



**The**  
**PumpHouse**  
**Theatre**

## PumpHouse\_Hazard\_Register\_2021\_05

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## SAFE OPERATING PROCEDURES (SOP)

### Working at Heights

#### General

RISKS	Slips/falls; falling objects; equipment failure; major/moderate/minor injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Administrative  Administrative	<ul style="list-style-type: none"> <li>• All hirers are informed during venue induction. Working at Heights NZ Best Practice Guidelines section 6.6 must always be followed.</li> <li>• These are included in the folder provided to hirers. AND attached to the wall both in the Auditorium's technical booth and on its overhead walkway. Also PumpHouse website. And online @ <a href="https://worksafe.govt.nz/topic-and-industry/working-at-height/working-at-height-in-nz/#lf-doc-26362">https://worksafe.govt.nz/topic-and-industry/working-at-height/working-at-height-in-nz/#lf-doc-26362</a></li> </ul>	Low

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	Administrative	<ul style="list-style-type: none"> <li>• All venue gear available for hirer for working at height is inspected on a regular basis, as scheduled.</li> <li>• In general, the Mini-Mobile Scaffold provided should be used for all stage and front of stage (floor level) working at heights access rather a ladder</li> <li>• Visibility: WORKING LIGHTS for Auditorium stage area are above the rig. Switch for these is located near door @ SL.</li> <li>• Whenever applicable, ensure an exclusion zone is observed. Zone to be at least TWO METRES from the footprint each exposed side of the scaffold or ladder being used. Access to this space to be restricted or limited to critical personnel only. Orange traffic cones available in the Amphitheatre (offstage) storeroom which may be used.</li> </ul>	
	Minimise/Engineering		
	Administrative		
Check: working lights are functional, Working at Heights NZ Best Practice Guidelines are included in folders, traffic cones available			Reviewed:

### “Access” Aluminium Mobile Scaffold

RISKS	Slips/falls; falling objects; equipment failure; major/moderate/minor injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Administrative  Administrative   Administrative	<ul style="list-style-type: none"> <li>• In general, this Mini-Mobile Scaffold System, should be used for all stage(s) and front of stage (floor level) working at heights access</li> <li>• As stated in ‘General’ above. Work Safe’s Working at Heights in NZ section 6.6 must always be followed.</li> <li>• Refer also to and observe the ‘EASY Access Co’. “Operational Safety and Assembly Instructions for Aluminium Mini-Mobile Scaffold System” document. A copy of this is attached to the underside of the platform of scaffold AND included in hirers folder</li> </ul>	Low

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	Minimise/Engineering	<ul style="list-style-type: none"> <li>• Ensure an exclusion of at least TWO METRES from the footprint of each exposed side of the scaffold or ladder being used is designated and observed. Access to this zone to be restricted or limited to critical personnel only (note, there are orange traffic cones available in the Amphitheatre (offstage) storeroom which can be used).</li> <li>• Visibility 'working lights' for stage area in place above the rig. Switch for these located near door @ SL</li> </ul>	
To be in good condition, structurally sound, with all components available and correctly fitted			Reviewed:

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### Ladders

Risks	Slips/falls; falling objects; equipment failure; major/moderate/minor injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Administrative  Administrative  Administrative	<ul style="list-style-type: none"> <li>• Ladders or stepladders should <b>only be used as an alternative for low-risk and short-duration tasks.</b></li> <li>• The Mobile Scaffold should be used wherever possible.</li> <li>• Always inspect ladders before use they should be in good condition and structurally sound. Clearly labelled and compliant with AS/NZS 1892.1.1996</li> <li>• Suggested: ladder use checklist</li> </ul>	Low
Extension ladder	(stored under main stage)	AS/NZS 1892.1.1996 compliant. Structurally Sound Good Condition	Reviewed:  27/10/20
Step Ladder (under stage)	(stored under main stage)	AS/NZS 1892.1.1996 compliant. Structurally Sound Good Condition	
(2 <sup>nd</sup> ) Step	(stored under main stage)	AS/NZS 1892.1.1996 compliant. Structurally Sound Good Condition	
Step Ladder	(Coal Bunker)	AS/NZS 1892.1.1996 compliant. Structurally Sound Good Condition	

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### Falling Objects

RISKS	Head/impact injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Administrative  Personal protective equipment  Minimise/Isolate  Personal protective equipment  Minimise/Isolate  Minimise/Isolate  Minimise/engineering control	<ul style="list-style-type: none"> <li>Ensure the exclusion zone is designated and observed. Zone to be at least TWO METRES from each exposed side of the footprint of the scaffold or ladder being used.</li> <li>Access to this zone to be restricted or limited to critical personnel only.</li> <li>Those who are actively involved in the work (e.g. using hauling lines or holding ladders) <u>must</u> wear hard hats</li> <li>There are orange traffic cones available in the Amphitheatre storeroom which can be used.</li> <li>Two Hard Hats available in the overhead walkway cupboards (inspected as scheduled)</li> <li>Prior to ascending, tools should be secured with lanyards to prevent them falling on those below.</li> <li>Pockets should be empty.</li> <li>Visibility; 'working lights' for stage area in place above the rig. Switch for these located near door @ SL.</li> </ul>	Low
Hard hats & cone/barrier availability			Reviewed:

### Personnel around those Working at Heights

RISKS	Head & other impact injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative	No other persons should enter designated exclusion zones when anyone is working at heights	Low



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### Catwalk

RISKS	Falling objects; falls; moderate and serious injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Administrative  Minimise/Isolate  PPE  Minimise/Isolate	<ul style="list-style-type: none"> <li>• Working at Heights Best Practice Guidelines must be followed when on site.</li> <li>• Do not climb out beyond the catwalk hand rails. Do not overreach. Arms only to go beyond the catwalk hand rails.</li> <li>• Ensure an exclusion zone below is determined and observed.</li> <li>• Those who are actively involved in the work below (e.g. using hauling lines or holding ladders) must wear hard hats.</li> <li>• Attaching tools to tethered lanyards recommended.</li> <li>• Low head room on catwalk – use of hard hats encouraged – signage installed</li> <li>• Cable trip hazard. Ensure sufficient cable management is in place.</li> </ul>	Moderate
Area to be in good condition & kept clear			Reviewed:

### Under stage storage

RISKS	Handling difficulties; possibly causing injury, confined space		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Isolate/Eliminate    Minimise/Engineering	<ul style="list-style-type: none"> <li>• This is a confined space and therefore dangerous not suitable for spontaneous work. Contingency plan must be in place and approved before working in this space.</li> <li>• When retrieving items, only reach as far as your arm</li> </ul>	Moderate

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		<p>extends. It is recommended that you remove the stage runner for easier access.</p> <ul style="list-style-type: none"><li>• Racking system as an improvement suggested.</li><li>• Suggested purchase: long stick with hook/handle</li></ul>	
			Reviewed: 3/11/20

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### Electrical Equipment

RISKS	Electrocution; burns; fire; trip injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Administrative	<ul style="list-style-type: none"> <li>• All electrical equipment shall be well maintained in good condition.</li> <li>• Tested and Tagged (annually)</li> </ul>	Low

### Stage Lighting, Genevieve Beacroft Theatre

Monthly Inspection		Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE (TAB: Lights)	Inspection
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### Stage Lighting, Amphitheatre

Monthly Inspection		Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE (TAB: Lights)	Inspection
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### Electrical Cables, Genevieve Beacroft Theatre

Monthly Inspection		Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE  Non-Compliant items in catwalk: expiry dates go back to 2016/17/18/19	Inspection
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### Electrical Cables, Amphitheatre

Monthly Inspection		Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE	Inspection
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### Electrical Cables, all other areas

Monthly Inspection		Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE	Inspection
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### Appliances

Monthly Inspection		Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE	Inspection
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### Drooping cables

RISKS	Trips; entanglement; bruising; sprains and strains; fractures		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise	<ul style="list-style-type: none"> <li>Cables to be no longer than the length required</li> <li>Excess cable must be stored appropriately and secured</li> </ul>	Low
			Reviewed:

### Lighting Rig(s)

RISKS			
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Engineering  Administrative	<ul style="list-style-type: none"> <li>All lights must be safely secured via their clamp mechanism and include the use of safety wires/chains</li> <li>Observe Maximum Loadings: Maximum single point load of 2kN (or approx. 200kg) Lighting bars (Refers only to poles with power outlets fitted) Maximum load rating of 60 kg/m (e.g. 30kg mover rigged every 0.5m)</li> </ul>	Low

### Overheating Lights

RISKS	Fire; smoke inhalation; burns; injuries; death		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative	Stage lights must be rigged so that they cannot heat thereby causing smoke, ignition, and damage or otherwise deteriorate items or materials including the flame-retardant curtains.	Low
			Reviewed:

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### Rig Dropping

RISKS	Falling objects; bruising; sprains and strains; fractures; head injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Minimise/Engineering  Administrative	<ul style="list-style-type: none"> <li>Lighting, chain, and cable weights must be calculated and reviewed before any changes made</li> <li>Observe Maximum Loadings Lighting bars (Refers only to poles with power outlets fitted) Maximum load rating of 60 kg/m (e.g. 30kg mover rigged every 0.5m)</li> <li>When raising any heavy objects methodologies such as slings and ropes should be used. This must be carried out by suitably experienced/trained person/s only and this equipment checked before use.</li> </ul>	Low
To be checked: main theatre, Coal Bunker, and amphitheatre			Reviewed:

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### Personal Protective Equipment

#### Hard Hats

RISKS	Falling objects; hitting head with rig, lights, and/or other objects		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise   Administrative	<ul style="list-style-type: none"> <li>• The PumpHouse Theatre has two hard hats available stored in the overhead walkway cupboards. These should be checked by user before use and used only if there is no apparent damage.</li> <li>• Inspected monthly, as scheduled, and replaced if damaged or exceed the expiry date.</li> <li>• Signage installed encouraging use</li> <li>• New hard hats purchased: June 2020. Replacements due: June 2022</li> </ul>	Low
			Reviewed: 24/11/20

#### JOB SAFETY ANALYSIS

This page is still a work in process			
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**SPECIFIC HAZARDS by Area**

**Genevieve Beecroft Theatre**

**Access Steps, to rows AA to C on SL side**

RISKS	Trip/fall hazard; moderate to serious Injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Engineering  Minimise	<ul style="list-style-type: none"> <li>• Handrails or bollard installation recommended</li> <li>• Included in safety briefing and manuals</li> <li>• Logged for maintenance #243 4/12/19</li> <li>• Signage installed to heighten awareness</li> </ul>	Moderate
			Reviewed: 1/9/20

**Lighting Bar above seating (row D)**

RISKS	Access to the lighting bar located above row D is generally by using an extension ladder, rather than the preferred mobile scaffold.		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>• Hirers are advised (also included in Hirer Documentation) that access to this lighting bar is RESTRICTED.</li> <li>• Should a hirer wish to use this bar, a formal request is to be made to PumpHouse Management.</li> <li>• This will involve formation of and managements approval of a job specific task analysis and safety plan.</li> </ul>	Moderate
			Reviewed: 1/12/20

## PumpHouse\_Hazard\_Register\_2021\_05

### Beams protruding into catwalk

RISKS	Creating a trip hazard at height and in the dark; trips; bruising; sprain/strains		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>• Illumination strips have been secured to the beams, increasing visibility</li> <li>• Signs installed warning people of hazard</li> <li>• Ensure cables on the catwalk are tidy</li> </ul>	Low
			Reviewed:  23/2/21



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### Tech. Booth

RISKS	Electrocution; burns; fire		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative	<ul style="list-style-type: none"> <li>Control desks &amp; other sound, lighting electrical equipment.</li> <li>Test and Tag as scheduled</li> </ul>	Low
			Reviewed:

### Handheld, Corded and Body Mics

RISKS	Battery Damage; infection; allergic reaction; injuries from dropping		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>Microphones are delicate: to be handled with care</li> <li>New batteries from tech cupboard to be installed before each use and removed afterwards</li> <li>Clean and disinfectant between each user: wipes are available in the tech booth</li> </ul>	Low
			Reviewed: 15/12/20

### Balcony Railings

RISKS	Injuries from falling and falling items		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Engineering  Minimise/Isolate	<ul style="list-style-type: none"> <li>Area is roped off and opened as/when required</li> <li>Children only allowed in this area when accompanied by an adult</li> <li>Warning signs have been installed</li> <li>Ushers are instructed to be extra vigilant around this space</li> <li>Redesign and replacement of railings currently planned, to be undertaken by Auckland Council</li> </ul>	Low
			Reviewed: 23/12/20

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### Step @ SL to Auditorium level adjacent to Emergency Exit

RISKS	Trips and falls; moderate to serious injury.		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise	<ul style="list-style-type: none"> <li>• Stage edge painted black: limiting visibility</li> <li>• Included in safety briefing and manuals</li> </ul>	Moderate
			Reviewed: 6/1/21

### Low doorway to control room

RISKS	Bruising; laceration; head injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Minimise	<ul style="list-style-type: none"> <li>• A warning sign installed notifying people of the hazard</li> <li>• Authorised personnel only</li> </ul>	Low
			Reviewed: 5/01/21

## PumpHouse\_Hazard\_Register\_2021\_05

### Backstage / Coal Bunker

#### Stairs: hallway to Coal Bunker

RISKS	Non-Compliant i.e. both by height and size (Step heights 260 & 240mm); trip/fall hazard; moderate to serious injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Minimise/Engineering	<ul style="list-style-type: none"> <li>• Caution sign and grab rail installed.</li> <li>• Hirers/staff/contractors encouraged to use alternative stairwell</li> </ul>	Low
			Reviewed:

#### Audience seating rostra

RISKS	Rostra back edge is not protected from people falling off and chair legs going over edge. Falls; moderate/serious injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Engineering	<ul style="list-style-type: none"> <li>• Safety barriers installed</li> <li>• Hirers notified prior to arrival</li> <li>• Malleable to a degree to allow for alternative staging arrangements</li> </ul>	Low
			Reviewed:

#### Kitchen Area

RISKS	Infection; Allergic reaction; Transmitted diseases		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Eliminate/Minimise	<ul style="list-style-type: none"> <li>• To be kept in a clean and hygienic condition.</li> <li>• Maintain stock of cleaning and hygiene products including latex gloves on site.</li> <li>• Tea towels, towels and mats are laundered and replaced weekly by an outside contractor.</li> </ul>	Low
			Reviewed:
			13/4/21

## PumpHouse\_Hazard\_Register\_2021\_05

### Steps: kitchen to stair landing

RISKS	Non-compliant step heights and size (step heights 250 & 260mm); falls; moderate to serious injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Minimise/engineering	<ul style="list-style-type: none"> <li>• Include in safety briefings</li> <li>• Caution sign and grab rail installed</li> </ul>	Low
			Reviewed: 6/4/21

### Hot Water Zip

RISKS	Boiling water: burns/leaking and overflow, electrocution		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Prevent contact  Minimise/Engineering	<ul style="list-style-type: none"> <li>• Tap is positioned out of reach of children.</li> <li>• Zip automatically turns off after reaching boiling point.</li> <li>• Test and tag as scheduled.</li> <li>• Boiling water caution sign to be installed</li> </ul>	Low
			Reviewed: 10/11/20

**Mezzanine**

**Electrical appliances in front of main switchboard**

RISKS	Impeded access (particularly) in an emergency		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Minimise/Isolate	<ul style="list-style-type: none"> <li>Electrical appliances such as heaters, dryers, or fans are not to be placed or operated in front of the main switchboard located on the Mezzanine over the Coal Bunker.</li> </ul>	Low
			Reviewed: 2/3/21

**Low beams, archive cupboard**

RISKS	Bruising; head injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise  Engineering	<ul style="list-style-type: none"> <li>Roof beams in archive cupboard have been identified as a hazard.</li> <li>Foam material has been installed on problematic beam and a caution sign added.</li> </ul>	Low
			Reviewed: 30/3/21

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### Ledges around mezzanine

RISKS	Injuries from falling and falling items		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>• Ledges in mezzanine are often used as a place to sit and/or place items</li> <li>• Caution sign installed and included in safety briefing</li> </ul>	Low
			Reviewed: 26/01/21

### Office

#### Office ergonomics

RISKS	Repetitive strain; soft tissue damage; muscle strain; eye strain; personal injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Minimise/Isolate	<ul style="list-style-type: none"> <li>• Adjust desk and seat to recommended positions as per ACC guidelines <a href="http://www.acc.govt.nz">www.acc.govt.nz</a></li> <li>• Take regular breaks</li> <li>• When needed, change work patterns to eliminate muscle strain</li> <li>• Permanent staff members have all received individual workplace assessments</li> <li>• Recommendations have been implemented</li> <li>• Staff encouraged to report discomfort ASAP</li> </ul>	Moderate
			Reviewed: 2/3/21

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### Extension leads on the floor

RISKS	Trips; falls; personal injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Eliminate  Minimise/Isolate  Minimise/Isolate	<ul style="list-style-type: none"> <li>No loose cables across the floor. Where cables do need to cross floor these must be taped or covered with cable floor covers to prevent tripping.</li> <li>Any other cables on floor should be out of the way, and attached securely</li> </ul>	Low
			Reviewed: 11/5/21

### Office doorstep

RISKS	Falls, trips, and personal injury due to non-compliant step (height and size)		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Minimise/Engineering	<ul style="list-style-type: none"> <li>Caution sign and two grab rails installed</li> </ul>	Low
			Reviewed: 27/4/21

## PumpHouse\_Hazard\_Register\_2021\_05

### Office Drawers & Filing Cabinet

RISKS	Bruising; jamming fingers		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>• Ensure drawers are closed after use</li> <li>• Close all drawers carefully and slowly</li> <li>• Open only one drawer at a time</li> </ul>	Low

### Photocopier, Fax, Printers

RISKS	Burns from clearing jammed paper; bright light causing eye injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>• Follow instructions for clearing jams</li> <li>• Ensure copier lid is closed when using copier</li> </ul>	Low
			Reviewed: 1/10/20

### Printers – Toners

RISKS	Poisoning from toner		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>• Ensure follow instructions for changing toners</li> <li>• Dispose of old toner correctly and wash hands</li> </ul>	Low
			Reviewed: 1/10/20

### Money Onsite

RISKS	Aggressive / Armed hold-up		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>• Little to no cash held onsite</li> <li>• Banking done at irregular times and carried in a non-conspicuous bag</li> <li>• In the event of a hold up, staff are not to resist demands, but do as requested</li> </ul>	Low
			Reviewed:



## PumpHouse\_Hazard\_Register\_2021\_05

### Amphitheatre

#### Storeroom

RISKS	Trips; falls; hazardous chemicals; poisoning; spillage		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>To be kept tidy for safety and well organised for safety as well as general efficiencies</li> <li>Restricted access – hirers to be notified of this/include in venue induction</li> <li>Suggest installing a lockable cupboard for hazardous substances to ensure extra protection</li> </ul>	Low
			Reviewed: 17/11/20

#### Fencing, SR, amphitheatre

RISKS	Falls; personal injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate Minimise/Isolate	<ul style="list-style-type: none"> <li>Fence/wall put up across back to prevent access</li> <li>"Keep Off" sign installed</li> <li>A/C to implement a more permanent solution</li> </ul>	Moderate
			Reviewed: 18/5/21

#### Stairwell leading into amphitheatre

RISKS	Falls; personal injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate		<ul style="list-style-type: none"> <li>This area can be treacherous in the dark as visibility can be low, particularly whilst a show is on</li> </ul>	Moderate

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		<ul style="list-style-type: none"> <li>Utilisation of the stairwell lights is actively encouraged</li> <li>Additional lighting is also available around the outdoor tech booth</li> <li>Auckland Council to advise on lighting improvements</li> <li>Extra caution advised</li> <li>Included in safety briefings</li> </ul>	
			Reviewed: 12/2/21

### Outdoor

#### Courtyard

RISKS	Slippery courtyard and decking; slips; bruising; sprains and strains; fractures		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>Every 12 months, Wet and Forget or a similar product is applied to remove the moss and lichen</li> </ul>	Low
			Reviewed:

#### Uneven bricked courtyard

RISKS	Trips; falls; personal injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise	<ul style="list-style-type: none"> <li>Warning signage installed in courtyard</li> </ul>	Moderate
			Reviewed:

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### Animals in the park

RISKS	Aggressive birds		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise	<ul style="list-style-type: none"> <li>Signage "do not feed the geese" installed by Auckland Council.</li> </ul>	Low
			Reviewed:

### Barn and stairway doors to outside deck

RISKS	Blocked exits; trapped patrons; smoke inhalation; injury; death		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Isolate Minimise Engineering	<ul style="list-style-type: none"> <li>These doors are Emergency Exits and must be kept clear.</li> <li>Usher control in auditorium</li> <li>"Keep clear" markings have been painted on deck</li> </ul>	Moderate
			Reviewed:

### Cars parked in front emergency exit

RISKS	Blocked exits; trapped patrons; smoke inhalation; injury; death		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise  Engineering	<ul style="list-style-type: none"> <li>Barn door exit (from foyer)</li> <li>Hirers/contractors are informed during venue induction to not park in front of this.</li> <li>Signage to be installed</li> </ul>	Moderate
			Reviewed:

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### Low clearance under historic water pipe

RISKS	Bruising; head injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise  Engineering  Minimise	<ul style="list-style-type: none"> <li>With approval from Auckland Council, striped danger tape has been taped to the underside of the pipe.</li> <li>An Auckland Council Senior Built Heritage Specialist has recommended to Council that the ramp be rebuilt with greater clearance.</li> <li>Signage installed.</li> </ul>	Low
			Reviewed:

### Slippery courtyard and decking

RISKS	Slips; personal injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise	<ul style="list-style-type: none"> <li>Every 12 months, Wet and Forget or a similar product is applied to remove the moss and lichen</li> </ul>	Low
			Reviewed:

### Water leaking from ceiling in Wet Room

RISKS	Slips; falls; moderate to serious injury.		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/engineering	<ul style="list-style-type: none"> <li>Auckland Council has completed some of the planned maintenance which has reduced the amount of water both leaking into and accumulating in the room.</li> <li>Use caution at all times when in this space</li> </ul>	Low
			Reviewed:

**OTHER AREAS/GENERAL**

**Stairs**

RISKS	Slips; falls; personal injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate  Engineering	<ul style="list-style-type: none"> <li>All stairs are kept clear and checked daily.</li> <li>All surfaces on our stairs should be non-slip.</li> <li>Edging has been installed on all decking steps</li> <li>Handrails are provided as well as adequate lighting. Nearby handrails and pillars eliminate the need to use non-fixed objects (e.g. moveable chairs) as upper body support while traversing stairs and steps.</li> <li>Step lights in the Genevieve Becroft Auditorium and SL stair light are always kept on.</li> </ul>	Moderate
			Reviewed:

**Uneven platforms, floors & floor edges**

RISKS	Slips; Falls; Personal injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>Joints between same-level flooring shall be flush to prevent trip hazards</li> <li>Edges of level flooring to be marked, as necessary.</li> <li>Review on scheduled basis.</li> </ul>	Moderate
			Reviewed:

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### First Aid Kits

RISKS	First Aid Kits must be available		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative Administrative	<ul style="list-style-type: none"> <li>• Contents checked quarterly</li> <li>• Supply of all listed items to be maintained and replaced as required.</li> </ul>	Low
			Reviewed:

### Temperature

RISKS	Dehydration; overheating		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Eliminate/Minimise	<ul style="list-style-type: none"> <li>• Drinking water is provided (from filter in kitchen)</li> <li>• Heating and cooling are provided in all work areas</li> <li>• Air-conditioning/heat-pumps now installed in auditorium</li> </ul>	Low
			Reviewed:

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### Use of blocks, raised staging, dim lighting, set construction

RISKS	Falls; eye strain; personal injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Administrative  Minimise/engineering control  Minimise/engineering control  Minimise/engineering control	<ul style="list-style-type: none"> <li>Set Construction, Lighting and Changing heights considerations for performance and performers safety.</li> <li>White tape applied to edges of raised staging platforms and stairs</li> <li>Very low blue light may be used to aid visibility</li> <li>When installing items of set these must be well made and supported safely.</li> <li>Maximum Loadings Stage: Maximum evenly distributed load of 5 kPa (or approx. 500kg/m<sup>2</sup>). Maximum single point load of 2kN (or approx. 200kg)</li> <li>Any significant structures (e.g. elevated platform) must comply with Building Code regulations.</li> </ul>	Moderate

### Construction & maintenance work

RISKS	Noise; dust; working at heights; power tools; falling objects		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative	<ul style="list-style-type: none"> <li>In general, any significant or major works should be contracted to bona fide tradespeople only who have compliant H&amp;S systems in place.</li> </ul>	Low

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### Asbestos

#### Eaves (chimney side of the Green Room)

RISKS	Toxic material		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Minimise/Isolate  Administrative	<ul style="list-style-type: none"> <li>• Warning label put on this brown painted asbestos-fibre cement sheeting.</li> <li>• If this material is not damaged or disturbed, asbestos release is prevented by the paint.</li> <li>• Managed and monitored by Auckland Council every three years.</li> </ul>	Low
			Reviewed:

### Biological Hazards

#### Unhygienic Areas

RISKS	Infection; allergic reaction; transmitted diseases		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Administrative  Administrative	<ul style="list-style-type: none"> <li>• All facilities, including dressing rooms, backstage, bathroom and all other areas should be kept in a clean and hygienic condition</li> <li>• Maintain stock of cleaning and hygiene products including latex gloves on site.</li> <li>• Maintain stock of latex gloves and cleaning wipes in foyer cupboard for FOH staff for theatre clearing after shows.</li> </ul>	Low
			Reviewed:



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### Bathrooms

RISKS	Infection; Allergic reaction; Transmitted diseases		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Eliminate  Minimise/Isolate	<ul style="list-style-type: none"> <li>• To be kept in a clean and hygienic condition.</li> <li>• Maintain stock of cleaning and hygiene products including latex gloves on site.</li> <li>• Ensure access to bathrooms for personnel onsite and patrons (e.g. unlock patron bathrooms)</li> <li>• Backstage Toilets cleaned regularly.</li> <li>• Patron Toilets are cleaned every day by an outside contractor.</li> </ul>	Low
Patron bathroom (between Courtyard & Amphitheatre) Inspection as above			Reviewed:
Backstage bathrooms (adjacent to Gallery/Coal Bunker) Inspection as above			Reviewed:

## STAFF WELLBEING and ENVIRONMENT

### Employees

#### Overview

RISKS	Staff wellbeing		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative	<ul style="list-style-type: none"> <li>Employees are responsible for their own health and safety and must also ensure that their actions or inactions do not harm other people. In effect, employees have a responsibility to follow the safe work procedures that have been put in place by their employer.</li> <li>If you witness any breaches of Health and Safety situations, <b>remember doing nothing is not an option.</b></li> </ul>	Low
			Reviewed:

#### Working after hours

RISKS	When staff are the last to leave when it is late/dark and are often on their own. Therefore, potentially possible vulnerable targets.		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>When working late, if possible, avoid working alone</li> <li>Try to walk in pairs/groups</li> <li>If unavoidable, ensure all outside doors are locked</li> <li>Use well-lit areas to access car/bus</li> </ul>	Moderate
			Reviewed:

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### Fatigue

RISKS	Injury due to lack of concentration		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate  Administrative	<ul style="list-style-type: none"> <li>• Ensure appropriate meal breaks and rest period are taken to ensure individual performance is not adversely affected.</li> <li>• Design rosters safely with adequate regular breaks of at least one hour within any five-hour work period</li> <li>• Also covered in employment contracts.</li> </ul>	Low
			Reviewed:

### Manual Handling

RISKS	Back and/or other moderate to serious injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> <li>• Use trolleys or manual handling aids that are available.</li> <li>• Reduce or split load sizes to manageable weights.</li> <li>• Where possible, use team lifting.</li> <li>• Bend and rotate your knees and not your back</li> </ul>	Low
			Reviewed:

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### Stress and Mental Health

RISKS	Damage to employees mental/physical health and wellbeing		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative	<ul style="list-style-type: none"> <li>• We will endeavour to eliminate the risk. Where impossible, we need to consider how to minimise the risk.</li> <li>• Set achievable demands for workers in relation to agreed hours of work.</li> <li>• Match worker's skills and abilities to job demands</li> <li>• Support workers to have a level of control over their pace of work</li> <li>• Develop multi-disciplinary teams to share ideas and perspectives on ways to address situations.</li> <li>• Involve workers in decisions that may impact their health and safety, and have processes to enable workers to raise issues and concerns they might have</li> <li>• Ensure managers and supervisors have the capability and knowledge to identify, understand and support workers who may be feeling stressed</li> <li>• Provide workers with access to independent counselling services</li> <li>• Have agreed policies and procedures to prevent or resolve unacceptable behaviour</li> <li>• Engage and consult with workers before implementing change processes and ensure they genuinely can influence the decisions you make.</li> <li>• Employee Assistance Program is available to all staff</li> </ul>	Moderate
	Administrative		
	Administrative		
	Administrative		
	Administrative		
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	Administrative		
			Reviewed:

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### Harassment and Bullying

RISKS	Damage to employee's mental and physical health and wellbeing		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative	<ul style="list-style-type: none"> <li>• We are committed to effectively avoid and/or deal with such behaviour should this occur.</li> <li>• Creating a safe environment and Dealing with harassment and bullying is an extensive subject and as such WorkSafe 'Preventing and Responding to Bullying at Work' copy available and available online on WorkSafe NZ site</li> </ul>	Low
			Reviewed:

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### Working outdoors; sun protection

RISKS			
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate  Administrative  Minimise/Isolate	<ul style="list-style-type: none"> <li>Identify hazards associated with working in heat and UVR exposure.</li> <li>Plans ensuring all practicable measures for preventing overexposure are implemented.</li> <li>Alter work schedules so that work is done outside of peak UV times.</li> <li>Encourage hydration. Cool drinking water available from kitchen.</li> <li>Ensure all workers are aware of heat stress symptoms so they can monitor themselves and their colleagues.</li> <li>Move work indoors if possible.</li> <li>Take regular breaks or rotate with others where possible to reduce their exposure.</li> <li>Provide SPF 30 or higher broad-spectrum sunscreen protections.</li> <li>Check stock bi-monthly per schedule.</li> <li>Employees are expected to wear suitable sun protective clothing (such as collared tops, long sleeved shirts, and long trousers) and sun protective hats, water resistant and close-fitting sunglasses</li> </ul>	Moderate
Check SPF 30, or higher broad-spectrum sunscreen is available			Reviewed:

## EMERGENCY PROCEDURES

### Evacuation plan

RISKS	Blocked exits; untrained staff; panic; trapped patrons; serious injury; death		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Extreme	Administrative          Minimise/Isolate	<ul style="list-style-type: none"> <li>• All hirers are informed of the evacuation procedure, emergency exits (identified and described), fire plan, fire extinguishers, earthquake, accidents &amp; medical.</li> <li>• These instructions must be followed when on site.</li> <li>• They are included in the folder provided to hirers, included in our operational manuals, AND displayed on venue walls</li> <li>• First Aid Kits, available in <b>6</b> locations (Foyer Cupboard, Accessible Toilet (cleaners' cupboard), Green Room, Office, Dressing Room &amp; Kitchen). <i>For a contents see; <u>First Aid Kits New</u> @ Z:\1_Venue Operations\Health_and_Safety</i></li> <li>• Evacuation: all workers are trained and a drill is undertaken every three months.</li> <li>• Visible and illuminated exit signs are operating at all exits.</li> <li>• Ensure emergency exits are always kept clear of any obstructions</li> <li>• Exits are not lockable (from inside)</li> </ul>	Moderate
Exit signs are operating at all exits Exit pathways are all kept clear			Reviewed:

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### Medical Emergency

RISKS	Untreated injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Administrative  Administrative  Minimise/Isolate	<ul style="list-style-type: none"> <li>• Health &amp; Safety procedures published and made available as detailed in 'emergency procedures' above.</li> <li>• First Aid Kits are available in 6 locations (Foyer Cupboard, Accessible Toilet, Green Room, Office, Dressing Room &amp; Kitchen).</li> <li>• <b>ADD Further medical support is recommended if circumstances warrant.</b></li> <li>• Ambulance dial 111</li> <li>• Adequate numbers of first aiders must be available – the ratio must be determined by factoring in the number of people working on site the level of risk involved in the work.</li> </ul>	Low
			Reviewed:



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### Fire Procedure

RISKS	Fire; smoke inhalation; burns; injuries; death		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Administrative  Administrative Administrative  Administrative  Administrative  Administrative	<ul style="list-style-type: none"> <li>• Propriety fire alarm system is installed. This is monitored by council.</li> <li>• All heat and smoke sensors checked monthly by Armitage.</li> <li>• Emergency lighting in event of power cut off activates.</li> <li>• Fire and building wardens are appointed for each performance.</li> <li>• Stage lights rigged so that they will not heat materials that may ignite, smoke, or deteriorate flame retarding materials.</li> <li>• Facility equipped with Health &amp; Safety procedures. These are published and made available as detailed above.</li> <li>• No unprotected open flame is to be used for any purpose (construction or performance) in the PumpHouse Theatre. In some instances however, subject to consultation and agreement with PumpHouse Management, some exceptions for use of a PROTECTED flame use may be considered. For such consideration, the hirer must include in a comprehensive and specific safety plan to be strictly adhered to.</li> </ul>	Low
Check/verify systems as identified above			Reviewed:

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### Earthquake

RISKS	Falling objects; crushing; multiple injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Minimise/Isolate	<ul style="list-style-type: none"> <li>Health &amp; Safety procedures published and made available as detailed in 'emergency procedures' above.</li> <li>Observe "duck, cover and hold" principle.</li> <li>Staff to undertake earthquake drills. Signed up for "Shake Out".</li> </ul>	Low
			Reviewed:

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### Gas Leak

RISKS	Gas service is to the Café. Gas Inhalation; fire		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Engineering	<ul style="list-style-type: none"> <li>• Whenever a gas leak is first detected: Evacuate all people from cafe premises, ventilate cafe immediately, and turn off mains at gas meter behind Stage Right tower in Amphitheatre.</li> <li>• Contact Auckland Council (09 301 0101) &amp; Vector Gas Emergency (0800 764 764) and notify them of the critical issue that needs fixing.</li> <li>• Call the Fire Service on 111. No one is to re-enter the cafe until the Fire Service declare it safe.</li> </ul>	Low
			Reviewed:

### Power Cut

RISKS	Lack of visibility; trips; falls; confusion; collision; personal injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Engineering	<ul style="list-style-type: none"> <li>• Facility is equipped with an emergency (battery operated) back up lighting system (monitored by the Council) in event of power cut off.</li> <li>• There is a torch pinned to the Mezzanine notice board, and in the top drawers of the box office and Venue Operations desks.</li> <li>• Two torches are provided for ushers to use.</li> <li>• A torch is attached to each first aid kit.</li> <li>• Contact: Vector's Power Emergency number is 0508 VECTOR (0508 832 867).</li> </ul>	Low
			Reviewed:

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### Unruly members of the public

RISKS	Vandalism; violence		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative  Minimise/Engineering	<ul style="list-style-type: none"> <li>Entry to the venue restricted to the front doors so that visitors are monitored from entrance.</li> <li>Unruly public members causing disturbance are encouraged to leave the venue and staff are to call the Police if they feel unsafe or unruliness increases.</li> <li>A silent panic alarm is available with buttons located under the box office desk and on a lanyard kept in the upstairs office. This connects with Shore Control (i.e. company that also monitors our security alarm).</li> <li>They contact security who despatch an officer.</li> <li>They also alert Business Manager (James Bell) he can review real time venue video monitors (remotely) and attend if appropriate.</li> </ul>	Low
			Reviewed:

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### Theft

RISKS	Loss of personal property, cash and/or equipment; violence; emotional distress		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Engineering	<ul style="list-style-type: none"> <li>• Secure removable items which are not either currently in use or being observed by staff or other designated parties.</li> <li>• Restrict people from accessing parts of the property they have no reasonable purpose for being in.</li> <li>• Activate alarm and lock doors when areas are not in use.</li> <li>• Assigned staff will respond promptly to notifications from Sure Control alarm system monitoring.</li> <li>• Do not confront a thief or would-be thief directly if there is any reasonable concern about violence.</li> <li>• Report theft and other crime to the police, supplying them with any camera footage and other details/evidence available.</li> <li>• Advise hirers and visitors that they will need to take reasonable steps to secure their possessions e.g. not leaving items unattended, keeping the dressing room locked when not in use, restricting access to backstage areas.</li> </ul>	Low
			Reviewed:

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### Incident Register

RISKS	Not reviewing or implementing follow up actions or hazard controls after an incident.		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative	<ul style="list-style-type: none"> <li>• An incident when it occurs must be reported using the web-based Incident Form.</li> <li>• System generated Incident Report goes to both the Business Mgr. and Operations Coordinator.</li> <li>• On receipt both review and discuss that report.</li> <li>• An investigation and OSHBOX Incident Record are actioned by the Operations Coordinator.</li> <li>• New hazard controls, maintenance actions are determined and implemented.</li> <li>• Maintenance related actions are logged to the Maintenance Register.</li> </ul>	Low
			Reviewed:

### Maintenance Register

RISKS	Lack of review or implementation of venue works, some of which relate to H&S hazard control.		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Administrative	<ul style="list-style-type: none"> <li>• Maintenance requirements logged in PumpHouse network data base.</li> <li>• This data base reviewed regularly by the Pumphouse Business Mgr. and Operations Coordinator</li> <li>• On this review these are allocated to person or organisation for action unless not for action is determined.</li> <li>• Allocated logged items remain on review until such time it is completed and the closed accordingly.</li> </ul>	Low
Review any open/outstanding maintenance logged.			Reviewed:

## HAZARDOUS SUBSTANCES

### Substances

#### (General)

RISKS	Environmental damage; fire; accidental ingestion or inhalation; eye injury; skin irritation; poisoning		
Risk Score	Type of Control		Risk Score (with controls)
High	Minimise/Isolate           Administrative	<ul style="list-style-type: none"> <li>• All such substances to be stored in designated locations.</li> <li>• Kept in original the propriety labelled containers.</li> <li>• Directions for use and for storage shown on these labels must be observed and followed.</li> <li>• All must be itemised in Hazard Register with a copy of the material safety data sheet included.</li> <li>• Hazard Register to be updated with any new/addition items as they arise.</li> </ul>	Low
			Reviewed:

#### Maintenance & Combustible Substances

Inspection as above Designated location: shelving in amphitheatre storeroom.	Reviewed:
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#### Cleaning Substances

Inspection as above Designated location: shelving in amphitheatre storeroom.	Reviewed:
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#### Hygiene Substances

Inspection as above. Designated locations: 1) accessible toilet. 2) opposite kitchen stairs.	Reviewed:
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**Hazard Register Sign Off**

Review completed by:		
Name	Position	Signature

Approved by:		
Name	Position	Signature