



Health and Safety Guide  
Regent Theatre Trust of Otago  
2022

BOX 5036 Dunedin 17  
The Octagon  
Dunedin

**This Health & Safety Guide is always subject to change.**

*The Regent Theatre endorses the "Guide for Safe Working Practices in the New Zealand Theatre & Entertainment Industry" and operates in accordance with them. To read this document please refer to [www.etnz.org](http://www.etnz.org)*

# Regent Theatre Health and Safety Information

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*Please read sign and return*

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## Health and Safety Policy for The Regent Theatre Trust

We are committed to providing and maintaining a safe and healthy workplace for all workers. We will comply with the Health and Safety at Work Act 2015 and its regulations, and follow guidance provided within the following documents:

*The Guide to Safe Working Practices in the New Zealand Theatre and Entertainment Industry.*  
*Safe Rigging Practices for the Entertainment Industry in New Zealand.*

Obtainable from <https://www.etnz.org/resources/>

The health and safety of our workers will be at the forefront of all our actions and

we are committed to effectively managing all risks arising from our activities by:

- providing a safe and healthy working environment, equipment and systems and conduct Tool Box talks for staff
- providing a workplace health and safety induction.
- providing clear instructions, information, supervision and training, ensuring workers are competent to do their work safely.
- engaging and consulting with workers on day-to-day health and safety matters.
- continually looking at ways to improve health and safety.

All PCBs (Person Conducting Business Undertakings including contractors) are accountable for health and safety within the work area, this includes:

- identifying hazards and assessing risks.
- conduct Tool Box talks for staff and by implementing controls and monitoring those controls to ensure they remain effective.
- ensuring the competency of workers.
- accurate and timely reporting of health and safety issues.
- ensuring high standards of hygiene and housekeeping.

Health and safety is everybody's responsibility and all workers must:

- be aware of their responsibilities.
- take reasonable care of their own health and safety and ensure that their actions do not cause harm to themselves or others.
- report all incidents and injuries as soon as possible.
- comply with any reasonable instructions, policies and procedures.

*please sign and return this with your contract*

**I agree to abide by all the above conditions:**

Production Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone / Fax Number(s): \_\_\_\_\_

## Hazard Identification and Control Procedures.

Use the charts below to assist by adding the score from the Probability and Injury chart then match the result score in the PATHWAY chart. Use the injury column to determine outcome. An example is your score is 6, this could be Medium or High. Correctly assess the injury path to determine the accurate control to engage.

It is our intention to identify and manage hazards within our workplace.

Identifying the Probability against the Injury will highlight a Control Pathway.

PROBABILITY		injury				
		Insignificant	Minor	Moderate	Major	Severe
		1	2	3	4	5
Highly unlikely	1	VL	L	M	M	H
Unlikely	2	VL	L	M	M	H
Possible	3	L	M	H	H	C
Likely	4	M	M	H	H	C
Highly Likely	5	M	H	H	C	C

### PATHWAY CHART

	Score	Control Minimum		Control Outcome
A Probability and Injury Score of between	8 and 10	STOP	Critical	ELIMINATE
A Probability and Injury Score of between	6 and 8	PPE/Training/ Compliance	High	Isolate
A Probability and Injury Score of between	4 and 6	PPE /Training	Medium	Adjust processes
A Probability and Injury Score of between	3 and 4	correct PPE/Induction	Low	PPE and awareness
A Probability and Injury Score of between	2 and 3	correct PPE/Induction	Very Low	Administrative procedures eliminating risk of exposure

It is our policy that a **Toolbox** meeting is held before work starts for each shift.

These meetings give workers an insight of what is expected and helps build a committed and productive team especially regarding Health and Safety.

Meetings need to be relevant and task driven taking around 5 to 10 minutes.

This may require several Heads of Department joining especially as work areas often cross over.

Discussion to include:

- Correct Personal Protective Equipment for the work.
- Safe work practices and housekeeping.
- The required equipment and tools to be used and an outline of the tasks to be performed.
- Emergency and evacuation procedures.
- Cover the use of chemicals that may be required, and the safety controls listed on their data sheet.

Hazard control pathway for the Regent Theatre Dunedin

	Probability	Injury indicator	Combined Risk level		Probability	Injury indicator	Combined Risk level
<b>HAZARD</b>				<b>Control to lowering probability</b>			
Working at heights	3	5	C	Strict Access restrictions/Training/Qualification/PPE	2	4	M
Electrical	3	5	C	Qualification & compliance/access restriction	2	4	M
Access Ladders	3	5	C	Qualification & compliance/access restriction	2	4	M
Lighting Levels	2	2	L	Maintain acceptable standards	2	2	L
Fire	3	4	H	BWOF/Training in emergency and evacuation procedures/	2	4	M
				<b>Building Warrant Of Fitness</b>			
Personal safety within booking office	2	2	L		2	1	VL
Personal safety outside booking office	3	3	M	Eliminate confrontation/surveillance methods/training	2	2	L
Armed robbery	3	3	H	Clear guideline training/ Maximum safety/Minimum post stress	2	3	M
Chemicals/solvents/Cleaning equip	3	3	H	PPE/Storage/compliance/restricted access/training/data sheet	2	3	M
Air	2	2	L	Maintain adequate ventilation	2	2	L
Stairs	3	3	H	Maintain clear access/keep in good repair	1	3	M
Toilet/showers / surfaces	2	3	M	Keep clear /Keep clean/house keeping	2	2	L
Narrow passageway/stairs	3	3	H	Awareness of hazard/safety consciousness	2	2	L
Opening doors/blocking access	3	3	H	Awareness of hazards/safety consciousness/correct sequence	2	2	L

Power tools	4	3	H	PPE/restricted access Safe practice/maintenance/regular IQP tests	2	3	M
paint	3	4	H	Storage/compliance/authorised access/training/display data sheet	2	3	M
Personal objects	3	5	C	Remove watch, coins etc/secure tools/restrict area below work	3	4	H
Rigging	3	5	C	Strict Access restrictions/Training/Qualification/PPE	3	3	H
Lighting levels	2	2	L	Access restrictions/use portable light when needed	2	2	L
Stage loading/unloading	3	3	H	Safe practice/ training/team work/PPE	2	3	M
Equipment moving	3	3	H	Clear line of sight when moving on stage/PPE	2	3	M
Weather	4	2	M	Correct clothing for conditions/PPE	2	1	VL
Driveway	3	3	H	caution of moving vehicles/PPE/tool box talk	2	3	M
Equipment moving and set up	3	3	H	Restrict access/tool box talk/awareness/PPE	2	3	M
Catering glasses & breakable objects	3	3	H	Store properly/handle appropriately/notify	3	2	M
Boiling water -Hot water zip	3	4	H	Safe working practices/supervision/compliance	2	3	M
Overcrowding	3	4	H	Keep within licence guidelines	2	2	L
Awning above street	3	3	H	Authorized access/PPE	2	4	M
Kitchen - electrical appliances	3	2	M	compliance/access restriction/Qualification	1	3	M
Chemicals/solvents/Cleaning equip	3	4	H	Storage/compliance/authorised access/training/display data sheet	2	4	M
Office furniture/equipment	2	2	L	Keep work areas tidy and safe & in good repair	2	1	VL
Computer/terminal operation	2	2	L	Good work station facilities/minimise stress	1	1	VL
Projection room equipment	2	4	M	restricted access/authorised personnel only	1	2	L

Uneven surfaces	3	4	M	Good housekeeping/ access clear/awareness	2	3	M
Lifting & carrying	3	3	H	Safe practice/ training/team work/PPE	3	2	M
Projector bulbs	3	5	C	Correct PPE/ area containment/correct storage and disposal	3	3	H
Nitrate film	5	5	C	Prohibited use	5	5	C
Stacking	3	3	H	Safe practice/ training/team work/PPE	1	2	L
Broken glass	3	3	H	PPE/ training/compliance/suitable disposal	2	3	M
Hazardous substances /pyrotechnics("bio waste")	3	4	H	Qualification/PPE/ training/suitable storage/documentation	2	4	M

PROBABILITY		injury				
		Insignificant	Minor	Moderate	Major	Severe
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		Low	
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		Very Low	

## Hazardous Substances Register

Chemical Name	Trade Name	Quantity Stored on Site	Used For	Containers Labelled [ <input type="checkbox"/> ]	MSDS available [ <input type="checkbox"/> ]	Safety Equipment Required [please state]
	Orange Goop	397 g				
	Caress	5 L				
	Sophora Lemon Bleach	2 L				
	Green Pine Disinfectant	5 L				
	Floss	5 L				
	Freeway	5 L				
	Dynawhite	5 L				
	Brasso	1 L				
	Zap	5 L				
	Window Kleena	5 L				
	Citrodet	5 L				
	Blue Foam	25 kg bag				
	Tan Oil	200 ml				
	De-Solv-it	425 ml				
	Klisten	Jar				

	Trump	10 L				
	Re Odourant Spray	5 L				
	Harpic Active Cleaner	500 ml				
	Dixon Carpet Shampoo	300 ml				
	Cascade Window	5 L				
	Finesse Air Freshener	5 L				

	De ordourising Cubes					
	Renew Upholstery Cleaner	400 g				
	Selleys Oven Kleen	500 g				
	Johnson Complete	5 L				
	Johnson Break up	5 L				
	Mineral Turpentine					
	Hazer Fluid					
	Methylated Spirits					
	Isopropyl Alcohol					
	Various Acrylic Paints					
	Acetone	425 ml				
	Spray Paint Cans					
	Reticulated Gas Supply					

## EMERGENCY AND EVACUATION PROCEDURES

If the alarm sounds, its loud and purposeful. Calmly exit the building making your way through the nearest exit to the designated assembly area.

For those on stage and in the dressing rooms this is through the stage door or an alternate route just off the Down Stage Prompt corner of the stage (*see Ground Floor Map page 15*) then up the drive and left or right at the top once you are on Moray Place.

For those in the Auditorium it is through either the front doors or any of the side doors leading out of the building. Follow instructions of Theatre staff acting as wardens. Once safely out keep moving left and right of the area making sure that enough room is available for emergency services.

A roll call will be taken and matched against the stage door list provided by your company.

Always use the dedicated exits throughout the venue.

The dock opening is not an exit. The roller door may have been activated securing the theatre from the building next door.

If you discover a Fire initiate an evacuation by pressing a **CALL POINT**, these are at all exits throughout the venue and once activated leave the building immediately.

Once safe outside call 111 ask for Fire and Emergency.

The address for the theatre is Regent Theatre 17 The Octagon Dunedin, the nearest crossroad is lower Stuart St.

Do not re-enter the building until all clear is given.

If we experience an **earthquake** and you are in the **stage area**, make your way toward the Runoff see map on page 15 or other point safety away from the middle of the **stage** and auditorium area.

Do not go outside.

### Act of Terrorism

If such an event occurs outside keep away from the windows and get low to the ground. Call 111 and stay on the phone. When safe to do so get everyone to silence their mobile devices. A ringing phone would let terrorists know that potential targets are nearby. Quietly remove yourself and others to an area of safety.

Make no noise, do not turn on or off any lighting, this could draw attention to yourself or others. Stay out of sight.

*Here are a few pointers for you to help make your stay with us a pleasurable one.*

All production equipment you bring into the theatre is required to comply with relevant regulations. **Documentation Certificates** and **Licences** in relation to this equipment, and a record of personnel responsible is required to be sighted by the Technical Manager on duty before installation or use.

Harmful substances and chemicals to be brought into the theatre will be subject to the above conditions.

For safety reasons no member of a visiting production crew is to enter any area in the theatre apart from area(s) approved by the Technical Manager.

Nothing is to be removed, altered, or used in the theatre without prior approval being given.

**A Tool Box Talk** will be held by the production at the end of this induction, outlining the work your about to be undertake. You will also be instructed on the process and alerted on the correct safety equipment and PPE required **to carry out this work**.

If you are unsure of your **responsibilities at any time** or have safety concerns please bring these to the attention of your Head of your Department (HOD) immediately. They are required to address these concerns and give you details of the outcome.

**Above all if you think it isn't safe don't do it.**

### **PPE**

The minimum Personal Protection Equipment (PPE) required to be worn is

Safety footwear during all loading and unloading of equipment from trucks including hanging fittings on the flying system and constructing of the various set elements. All other PPE is task specific such as hard hats, eye protection, gloves etcetera.

This footwear requirement applies to everyone within the workspace including those who might not be directly involved with the physical work. They are also required to wear safety footwear while in the work space (stage area)

Once setup is complete, sensible sturdy foot ware may be worn but nothing open toed, high heeled or indeed Jandals. (*Flip Flops*)

**Visitors**, children and animals are not permitted to come onto the stage at any time while operations are underway.

### **Damage to property**

Care needs to be taken when moving items and equipment especially around plaster work, walls, doorways and inside the elevator. Make sure there is someone holding open doors when pushing equipment through.

Damage is assessed and the costs are recuperated directly from the promotor.

### **Stage Entrance**

Your entry and exit for this venue is via the Stage door entrance. Make sure you sign in and out **on each occasion**. Do remember to carry your production ID, Security staff will be on duty before the performance and will check you off against a list provided by the production.

This is important, for security reasons Front of House (FOH) is not an entry or exit point for staff working on stage. Cameras are operating in this area.

Security are only performing their role in keeping everyone safe so don't get confrontational as you may not like the outcome.

**Bathroom facilities** are through the **stage doors** on the far side of the landing.

There is an area beside the green room on the second floor where your welcome to join us for tea or coffee during rest breaks.

**Smoking or vaping** is not permitted anywhere inside the venue. If you wish to partake do so well away from any door entrance or open windows. Don't be offended if your asked to move.

Likewise the loading lane passes through the Ministry of Education building. It also has a large outdoor area which is just above this loading facility, please be aware and conduct yourself accordingly.

**All self-closing doors** in this building are smoke doors and cannot be wedged or held open by any means other than a human. Please make sure there is someone to assist in holding doors open when moving equipment through the dressing rooms and elevator area

**Restricted areas** include the Tech Room on the side of the **stage**, Front of House and any area directly above the stage including the Fly floor. Access to these areas is strictly by permission.

You will see areas with white tape on the floor, do not block or place equipment beyond the taped area.

**Cable runs** are to be routed through penetrations and areas provided and not under the smoke curtain. No surface cable runs are permitted in the auditorium.

### **Work at Height or overhead**

Will require the immediate area under the works to be secured and access restricted with appropriate barriers. Both a JSA and methodology statement should have been completed and submitted to the Theatre for prior approval. Operators within the areas must be wearing appropriate PPE such as hard hats and have correct qualifications and demonstrate good working knowledge of the equipment and process they are operating with.

### **Under the influence**

of alcohol and or drugs has no place in our workspace. This includes any prescription medication that impairs or affects your ability to work safely.

**Food and drink and Alcohol** are not permitted anywhere on the stage area.

Likewise any glassware, plates, bottles, cups and disposable type coffee vessels are not allowed. Water sipper bottles are ok and vessels that have a secure lid should they fall over are also permitted. These items should be named and placed at drinking stations tables provided.

### **The Smoke Curtain**

at the proscenium arch, nothing can be placed under it or impede it from making contact with the stage surface at any time.

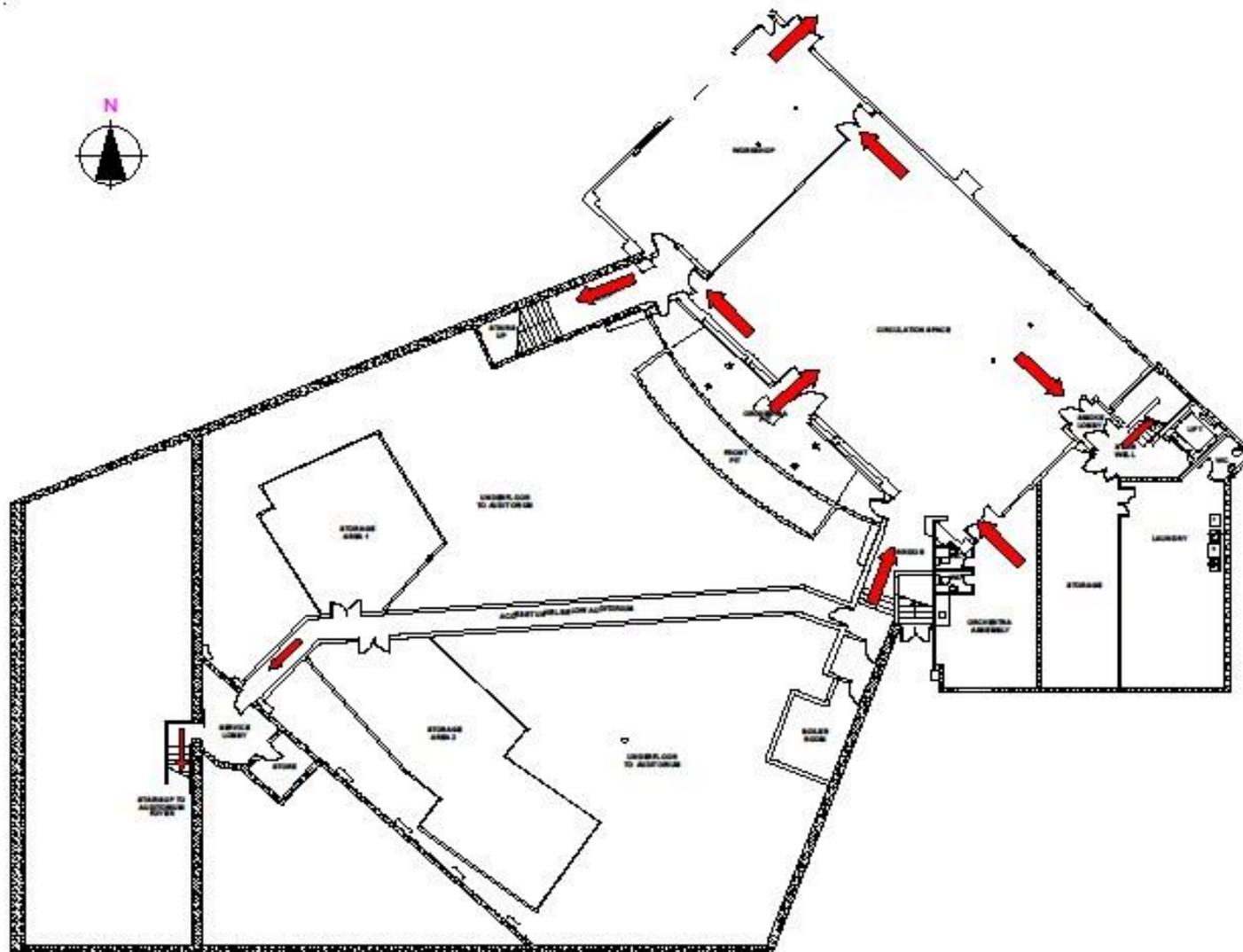
**Taking photos and video** of staff going about their work or theatre equipment is strictly by permission, do the right thing and don't embarrass yourself.

**Audio and lighting** need to arrange stage time and audio should schedule initial sound checks. This will assist in unnecessary exposure to abnormally high volume levels.

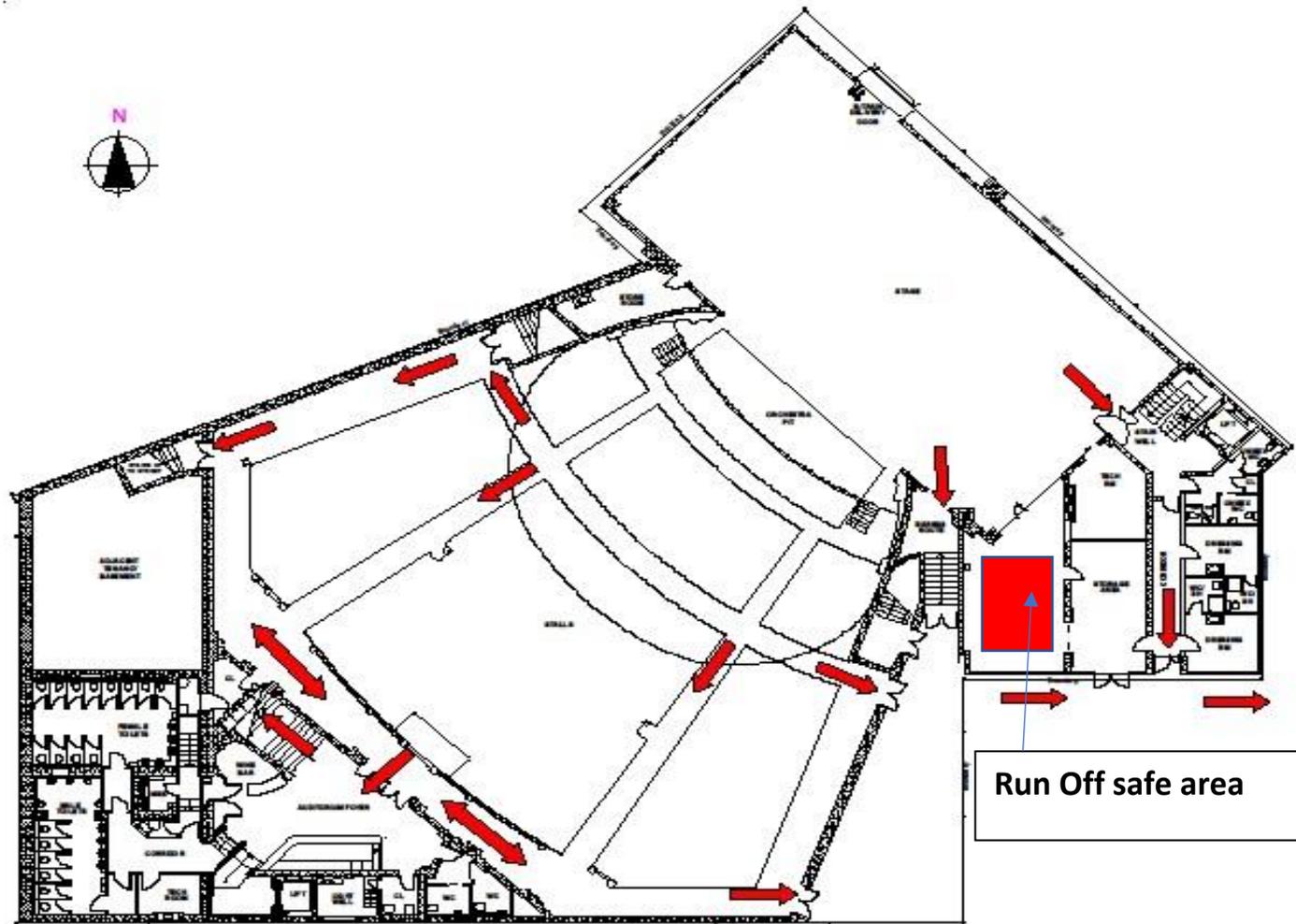
If you are **feeling unwell**, tell your Head of Department, they can assess the situation with the minimum interruption and make sure you receive the appropriate care.

Avoid bringing valuable personal items into the theatre. The theatre will not accept liability for the loss of such items.

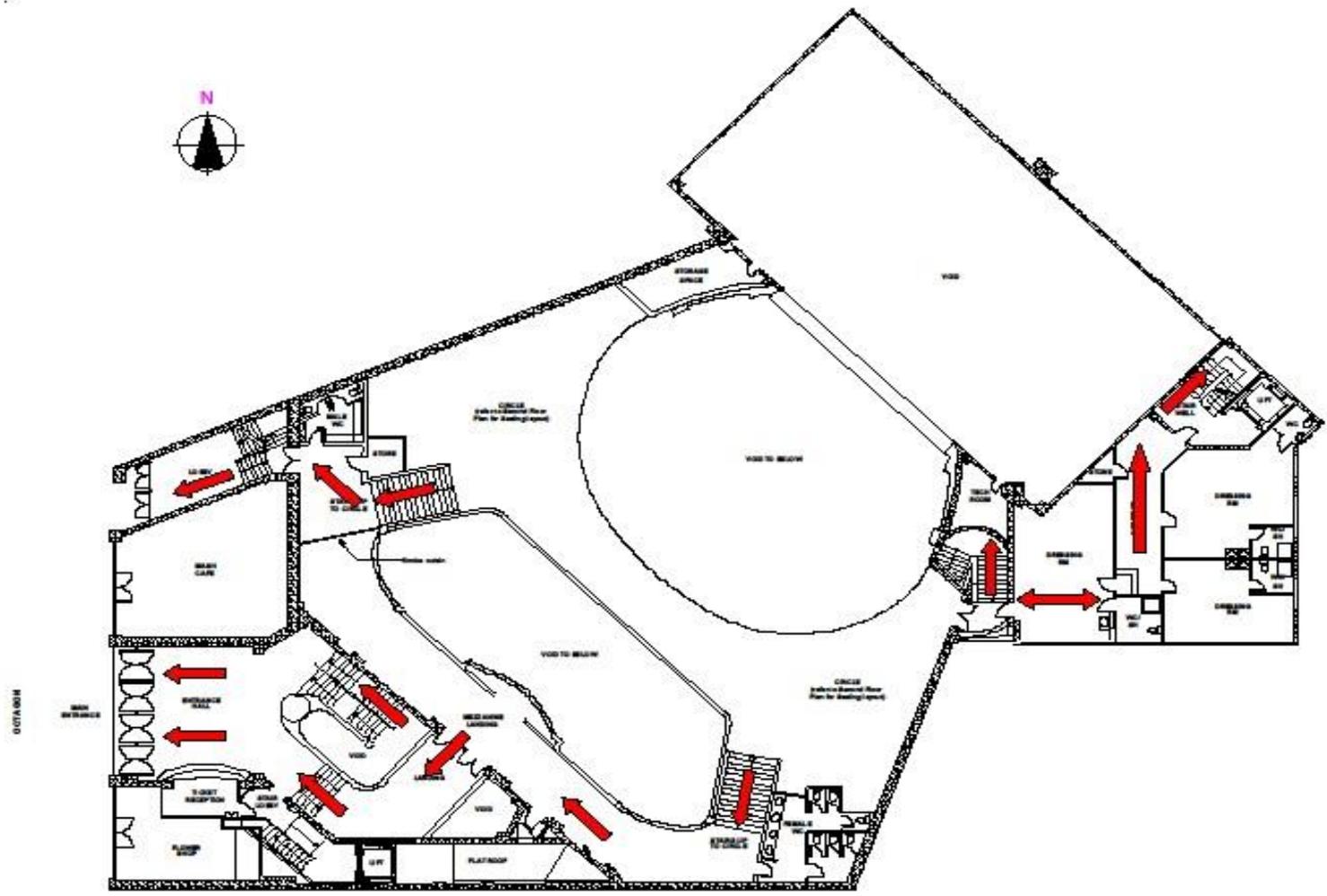
Do not park your vehicle in the driveway leading to the Stage Door. This driveway is not owned by the Regent Theatre. All parking spaces are leased and are regularly in use. You will be towed .



**Basement level**



Ground Floor



First Floor

second Floor /Green room /Crew room

