

Theatre Royal Nelson Health & Safety Handbook

www.theatreroyalnelson.co.nz

Version March 2021

 **VenueTech**

Health & Safety Overview

Theatre Royal considers the health, safety, and well-being of our cast, crew, staff and audiences as a primary concern throughout all activities within our facility.

As a member of ETNZ (Entertainment Technology New Zealand), we subscribe to the practices in their 'Guide to safe working practices in the New Zealand Theatre and Events Industry', which informs many of our protocols.

Maintaining these standards requires a concerted effort from all involved, which is now reflected in our national H&S legislation which indicates that any person involved with, or witness to an accident will be considered partially responsible to the relative degree they are involved.

As the host venue, we take responsibility for maintaining all aspects relating to the theatre environment, including the up-keep and certification of our in-house systems and equipment; creation of protocols and documentation along with communicating our expectations - which includes trainings and resources such as this.

Venue users are responsible for identifying, removing, isolating or reducing any show related risks. This extends beyond the contents of the performance itself, and must include all work required to delivering the final product. This shall all be logged in a show specific safety plan, which is submitted to us for approval during the preproduction period.

Once on site either our Venue Manager or Venue Technician will assess the documented residual risks and either approve the management plan, specify additional controls, or decline the inclusion of the risk source.

Emergency Evacuation

If asked to evacuate by the VSM or automated fire alarm system:

- Calmly leave the building, and do not sign out.
- Unless blocked, the emergency exit for backstage cast and crew is via the stage door.
- The secondary exit is via one of the three foyer doors.
- In performance, those forward of the proscenium arch are to move with the audience.
- The meeting point is in front of Hunters Furniture.

The VT or VSM will assign a person to lead the path, and begin a roll-call, before performing a walk-through of all known areas used to ensure the evacuation is underway.

We encourage large companies to include an evacuation drill during production week.

**FIRST AID KITS ARE LOCATED IN THE DIMMER ROOM AND BAR
ICE PACKS ARE IN THE GROUND FLOOR FREEZER BY THE DRESSING ROOMS.**

Basic Safety Guidelines

- Use all equipment in the manner recommended by the manufacturers
- Follow all instructions by venue staff or senior crew.
- Be responsible for your own actions and look out for others.
- Take regular breaks for food, water and fresh air.
- Only work when fully coherent.
- If you are unsure, ask.
- If you have a concern, raise it.
- If it feels unsafe, it is.
- Promote safe working practices.

HEALTH AND SAFETY - ROLES AND RESPONSIBILITIES

1. All Theatre Royal workers

“All Theatre Royal workers” encompasses anyone performing work activities for Theatre Royal, including managers, full-time staff, part-time staff, casual workers, contract workers, volunteers and interns. These responsibilities also apply to NHTT Trustees when they are onsite in the Theatre Royal.

The role of all Theatre Royal workers with regard to health and safety is to ensure their own safety and that of others by the following Theatre Royal health and safety procedures and requirements, and the industry good practice guidelines of the entertainment industry.

Every Theatre Royal worker is responsible for,

- a. Taking reasonable care of their own health and safety, and ensuring that their actions don't cause harm to themselves or others.
- b. Following Theatre Royal health and safety procedure and cooperating with the instructions of the workplace managers.
- c. Being familiar with emergency procedures for the building and following these when required.
- d. Informing the workplace manager of observed hazards (anything that could potentially cause harm). This includes fatigue and unsafe work practices.
- e. Reporting all accidents and incidents to the workplace manager where harm occurs to a person or property, or where significant harm could have, or very nearly did occur.
- f. Informing their manager of,
 - i. Any pre-existing limitations that may impact on safety (including injuries or illness).
 - ii. Any discomfort associated with work activities.
 - iii. Any unfamiliarity with equipment or procedures.
 - iv. Fatigue or any other temporary impairment that may impact on safety.
- g. Participating in worker health and safety consultation and participation, and reporting any concerns, observations or suggestions regarding health and safety.
- h. Ensuring that they are not, by the consumption of alcohol, drugs or medication, in a condition that compromises their own safety or those of others.
- i. Using protective equipment and clothing as required or when instructed to do so.
- j. Checking with the VT before entering a venue when there is technical or production work in progress.



Theatre Royal - General User Conduct

It's great that you are bringing your performance to The Theatre Royal again, or for the first time. As professional theatrical venue, specific rules of conduct apply to all persons working onstage or behind the scenes. Please take the time to understand the importance of the following requirements and inform your cast and crew of how they should behave. This is of particular importance for groups consisting of large numbers, young or unprofessional company members.

These are industry standard practices for the safety and well-being of your cast and crew. We ask that you join us in being positive industry role models and promotes safe industry practices.

IN THE EVENT OF AN EMERGENCY EVACUATION

If asked to evacuate by the SM, or by the automated fire system please leave the building calmly and immediately and make your way to the emergency evacuation point.

- If on or back-stage, this is out via the stage door, meeting down the drive at the white church
- If operating or in the auditorium, act as the audience does.
- The stage manager should ensure the back of house is evacuated before performing a role call from the sign in sheet as well as arranging contact with the FOH party to ensure the safety of operators.

Security / Access

- All cast and crew access must be via the stage door only.
- The Stage door is located at the rear of the building, around past Beaurepaire.
- Your Stage Manager (SM) will be issued with a key and in addition for being responsible for the H&S of the entire company, is tasked with the locking & alarming of the building.
- The back door is on a code lock which change regularly. It will be issued to the SM
- Depending on your company size you may issue all cast and crew with the code to let themselves in; alternatively, one senior member must supervise the door at all times.
- All cast and crew must sign in and out when arriving or leaving the venue - It is a record of occupancy for the event of an emergency, during which the SM is responsible for a role call.

AT NO TIME SHOULD THE BACK DOOR BE LEFT OPEN

**This is for the safety of your cast and crew, as well as their and our belongings.
Residents and associates of the nearby mens shelter often loiter in our area.**

General Company Conduct

- Young children should be supervised at all times
- The theatre is not a playground, please discourage hyperactive activity backstage.
- No person is to act in any manner that may inflict an injury upon or pose the risk the harming another - Nor in a manner that may cause damage to the building or the properties held within.
- Only technical crew may access the gallery or fly floor walkways.
- Food and drink should not be consumed onstage - unless scripted.
- Care should be taken if eating in the auditorium. Our cleaners only pick up after our audiences.
- Consider lingering aromas on show evenings.
- Dressing room ventilation is an air supply, not an extractor - please consider others and avoid the use of airborne spray products such as deodorants, hair products, glitters or otherwise.
- If you have any concerns during your time in the theatre, talk to your Stage Manager.

Drugs and Alcohol

The Theatre Royal has a zero tolerance towards drug use, and the taking of alcohol prior to engaging in any on or back-stage activities. Any company member found to be under the influence of an alcohol or drug before or during a performance will be asked to leave the premises immediately and may face further disciplinary action.

Health and Safety

- **All company members MUST WEAR FULL COVERED SHOES in the theatre at all times**
Except as performance costuming dictates.
- Build or rigging crew are advised to wear steel capped boots.
- During set building, lighting or fly rigging - only technical crew should be onstage.
- Upon first arrival, or during pack-in or technical periods, never walk onto the stage without confirming it is safe to do so.
- All cast should be fully briefed on the risks and given an induction to any set, structure or other hazardous situation they may have to encounter as part of the performance.
- Any health or safety concerns should be reported to the Stage Manager immediately.

Parking

- There is only one park at the rear of the building allocated for the hirer, the rest are for Theatre Royal Staff (Box Office, Front of House, Bar, Technical and Building Managers).
- Unless during load in/out, No vehicles may park on the yellow lines and a thoroughfare must be maintained for emergency appliances to reach the loading dock from both directions.
- We ask that company members respect our neighbouring businesses when parking their vehicles.

Technical Systems

- **Only trained persons may use the fly system.**
- **Any adaptations to our technical systems must be reverted prior to company's departure.**
- Industry safe practices must be followed at all times - Failing to uphold these standards may result in disciplinary action against the company and/or individual.
- Equipment found to be faulty or damaged should be reported to the Technical Manager promptly.
- Any house consumables used will be on-charged to the hirer at their respective rates.
- Any movement of overhead bars, regardless of their contents will be called by the fly operator.
If you are onstage and someone shouts "Heads up onstage" or "Bar Moving" stop where you are and sight the moving bar. Also respond with an "ok", and inform those who did not hear.

Cleaning

- Our cleaners will empty backstage bins, but are employed to tidy up the auditorium and pick up after our audience, not our users.
- Please all spaces used are left as they were provided to you.
- There are several brooms, dust pans and a vacuum cleaner by the stage level stairwell and rubbish bins throughout the facility. Mops and Buckets are located in the cleaning cupboard (in the front of house, mens disabled bathroom).
- Stage cleaning: Please ensure the stage is swept, and mopped if required.
Always fly the curtains off the floor before cleaning and don't add detergent when mopping.

If you have any questions regarding any of this content, please contact either the Theatre or Technical Manager to discuss.

Technical Manager

JR Richardson

027 461 6458

(03) 548 3840 (ext 3)

production@theatreroyalnelson.co.nz

Theatre Manager

Janice Marthen

(03) 548 3840 (ext 1)

manager@theatreroyalnelson.co.nz

www.theatreroyalnelson.co.nz

2.4. RISK ASSESSMENT AND MANAGEMENT PROCEDURE

The following seven steps will be used to identify, assess, and manage risks. The “Risk assessment worksheet” (TRN H&S 3b) and “Risk assessment guide and charts” (TRN H&S 3a) will assist with this process.

a. STEP 1: Identification of hazards that could give rise to risks

- i. For the workplaces or activity being assessed identify all the hazards that could give rise to risks to health and safety, and the risks associated with these.

b. STEP 2: Risk analysis

- i. Each identified risk should be rated for the “likelihood” of the risk occurring and the “consequence” of the risk occurring (see Table A and Table B below).

c. STEP 3: Evaluation of risks

- i. The results of the risk analysis should be evaluated using the risk matrix (refer to Table C) to obtain a “risk rating”.
- ii. The risk rating (refer to table D) is used alert Theatre Royal management to the seriousness of the hazard, and to guide the actions required to manage the risk and the level of supervision and monitoring required.

d. STEP 4: Risk controls planning

- i. The “hierarchy of control” (Table E) is the order in which risks to health and safety must be addressed. By law, risks to health and safety must be eliminated (level 1) where it is reasonably practicable to do so. If the risk can’t be eliminated then it must be minimised following the order prescribed in levels 2 – 4.

e. STEP 5: Reassessment

- i. Where a risk was initially assessed as “critical” or “high” then once controls have been decided on to manage it, the risk should be reassessed for any residual risk and where necessary additional actions and controls put in place to manage these. This reassessment procedure should be repeated until the risk assessment score is at an acceptable level to Theatre Royal.

f. STEP 6: Application of controls

- i. Once the risk controls have been determined Theatre Royal must ensure that the planned controls are applied. This process may include,
- Allocation of responsibilities.
 - Allocation of resources (including time, personnel, funds and physical resources).
 - Worker training, guidance and supervision as required.
 - Communication of management plans to relevant workers.

g. STEP 7: Monitoring

- i. Monitoring of the risk controls will occur where any risk rating is medium, high or critical and elimination of the hazard is not practicable. This is to ensure that the stated controls are being applied correctly, and are working as intended to reduce the risk of harm occurring.

TABLE A: LIKELIHOOD KEY

Level		Description guideline
A	Highly unlikely	The possible risk could only occur in exceptional circumstances.
B	Unlikely	The possible risk is not expected to occur but has been known to occur before in the entertainment industry.
C	Possible	The possible risk may occur, or is known to occur from time-to-time in the entertainment industry.
D	Likely	The possible risk will probably occur during a show season (including pack-in and pack-out) or an activity period, or is known to often occur in the entertainment industry.
E	Highly likely	The possible risk is expected to occur during a show season (including pack-in and pack-out) or an activity period.

TABLE B: CONSEQUENCE KEY

Level		Description guideline
1	Insignificant	Minor First Aid ("one band aid")
2	Minor	First Aid (more than "one band aid") <i>or</i> non-urgent medical treatment.
3	Moderate	Urgent medical treatment (out-patient level), ACC claim likely.
4	Major	Hospitalisation <i>or</i> on-going medical treatment <i>or</i> notifiable harm.
5	Severe	Fatality <i>or</i> permanent disability <i>or</i> multiple major level injuries / harm.

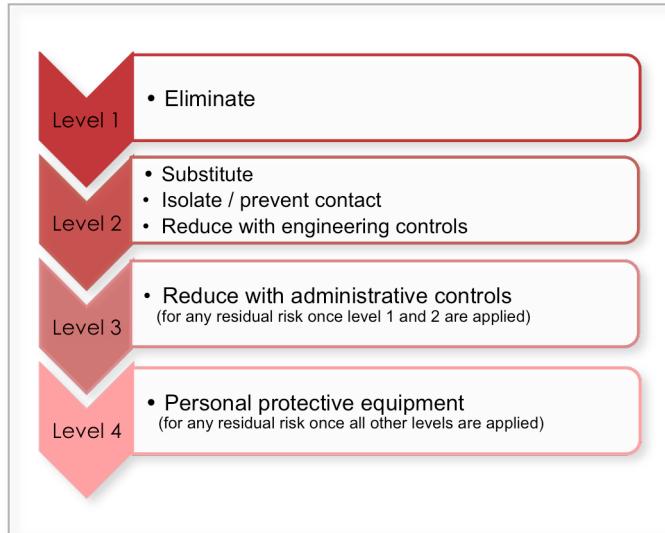
TABLE C: RISK RATING MATRIX

		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Severe
LIKELIHOOD		1	2	3	4	5
Highly unlikely	A	VL	L	M	M	H
Unlikely	B	VL	L	M	H	H
Possible	C	L	L	M	H	C
Likely	D	L	M	H	C	C
Highly likely	E	L	M	H	C	C

TABLE D: RISK RATING

	Risk tolerance	Risk management guidelines
C Critical	Intolerable	<p>Critical risks are unacceptable.</p> <p>All Senior Managers and the Trustees must be informed of the risk.</p> <p>Every effort should be made to eliminate the risk if possible.</p> <p>If not eliminated, activity must not proceed without controls in place to significantly reduce the risk, Senior Manager approval, and structured supervision.</p> <p>Monitoring of the controls is required.</p>
H High	Unacceptable	<p>High risks are to be avoided.</p> <p>All Senior Managers and the Trustees must be informed of the risk.</p> <p>Where possible the risk should be eliminated.</p> <p>If not eliminated, activity must not proceed without controls in place to reduce the risk, Senior Manager approval, and structured monitoring of the controls.</p>
M Medium	Acceptable with management in place	<p>Medium risks need to be managed.</p> <p>The relevant Senior Manager should be informed of the risk.</p> <p>Controls are required to eliminate the risk if possible. If it is not possible to eliminate, then the risk must be minimised.</p> <p>Monitoring of the controls is required.</p>
L Low	Acceptable	<p>Risk levels are generally acceptable.</p> <p>Risks are managed by routine planning and industry good practice.</p> <p>PPE is an acceptable control.</p> <p>Monitored is in place to ensure that the risk doesn't increase with additional external influences (fatigue, injury, illness, environmental conditions etc.)</p>
VL Very low	Acceptable	<p>Risk levels are generally acceptable.</p> <p>No specific management of risks is required.</p>

TABLE E: HIERARCHY OF CONTROL



Key for hierarchy of control

- Eliminate = remove the hazard causing the risk altogether.
- Substitute = replace all or part of the hazard with something that has less risk.
- Isolate = physically prevent people from coming into contact with the hazard (e.g. protective guards on equipment, barriers to stop people entering a site, locked doors).
- Engineering controls = a physical, mechanical device that reduces exposure to the hazard (e.g. a safety cut-off switch).
- Administrative controls = controls that don't remove the hazard but reduce the risk of exposure through non-physical means (e.g. instructions, procedures, rules, signs, spotters). These controls are more vulnerable to human error than those at level one or two.
- Personal protective equipment (PPE) = clothing or equipment that reduces the harm caused by exposure to a hazard.





QUICK REPORT FORM

Section A – Worker or VSM/VT/FOH Manager to complete this reporting section and return it to the “H&S” tray in the FOH office.

A	Report type: <input type="checkbox"/> Hazard observed <input type="checkbox"/> Accident (someone got hurt) <input type="checkbox"/> Illness (relating to work or venue)			<input type="checkbox"/> Incident (property damage or someone could have got hurt) <input type="checkbox"/> Discomfort (e.g. strains)
What? (Describe the hazard or incident, and any injury, illness or damage)				
Where? (Location of the problem or accident)			Who? (Who could be or was affected or harmed?)	
How bad is it? (What is the worst thing that could happen OR has happened?)				
<input type="checkbox"/> Significant harm Medical attention required. Serious or permanent damage to property.		<input type="checkbox"/> Moderate harm “More-than-one-Band-Aid” first aid required. Significant property damage.		<input type="checkbox"/> Minor harm Very minor injury. Minor property damage.
What have you already done to fix things?				
Have you got any suggestions?				
Person reporting the hazard / accident / incident:			Day / Date:	
Mobile number:			Time:	

Section B – Assessment to be completed by a Senior Manager.

B	Is there an ongoing risk of harm: <input type="checkbox"/> Yes <input type="checkbox"/> No				
What further harm could the hazard cause? (List here):					
Using the risk assessment charts what are the likelihood and consequence scores?					
Likelihood:	<input type="checkbox"/> (A) Highly unlikely	<input type="checkbox"/> (B) Unlikely	<input type="checkbox"/> (C) Possible	<input type="checkbox"/> (D) Likely	<input type="checkbox"/> (E) Highly likely
Consequence:	<input type="checkbox"/> (1) Insignificant	<input type="checkbox"/> (2) Minor	<input type="checkbox"/> (3) Moderate	<input type="checkbox"/> (4) Major	<input type="checkbox"/> (5) Severe
RISK:	<input type="checkbox"/> (VL) Very low	<input type="checkbox"/> (L) Low	<input type="checkbox"/> (M) Medium	<input type="checkbox"/> (H) High	<input type="checkbox"/> (C) Critical
If “critical” or “high” the Theatre Manager and Technical Manager must be informed before any further activity takes place.					
Has the “Accident /incident investigation form” been completed? <input type="checkbox"/> YES <input type="checkbox"/> NO			Is further investigation required? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Control level taken to manage the risk		<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 4
Describe the controls:					
Who has been notified of the hazard / accident / incident / illness / discomfort?					
<input type="checkbox"/> Theatre Manager	Date:	<input type="checkbox"/> Technical Manager	Date:	<input type="checkbox"/> T&P Manager	Date:
<input type="checkbox"/> Head FOH Manager	Date:	<input type="checkbox"/> Trustees	Date:		
Others (list):					

RISK RATING MATRIX		CONSEQUENCE					HIERARCHY OF CONTROL			
		LIKELIHOOD		Insignificant	Minor	Moderate	Major	Severe		
		1	2	3	4	5				
Highly unlikely	A	VL	L	M	M	H			Level 1 Eliminate	
Unlikely	B	VL	L	M	H	H			Level 2 Substitute	
Possible	C	L	L	M	H	C			Isolate	
Likely	D	L	M	H	C	C			Engineering controls	
Highly likely	E	L	M	H	C	C			Level 3 Administrative controls	
									Level 4 PPE	

NOTIFIABLE EVENT PROCEDURE

DO NOT DISTURB THE ACCIDENT / INCIDENT SCENE other than:

1. To assist an injured person.
2. To make the site safe and prevent further immediate harm to anyone.
3. Under the direction of the police, or with permission from a WorkSafe inspector.

IMMEDIATE ACTION (VT, FOH Manager)

1. Take control. Communicate clearly and calmly to everyone. Avoid laying blame on anyone.
2. Call for the emergency services (111) if required and apply first aid as required.
3. Secure the site. Stop all work in and around the scene and leave everything where it is.
4. Phone the Theatre Manager or Technical Manager as soon as possible.

ONSITE FOLLOW-ON ACTION (Theatre Manager / Technical Manager)

1. Report the accident/incident to WorkSafe NZ ph 0800 030 040 (24 hours) and
 - a. Follow their instructions with regard to securing the site.
 - b. Be prepared to write down their instructions and a reporting reference number.
2. Identify and record the names of all witnesses.
3. Obtain and record as much information as possible on what happened to cause the accident and what factors contributed to the outcome of the accident.
4. Work or clean up can only restart on site once clearance is obtained from WorkSafe NZ.
5. Contact the injured person's next-of-kin/contact person.

AS A GUIDELINE, A NOTIFIABLE EVENT IS....

1. A notifiable illness or injury = someone needs to be admitted to hospital.
2. A notifiable incident = unplanned or uncontrolled incident exposing someone to a serious and immediate risk to health and safety, including
 - The fall from height of an object.
 - An electric shock.
 - The overturning, collapse or partial collapse of a structure / plant / equipment /vehicle.
 - Fire, implosion or explosion.
 - Escape, spill, leak of a substance, gas or pressurised substance.
3. A death.

(Note, a full list of notifiable events can be found on the reverse)

POST EVENT ACTION (Theatre Manager)

1. Inform the NHTT Trustees.
2. Manage any media attention.
3. Provide WorkSafe NZ with a written notice of the accident within 48 hours if required by WorkSafe (<http://www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm>) and follow their requirements for any internal investigation or review.
4. Compete an investigation into the cause the accident and what factors contributed to the outcome.
5. Provide on-going information to all affected persons. Include information on what has happened, what the process is, expectations, and outcomes. Avoid laying blame.
6. Manage any support for affected staff and families

FULL DEFINITIONS (As scheduled in the Health and Safety at Work Act 2015)

1. Notifiable event

- a. The work related death of a person, or a notifiable injury or illness, or a notifiable incident.

2. Notifiable injury or illness

- a. Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):
 - i. The amputation of any part of his or her body.
 - ii. A serious head injury.
 - iii. A serious eye injury.
 - iv. A serious burn.
 - v. The separation of his or her skin from an underlying tissue (such as de-gloving or scalping).
 - vi. A spinal injury.
 - vii. The loss of a bodily function.
 - viii. Serious lacerations.
- b. An injury or illnesses that requires, or would usually require, the person to be admitted to a hospital for immediate treatment.
- c. An injury or illnesses that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance.
- d. Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
 - i. with micro-organisms; or
 - ii. that involves providing treatment or care to a person; or
 - iii. that involves contact with human blood or bodily substances; or
 - iv. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
 - v. that involves handling or contact with fish or marine mammals.
- e. Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

3. Notifiable incident

- a. An unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to any of the following,
 - i. An escape, a spillage, or a leakage of a substance.
 - ii. An implosion, explosion, or fire.
 - iii. An escape of gas or steam.
 - iv. An escape of a pressurised substance.
 - v. An electric shock.
 - vi. The fall or release from a height of any plant, substance, or thing.
 - vii. The collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations.
 - viii. The collapse or partial collapse of a structure.
 - ix. The collapse or failure of an excavation or any shoring supporting an excavation.
 - x. The inrush of water, mud, or gas in workings in an underground excavation or tunnel.
 - xi. The interruption of the main system of ventilation in an underground excavation or tunnel.
 - xii. A collision between two vessels, a vessel capsizes, or the inrush of water into a vessel.
 - xiii. Any other incident declared by regulations to be a notifiable incident.

Type of Event	Event & Company Name	Date / Time of event	Page Of

PERFORMANCE RISK ASSESSMENT – THEATRE ROYAL NELSON

Before proceeding with an occupancy a full risk assessment must be provided to the Theatre Royal's House Technician

HAZARD CHECKLIST: TICK FOR 'YES' AND RISK ASSESS THE HAZARDS ON THE FOLLOWING PAGES

- RISK OF INJURY DUE TO FALL:** Are you planning to work above stage level; on ladders, tables or chairs, raised set or by lifting persons etc? This includes during your rehearsals, set-up and performance?
 - IMPACT:** Is there any stage fighting or complex rapid movement where injury due to impact could occur; this could be in the form of dance, clowning, physical theatre or drama? Could any impact injure persons or damage properties?
- FALLING OBJECTS:** Are you planning to hang any objects from above? How is your set constructed, can anything fall or collapse?
 - WEAPONS:** Are you planning to use any form of weapon in your rehearsals or performance, e.g., swords, knives, guns, clubs – including replica or toy versions? Do you plan to use any item to represent a weapon?
- SLIPPING OR TRIPPING:** Will you be using either props, set, drapes, costume or other articles that could cause a trip or slip on stage? Will you be acting or behaving in a manner that could cause a trip or slip to yourself or other members of your company?
 - UNUSUAL USE OF OBJECTS OR EQUIPMENT:** Are you planning to use any objects or performance space in an unusual manner, could this pose a risk?
- SPILLAGE:** Are you using any liquids or foodstuffs? Are any liquids near electrical equipment on or off stage? If liquid is spilled can it cause a risk of a slip?
 - PYROTECHNICS:** Are you planning to use any explosive devises (no matter how small)? If so, you must contact the theatre's house technician well in advance to discuss applying for necessary permits.
- FIRE:** Are you planning to use any open flame e.g. smoking, candles, incense, fire etc?
 - IMPAIRMENT:** Use of alcohol or drugs before or during performances or rehearsals is not permitted. Are you using any other devices that mean a performer could be impaired; e.g. masked, blindfolded or handcuffed? Are you aware of any personal impairment, e.g., personal disabilities, illnesses or medication?
- ELECTRICAL HAZARDS:** Are you bringing in any electrical equipment? If so, it must have a current safety test tag. If not, you must contact the theatre's house technician well in advance to have the item PAT tested. **Items that do not have a current electrical safety test tag cannot be used anywhere in the theatre. If you are using electrical items on stage could they cause a fire, burn or trip hazard?
- UNSTABLE SURFACES:** Are you planning to stand on any object not specifically designed for that purpose? Are you using any objects or set that are not professionally built or of questionable integrity or using them in a manner that could cause them to be unstable?

DECLARATION

- We have identified the above hazards and have attached further pages to risk assess and introduce control measures
- None of the above applies to our project/ production. There is no significant hazard or risk.

Name: _____ Role: _____

Date: _____

Type of Event	Event & Company Name	Date / Time of event	Page Of
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PERFORMANCE RISK ASSESSMENT

*Must be reviewed and approved by the Theatre Royal's House Technician

RISK ASSESSMENT KEY

Severity	Likelihood	Severity x Likelihood =
What is the potential level of injury to persons and/ or damage to property caused by the hazard?	How likely is the hazard to happen?	
1 - Slight	1 - Highly unlikely	
2 - Minor	2 - Not very Likely	
3 - Moderate	3 - Possible	
4 - Major	4 - Likely	
5 - Severe	5 - Very Likely	

HAZARD	DESCRIPTION OF ACTIVITY/ ASSOCIATED RISKS	AFFECTED	SEVERITY	LIKELIHOOD	RISK RATING	CONTROL MEASURES/ ACTION PLAN	HOUSE TECH (SIGN AND DATE)

Please continue on further sheets if required.

We have completed a thorough Risk Assessment and have omitted no significantly hazardous activities.

We fully understand and accept the risks of our activities, and agree to carefully implement the control measures listed above.

We understand and accept that the House Technician may only grant approval following a physical check - These Instances will be identified in the review of the submission.

Name and Role:

Signed:

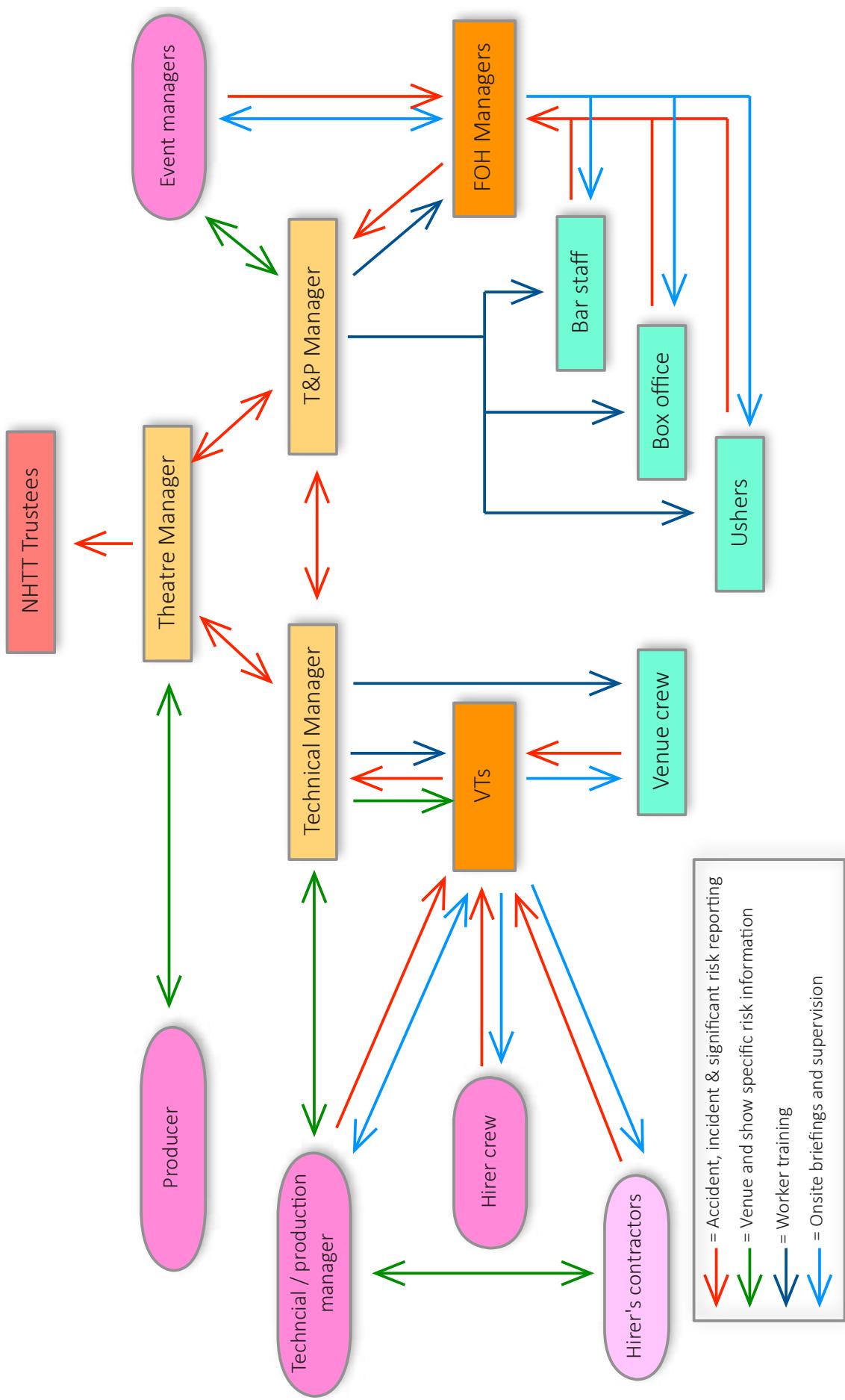
Date:

HOUSE APPROVAL Name:

Signed:

Date:

HEALTH AND SAFETY COMMUNICATION CHART





THEATRE ROYAL

WHAKATŪ NELSON

Theatre Royal Nelson

Site Specific Safety Plan

This SSSP is to be used by all workers in The Theatre Royal Nelson.

Current health and safety legislation states any person who carries out work in any capacity is considered a worker in our venue.

This SSSP identifies and rates hazards, and provides control methodology for the risks present during an average* venue use.

This SSSP does not replace any companies overarching Health and Safety Hazard registers.

**This is to be used in conjunction with a Show Specific Safety Plan provided to the venue by producing companies.
This document shall outline the hazards, risks and control methodology being introduced to our facility with their production.*

For more information:

New Zealand Health and Safety Legislation
www.sitesafe.co.nz

Health and Safety within The Theatre Royal
www.theatreroyalnelson.co.nz/docs

Safe working practices within the entertainment technology industry
www.ETNZ.org

ATMOSPHERIC EFFECTS

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Respiratory Hazard - Haze, Smoke, Dry Ice	All	4	2	8	<ul style="list-style-type: none"> Use only the minimum concentration for the minimum period of time necessary. Avoid heavy concentrations where people are exposed. All personnel should be informed in advance of the intention to use atmospheric effects and the type to be used. Before use, there should be a discussion of the hazards and precautions being taken. Obtain Safety Data sheets of all smoke and fog products, noting in particular whether the reactivity section lists any hazardous decomposition products. Use only the haze or fog fluid as recommended by the manufacturer.

BACKSTAGE/WINGS GENERAL

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Low level lighting - Impact / Trip / Fall	All	4	4	16	<ul style="list-style-type: none"> Blue lights throughout the building provide low-level light during rehearsal / performance. Blue lights shall be used in areas of work when working lights are turned off. At no time (except building departure) shall backstage be in a full blackout. Other than dress rehearsals or performance, Lighting operators should verbally notify all of those onstage of an impending black-out. All objects placed in the wings or backstage areas, should be flagged with high-vis, glow or white tape to alert their presence. Arrows may be required to identify path direction. Cast/crew should be informed of all low visibility hazards. Stairwells must always be lit with blue lights during performances / rehearsals All venue stair edges are clearly marked with a high visibility tape.
Access paths blocked by set/props	All	3	4	12	<ul style="list-style-type: none"> A minimum 1m walkway must be maintained through all areas at all times (except while repositioning) Movement of equipment and cast to be managed to reduce times of congestion.
Aerosol products - Respiratory damage / flammable substance	All	2	3	6	<ul style="list-style-type: none"> Spray on deodorants not to be used in dressing rooms or other confined spaces. With larger casts, hairspray shall not be used in dressing rooms, rather a hair / make up station should be set up in a larger space i.e scene dock. Use of any aerosol products must be kept well away from any naked flames, sparks or heat sources.
Cables - Trip	All	4	3	12	<ul style="list-style-type: none"> Plan cable-runs to avoid crossing walkways. Securely tape down small cable runs, identifying with white, glow or high vis tape. Use yellow jacket style cable covers

BIOLOGICAL

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
The creation or propagation of harmful bacteria in the kitchen, dressing rooms, toilets and showers	All	3	4	12	<ul style="list-style-type: none"> Waste disposal is provided on site Internal bins should be emptied regularly Backstage toilets and Shower facilities including disabled access are provided. Dressing rooms are professionally cleaned between seasons and must be maintained during seasons by the producing company. Facilities including backstage toilets are kept in a clean and hygienic condition by our contracted cleaning company, but should be maintained daily by the in-house producing company during long seasons. Cleaning supplies including dishwashing facilities are provided in the downstairs kitchenette to allow users to maintain the hygiene of spaces.
Transfer of illness	All	3	4	12	<ul style="list-style-type: none"> Unwell persons should be asked to remain home until well. In the case of Norovirus, unwell persons shall remain away from site for no less than 48 hours following their most recent episode of diarrhoea or vomiting. Document cases of illness with the Theatre Royal Illness register. Wash shared costumes and clean shared props or commonly touched surfaces (light switches, door handles etc.) with a bleach based disinfectant.

ELEVATED WORK PLATFORMS (EWP)

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Accident cause by insufficiently experienced operators.	Crew Using EWP	3	4	12	<ul style="list-style-type: none"> No person should operate the EWP without the express permission of the relevant supervisor, e.g. Venue Technical Manager, Venue Technician, or senior Community Crew member. An induction is to be given to all persons using the venues EWP (specifically) for their first time. Tasks requiring the use of the EWP to be designated only to crew with sufficient experience in the full range of tasks required (i.e good upper body strength and rigging experience if hanging lamps)
Accident caused by equipment damage or poor maintenance	Crew Using EWP	1	4	4	<ul style="list-style-type: none"> Carry out the visual inspection and record the results in the on-board log book 6 Monthly inspection / maintenance checks by certified Lift Inspector

ELEVATED WORK PLATFORMS (EWP)

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Moving the EWP with a person at height in the bucket. - Fall / falling object hazard.	Crew Using EWP	4	5	20	<ul style="list-style-type: none"> All alternatives should be considered before moving the EWP with a person at height. All extension arms must be installed be as close to the floor as possible. The mast must not be at full extension. The EWP shall always be pushed, not pulled. There should always be two people to provide stability of movement. In order to maintain clear communication there should be minimal noise, and if moving the EWP, working lights/state should be turned on until the EWP is safely positioned. A clear path should be ensured before any movement is undertaken.
During use, the EWP may be prone to collision with object through either horizontal or vertical movement.	Crew Using EWP	3	3	9	<ul style="list-style-type: none"> Prior to ascending or descending, ensure the EWP will not collect any other objects (Lamps, Rigging, Cables, Set etc) in its path. Be aware of clearances when operating or travelling the EWP Ensure clear communication between the operator in the bucket and person manoeuvring the EWP to avoid any nearby objects.
Falling objects while work at height.	All	3	5	15	<ul style="list-style-type: none"> Persons entering the area below the EWP when someone is working at height must be wearing a helmet. When working at heights, only essential tools and equipment should be used. Prior to ascending, all tools should be secured with lanyards to prevent them falling on those below. Pockets must be empty and any loose personal objects or accessories removed. All work being carried out with unsecured objects at height shall be verbally announced to the immediate crew.

FATIGUE / HOURS OF WORK

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Physical, mental or emotional fatigue can lead a person to become unsafe	All	3	5	15	<ul style="list-style-type: none"> Ensure adequate staffing levels Provide optional levels of physical and mental activities interspersed with regular breaks to ensure recovery. Design rosters safely with adequate regular breaks of at least 1 hr within a 5hr work period. Select people who fit the requirements of the task. Make sure work/tasks are clearly defined Provide feedback to workers about their performance and support when they encounter difficulty doing their work, or when they have emotional or family difficulties Encourage all to maintain health and fitness Learn to recognise fatigue in yourself as well as others.

FATIGUE / HOURS OF WORK

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Prolonged work hours are a primary cause of fatigue	All	3	5	15	<ul style="list-style-type: none"> Schedules must allow for all workers to take their legal and contractually agreed breaks, and as such must be sufficient for workers to rest and recover so they are safe to work. Workers shall not exceed 13 hours of work time in any cumulative work day. Workers shall have at least 10 hours of continuous rest. Workers should not exceed 70 hours in any cumulative week.

FIRE

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Fire Spreading	All	1	5	5	<ul style="list-style-type: none"> Fire extinguishers are well signposted and provided thought the building. Isolated area sprinklers activate once exposed to a temperature above the set threshold to douse flames reducing the spread of fire. Venue staff shall be trained in the use of fire-extinguishers.
Fire systems failing to perform	All	1	5	5	<ul style="list-style-type: none"> Full fire systems check occurs monthly including fire extinguisher, alarm, emergency lighting and sprinkler pressure tests. Daily fire-checks confirm systems are operational.
The propagation of fire by drapery, painted drops, or other fabrics used as, or on scenery.	All	3	5	15	<ul style="list-style-type: none"> All flexible Fabrics provided by the venue are maintained as fire retarded in accordance with NZ Building Code. A log of treatment dates and types is available on request. All flexible fabrics used as/on scenery or large areas of fabric must be flame retarded.
The propagation of fire by flammable costumes		4	5	20	<ul style="list-style-type: none"> Confirmation must be provided to the venue that fabrics comply with NZ Building Code. Costumes should be fire retarded when there is a risk present by the use of naked flame and/or pyrotechnics in the production.
Failure to evacuate through not knowing the correct procedure	All	4	5	20	<ul style="list-style-type: none"> All persons entering the building for their first time are to undergo a venue induction including fire evacuation protocols. Signposts are located around the venue identifying the evacuation meeting point. Fire exits are marked with illuminating signage maintained.
Leaving a person in the building during an evacuation	All	4	5	20	<ul style="list-style-type: none"> In the event of a fire, the venue stage manger becomes the backstage fire warden and will patrol the building to ensure all areas have been evacuated. The Sign in / Out sheet becomes a role-call for the SM to ensure all those listed as in the building have been evacuated safely.
Vehicles obscuring or demising Stage door egress	All	5	4	20	<ul style="list-style-type: none"> Vehicles may only access the dock during pack in and pack out. At all other times the yellow striped area must remain clear. Vehicles may only park in the designated parks.
Objects obscuring access to fire extinguishers	All	3	5	15	<ul style="list-style-type: none"> The area in front of fire extinguishers should remain clear at all times. Fire extinguishers should be placed infant of any item blocking access to its usual position.

FIRE

Control Measures						
Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating		
Technical equipment / staging in auditorium affecting audience egress	Audience	2	4	8	<ul style="list-style-type: none"> Use of the main auditorium space for production requirements must be discussed in advance with the venue. The placement of technical equipment or staging in the auditorium may not impact the audiences ability to safely access or evacuate the space. A minimum 1m egress must be retained and consider wheelchair spaces. 	

FLY TOWER & RIGGING

Control Measures						
Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating		
Accident or damage caused by improper use	Rigging Crew	2	5	10	<ul style="list-style-type: none"> Properly trained and competent persons only must be involved with the safe operation, function and routine maintenance of any rigging equipment. Follow the prescribed and safe working procedures when loading/unloading, or operating rigging systems. 	
Failure of rigging equipment due to age / wear and tear.	Rigging Crew	1	5	5	<ul style="list-style-type: none"> The operation of an unbalanced counterweight system may be required under special circumstances (e.g. during the flying of performers) The system must always be operated within the manufacturers guidelines and the ability of the operator(s) to hold the out of balance load safely. Packing must be used between slings and sharp objects. All rigging equipment must be inspected once per year by a qualified person (a certificate of test/inspection must be provided.) Repairs and modifications must only be made be carried our by a suitably qualified person. Damaged or defective slings, ropes, wires, shackles or other rigging equipment must be removed from service immediately. All Rigging components should be visually assessed prior to their use. 	
Failure of equipment due to overloading	Rigging Crew	1	5	5	<ul style="list-style-type: none"> The Safe Working Load (SWL) Shall never be exceeded The Safety Factor of any rigging is 1:5 (Unless stated otherwise) Always calculate the effect sling methods and bridle angles on load bearing Items suspended to the rigging systems must meet venue and industry construction and fixing methods before they will be installed. Chains or rope must not be shortened by knotting. Rope locks are not to be used as brakes. 	
Failure of, or damage caused to rigging equipment by improper use.	Rigging Crew	1	5	5	<ul style="list-style-type: none"> Ribbons are the only acceptable method of marking fly positions. Tape is not to be used. Visual contract with any moving piece must be maintained while in control at all times. When moving flown scenery always warn those below and/or above verbally prior to flying said items. When it is not practical (i.e. during performance) in which event appropriate communication systems must be implemented and rehearsed by all involved. 	
Collision of flown objects with other flown, or ground based objects/ personnel	Fly Op / ALL	3	4	12		

FLY TOWER & RIGGING

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Failure of rigging due to fire	Rigging Crew	1	5	5	<ul style="list-style-type: none"> Steel slings shall be used as a secondary for fibre slings if there is a risk of fire.
Flying of Performers	Rigging Crew	1	5	5	<ul style="list-style-type: none"> The creation, design and installation and operation of a system for the flying of performers must only be undertaken by persons who are deemed competent and who have received training by a qualified person in the use of the particular equipment to be used.

LADDERS

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Accident caused by improper use	Crew	2	4	8	<ul style="list-style-type: none"> Personnel should face the ladder while ascending / descending Stepladders should only be used in the completely open position, and only climbed on the side with steps. Never place ladders onto other objects i.e box or tables to increase height. A step ladder should not be used as a work platform. Workers should not stand in the top step.
Stored ladders falling during earthquake	All	1	5	5	<ul style="list-style-type: none"> Ladders are to be stored in the designated area, secured to the wall with the supplied ratchet strap.
Falling object	Crew	2	4	8	<ul style="list-style-type: none"> Prior to ascending, all tools should be secured to the users with lanyards to prevent them falling on those below. Materials should never be left on the ladder, or dropped or pitched to another worker.
Failure due to structural or mechanical damage	All	2	5	10	<ul style="list-style-type: none"> Ladders should be inspected as set up Ladders are inspected and maintained annually. Ladders should always be visually inspected before use to ensure they are in safe condition. Any ladder showing a defect should be reported to the venue staff and set aside from use.

LIGHTING AND ELECTRICAL

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Electrical faults caused by faulty workmanship	All	2	5	10	<ul style="list-style-type: none"> Only those persons accredited under relevant legislation shall be engaged to undertake electrical maintenance and or installation.

LIGHTING AND ELECTRICAL

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Electrical fault due to general wear and tear	All	2	5	10	<ul style="list-style-type: none"> Cables should not be twisted, crushed or kinked Any deteriorated or poorly maintained light or other powered equipment should be removed from service and/or replaced. Cables shall be protected from sharp edges or heavy loads. Cables should be checked regularly for overheating, loose connections, fraying or other damage. All equipment is to be well maintained and tested in accordance with AS/NZS3760.
Electrical hazard due to moisture / liquid	All	2	5	10	<ul style="list-style-type: none"> When there is a possibility of moisture, any joins will be provided with adequate weather protection. Isolation of liquids from areas with electrical devices. Drinks required in areas such as the orchestra pit are to be in contained spill proof vessels.
Trip hazard of cables crossing walk-ways	All	4	3	12	<ul style="list-style-type: none"> Cable routing should take into account and not create a tripping hazard Cables should be secured with tape and flagged
Electrocution	Crew	2	5	10	<ul style="list-style-type: none"> Before working on any electrical equipment it must be properly isolated. This includes when having to service lamps after the luminaire is rigged.
Falling object	All	1	5	5	<ul style="list-style-type: none"> All hung fixtures must have a safety chain. A full check of all fixtures security to a bar/truss should be confirmed before lifting to height.
Unstable objects	All	1	4	4	<ul style="list-style-type: none"> All lighting fixtures or stands should be properly supported to prevent tipping Blue lights throughout the building provide low-level light during rehearsals or performance. At no time (except building departure) shall backstage be in a full blackout.
Insufficient lighting causing injury	All	3	4	12	<ul style="list-style-type: none"> There should be adequate lighting in backstage areas At times other than dress rehearsals or performance, Lighting operators should verbally notify all those onstage of an impending black-out. Solid objects in areas of low light are to be flagged with a white, glow or high visibility tape. All cast and crew to be informed of said objects during induction.
Impact with objects in areas of low-light	All	3	4	12	<ul style="list-style-type: none"> Appropriate fire extinguishers are provided in areas with high levels of electrical energy. All electrical personnel should be aware of the load-bearing capability of cables and boxes. Do not exceed the available current draw for any given circuit. Care must be taken when using tap on plugs and adaptors that circuits are not overloaded Maximum loads of dimmers shall not be exceeded so as to avoid overloading and a consequent fire hazard.
Electrical Fire	All	1	5	5	<ul style="list-style-type: none"> All electrical personnel should be aware of the load-bearing capability of cables and boxes. Do not exceed the available current draw for any given circuit. Care must be taken when using tap on plugs and adaptors that circuits are not overloaded Maximum loads of dimmers shall not be exceeded so as to avoid overloading and a consequent fire hazard.
Electrical fault caused by overloading	Crew	2	4	8	<ul style="list-style-type: none"> Clearance should be maintained between lighting equipment and flexible cords Lighting fixtures must be fitted with the correct heat resistant cables.
Electrocution or fire caused by heat of lamps	Crew	3	5	15	<ul style="list-style-type: none"> If strobe lighting is employed on a performance, The venue must be notified at least 1 hour before show. In this case, signage will be placed at point of sale and auditorium entrances. Flicker rates of 4 flashes per second or less are recommended and all strobes should be synchronised when more than one is used.
Seizure caused by strobe lighting	All	1	5	5	<ul style="list-style-type: none"> If strobe lighting is employed on a performance, The venue must be notified at least 1 hour before show. In this case, signage will be placed at point of sale and auditorium entrances. Flicker rates of 4 flashes per second or less are recommended and all strobes should be synchronised when more than one is used.

MANUAL HANDLING

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Physical injury caused through improper lifting/carrying technique, over exertion or attempting to lift more than they are capable of	Crew	4	4	16	<ul style="list-style-type: none"> Stand as close to the load as possible with elbows close to your sides and feet apart for good balance. Bend your knees and straddle the load Always try to lift when standing or at least half squatting rather than kneeling or not using your legs Keep your back as straight as possible whilst lifting / carrying Do not twist your body to change direction, use your feet.
Accident when lifttings a team	Crew	4	4	16	<ul style="list-style-type: none"> Ensure one person is in charge during team lift Where possible ensure members of a team lift are of similar height Position people for the lift having regard to the size, shape and balance of the load

NOISE AND SOUND

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Hearing damage due to exposure to high sound pressure sound pressure levels	All	3	4	12	<ul style="list-style-type: none"> Exposure for each noise should be kept below 80 decibels on average per day Peak sound pressure levels should not exceed 140 decibels Employ PPE such as earplugs or muffs when working in or around loud environments.
Loud or unexpected noise using fight or distraction	All	2	4	8	<ul style="list-style-type: none"> The creation or playback of a loud noise shall be forewarned by verbal notification. Nuisance noise such as high pitch unexpected or distracting noises shall be minimised.

PORTABLE TOOLS

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Defective / unsafe tools	Build crew	2	4	8	<ul style="list-style-type: none"> Any defective or unsafe equipment should be tagged as such, reported to a member of venue staff and not used until repaired.
Unsafe use of tools Causing injury	Build Crew	2	4	8	<ul style="list-style-type: none"> Loose materials such as rags or loose clothing or hair must be kept away from moving parts i.e drills. Tools must not be used beyond their design capacity Hands must be dry and kept free of oil and grease while using hand tools Tools must maintain their factory guards attached. Do not distract those work with power tools / machinery
Spray Paint drift : Respiratory and damage to property	Crew	1	3	3	<ul style="list-style-type: none"> All spray painting is to take place outside of the theatre.
Electrocution / Electrical Fault	All	2	4	8	<ul style="list-style-type: none"> All tools and chargers requiring 10A power supply must be tagged and tested.
Trip hazard	Crew	2	3	6	<ul style="list-style-type: none"> Tools or electrical leads must not be left where they can create tripping hazards

PORTABLE TOOLS

Control Measures						
Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating		
Hearing Damage	All	2	4	8	<ul style="list-style-type: none"> Hearing protection should be worn when using loud tools i.e impact drivers. When working intermittently or around non construction crew, signal you intent to create a loud noise allowing those near to block their ears. 	
Eye Damage - Dust / debris	Build Crew	2	4	8	<ul style="list-style-type: none"> Safety glasses or a face shield should be worn when using power tools. 	
Respiratory Damage - Dust	Build crew	1	4	4	<ul style="list-style-type: none"> Work creating significant quantities of dust i.e sawing, drilling or sanding must not take place within the theatre. Respiratory protection should be worn. 	

SCAFFOLDING

Control Measures						
Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating		
Structure collapse or instability; Injury to personnel during construction.	Crew building and all accessing Scaffolding	3	5	15	<ul style="list-style-type: none"> Scaffolding should be erected and dismantled by experienced personnel using the proper equipment. A certified scaffold rigger must erect any structure that bears the load of people, or exceeds 5m in height. Scaffolding more than 1.8m high must be fully planked out with toe boards and continuous handrails to ensure a safe work platform. Scaffolds hold be constructed so they can support up to 4 times the maximum intended load, including dynamic loads. Scaffolds must only be erected on firm foundations. Scaffolders must install appropriate, clear and unobstructed signage during construction, dismantling, adjustment or modification of scaffolding. Unauthorised adjustments to scaffolding structures are illegal. 	
Injury to personnel or damage to property surrounding the use of mobile scaffolding towers	Crew building and using scaffolding	3	4	12	<ul style="list-style-type: none"> Rolling scaffold towers must have the proper cross and horizontal bracing, and at least two of the four castors must be swivel type with locking capability. Mobile scaffolding must not be moved whilst supporting people. All wheels must be locked before working on a mobile scaffolding All hand tools must be secured to the worker. 	
Objects falling from height while using or constructing scaffolding.	Crew	3	4	12	<ul style="list-style-type: none"> Equipment being ferried up/down the scaffolding must be properly secured. All equipment on top must be secured to the framework. 	
Instability of scaffolding used as lighting booms	All	2	4	8	<ul style="list-style-type: none"> Sufficient weight ballast must be applied to baseplates to ensure boom poles are stable and are not subject to falling when accidental lateral loads are applied. 	

STAGING

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Trip hazard on multi-level staging/stairs	All	3	3	9	<ul style="list-style-type: none"> All elevation changes should be clearly marked and safe.
Slip Hazard	All	3	3	9	<ul style="list-style-type: none"> The stage floor should be kept clean and tidy at all times to ensure the most appropriate surface is being provided. Sweeping and mopping should only take place when other activities are scheduled for the space Ensure the stage will be dry in time for use.

WORKING AT HEIGHT

Description of hazard, risk & associated activity	Affected	Likelihood	Severity	Risk Rating	Control Measures
Impact by falling Object while others work at height, i.e above the stage while rigging objects on the grid.	All	3	5	15	<ul style="list-style-type: none"> No person should enter the stage area below where anyone is working at heights without the express permission of the relevant supervisor, e.g. Head Mechanist, Production Manager, Technical Director or other. Any persons required to work beneath another person at height (i.e assisting role) must wear a riggers helmet. Warning signs must be clear and unobstructed. When Working at heights, only essential tools and equipment should be used. Prior to ascending, all tools should be secured with lanyards to prevent them falling on those below. Pockets must be empty and any loose personal objects or accessories removed.

OUR MISSION

To support the New Zealand entertainment and events technology sector with a central link to promote professional development, advocacy and safety.



Entertainment Technology of New Zealand

Web | www.etnz.org

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Additional docs for more information

Entertainment Technology NZ (ETNZ) : Industry Guide To Safe Working Practices

Recommended safe practices for work undertaken in our industry.

Compiled by NZ's best technical, theatrical and production based minds.

www.etnz.org

Available on the online resource section of our website:
www.theatreroyalnelson.co.nz/docs

Theatre Royal Nelson Health & Safety Policy

The Theatre Royal Nelson's Health & Safety Policy

Theatre Royal Site Specific Safety Plan

Our in-house, backstage risk assessment identifying hazards and listing the prescribed controls.

Theatre Royal Risk Assessment Form / Show Specific Safety Plan

A basic requirement for any performance group is to identify, grade and manage the risks involved with mounting their production. Our template for this is available online.

Theatre Royal Technical Questionnaire

In the absence of a technical rider, we ask 'so what are you planning on doing?'

Theatre Royal Technical Checklist

This checklist is a valuable resource to be completed prior to and following each performance/rehearsal and made available to our Technical Manager.

Theatre Royal Technical Specifications

A comprehensive technical specification for the Theatre Royal Nelson.