



HEALTH AND SAFETY MANUAL

This Health & Safety Manual is subject to change
It will be reviewed on a regular basis.

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Version 2 – 25 March 2023

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1 PCBU Commitment to Health and Safety

We are committed to making this workplace safe and healthy.

1.1 Health and safety policy

Management commitment

The Capital Theatre Trust Trustees have signed the health and safety policy, demonstrating the commitment of management to the health and safety of people working or involved with the organisation. The policy outlines the duties of all individuals and companies that are part of projects or events as undertaken by Capital Theatre Trust.

Capital Theatre Trust prides itself on having a good health & safety record but with every show and project we want to continually improve and ensure that the experience of the cast, crew, front-of-house or audience members are as safe and enjoyable as possible.

This document has been created to provide those who work in our productions with specific resources to inform them of the risks involved in working in all aspects of theatre, from auditions and rehearsals through to the final performance.

As a charitable trust who works with community groups and charitable trusts, we are required to:

- a) identify and mitigate actual and potential risks; and
- b) maintain a risk register; and
- c) record all incidents involving health & safety issues.

To that end, we ask and encourage the reporting of any existing but unresolved or new hazards and risks, incidents or near-misses to your company manager, stage manager or a designated health & safety officer, who in turn should report back to the Capital Theatre Trust Trustees.

The following manual outlines safe practices relating to specific areas of work in the theatre. This information has been sourced from ETNZ's "A Guide for Safe Working Practices in the New Zealand Theatre and Entertainment Industry" – Version 14, April 2018.

We encourage familiarisation with the entire contents of the above ETNZ guide. (Please note that the information in the guide is generic to the entertainment industry and not all of it will be relevant to every situation which may be encountered when working with Capital Theatre Trust and its associates or any performance venue we may use).

CAPITAL THEATRE TRUST'S HEALTH & SAFETY POLICY

To ensure a safe and healthy work environment, we will develop and maintain a health and safety management system. Specifically, the Capital Theatre Trust Trustees will:

- a) Ensure all individuals, contractors or visitors that are involved with shows and projects are aware and briefed on the Capital Theatre Trust's health & safety policy.
- b) For each individual show or project identification of all existing and new hazards and risks to health and safety will either be eliminated or minimised so far as is reasonably practicable by implementing the appropriate hierarchy of risk mitigation controls.
- c) Ensure all individuals, contractors or visitors are aware of the hazards and risks in their work area and are adequately trained and competent to enable them to undertake their duties in a safe manner.
- d) Ensure that all contractors or sub-contractors have their own health and safety policies and that they create hazard plans for the work that they are engaged in.
- e) Investigate all reported incidents and injuries to ensure all contributing factors and root causes are identified and, where appropriate, develop plans to take corrective action.
- f) Actively encourage individuals to report incidents and/or injuries in a timely manner.
- g) Encourage consultation and participation in all matters relating to health and safety.
- h) Promote a system of continuous improvement – this includes reviewing policies and procedures each year.
- i) Meet our obligations under the Health and Safety at Work Act 2015, the Health and Safety at Work General Risk and Workplace Management Regulations 2016, Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016 and any ancillary regulations which may be applicable.

Every individual involved with Capital Theatre Trust shows and projects has a responsibility and legal duty of care and is expected to have a commitment for the health and safety of all in the workplace by:

- a) Ensuring their actions or inaction does not place themselves or other persons at risk of injury or illness.
- b) Ensuring timely reporting of all hazards, near misses, incidents, injuries, illnesses to their Company Manager, Supervisor or Capital Theatre Trust Trustee.
- c) Taking action to avoid, eliminate or minimise hazards and risks.
- d) Undertaking the appropriate safety induction or training provided.
- e) Complying with all Capital Theatre Trust policies, procedures and guidelines.
- f) Seeking information or advice where necessary before carrying out new or unfamiliar work.
- g) Maintaining appropriate dress standards to perform the required work i.e. Personal Protective Equipment (PPE).
- h) Familiarisation with emergency and evacuation procedures in areas accessed including the location of emergency equipment.

1.2 Relevant industry requirements

The Health and Safety at Work Act 2015 applies to all shows and events in the venues that we utilise. All these shows and events must comply with the Act and associated regulations. This legislation requires us to:

- a) Have policies and procedures that aim to protect the health and safety of all.
- b) Ensure that such policies and procedures are documented and available to all.
- c) Undertake risk assessments to identify hazards and implement appropriate risk controls.
- d) Engage with everyone who may be exposed to these hazards and risks.

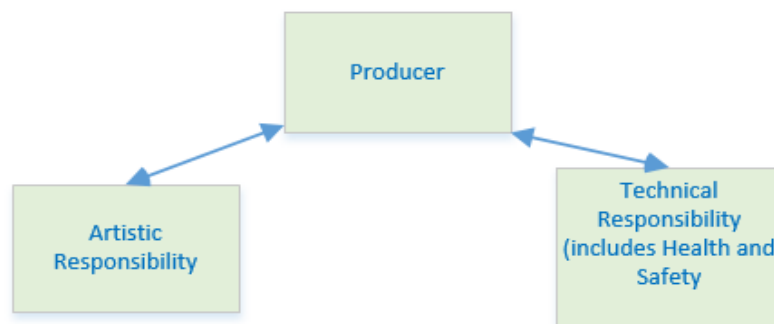
As we plan for these shows and events, we need to confirm that we will be meeting these regulatory requirements.

Given the above we aim to meet the requirements of all legislation, regulations, codes of practice, hazard identification and industry best practices. These are listed below:

- a) Health and Safety at Work Act 2015
- b) Health and Safety at Work General Risk and Workplace Regulations 2016
- c) Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016
- d) ETNZ's "A Guide for Safe Working Practices in the New Zealand Theatre and Entertainment Industry" – Version 14, April 2018

1.3 Health and safety roles

The individual responsible for health and safety during a show or event may vary depending on the activity undertaken and/or the phase of the production or event. In general, responsibilities should be allocated as follows:



Specific designations for these responsibilities will vary. The person with overall responsibility is generally the Producer. There should be a multi-directional flow of information between these roles.

Producers and Technical Managers have a responsibility to assess the competency of any external providers used to support their shows or events. Verification of competency should be made to ensure that providers are reputable and meet accepted best practice standards. Volunteers who support and are actively involved in the shows and events must be carefully selected, based on their competency to carry out their roles. Ideally, they should be well known to the Capital Theatre Trust

and have relevant knowledge, experience, and skills to share. Certain roles or tasks may require current certification, (e.g. working at height) and evidence of this certification must be provided by the worker or volunteer before they may start work.

1.4 Safety expectations

We have very clear health and safety expectations for all individuals, contractors, sub-contractors and visitors, and clear processes to follow when these expectations are breached.

Our health and safety expectations are that all involved with the show or project:

- a) Ensure that their actions or inactions do not cause harm to themselves or others
- b) Be aware of the Capital Theatre Trust's health and safety policy and are aware of the hazards listed on the register
- c) Wear all PPE provided when required
- d) Report hazards
- e) Report all accidents, incidents and near misses

2 Planning, Review and Evaluation

We are committed to continually improving our health and safety systems.

2.1 Monitoring and reviews

We ensure our health and safety process and manual is monitored and reviewed.

- a) We will conduct a new hazard and risk identification for each new show or event to ensure that it is specific to that show or event. This will be recorded in a specific risk register for that show or event.
- b) We will continue to monitor venue and other conditions and practices and identify new hazards and risks that may arise throughout the life of the show or event. Any new hazards and risks that are identified will be added to the risk register and any individuals that may be exposed to that new hazard or risk are to be informed of the required actions to control that new hazard or risk.
- c) We will review all procedures and hazard management controls after each significant and potentially damaging event, including injuries, incidents and near misses.
- d) We will review this health and safety manual each year, to ensure the policy has been updated.

3 Hazard Management

We have an active process to manage hazards and risks for individual shows and events where we identify hazards, assess them for the level of risk that they create, control them so far as is reasonably practicable and regularly review those controls.

3.1 Hazard management definitions

The following terms are key definitions from the Health and Safety at Work Act 2015 used in our health and safety manual.

3.1.1 Duty to manage risk

The duty requires:

- a) the elimination of risks to health and safety, so far as is reasonably practicable; and
- b) if it is not reasonably practicable to eliminate risks to health and safety, the minimisation of those risks so far as is reasonably practicable.

3.1.2 Risk

Risk means the possibility that death, injury, or illness might occur when a person is exposed to a hazard.

3.1.3 Hazard:

- a) means a situation or thing that has the potential to cause death, injury, or illness to a person; and
- b) includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour)

3.1.4 Hierarchy of control measures (regulations)

If it is not reasonably practicable for a Person Conducting a Business or Undertaking (PCBU) to eliminate risks to health and safety then a PCBU must, to minimise risks to health and safety, implement risk-control measures.

- a) The PCBU must minimise risks to health and safety, so far as is reasonably practicable, by doing one or more of the following:
 - i) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk
 - ii) isolating the hazard from any person exposed to it and preventing anyone else from exposure to the hazard
 - iii) implementing engineering control
- b) If a risk then remains, the PCBU must minimise the remaining risk, so far as is reasonably practicable:

- i) by implementing administrative controls, and
- ii) by ensuring the provision and use of suitable personal protective equipment
- c) Controls must be maintained to ensure ongoing effectiveness
- d) Controls must be reviewed, amended or replaced if they prove to be ineffective, in response to workplace change, or in response to a newly identified risk or in response to health monitoring results

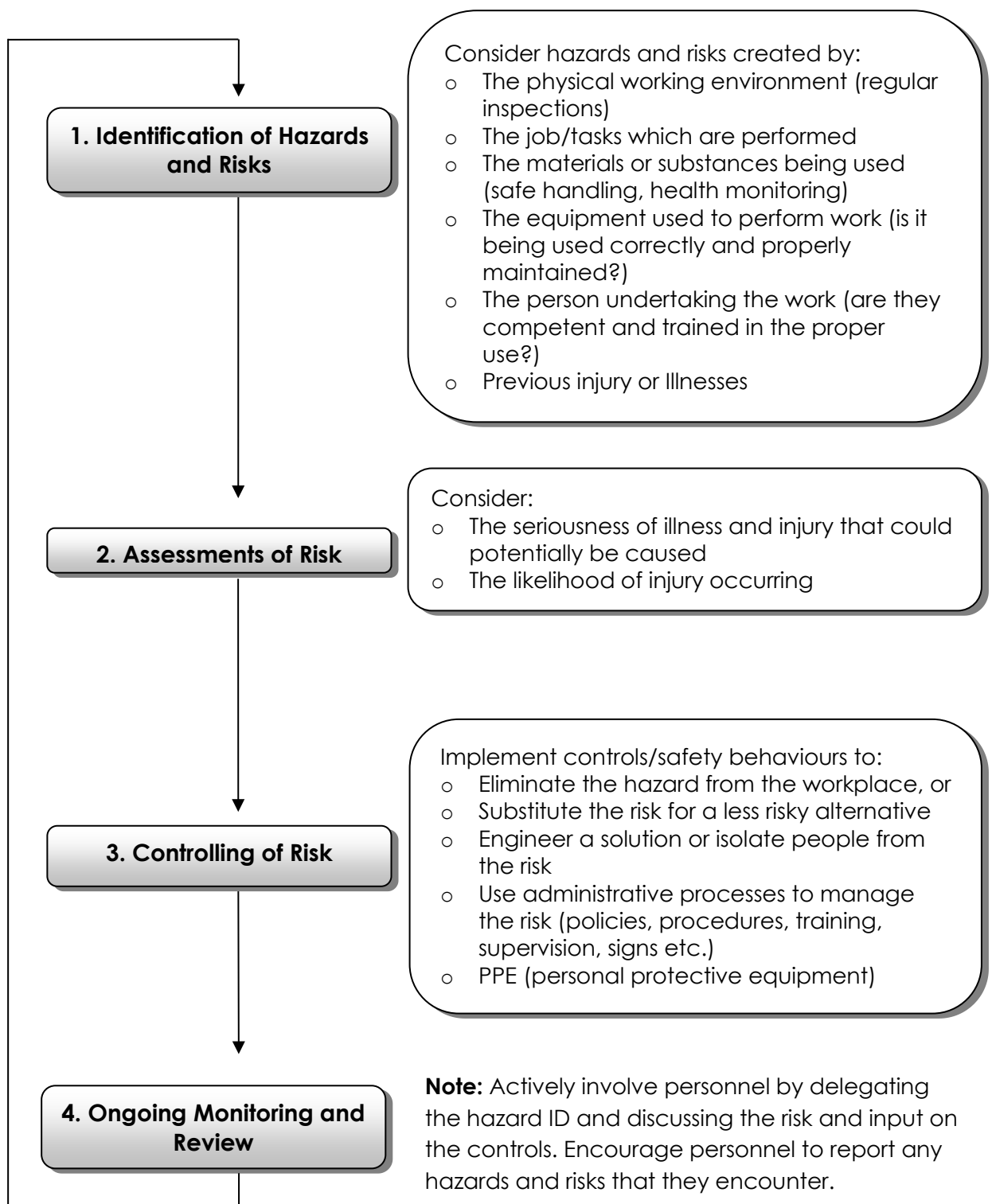
3.2 Hazard identification & risk assessment

Hazard Identification, Risk Assessment, Implementation of Controls, Monitoring and Reviewing are key elements of our day-to-day health and safety practice.

We will:

- 1) Undertake structured hazard identification systems which will include (but may not be limited to):
 - a) A formal annual review of current identified hazards.
 - b) Identification of new hazards and risks through:
 - i) Workplace walkthroughs and audits
 - ii) Obtaining the specific venue's health and safety hazard plan and covering the applicable hazards in the Capital Theatre Trust's Hazard Plan
 - iii) Process analysis
 - iv) Task analysis
 - v) Incident analysis
 - vi) Structured observation (behaviour and process)
 - vii) Research
 - viii) Use of external expertise
 - ix) Individual, contractor and visitor feedback.
- 2) Encourage workers to be involved in all elements of hazard identification, risk assessment, control and monitoring particularly:
 - a) When purchasing new plant, equipment, hazardous substances and personal protection equipment (PPE)
 - b) Prior to the introduction of new jobs, tasks and activities
 - c) Prior to the introduction of new worksites
 - d) After any serious or potentially serious incident
- 3) Where a hazard is identified, take the following steps:
 - a) Undertake a risk assessment of the hazard to determine its risk potential
 - b) Implement the hierarchy of controls to reduce the risks to a tolerable level
 - c) Update the risk information in the Risk Register
- 4) Follow-up on all risks identified to ensure that actions required have been completed.
- 5) Conduct a review of all risks at no more than 12-month intervals.

3.2.1 Hazard & risk management flow chart




3.2.2 Rating hazards

Risk Matrix		Likelihood				
		Highly Unlikely	Unlikely	Possible	Likely	Highly Likely
Consequence	Superficial – No treatment required	1	2	3	4	5
	Minor – First Aid	2	4	6	8	10
	Moderate - Hospitalisation	3	6	9	12	15
	Severe - Permanent Disability	4	8	12	16	20
	Catastrophic - Death	5	10	15	20	25

Having identified the level of risk, the risks will need to be prioritised. What level of priority is allocated to different risks is entirely arbitrary, but the following is an example of priority ranges:

Range	Level of Risk	Action required
1	Negligible	At the first opportunity
2 - 5	Low risk	Within a Month
6 - 10	Medium risk	Within a Week
15 – 20	High risk	Within a day
20 - 25	Very high risk	Immediately

HEIRARCHY OF CONTROLS			
Most Effective  Least Effective	ELIMINATE		
	1	Eliminate the hazard – remove it completely from your workplace.	If this isn't reasonably practicable then...
	MINIMISE		
	2	Substitute the hazard – with a safer alternative.	If this isn't reasonably practicable then...
	3	Isolate the hazard – as much as possible away from other workers.	If this isn't reasonably practicable then...
	4	Use engineering controls – adapt tools or equipment to reduce the risk.	If this isn't reasonably practicable then...
5	Use administrative controls – change works practices, training, and documentation.	If this isn't reasonably practicable then...	
6	Use personal protective equipment (PPE) – this should be the last resort.	This should be the last resort and be used in conjunction with other controls.	

3.3 Environmental monitoring

We monitor the venue environment to ensure we do not exceed safe limits on things such as noise, temperature, airborne contaminants or particles.

3.4 Hazard plans

Before entering the rehearsal or theatre work environment, all Heads of Departments involved with the show or event should check that all hazards in their area of responsibility have been identified, documented and those involved informed, in order to ensure their own safety and that of others. They must work together with other departments to ensure that the overall safety of an event/activity is covered within the combined hazard plans.

The check list in Appendix 1 – Health and Safety Plan Checklist, is there to assist in checking that the venue being used is a safe working environment for the activity/production.

3.4.1 Creating hazard plans

All hazard plans should have a title page that will make the plan specific to that event.

For a document to be submitted to a venue, the title page should include at least:

- a) The event's name
- b) Venue
- c) Dates and times – pack-in, pack-out, performances etc
- d) Document prepared by, date and revision number
- e) Number of participants
- f) Venues associated staff and roles
- g) Productions main staff and roles
- h) Subcontractors staff and roles
- i) Competent people (see 3.4.4)
- j) Medical team and first aid procedures
- k) Event description

Reference to previously created hazard plans will show the format and what is required in a hazard plan and this can then be developed for a current production with its specific hazards. The use of the list in Appendix 1 can assist, but premade lists are only guidelines from experience and do not cover the current environment such as a set. A more detailed list can be obtained in the latest ETNZ 'Guide for Safe Working Practices in the New Zealand Theatre & Entertainment Industry'.

The hired venue's hazard plan for the areas in which Capital Theatre Trust will be working should be obtained and integrated where appropriate into the events hazard plan or as an attached document.

When there is an appointed Health and Safety Manager, this person should be consulted for assistance in creating hazard plans or procedures. The H&S Manager should be given copies of all documents produced.

3.4.2 Safe procedures

When there is a requirement for a certain order in which activities are to proceed, then a document should be created to define this sequence. This may include using spotters to ensure areas are clear before an activity can proceed such as firing pyrotechnics, flying performers or where a sequence is required, such as stopping a show.

These procedures should be written down and added to the H&S Hazard plan. All involved shall be made aware of these requirements so that an activity can be run safely.

It is important that in the event of a venue evacuation or show stoppage, that both front of house (FOH) and backstage know what is happening so communication is of the utmost importance. In the larger venues these procedures are normally controlled by the venue, but an understanding of their procedure should be known by the key people in the production. A lack of co-ordination between these departments could well cause panic in the audience or backstage. Communication means informing all involved including the audience.

3.4.3 Compliance of local council and national regulations

Where there is equipment that must be made to specific criteria or there are hazardous substances or goods classed as dangerous, documents must be provided that provide appropriate information about these products.

Some items that fall into this category are:

- a) Rigging - equipment such as shackles, wires, chain, etc
- b) Drapes - fire rating, chemical treatment, fire tests
- c) Safety equipment - operating procedures and maintenance instructions
- d) Chemicals & gases e.g. smoke, haze, CO₂ - material safety data sheets
- e) Pyrotechnics - method statement, data sheet for each of the pyrotechnics used, etc.
- f) WorkSafe - acknowledgement of the 'notified hazardous work'

These documents should be listed as accompanying documentation at the back of the hazard plan and supplied to the venue if requested.

3.4.4 Competent personnel

Competent persons are those that are qualified, licenced or with proven experience to carry out certain activities in a production where safe operation is critical e.g. pyrotechnician, performer flying, use of firearms (armourer) etc.

In productions competent people are responsible for creating all required documentation for the activity they are involved in, obtaining permits and ensuring all other requirements are met, such as safe storage enclosures, supplying and properly fitting of harnesses etc. These people will have an ultimate say in the safe operation or non-operation of their activity.

3.4.5 Notifiable Work

Indicated below are some examples of notifiable work under this industry's regulations. This list is not exhaustive but indicative only:

1. When working in areas which there is potential for the employee to fall 5 metres or more.
2. When you are likely to have a vertically lifted load of 500kg or more above 5 metres (e.g. scenery or lighting bars that meets or exceeds a 500kg load)
3. When erecting a scaffold structure, a vertical distance of 5 metres or more
4. When having to work in a confined space (e.g. within set elements)
5. Work in which a person is likely to breathe air that is or has been compressed or a respiratory medium other than air (e.g. dry ice rolling into the orchestra pit)

You should contact your local WorkSafe office (see listing within this document) for clarification from them as to the frequency of notification required. Some jurisdictions will allow a yearlong notification rather than individual event-based notifications.

Notification of Particular Hazardous Work forms are available from the following:

<http://www.business.govt.nz/worksafe>

4 Information, Training and Supervision

We provide health and safety information to all individuals involved in Capital Theatre Trust's events, (including any contractors and visitors) to ensure they have the skills and knowledge to participate safely in a specific show or event.

4.1 Access to information

All appropriate information, including a specific show or event risk register, are displayed in the venue that the specific show or event is working in.

4.2 Induction

Where practicable and appropriate we will provide a health and safety induction for all individuals, contractors and visitors when they are first assembled in a new venue so that they are aware of their responsibilities as well as the responsibilities of Capital Theatre Trust. This includes informing how all involved can participate in health and safety and raise issues with the appointed Capital Theatre Trust's representative or health and safety officer.

This induction to include some, or all, of the following items:

- a) Identification of the appointed health and safety officer
- b) Where to find all health and safety information in that venue
- c) Venue specifics
- d) Venue hazard identification and risk controls
- e) Emergency Exits – all safety signs and what they mean
- f) The location of the fire extinguishers
- g) The evacuation procedure
- h) The first-aid kit and its location
- i) Who can provide first-aid (if applicable)
- j) How to report hazards and risks
- k) When to report injuries, near hits and misses and how to report them
- l) Who to notify of illness
- m) Responsibilities of the individuals, contractors or visitors as part of that show or event
- n) Toilets, eating and drinking facilities

4.3 External training

Before contracting any external training, we consider the following criteria:

- a) The provider's knowledge of the subject
- b) Their proven competence of presenting training and the evidence provided to document the required level of competence
- c) If the service provider can adapt training to meet our specific needs
- d) If the training is adequate to ensure effective learning.

5 Accident/Incident Systems

We report, record and investigate all accidents/incidents and near misses. We control any new hazards and risks and undertake corrective actions to prevent similar incidents/accidents or near misses from recurrence.

5.1 Responding to injuries

Our individuals, contractors or visitors for a specific show or event are inducted and trained to report any incident to the health and safety officer appointed for that show or event.

5.2 Accident investigation procedure

Incident and injury recording reporting and investigation are a key element of day-to-day health and safety practice. Investigating injuries and incidents enables the identification and control of risks to prevent similar events in the future.

We will:

- a) Maintain an Incident Register
- b) Accurately record in an Incident Register events that harm, or may have harmed people, in the place of work
- c) Investigate all incidents and near misses by using the Incident Investigation Procedure
- d) Notify WorkSafe NZ as soon as possible of all Notifiable Events (see definitions on following pages) and, if required, provide WorkSafe NZ with a written report within 48 hours
- e) Conduct a 6-monthly review of reported incidents to identify trends
- f) Follow-up on all investigations to ensure that actions required as a result of the incident investigation have been completed.

5.3 WorkSafe notification requirements

Under the Health & Safety at Work Act 2015, WorkSafe NZ requires notification of all work-related fatalities, injuries and illnesses which meet a specific threshold and Near Misses (Near Hits) which meet certain criteria. The legislation outlining these requirements is on the following pages.

Note that the same notification criteria exist for both injury and non-injury events. WorkSafe should be immediately notified and the scene should be secured until released by an Inspector.

5.3.1 Notifiable events

In this Act, unless the context otherwise requires, a notifiable event means:

- a) the death of a person; or
- b) a notifiable injury or illness; or
- c) a notifiable incident

5.3.2 Notifiable injury or illness

In this Act, unless the context otherwise requires, a notifiable injury or illness, in relation to a person, means:

- a) an injury or illness requiring the person to have immediate treatment for any of the following:
 - 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 degloving or scalping)
 - vi) a spinal injury
 - vii) the loss of a bodily function
 - viii) serious lacerations
- b) an injury or illness that requires the person to be admitted to a hospital for immediate treatment
- c) an injury or illness that requires the person to have medical treatment within 48 hours of exposure to a substance
- d) any infection which may be contagious and could cause harm to others present and is derived from:
 - 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
 - v) that involves handling or contact with fish or marine mammals
- e) the following occupational zoonoses contracted in the course of work involving handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products:
 - i) leptospirosis:
 - ii) anthrax:
 - iii) brucellosis:
 - iv) non-seasonal influenza of animal or avian origin:
 - v) psittacosis:
- f) any other injury or illness described by regulations.

5.3.3 Notifiable incident

In this Act, unless the context otherwise requires, a notifiable incident means an incident that exposes an individual or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to:

- a) an escape, spillage, or leakage of a substance
- b) an implosion, explosion, or fire
- c) an escape of gas or steam
- d) an escape of a pressurised substance
- e) electric shock
- f) the fall or release from a height of any plant, substance, or thing

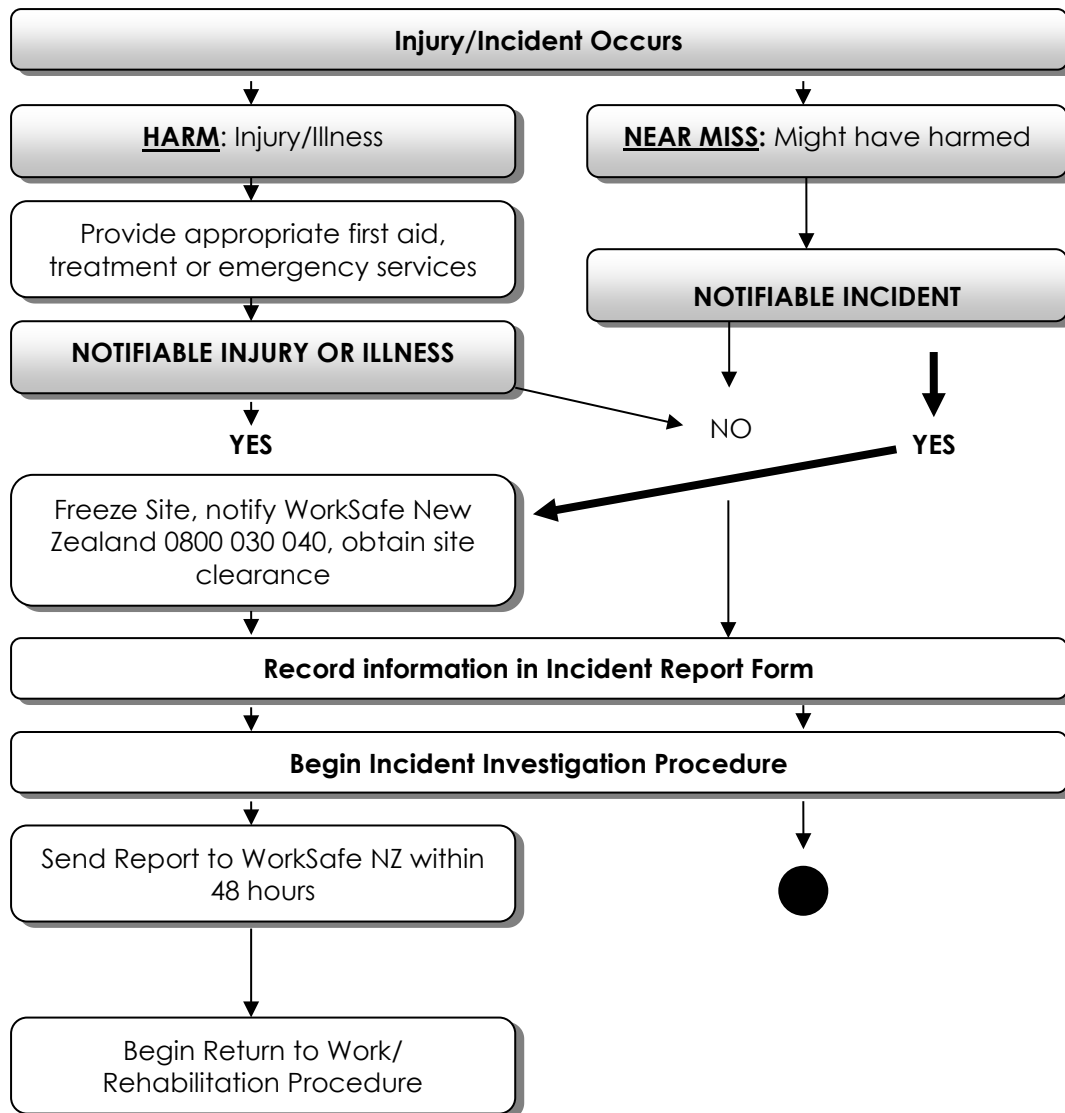
- g) the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- h) the collapse or partial collapse of a structure; or
- i) the interruption of the main system of ventilation in an underground excavation or tunnel;
or
- j) any other incident prescribed by regulations or an unexpected natural event.

5.4 Incident reporting

Individuals have obligations to take care of themselves and others at the venues that we work in. Individuals must report, as soon as possible, an accident or incident where someone was or could have been injured.

Once an incident occurs the injured should be assessed and/or arrangements made for medical attention if required. The incident should be reported to the immediate supervisor/manager and recorded on Incident/Accident Form. See Appendix 2 – Incident/Accident Report Form

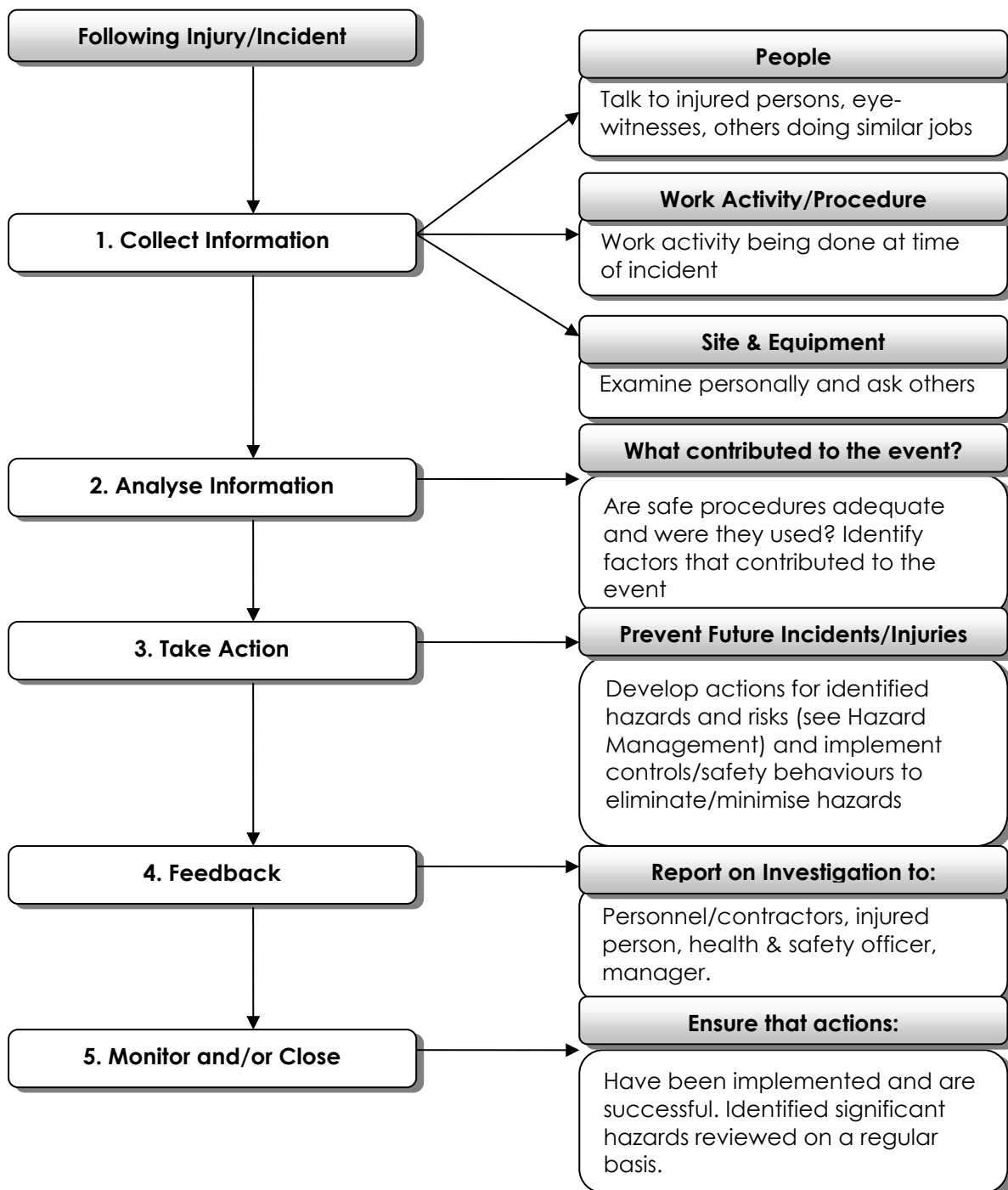
In the case of a Notifiable Event, there is a legal requirement to notify WorkSafe NZ as soon as possible, to seek instruction and clearance from WorkSafe NZ before disturbing the scene.



5.5 Incident investigation

During the investigation process information is collected and analysed to identify factors that contributed to the incident or injury. This enables the development of actions to prevent similar events occurring in the future.

Investigations should be more detailed where serious injuries or the potential for serious injuries are involved. However, analysis of data may reveal trends or minor injuries that warrant a more in-depth investigation than a one-off minor injury report suggests when viewed in isolation.



6 Specific policies

We have identified a number of areas that require further detail to ensure a comprehensive health and safety policy that covers all our individuals, contractors and visitors that may be involved in a particular show or event. They are listed below.

Capital Theatre Trust is committed to fostering a workplace culture that values diversity, equity, inclusion and acceptance in all aspects of our operations. We believe that every individual, regardless of their background, sexual orientation, race or gender deserves to work in an environment that is safe, supportive, and respectful. We are dedicated to promoting diversity, providing equitable access to resources and opportunities, and ensuring that everyone is treated with fairness and dignity. By embracing diversity and inclusion, we not only enrich our community but also enhance our ability to create a safe and healthy environment for everyone at Capital Theatre Trust productions.

6.1 Harassment and bullying

Capital Theatre Trust is committed to providing a workplace environment, which is free of bullying and harassment.

Policy purpose

- a) We are committed to providing an environment which is free of bullying and harassment.
- b) All volunteers, members, employees, visitors, guests and contractors (“personnel”, “person”, “persons”) are responsible for making themselves aware of and adhering to this policy against all forms of bullying and harassment. This policy applies to all personnel.
- c) The purpose of this policy is:
 - i) to make it clear that harassment and bullying are unacceptable and not to be tolerated
 - ii) to ensure all personnel know their rights and obligations regarding bullying or harassment
 - iii) to provide procedures and guidelines for dealing with incidents of bullying or harassment, and
 - iv) to encourage anyone to report anything they observe that breaches this policy

6.1.1 Policy statement

Capital Theatre Trust has obligations under the Employment Relations Act 2000, Health and Safety at Work Act 2015, Human Rights Act 1993 and Harassment Act 1997 to actively address complaints of bullying or harassment made by or against any one or more of its personnel. In accordance with the requirements of these Acts, we do not and will not condone any form of harassment or bullying of any of our personnel or of any other third party.

All reported instances of bullying or harassment will be treated seriously and, if substantiated, may result in disciplinary action in accordance with this policy. Any person who reports incidents of bullying or harassment can be assured their complaint will be thoroughly investigated by us.

6.1.2 Scope of the harassment and bullying policy

This policy applies to all volunteers, contractors and visitors. Theatre is an art form – the environment can and should be challenging, experimental, exploratory and bold. Artistic freedom of expression is essential, but the creative space must be a safe space. The activities involved with Capital Theatre Trust's shows can include office work, auditions, rehearsals, crewing, late night working, bars, parties and public-facing frontline work.

6.1.3 Definitions

6.1.3.1 Harassment

Harassment can be defined as any unsolicited and unwelcome hostile or offensive act, expression or derogatory statement, including incitement to commit such behaviour, which causes distress or offence to an individual or that creates a risk to their mental or physical health and safety.

Harassment may be overt (blatant) or implied and may involve use of language, visual material or physical behaviour. Although the harassing behaviour is most often repeated, it may be a one-off incident which is significant enough to have a detrimental effect on an individual or group.

Harassment may relate to a person's gender, marital status, religious or ethical belief, disability, age, political opinion, employment status, family status, sexual orientation, or involvement in the activities of an organisation. It can take many forms, but examples include:

- a) Written or verbal abuse or threats
- b) Spreading malicious rumours or insulting someone
- c) Unwelcome remarks about such things as a person's appearance, race, sex or sexual orientation
- d) Practical jokes which cause embarrassment or awkwardness
- e) Sending offensive emails, letters or phone calls
- f) The display of visual materials which are offensive
- g) Acts of violence, assault or physical intimidation

Harassment includes the following categories:

6.1.3.2 Bullying

Bullying is a form of harassment. Bullying is defined as unreasonable and repeated behaviour towards a person or group that can lead to physical or psychological harm. Repeated behaviour is persistent and can include a range of actions. Unreasonable behaviour covers actions which a reasonable person would not do in similar circumstances, including victimising, humiliating, intimidating or threatening a person. A single incident isn't considered bullying but can escalate if ignored.

Bullying and harassment may be overt (blatant or obvious) or covert (hidden or concealed). In most cases, bullying or harassment is an attempt by one person to inappropriately exert power over another. Both bullying and harassment may be unconscious or stem from ignorance, but it is important to be aware that bullying and harassment are not determined by the intention of the person who has caused offence. This includes cyberbullying (the use of electronic communication to bully, harass or frighten a person, typically by sending messages of an intimidating or threatening nature).

There are a number of behaviours that are considered to constitute bullying, including, but not limited to the following:

Overt bullying

- a) Threats
- b) Intimidation, stand-over tactics
- c) Coercion
- d) Verbal abuse or degrading language/gestures
- e) Shouting, yelling or screaming at another person
- f) Unexplained rages
- g) Unjustified criticism and insults
- h) Nit-picking and fault-finding without justification
- i) Constant humiliation
- j) Belittling remarks
- k) Punishment imposed without reasonable justification
- l) Dismissive behaviour/gestures, non-verbal communication during interactions such as eyerolling, sighing

Covert bullying

- a) Deliberately sabotaging a person's work or activity by withholding information that is required to fulfil a task
- b) Hiding documents or equipment
- c) Constantly changing targets or guidelines
- d) Not providing appropriate resources or training
- e) Isolating or ignoring a person on a consistent basis (e.g. dealing with him/her through a third party)
- f) Changing the duties or responsibilities of a person to that person's detriment, without reasonable justification
- g) Undermining another's authority/standing in the organisation
- h) Circulation of negative rumours
- i) Manipulation
- j) Emotional abuse

6.1.3.3 Sexual Harassment

Sexual harassment is any unwanted, unwelcome, or uninvited behaviour of a sexual nature, which makes a person feel frightened, humiliated, intimidated or offended. Sexual harassment may take many forms including:

- a) Requests for sexual activity which carry overt or implied threats or promises regarding the individual's employment or continued involvement
- b) Sex-oriented gestures or comments
- c) Sex-based insults, taunts, teasing or name calling
- d) Inappropriate touching
- e) Difference in treatment on the basis of gender
- f) Unwanted and deliberate physical contact
- g) Persistent and unwelcome social invitations, telephone calls, or correspondence through social media or text messaging
- h) Leering and suggestively staring at a person or parts of their body
- i) Obscene phone calls or text messages

- j) Sending sexual material
- k) Displaying offensive material including that displayed by electronic means such as offensive screen savers
- l) Innuendo, including sexually provocative remarks and suggestive or derogatory comments about a person's physical appearance.

6.1.3.4 Racial Harassment

Behaviours which express hostility against or bring into contempt or ridicule another person on the grounds of colour, race, ethnic or national origins of that person. Specific examples may include:

- a) Jokes or songs of a racial nature
- b) Mocking other's accents
- c) Deliberately mispronouncing names
- d) Racial or ethnic oriented jibes or abuse
- e) Denying people the opportunity to fulfil ethnic requirements
- f) Displaying offensive material
- g) Distribution of racist material
- h) Using a facilitator to recruit persons to racist organisations or groups

The lists within these categories above are not exhaustive and recognise that bullying and harassment cover many activities, events and situations which may occur in the organisation. Often a person accused of bullying/harassing behaviour may be unaware of the effect that their behaviour is having on a person.

6.1.3.5 Discrimination

Discrimination can occur directly or indirectly, and can be unlawful. Whilst similar to the above, it is worth separately noting:

- a) Direct discrimination occurs when a person is treated less favourably than another person, in the same or similar circumstances, because of a prohibited ground such as their sex, colour, religious belief, race, marital status, ethnic or national origin, family status, ethical belief, sexual orientation, political opinion, age, employment status or disability.
- b) Indirect discrimination occurs when there is a requirement, rule, policy, practice or procedure that is the same for everyone, but has an unequal effect on particular groups. This type of requirement is likely to be indirect discrimination unless the requirement is reasonable in all the circumstances.
- c) Unlawful discrimination occurs when one person is treated less favourably than someone else is treated, or would be treated, in the same or similar circumstances, because that person has a particular attribute, such as sex, colour, religious belief, race, marital status, ethnic or national origin, family status, ethical belief, sexual orientation, political opinion, age, employment status or disability that is specifically listed in Human Rights legislation.

6.1.3.6 Other

Stalking - a pattern of repeated, threatening or harassing behaviours that directly or indirectly communicate a threat or place the victim in fear.

Victimisation - when someone suffers detrimental treatment because they have made, or propose to make, in good faith, an allegation of harassment, or appear as a support person, or a witness, or provides information about such an allegation.

6.1.3.7 What is not bullying or harassment?

Some actions or activities, such as occasional differences in opinion or conflicts, do not constitute bullying or harassment. Behaviours which are not considered to be bullying or harassment include:

- a) Friendly banter, light-hearted exchanges, mutually accepted jokes and compliments
- b) Friendships, sexual or otherwise, where both people consent to the relationship
- c) Issuing reasonable instructions and expecting them to be carried out
- d) Warning or disciplining someone in line with organisational policy
- e) Insisting on high standards of performance in terms of quality and/or safety
- f) Legitimate criticisms about performance
- g) Assertively expressing opinions that are different from others
- h) Free and frank discussion about issues/concerns, without personal insults

6.1.4 Social Media

Any form of Harassment on social media or via any digital media (e.g. Txts) is strictly prohibited at Capital Theatre Trust, whether directly or indirectly aimed at the Production, any person or anything involved with Capital Theatre Trust or their production partners. This extends to anything you post, whether in a personal or professional capacity while involved with Capital Theatre Trust, if your profile can be directly or indirectly linked to Capital Theatre Trust.

We are committed to providing an environment free from Harassment, where all people feel safe, respected, and we encourage all personnel to foster a workplace culture that upholds our values. Any behaviour or posts that you make that constitutes Harassment or damages the 'brand' of Capital Theatre Trust, including but not limited to offensive comments, derogatory remarks, bullying, or intimidation on any digital or social media platforms, will not be tolerated. Anyone found engaging in such behaviour may be subject to disciplinary action, up to and including being barred from the Production, any Production venue (for the duration of the Production), organisation's membership and activities in accordance with the Trusts deed/rules, for any duration the Trustees feel is acceptable. It is imperative that all personnel uphold our commitment to maintaining a culture of respect and inclusivity, both online and offline.

6.1.5 Roles and responsibilities

Duty of Trustees

We have a duty to establish and maintain an organisation free from personal harassment and bullying and have a responsibility to make personnel aware of what behaviour constitutes bullying/harassment.

Duty of Individuals

Behaviour which causes distress to another person is unacceptable. All personnel need to consider their own behaviour and that of others and reflect whether it might be unacceptable or offensive. Individual members, including witnesses or bystanders, have a responsibility to report incidents of bullying or harassment to ensure the behaviour is addressed and appropriate action implemented.

6.1.6 Process for dealing with harassment and bullying

Purpose

To outline responses and actions for an individual if bullying or harassment is suspected.

Options

There are a number of different options available. Which option is taken depends on the seriousness of the incident(s) and the ability of the individual to deal with the issue.

Whether bullying or harassment has occurred is an objective test (not subjective in the eyes of the person affected). However, it is expected that all comments and actions should be considered in terms of whether they are likely to cause offence or hurt. It is up to that person to decide whether they are being bullied or harassed in terms of taking the matter further.

Personnel are encouraged to resolve complaints at an informal level; however, a person may approach the situation from any of the four stages described below.

It is acknowledged that addressing bullying behaviour can be stressful. A person may, at any time, seek support and guidance from the Designated Contact or anyone else.

The complainant should ensure that:

- a) a true and accurate description of events is provided
- b) the bullying or harassment is only discussed with those who need to know
- c) the bullying or harassment is only spoken about in private
- d) confidentiality is always maintained about the issues and people concerned.

Process

STAGE	DESCRIPTION
Approach the person directly	<ol style="list-style-type: none"> 1. The individual may wish to directly confront the alleged harasser. An individual who feels they have been bullied or harassed can tell the person that their behaviour is offensive to them and request that it stop. 2. The individual should talk to, or write to, the person and explain that their behaviour is unacceptable to them, ask them to stop and refer to the policy. 3. Speak to the person(s) in private in the presence of the Designated Contact.
Informal Action	<ol style="list-style-type: none"> 1. An individual can discuss the situation with the Designated Contact. Together they may decide to approach the alleged harasser directly, write them a letter or request a meeting. 2. The Designated Contact must ensure that all discussions with the complainant are held in confidence (with a support person for the complainant present, if appropriate). 3. The Designated Contact should listen to the complainant, discuss formal and informal options and outline possible outcomes. The complainant should not be made to feel that they should take certain actions because of their responsibility to other persons. It must be stated that there will be no victimisation of the complainant. If the complainant wishes, the Designated Contact should contact the alleged bully/harasser on an informal basis with a view to resolving the complaint without formal action. The alleged bully/harasser should be advised that it is an informal meeting, but they may be accompanied by a support person. 4. Notes must be made of the meeting between the parties and agreed. The Designated Contact should keep these notes but note privacy considerations below. 5. If the outcome of the informal complaint is not satisfactory to the complainant, he or she should be informed of the process for taking formal action.
Formal Action	<ol style="list-style-type: none"> 1. An individual can make a formal complaint to the Designated Contact. A formal, signed complaint should be put in writing, detailing the specific facts of the complaint (date, location, who else was present, what was said/done), and given to the Designated Contact. 2. The Designated Contact may appoint an investigator (which could be themselves, an internal member of the organisation, or an external person) who will conduct a preliminary inquiry. Following this inquiry, the investigator will determine whether a formal investigation needs to be carried out. 3. The complainant will be given the opportunity to comment on the preliminary investigation and the decision to invoke the investigation process.

	<p>4. If a formal investigation is undertaken, it is important that accurate records are kept and that the confidentiality of all people involved is maintained.</p> <p>5. If, as a result of any investigation process, a complaint is substantiated, the Designated Contact will take appropriate steps to ensure that:</p> <p>(a) Suitable disciplinary action is taken against the bully/harasser.</p> <p>This could include a warning, or the bully/harasser could be barred or expelled from the organisation’s membership and activities in accordance with the organisation’s constitution/rules;</p> <p>(b) Suitable support is available to the complainant; and</p> <p>(c) If appropriate, suitable education/training is provided to the bully/harasser to ensure the bullying/harassment is not repeated.</p>
<p>Formal complaint to an external body</p>	<p>1. An individual has the right to make a formal complaint to the Human Rights Commission.</p> <p>2. In the case of the bullying or harassment being serious or potentially criminal in nature, an individual has the right to make a formal complaint to the Police.</p>

The Designated Contact may at any time (with the consent of the complainant) elevate the matter to the organisation’s board, committee or executive.

When dealing with an allegation of bullying the organisation will:

- a) Treat all matters seriously and investigate promptly and impartially
- b) Ensure neither the person who complained nor the alleged bully are victimised
- c) Support all parties involved
- d) Find appropriate remedies and consequences for confirmed bullying as well as false reports
- e) Communicate the process and its outcome
- f) Ensure confidentiality
- g) Use the principles of natural justice
- h) Keep good documentation

6.1.7 Other matters

6.1.7.1 Privacy

All information relating to alleged or proven breaches of this policy will be treated in accordance with the requirements of the Privacy Act.

Information must not be disclosed without the complainant’s consent, unless the complaint is serious and it is believed that action needs to be taken. In such a situation it may not be possible to maintain absolute confidentiality even if a complainant does not wish the matter to be taken further however the complainant is to be advised of the disclosure.

The obligation of confidentiality does not prevent us from using or disclosing any material necessary to:

- a) Instigate or defend any legal proceedings; or
- b) Make submissions in relation to any enquiry or complaint; or

- c) Refer a matter to the Police.

Any investigation into a complaint will be conducted fairly with respect to both a complainant and a recipient of a complaint. We will abide by our responsibilities in terms of trust, confidence and good faith to both parties as well as any privacy or confidentiality obligations. In particular, those involved need to be aware that:

- a) Any statements made by the complainant may be shown to the recipient of the complaint; and
- b) The complainant may not know the outcome of any disciplinary action taken against the recipient of a complaint, should the allegations be determined to be correct.

6.1.7.2 Making a false complaint

Any complaint must not be frivolous or vexatious. It is defamatory to make a false statement about someone which is likely to harm his or her reputation. Complaints found to be false may result in action being taken against the complainant.

6.1.7.3 Support Available

The role of the Designated Contact is to:

- a) Provide personnel with information on bullying/harassment and clarify any questions or concerns
- b) Provide confidential advice on the options that are available for dealing with bullying/harassment, and
- c) Support an individual who wishes to confront the bully/harasser themselves in accordance with the process outlined above.

6.1.7.4 Other Support Available

Alternatively, an individual may seek support and guidance from another individual they choose as a support person. This could be family/whanau, friend, family doctor, or a solicitor.

Any individual approached as a support person must be made aware of the requirement to regard any information discussed with them as confidential.

6.1.7.5 Human Rights Commission

The Human Rights Commission is a statutory body, which administers the Human Rights Act 1993. The Commission's primary functions are to promote human rights through education of the public and to investigate and attempt to resolve complaints of discrimination. The Commission's website is www.hrc.co.nz and the toll free number is 0800 496 877.

6.2 Drug and alcohol awareness and management

Capital Theatre Trust is committed to providing an environment that ensures the well-being and safety of its individuals, contractors and visitors involved in any specific show or event. We have a clear duty under the Health and Safety at Work Act to identify and manage hazards. There can be no doubt that the presence of illicit substances or alcohol within the body can represent a hazard to the safety of the individual and others within the venues we use. The overall objective of this policy is to provide for drug and alcohol awareness amongst all those involved with specific shows or events and to ensure that they are not impaired in their ability to maintain their safety at all times, which in turn will reduce/prevent potential accidents and injuries in the venue.

6.2.1 Scope of the drug and alcohol awareness policy

The use of drugs (both illicit and prescription) and other substances such as alcohol can affect a person's coordination, concentration, dexterity, and general ability to carry out their work. The use of drugs and alcohol in this environment can put the safety of an individual and other persons at risk. A good understanding of this is important in safety-critical venues we work in and this will form part of induction for all individuals.

6.2.2 Definitions

Drug and alcohol use will always be treated seriously when it can affect an individual's safety. Whether that drug or alcohol use occurs in the venues we work in or outside of these areas, it directly affects other individuals involved in a specific show or event. Some examples can include:

- a) Taking, selling, supplying or being in possession of drugs in the venues we work in
- b) Being under the influence of drugs or alcohol while in the venues we use.

6.2.3 Reporting procedures

If an individual, contractor or visitor believes another individual working on a specific show or event is abusing drugs or alcohol or is under the influence of drugs or alcohol whilst working in the venue, they should report this as soon as possible to the appointed health and safety officer and/or the trustees. If abuse of drugs/alcohol is alleged against another individual involved in the show or event, the allegation will be treated as confidential.

6.2.4 Process

In the event that an individual is perceived by the appointed safety officer and/or the trustees, to be under the influence of either drugs or alcohol and they believe it is compromising that individual's safety then they will be immediately removed from the venue and advised that an investigation of the matter will be undertaken.

If, after a full and fair investigation, the appointed safety officer and/or trustees conclude that this drug/alcohol policy has been breached, then the individual may be given an action plan for improvement or be removed from the show or event.

6.3 Exposure to stress and fatigue

Stressful situations can develop as the result of pressure, meeting of deadlines, fatigue, lack of adequate rest/meal breaks, individuals working multiple jobs or unrealistic production schedules. Any risk assessment must analyse the adequacy of the planning and scheduling of all stages of the show or event.

All production team members must be informed of the processes for dealing with stress and stressful situations, (including harassment). These processes should include reporting, conciliation and counselling. Everyone has a responsibility to ensure exposure to fatigue is minimised. Attention must be paid to good diet, adequate exercise, adequate sleep, meal and rest breaks during working hours and adequate breaks between shifts.

6.4 Working with children

From time to time shows or events may require the involvement of children. All children involved with a show or event have a right to feel and be safe, respected, valued and protected from harm. We are strongly committed to the safety and well-being of all children that interact with our organisation as individuals, contractors, visitors or otherwise by creating and maintaining a child safe environment. The welfare of children entrusted under our care is our priority and we have zero tolerance for child abuse.

6.4.1 Definition of children

A child is defined as a juvenile of 16 years and under.

6.4.2 Scope

We will take all necessary steps to prevent and protect children from abuse and neglect including:

- a) Physical abuse - purposefully injuring or threatening to injure a child
- b) Emotional abuse - an attack on a child's self-esteem e.g. through bullying, threatening, ridiculing, intimidating or isolating the child
- c) Sexual abuse - any sexual act or sexual threat imposed upon a child
- d) Neglect - harming a child by failing to provide basic physical or emotional necessities.

6.4.3 Maximum hours of involvement

The table below details the maximum hours of involvement for children in a show or event.

Age of Child	Maximum hours of involvement per day
Up to and including 8 year olds	6 hours
8 to 11 year olds	8 hours
12 to 16 year olds	10 hours

Children must be involved on no more than 5 consecutive days, and no more than 5 days in a calendar week.

It is also expected that a minimum 12 hour break will be scheduled between any two sessions of involvement exclusive of travel time.

6.4.4 Minimum requirements

The following is a list of basic requirements that we are committed to providing:

- a) Age appropriate recreational materials, food and rest breaks.
- b) Adult chaperones will be assigned on the basis on 1 to every 5 children.
- c) All children will be safeguarded with appropriate privacy and non-exposure to distressing scenes

- d) Children shall not be required to perform naked or with a naked person
- e) Children should be kept well away from pyrotechnics or weapons.

6.4.5 Communication with parents

At all times we are committed to providing parents (including carers or legal guardians) and the children with information on:

- a) the child's expected role, activities, responsibilities and actions during their period of involvement with the show or event
- b) the child's progress throughout the production and timely notice of schedules

6.5 Hazardous sequences, props and substances

Working in darkness or diminished lighting conditions is a hazard that cannot be avoided in some shows or events. Risk assessments must identify procedures to reduce the associated risks.

Consideration must be given to the use of lights, and fluorescent tape markings on floors, steps and edges, etc. Consideration must be given to those who need to move from areas of bright lighting to low lighting. Appropriate access and egress must be maintained from the stage through the wings. Consideration should also be given to the fact that darkened environments can inhibit communication, especially for those with hearing impairments.

Exit and safety lighting must be maintained and visible at all times.

For any sequences involving stunts, fights, aerial, acrobatic work, pyrotechnics, special effects or any work identified in the risk assessment as requiring specialist supervision, an appropriately qualified and experienced supervisor shall be engaged to supervise the bump in of such sequences and, if necessary, to supervise their ongoing operation.

Hazards associated with performance may arise as the result of set interaction, interaction between members of cast, crew, musicians and audience or from specific characteristics of the performance.

Potential hazards include:

- a) Costume, wig and makeup design
- b) Maintenance of above in safe hygienic working order
- c) Difficulty associated with costume changes arising from their design and/or venue layout
- d) Potential exposure of costumes, including underwear, to naked flame or to heat that could result in combustion
- e) Makeup including allergy sensitivity
- f) Design and application of prosthetic makeup
- g) Replicas must be used for all swords, knives and blades. These must be blunt.

Materials chosen for any and all sets, costumes, wigs and props must be appropriate for the activities that will occur on stage such as the use of special effects, firearms and weapons and the level of activity required. Any specific precautions relating to the use of the material/s must be implemented and all props, sets, costumes, wigs and drapes must be fire-proofed, and all personnel must ensure that all ignitable items are kept well clear of ignition sources in a production.

Any hazardous substances brought into a venue must be registered on the Hazardous Substances register, and be referenced on the Risk Register.

We will:

- a) Ensure there is a current and up to date list of all hazardous substances
- b) Provide information about hazardous substances handled and used in the venue
- c) Ensure that staff are adequately trained or supervised to use hazardous substances safely, and to use and maintain any protective clothing and equipment provided
- d) Provide ready access to the Safety and Data Sheets (SDS) and ensure that staff have a clear understanding of safe handling requirements
- e) Ensure there are procedures for dealing with emergencies arising from the use of substances hazardous to health, and that staff are involved in the development of these procedures
- f) Ensure there is equipment to deal with a spill e.g. secondary containment system or a spill kit. Ensure staff are trained to use the equipment
- g) Ensure that all containers of substances hazardous to health used or handled in the venue are labelled to allow the substances to be used safely
- h) Ensure that a suitable and sufficient assessment is made of any work involving potential exposure to any substances hazardous to health
- i) Take reasonably practicable steps to prevent or adequately control exposure of staff to substances hazardous to health
- j) Monitor exposure to substances hazardous to health
- k) Monitor health of everyone in relation to any exposure to a substance hazardous to health, if required.

Anyone working with any hazardous substance should consult the Risk Register prior to use, taking special note of:

- a) required safe work practices
- b) first aid and emergency procedures
- c) safe storage, transportation and disposal procedures.

6.6 Exposure to noise

Repeated exposure or continued exposure to excessively high sound levels can result in irreversible damage. Specialist equipment may be required to measure sound levels.

Sound level exposure must not exceed 85 dB on average per 8 hour day and, where possible, should be kept below an average of 85 dB per 8 hour day. Where periods of longer than eight hours are worked, the exposure level must be appropriately reduced.

Peak sound pressure levels must not exceed 110 dB. Nuisance noise such as high pitch, unexpected or distracting noises must be minimised. To do this, the following strategies may be employed:

- a) Identify sources of noise and measure resultant sound levels to identify hazards
- b) In workshops, use quiet machines and make sure they are well maintained
- c) Enclose or isolate noisy equipment where possible
- d) Separate noisy and quiet work
- e) Use sound absorbing materials (for example, insulated ceilings, use of screens and baffles) where possible
- f) Use of personal hearing protection if appropriate.

Sound levels in pit areas must be the subject of risk assessment. Where sound levels exceed 85dB, noise control measures, in order of priority, should include:

- a) Opening up the pit to improve acoustics
- b) Planning schedules and venues suited to the works to be rehearsed or performed to minimise the risk of players being exposed to excessive sound levels
- c) Optimising separation of players by set-up and/or use of risers and/or screens
- d) Showing consideration for colleagues within the needs of performance
- e) Rostering and seating rotation
- f) Using personal hearing protection (e.g. earplugs).

Headsets must be appropriate and compatible, otherwise damage can result from feedback. As part of the risk assessment, appropriate protocol and procedures for the use of headsets and other communication systems must be developed and implemented for each production or event. Such protocols shall include requiring personnel using headsets to switch them off prior to removal

6.7 Personal protective equipment (PPE)

When there is deemed to be no reasonable possibility of eliminating a risk and when all other reasonable minimising controls are in place and yet some risk still remains we will provide workers with appropriate personal protective equipment

We will:

- a) Assess all tasks, activities, plant, equipment, chemicals and substances, and determine personal protective equipment required to ensure workers' safety
- b) Train workers on how to competently use personal protective equipment
- c) Monitor to ensure workers use the personal protective equipment required
- d) Regularly maintain personal protective equipment and ensure all testing complies with NZ Standard for use, selection, testing and repair
- e) Require workers to report any defective or hazardous personal protective equipment.

7 First-aid personnel

When conducting a risk assessment for each show or event, appropriately trained first-aid personnel will be identified and their names displayed alongside the Risk Register.

Appendix 1 – Health and Safety Plan Checklist

Items to be considered for inclusion in a health and safety plan.

Each event must have its own Health and Safety Plan and may require fewer or additional items than listed below.

FRONT PAGE

Cover to state the name of the event or its logo, that it is a Health and Safety Plan and the location and period in which it is taking place.

EVENT DETAILS

Event name, type, location, period of the production, pack in and pack out dates.

Number of personnel involved, the key people from venue/site, the key production personnel and their sub-contractors, including contact details.

Author of the document, the documents revision number and date.

A brief description of the event and the means of communication during the event.

EMERGENCY INFORMATION

NZ emergency phone number

Locations of the local and emergency medical centres, evacuation point, the HASP, the first aid kits, accident forms, medical declaration forms, cold packs, medical rooms and defibrillator.

Key first aid personnel during event and a brief description of the medical team and first aid procedures

Worksafe NZ contact details, and reasons for contact

RESPONSIBILITIES

As individual hazards can be the responsibility of multiple people or teams, they are summarised here:

List the responsibilities of the venue, hirer, contractors and sub-contractors and all individuals involved.

List any specific high-risk activities and name competent/qualified persons responsible for the activity.

HAZARDS

Venue/Site

Evacuation, assembly points, fire procedures, exits and firefighting equipment, first aid. Security, sign in and sign out sheets.

Pack-In

Moving vehicles, manual handling, team lifting, shared workspaces, work at heights, correct container or truck unloading, specific scenic setup risks, orchestra pit, use of elevated platforms (EWP), ladders.

High Risk Hazards

Work at heights, working overhead, counterweight flying and loading weights, pyrotechnics, confined spaces, hazardous substances, moving large/heavy set pieces, automation, performer flying, lasers, firearms, follow spot towers.

Understand the loads and calculations, ratings of equipment and fixings used, maintenance and inspection intervals, harness fitting, training of personnel, competent people, use of personal protective equipment (PPE), rescue plans.

Event Hazards

Electrical, scenic or staging structures, noise, trips, falls, impact or crush injuries, lighting levels, flown pieces, revolves, flame retarded scenic fabrics.

Performance risks by unclear communications, scenic movements, marked walkways, false decks and steps, orchestra pit, cable runs, tool safety, wardrobe, makeup.

FOH and other areas of activities.

Worksafe notifications, Fire and Emergency, venue and other authority required permits (hot work, working at height etc).

Environmental Hazards

Exposure to weather, UV, heat, cold, level of light, strobe lighting, tidy workplace,

People Hazards

Age, fitness, skills, number - crowds, security, footwear, medical issues, drugs, noise, eye damage.

Children and their chaperones, activities, schooling.

General Hazards

Smoking, alcohol, drugs, stress, fatigue, hours of work, manual handling, working alone, harassment, inexperienced staff

Site Specific hazards

Any hazards identified by the venue that may impact on event/activities

Pack Out

Moving vehicles, manual handling, team lifting, shared workspaces, work at heights, correct container or truck loading with use of tie downs, specific scenic disassembly risks, orchestra pit, use of elevated platforms (EWP), ladders.

Vehicle Hazards

Speed, road legal, floats, access to site.

Staging/Structures

Ground stability, size and weight, temporary structures/stands, scaffolding.

Activities Hazards

Amusement devices, flying fox, giveaways, street theatre.

Stallholders/Vendors Hazards

Food/health safety.

Other Hazards

Waste management, helicopters, etc.

HAZARD RATING

A matrix giving a common method of evaluating/scoring the seriousness of a particular hazard using two criteria being 'How Likely' and 'How Serious an Injury'. To be used in scoring all hazards identified.

ADDITIONAL SAFETY INFORMATION

Listing attachments that support the HASP. Such items are proof of equipment compliance, Safety Data Sheets (SDS) for products and chemicals, procedures to be followed, protocols or methodologies for pyrotechnics, performer flying, firearms, automation and the like, fire ratings for fabric materials and other controls.

Operating manuals where required and any other supporting documentation to be listed here.

PROTOCOLS/METHODOLOGIES

There are several activities that require full documentation such as the use of pyrotechnics, firearms, performer flying, automation etc.

These documents will include some of the following:

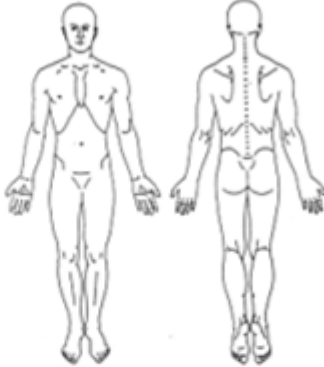
Location and dates, personnel involved, nominated competent/licensed persons, description of activity, identified hazards, setup and commissioning equipment, pre-show checks, rehearsal process, written sequence, rescue procedure, type and location of safety equipment, storage of explosives, system analysis of loadings of equipment and structures and routine maintenance checks, details and photos of specific items such as firearms including serial numbers and other markings, 'Chain of Hands' tracking.

Worksafe, police, fire and emergency, venue or other authority permits/approval.

Appendix 2 – Incident/Accident Report Form



Incident/Accident Reporting Form

Victim's Company/Group Name: _____			
1. Incident/Injury Details (Tick one)			
<input type="checkbox"/> Illness <input type="checkbox"/> Injury <input type="checkbox"/> Property damage <input type="checkbox"/> Environmental	<input type="checkbox"/> Minor (First Aid) <input type="checkbox"/> Moderate (Doctor) <input type="checkbox"/> Serious (Hospitalised) <input type="checkbox"/> Potentially serious (Near miss)	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Other	Notifiable Event: <input type="checkbox"/> the death of a person <input type="checkbox"/> a notifiable injury or illness <input type="checkbox"/> a notifiable incident
2. Personal Details			
Person Involved: _____		Age: _____	
Address: _____			
Contact Details: Home: _____		Mobile: _____	
Role/Job: _____		Email: _____	
Location: _____		Date: _____	
Event/Activity: _____		Time: _____	
Describe the sequence of events: 			
Witness: _____		Contact Details: _____	
4. Injury and Treatment Details (Do not complete this section if only reporting property damage)			
Type of Injury / Illness <input type="checkbox"/> No Injury <input type="checkbox"/> Abrasions / Scratch <input type="checkbox"/> Amputation <input type="checkbox"/> Bleeding <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn / Scald <input type="checkbox"/> Choking <input type="checkbox"/> Concussion <input type="checkbox"/> Cut <input type="checkbox"/> Discomfort <input type="checkbox"/> Dislocation <input type="checkbox"/> Electric shock	<input type="checkbox"/> Faint <input type="checkbox"/> Foreign body <input type="checkbox"/> Headache <input type="checkbox"/> Laceration <input type="checkbox"/> Numbness <input type="checkbox"/> Puncture wound <input type="checkbox"/> Rash <input type="checkbox"/> Sprain / Strain <input type="checkbox"/> Swelling <input type="checkbox"/> Tingling <input type="checkbox"/> Vomiting <input type="checkbox"/> Other (describe)	Location of Injury / Illness 	Treatment Taken <input type="checkbox"/> None <input type="checkbox"/> First Aid <input type="checkbox"/> Dr but no hospitalisation <input type="checkbox"/> Referral to specialist <input type="checkbox"/> Admitted to hospital <input type="checkbox"/> Other (describe)
5. Detail Treatment Actions Taken: 			
Attended by: _____		Phone: _____	
6. This form completed by: <input type="checkbox"/> Self <input type="checkbox"/> Manager <input type="checkbox"/> Witness <input type="checkbox"/> First Aider <input type="checkbox"/> Other			
Name: _____		Signature: _____	
Date: _____		Time: _____	
7. Reporting <input type="checkbox"/> H&S Officer <input type="checkbox"/> Management <input type="checkbox"/> Producers <input type="checkbox"/> Venue			
a. Inform relevant Managers/H&S Officer when incident occurs b. This form to be completed with initial investigation findings within 24 hours of incident c. Send copies of this report to the relevant parties as listed above within 48 hours			



Incident/Accident Reporting Form

All incidents are to be investigated. The level of investigation will depend on the severity of the incident. There is no requirement to investigate minor property damage. All other property damage to be investigated.

8. Investigation Details (Fill out for all incidents/injuries)		
Describe the events and factors that caused the accident/incident:		
<input type="checkbox"/> Tick this box if you agree to the incident description in 3. above, otherwise write your own description.		
Investigation by:		
Start Date:	End Date:	
9. Corrective Action Details (Fill out for all incidents/injuries)		
Describe what needs to be actioned to fix the situation:		
<input type="checkbox"/> Tick this box if no action required		
Who needs to be involved?		
Action plan assigned to:		
Date action due:	Date Action Complete:	
10. Hazards Identified		
Please list the hazards and risks identified from the investigation.		
11 Sign Off after Completion of Corrective Actions		
Name:	Signature:	Date:

Appendix 3 – Medical Declaration Form



MEDICAL DECLARATION		
(CONFIDENTIAL – This information will be kept secure and only seen by the Company Manager, Stage Manager and the head of the medical team. These forms will be destroyed after the production.)		
Personal Details		
Name:	Position:	
Email address:	Your phone #:	
Emergency contact:	Relationship:	
Contact phone #:		
Medic Alert Number (if you have one):		
Medical issues that may affect this production		
Do you have any illness, allergies, or disability that we should know about?		Yes / No
Issues:		
Symptoms:		
Action Required:		
Medication:	Location:	
Are you happy to nominate a 'Buddy' to help you?		Yes / No
Contagious Diseases		
Do you have any contagious diseases?		Yes / No
Diseases:		
Dietary Requirements – NOTE: A separate list will be compiled for catering.		
Do you have any special dietary requirements?		Yes / No
Requirements:		
Production First Aid Assistance – NOTE: A separate medical team list will be compiled for general use		
Do you have a <u>current</u> medical first aid or higher qualifications? If so, are you willing to assist this production by being on the production medical team?		Yes/No
Qualification:		
Declaration		
I declare to the best of my knowledge and belief the information I have given above is correct and I will also adhere to the latest G & T Productions Covid-19 Protocol.		
Signature:	Date:	