

Welcome to The PumpHouse Theatre's Health and Safety Pack

At The PumpHouse we are committed to the Health & Safety of not only our employees, volunteers, and contractors, but also that of those organisations hiring our venue. We require everyone associated with hiring our venue to provide details of how they intend to manage their hazards/risks while onsite, just as we will provide our Health and Safety information in relation to any hazards/risks we control.

Please provide, as soon as possible, confirmation and details in response to the following list:

1. Complete the checklist attached, with supporting evidence and return via email to The PumpHouse Theatre. Please ensure the information you provide is specific to your intended use of our venue – not generic.
2. Read and understand our attached Health and Safety policies and procedures and our Hazard/Risk Register. This information must be communicated to all personnel who will be working with your group.

Any variations to details submitted must be advised and receive our approval before work proceeds.

Contact Information:

Rhiannon Hadlow	021 121 0970	Venue Operations Coordinator
James Bell	021 637 687	Business Manager
WorkSafe	0800 030 040	Health and Safety Regulator

In the event of an emergency, dial 111.

Health and Safety Hirer Information

Business Information		
Trading Name:		
Physical Address:		
Postal Address:		
Use of venue:		
Contact Person:	Office:	
Mobile:	Email:	
Insurance		
Does your business carry a public liability insurance?		
<i>Please provide a copy of your current public liability insurance</i>		
Health and Safety Management		
Person in charge of Health and Safety:		
Mobile:		Email:
Date of your last Health and Safety Review:		
How often do you hold toolbox meetings?		
<i>Please provide a copy of your signed Health and Safety policy</i>		
Incident/Injury/Illness		
Please provide a copy of an Incident/Injury/Illness Form that you use	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you had a Notifiable Event within the past 12 months that was notified to WorkSafe?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, please provide details</i>		
Hazard/Risk Management		
<i>Please provide a copy of your Hazard/Risk Register relevant to the hazards/risks associated with the intended use of our venue</i>		
<i>Please provide a written Technical Rider that should include:</i> <ul style="list-style-type: none"> Production Schedule Technical Requirements Personnel Requirements Front of House 		
Emergency Procedures		
What will your workers do in the event of an incident/injury/illness onsite?		
Will your personnel include an adequate ratio of trained first aiders?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Sub-Contractors	
Do you engage sub-contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes... How do you assess the competency of your sub-contractors Please provide details...</i>	
<i>How do you induct your sub-contractors Please provide details...</i>	
Training	
Are your Workers qualified or been trained for the work they will undertake	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please describe what training they have received.</i>	
Office Use Only	
Approved by:	Expiry Date:

Declaration

In signing this application we confirm that:

- We are aware of our obligations and responsibilities and will comply with the Health and Safety at Work Act 2015 and its subsequent additions and amendments, all industry Codes of Practice and Regulations, and will hold the relevant certification, qualifications and permits for the work to be carried out.
- We will provide our Workers with the appropriate personal protection equipment, and ensure that they will be fully trained and competent to use the machinery, equipment, tools and substances necessary to carry out the work that this application covers.
- Our Workers shall agree to attend all tour and event inductions (as required) and be bound by any The Pumphouse Theatre policies and procedures
- We will ensure that any Subcontractors we may use will adhere to these requirements.

Authorised Signature: _____ Date: _____

Name: _____

Health and Safety Policies and Procedures

Health and Safety at Work Act 2015

Person Conducting a Business or Undertaking (PCBU)

We as the PCBU have the primary duty of care and are responsible for the Health and Safety of anyone working for us (including Officers, Contractors, Volunteer Workers and Workers) as well as those within the vicinity of the work we are carrying out or by using the products and services we provide (including Customers and Visitors).

Obligations of the PCBU in the workplace; So far as is reasonably practicable:

- providing and maintaining a work environment, plant and systems of work that are without risks to health and safety
- ensuring the safe use, handling and storage of plant, structures and substances
- providing adequate facilities at work for the welfare of Workers, including ensuring access to those facilities
- providing information, training, instruction or supervision necessary to protect Workers and others from risks to their health and safety
- monitoring the health of Workers and the conditions at the workplace for the purpose of preventing illness or injury.

Obligations to other PCBU's (Shared responsibilities)

As a PCBU, we often work alongside other PCBU's; or contract to or contract together with other PCBU's. We have a duty to everyone affected by our work and workplace, not just those that work for us – therefore we will consult, co-operate and co-ordinate activities to meet the shared responsibilities between the PCBU's involved.

We as a PCBU will undertake to take all reasonably practicable steps necessary to provide a safe venue for hire. It is your responsibility as hirer to ensure that your work practices, introduced hazards/risks, and personnel are all managed responsibly to ensure the health and safety of all.

Workers

The Health and Safety at Work Act 2015 also takes into consideration Workers and the responsibilities they have to themselves and others in the workplace. This includes taking reasonable care of their own safety, ensuring their acts or omissions don't harm others, complying with instructions and cooperating with the policies and procedures we have in place.

Examples of Workers:

- a Worker; or
- a Contractor or subcontractor; or
- a Worker of a Contractor or subcontractor; or
- a Worker of a labour hire company who has been assigned to work in the business or undertaking

Workplace Facilities

We are committed to providing a safe and healthy environment for our Workers and Hirers (and their personnel). To ensure this, we will ensure the following:

General Layout

The layout of the worksites will be:

- Well maintained
- Have clear entry and exit points for safe evacuation
- Clear workspaces
- Sufficient Space
- Well designed, installed and maintained floors and surfaces
- Suitable and sufficient lighting to carry out work, move around and evacuate safely
- Suitable and sufficient ventilation
- Provisions for extreme temperatures

Facilities

Adequate facilities will be provided and shall be in good working order, clean, safe and accessible:

- Toilets
- Drinking water
- Hand-washing facilities
- Eating and break facilities
- Facilities to rest if workers become unwell and it is not reasonable to leave the workplace

Facilities for First Aid

The following First Aid facilities will be available in the workplace:

- Adequate First Aid Equipment, access to that equipment and facilities to administer

We require our Hirers to ensure there are an adequate number of trained First aiders to administer First Aid and access to those First Aiders while onsite.

These facilities will be provided with assessment to the nature of work, nature of hazards, size and location of the workplace, number of Workers, and composition of Workers.

Hazard & Risk identification and management

The Act states a duty imposed by or under the Act and requires a person—

- to eliminate risks to health and safety, so far as is reasonably practicable; and
- if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

Hazard/Risk Register

A Hazard/Risk Register of all workplace hazards that have been identified and recorded is held with The PumpHouse Theatre for reference by other PCBU's, Officers, Workers, Contractors and Clients alike.

The Hazard/Risk Register documents all hazards/risks covering the work we do, the environments we work in, as well as the equipment and substances we use. This Register helps us to document the controls we have implemented and manage the maintenance and review process.

All Workers are familiarised with the contents of the Hazard/Risk Register during training and induction, and Workers are updated as new entries are made and engaged in the review process.

Please ensure you familiarise yourself and your personnel with the attached Register.

Ensure you report any newly identified hazards in relation to our venue or use of the venue to The PumpHouse Theatre immediately for review.

Pack In/Pack Out

Please ensure:

- All work carried out at The PumpHouse Theatre must be in accordance with the Health and Safety at Work Act 2015 and its regulations, and by competent persons and is carried out at the risk of the Hirer. The Hirer is responsible for the erection, dismantling and removal of all material at the Hirer's cost and to a standard acceptable to The PumpHouse Theatre.
- During pack-in and pack out the theatre is considered a construction site and Construction Site signage must be prominently displayed during these times to keep visitors out of the area. Signage is available from the office and a charge will be levied if it is not returned at the conclusion of pack-out.
- Construction site regulations apply to the theatre and surrounds during pack-in and pack-out and must be observed at all times.
- No-one under 15 years of age may be on-site and no members of the public allowed access to the theatre.
- Public access to all entrances of the venue ie Box Office, Admin Office, must not be obstructed at any time.
- During Office Hours (9am to 5pm Monday to Friday or other as applicable) all hirer personnel must report to the Box Office prior to commencing any work or duty and ensure the Indicator Board is updated. It is the responsibility of the Hirer to ensure that venue staff are aware of Hirer presence.

Loading Dock Access

Please ensure:

- Access via The PumpHouse Theatre 'loading dock' is restricted to the immediate loading and unloading of goods only and all care must be taken to ensure unrestricted access for other users of the venue ie to the Box Office and Admin Office.
- Vehicular movement must be in conjunction with an attendant to ensure public safety.
- No vehicles may be parked and left in the loading area and must be re-located to the car park as soon as possible.
- No vehicles are to be parked in the public reserve at any time during a hire period and must be situated in the car park.

Incident, Injury & Illness Management

Management and Control

We aim to foster a safe and healthy environment for everyone onsite, where all personnel combine their efforts and share the responsibility for work-related personal injury prevention and effective incident, injury and illness management.

All incidents (including near misses), injuries and illnesses must be recorded in the company's Incident Register which will be kept in a central location in the office.

Any Notifiable Events must be reported to The Pumphouse Theatre at the time WorkSafe is notified (immediately) and written notification must be lodged within 48hrs. All Notifiable Events will be investigated using the Incident Investigation Report Form also kept in a central location in the office. These are essential as it will enable us to establish patterns or determine actual causes of an incident/injury/illness, and to put in place procedures and/or controls to minimise the chances of a recurrence.

Ensure you report any incidents, injuries or illnesses that present during the use of our venue to The Pumphouse Theatre immediately for review.

Training, Supervision & Instruction

We are committed to doing everything possible to ensure that Workers have adequate knowledge, experience, supervision and training to do their work safely.

We will so far as is reasonably practicable, ensure that every Worker who does work of any kind, uses plant of any kind or deals with a substance of any kind that is capable of causing a risk in a workplace— either

- has such adequate knowledge and experience of similar places, and work, plant, or substances of that kind, as to ensure that the Worker doing the work, using the plant, or dealing with the substance is not likely to cause harm to the Worker or other people; or
- is adequately supervised by a person who has that knowledge and experience; and
- is adequately trained in the safe use of
 - all plant, objects, substances, or equipment that the Worker is or may be required to use or handle; and
 - all PPE that the Worker is or may be required to wear or use

We will ensure that the supervision and training provided to a Worker are suitable and adequate, having regard to

- the nature of the work carried out by the Worker; and
- the nature of the risks associated with the work at the time the supervision or training is provided; and;
- the control measures implemented in relation to the work that the Worker is undertaking.

The training provided will also be readily understandable by any person to whom it is provided.

We expect our Hirers to equally comply with these policies and ensure all personnel working on our site are competent within their role and hold any experience, qualifications or licenses required.

Hirers will receive a full induction and the following information:

- A copy of this document
- A copy of the Hazard/Risk Register
- Fire Evacuation Procedures
- Emergency Contact Information

Emergency Procedures

DIAL 111

FIRE, AMBULANCE, POLICE, GAS or CHEMICAL SPILLS

Tell the operator what service you require

Wait until the service answers

Give them details on the TYPE of emergency (Accident, fire, gas, or chemical spill)




Company Name:	THE PUMPHOUSE THEATRE
Address:	2A MANURERE AVE, TAKAPUNA, AUCKLAND
Phone:	09 486 2386

Provide your contact details – stay on the line and follow instructions

Send someone to meet and direct the Rescue Unit/Ambulance/Police

H&S REPRESENTATIVE: RHIANNON HADLOW

PHONE: 09 486 2386

	MEDICAL CENTRE:	Shorecare Urgent Care 74 Taharoto Road, Ground Floor Sovereign House, Smales Farm
	FIRST AID:	The foyer – in the safety cupboard; Upstairs admin office – by the door; Dressing room – on the far wall by the sink; Kitchen – under the bench; Green room – on the wall on the left hand side of the room; Accessible customer toilet – in cleaning cupboard
	FIRE:	Foyer by the bar; Inside the backstage entrance door; Near the steps to the kitchen; In the kitchen In the technical booth; By the door of the stage right stairwell; In the green room.

A CONTINUOUS FIRE ALARM or **LONG CONTINUED HORN BLASTS** FROM A VEHICLE indicates an Emergency requiring Evacuation of the Site

All personnel on site are required to proceed immediately and in an orderly fashion by the safest route and assemble at the designated evacuation assembly location and remain there until all personnel are accounted for and you are instructed otherwise.

	EVACUATION AREA:	THE PAVED AREA IN FRONT OF THE CAFÉ BUILDING
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DO NOT return to work until clearance has been given