- Always obey signage at the rear of the theatre
- Parking is only available for staff, goods delivery and vehicles used to deliver equipment/production materials required for users

Emergency Evacuation

Emergency evacuation of the theatre maybe required for any number of reasons and in case of an emergency you should

- Do not attempt to fight a fire unless you have been trained to do so
- Be aware of the emergency evacuation procedure
- Obey the directions of the Fire Warden and exit the building in an orderly fashion
- Most importantly – do not panic!

Over crowding

The Theatre Royal Nelson is limited to 500 patrons when in concert format. Aisles and stairways are to be kept free of obstructions at all times, i.e.

- Additional seating
- Un-seated patrons
- Ushers
- Prams
- Tripods for filming
- Scenery

No items are allowed in the aisles or stairways

Slips, trips and falls

Injuries from slipping, tripping or falling can occur as a result of various trip hazards i.e.

- Unsecured cabling on the floor
- Slippery surfaces



- Split liquid
- Unstable structures
- Open orchestra pits and unsafe systems of work

Accident and Incident Reporting

Report all accidents, incidents and near misses to the theatre management (Front of House Manager, House Technician) on the day they occur no matter how minor.

Unreported events will not be acted upon and chances are they will reoccur, with the possible result of severe injury.

Your inaction may result in the next person being injured.

Workplace Violence

Everybody should feel comfortable at work with the knowledge that they will not be bullied, harassed or victimized.

In the event of a hostile situation personnel should try the following:

- Do not aggravate the situation
- Attempt to walk away
- Gain the attention of another staff member
- Do not confront the aggressor
- Maintain a neutral stance
- Should staff/patrons be a risk call the police – do not put yourself at risk

First Aid

The theatre has first aid kits in each area of the theatre. Should you need first aid please notify the Front of House Manager or House technician.

In summary – you now know that

- Theatres are workplaces and as such can be dangerous places
- The Theatre Royal staff and users of the theatre have a responsibility to look after health and safety.
- All activities at the theatre should undergo a hazard identification and risk assessment before commencement
- Do not use equipment or perform any activity unless you are trained, qualified and authorized by the venue management
- Be aware of what you do and that it may affect your safety and the safety of others

Safety keeps the show in business