



The
PumpHouse
Theatre

PumpHouse_Hazard_Register_2023_04_20

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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	<ul style="list-style-type: none"> All hirers are informed during venue induction. Working at Heights NZ Best Practice Guidelines section 6.6 must always be followed. 	Low

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	Administrative	<ul style="list-style-type: none"> 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 @ https://worksafe.govt.nz/topic-and-industry/working-at-height/working-at-height-in-nz/#lf-doc-26362 All venue gear available for hirer for working at height is inspected on a regular basis, as scheduled. In general, the Mini-Mobile Scaffold provided should be used for all stage and front of stage (floor level) working at heights access rather than a ladder Visibility: WORKING LIGHTS for Auditorium stage area are above the rig. Switch for these is located near door @ SL. 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. 	
	Administrative		
	Minimise/Engineering		
	Administrative		
Check: working lights are functional, Working at Heights NZ Best Practice Guidelines are included in folders, traffic cones available			Reviewed: 01/03/2022

“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	<ul style="list-style-type: none"> In general, this Mini-Mobile Scaffold System, should be used for all stage(s) and front of stage (floor level) working at heights access As stated in ‘General’ above. Work Safe’s Working at Heights in NZ section 6.6 must always be followed. 	Low

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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"> • Ladders or stepladders should only be used as an alternative for low-risk and short-duration tasks. • The Mobile Scaffold should be used wherever possible. • Always inspect ladders before use they should be in good condition and structurally sound. Clearly labelled and compliant with AS/NZS 1892.1.1996 • Suggested: ladder use checklist 	Low
Extension ladder	(stored under main stage)	AS/NZS 1892.1.1996 compliant. Structurally Sound Good Condition	Reviewed: 27/09/22
Step Ladder (under stage)	(stored under main stage)	AS/NZS 1892.1.1996 compliant. Structurally Sound Good Condition	
(2 nd) 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"> • 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. • Access to this zone to be restricted or limited to critical personnel only. • Those who are actively involved in the work (e.g. using hauling lines or holding ladders) <u>must</u> wear hard hats • There are orange traffic cones available in the Amphitheatre storeroom which can be used. • Two Hard Hats available in the overhead walkway cupboards (inspected as scheduled) • Prior to ascending, tools should be secured with lanyards to prevent them falling on those below. • Pockets should be empty. • Visibility; 'working lights' for stage area in place above the rig. Switch for these located near door @ SL. 	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
			Reviewed: 26/04/2022

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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 Minimise/Isolate PPE Minimise/Isolate	<ul style="list-style-type: none"> Working at Heights Best Practice Guidelines must be followed when on site. Do not climb out beyond the catwalk hand rails. Do not overreach. Arms only to go beyond the catwalk hand rails. Only authorised personnel to be permitted to use the catwalk Ensure an exclusion zone below is determined and observed. Those who are actively involved in the work below (e.g. using hauling lines or holding ladders) must wear hard hats. Attaching tools to tethered lanyards recommended. Low head room on catwalk – use of hard hats encouraged – signage installed Cable trip hazard. Ensure sufficient cable management is in place. 	Moderate
Area to be in good condition & kept clear			Reviewed: 28/06/2022

Under stage storage

RISKS	Handling difficulties; possibly causing injury, confined space		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Isolate/Eliminate Minimise/Engineering	<ul style="list-style-type: none"> 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. When retrieving items, only reach as far as your arm extends. It is recommended that you remove the stage runner for easier access. 	Low
			Reviewed: 7/03/2023

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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"> • All electrical equipment shall be well maintained in good condition. • Tested and Tagged (annually) 	Low
			Reviewed: 25/01/2022

Stage Lighting, Genevieve Beacroft Theatre

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

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

Annual 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

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

Annual Inspection		Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE	Inspection
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Appliances

Annual 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"> • Cables to be no longer than the length required • Excess cable must be stored appropriately and secured • PumpHouse staff to check cables weekly 	Low
			Reviewed: 14/12/2021

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"> • All lights must be safely secured via their clamp mechanism and include the use of safety wires/chains • 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) 	Low

Overheating Lights

RISKS	Fire; smoke inhalation; burns; injuries; death		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimize/Eliminate	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: 17/01/2023

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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"> • Lighting, chain, and cable weights must be calculated and reviewed before any changes made • 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) • 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. 	Low
To be checked: main theatre, Coal Bunker, and amphitheatre			Reviewed: 17/01/2023

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"> • Handrails or bollard installation recommended • Included in safety briefing and manuals • Logged for maintenance #243 4/12/19 • Signage installed to heighten awareness 	Moderate
			Reviewed: 1/9/20

Lighting Bar above seating (row D)

RISKS	An extension ladder is used to access to the lighting bar located above row D, 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"> • Should a hirer wish to use this bar, a formal request is to be made to PumpHouse Management. • Hirers are advised (also included in Hirer Documentation) that access to this lighting bar is RESTRICTED. • This will involve managements approval of a job specific task analysis and safety plan. 	Moderate
			Reviewed: 04/10/22

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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"> • Illumination strips have been secured to the beams, increasing visibility • Signs installed warning people of hazard • Ensure cables on the catwalk are tidy 	Low
			Reviewed: 04/10/22

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Tech Booth

RISKS	Electrocution; burns; fire		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Eliminate	<ul style="list-style-type: none"> Control desks & other sound, lighting electrical equipment. Test and Tag as scheduled 	Low
			Reviewed: 25/01/23

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)
Moderate	Minimise/Isolate	<ul style="list-style-type: none"> Microphones are delicate: to be handled with care New batteries from tech cupboard to be installed before each use and removed afterwards Clean and disinfect between each user: wipes are available in the tech booth 	Low
			Reviewed: 18/01/2022

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"> Children only allowed in this area when accompanied by an adult Warning signs have been installed Ushers are instructed to be extra vigilant around this space Redesign and replacement of railings currently planned, to be undertaken by Auckland Council 	Low
			Reviewed: 30/08/2022

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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"> • Stage edge painted black: limiting visibility • Included in safety briefing and manuals 	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"> • A warning sign installed notifying people of the hazard • Authorised personnel only 	Low
			Reviewed: 5/01/21

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"> Caution sign and grab rail installed. Hirers/staff/contractors encouraged to use alternative stairwell 	Low
			Reviewed: 15/03/2022

Audience seating rostra (Coal Bunker)

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"> Safety barriers installed Hirers notified prior to arrival Modular to a degree to allow for alternative staging arrangements 	Low
			Reviewed: 13/09/2022

Kitchen Area

RISKS	Infection; Allergic reaction; Transmitted diseases; Slips and Falls		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Medium	Eliminate/Minimise	<ul style="list-style-type: none"> To be kept in a clean and hygienic condition. Maintain stock of cleaning and hygiene products including latex gloves on site. Tea towels, towels and mats are laundered and replaced weekly by an outside contractor. 	Low
			Reviewed: 20/04/2023

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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"> • Include in safety briefings • Caution sign and grab rail installed 	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"> • Tap is positioned out of reach of children. • Zip automatically turns off after reaching boiling point. • Test and tag as scheduled. • Boiling water caution sign to be installed 	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"> 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. 	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	Engineering	<ul style="list-style-type: none"> Foam material has been installed on problematic beam and a caution sign added. 	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"> • Ledges in mezzanine are often used as a place to sit and/or place items • Caution sign installed and included in safety briefing 	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"> • Adjust desk and seat to recommended positions as per ACC guidelines www.acc.govt.nz • Take regular breaks • When needed, change work patterns to eliminate muscle strain • Permanent staff members have all received individual workplace assessments • Reviewed every 2 years • Changes to be implemented after review • Staff encouraged to report discomfort ASAP 	Low
			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"> 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. Any other cables on floor should be out of the way, and attached securely 	Low
			Reviewed: 17/05/22

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"> Caution sign and two grab rails installed 	Low
			Reviewed: 02/08/2022

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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"> Ensure drawers are closed after use Close all drawers carefully and slowly Open only one drawer at a time 	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"> Follow instructions for clearing jams Ensure copier lid is closed when using copier 	Low
			Reviewed: 1/10/20

Printers – Toners

RISKS	Poisoning from toner		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Minimise/Isolate	<ul style="list-style-type: none"> Ensure follow instructions for changing toners Dispose of old toner correctly and wash hands 	Low
			Reviewed: 24/05/22

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"> Little to no cash held onsite Banking done at irregular times and carried in a non-conspicuous bag In the event of a hold up, staff are not to resist demands, but do as requested 	Low
			Reviewed:

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	20/07/2022
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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"> To be kept tidy for safety and well organised for safety as well as general efficiencies Restricted access – hirers to be notified of this/include in venue induction Suggest installing a lockable cupboard for hazardous substances to ensure extra protection Authorised access only 	Low
			Reviewed: 29/03/22

Fencing, Stage Right, amphitheatre

RISKS	Falls; personal injuries		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Minimise/Isolate Minimise/Isolate	<ul style="list-style-type: none"> Gate and fence installed by AC to limit access to SR tower "Keep Off" sign installed 	Low
			Reviewed: 21/02/23

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"> This area can be treacherous in the dark as visibility can be low, particularly whilst a show is on 	Moderate

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		<ul style="list-style-type: none"> Utilisation of the stairwell lights is actively encouraged Additional lighting is also available around the outdoor tech booth Auckland Council to advise on lighting improvements Extra caution advised Included in safety briefings Brick stairs to be water blasted and swept regularly 	
			Reviewed: 20/12/21

Brick/Wooden stairs in amphitheatre

RISKS	Falls; personal injuries; Slippery stairs; Loose stairs		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Eliminate Minimize/Isolate	<ul style="list-style-type: none"> In case of loose bricks and planks Auckland council will be notified for repair The stairs water blasted regularly to avoid slipping on dirt/moss build up Grip tape checked and replaced after expiration 	Moderate
			Reviewed: 20/12/21

Outdoor

Slippery courtyard and decking

RISKS	Slips; personal injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Eliminate	<ul style="list-style-type: none"> Every 3 months, Wet and Forget or a similar product is applied to remove the moss and lichen Monitor moss growth and spot clean when needed 	Low

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		<ul style="list-style-type: none"> Fill cracks in courtyard to prevent plant growth. 	
			Reviewed: 07/02/2023

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"> Warning signage installed in courtyard Keep concrete sand topped up 	Moderate
			Reviewed: 08/02/2022

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"> Signage "do not feed the birds" installed by Auckland Council. 	Low
			Reviewed: 02/08/2022

Barn 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"> These doors are Emergency Exits and must be kept clear. Ushers to facilitate evacuation in case of emergency (Opening the barn doors) 	Moderate

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		<ul style="list-style-type: none"> • "Keep clear" markings have been painted on deck 	
			Reviewed: 15/11/2022

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	<ul style="list-style-type: none"> • Barn door exit (from foyer) • Hirers/contractors are informed during venue induction to not park in front of this. • Sign installed to notify hirers not to park in front of emergency exits 	Moderate
			Reviewed: 15/11/22

Low clearance under historic water pipe

RISKS	Bruising; head injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Engineering Minimise	<ul style="list-style-type: none"> • An Auckland Council Senior Built Heritage Specialist has recommended to Council that the ramp be rebuilt with greater clearance. • Signage installed. 	Low
			Reviewed: 08/03/2022

Slippery courtyard and decking

RISKS	Slips; personal injury		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Eliminate	<ul style="list-style-type: none"> • Every 3 months, Wet and Forget or a similar product is applied to remove the moss and lichen • Monitor moss growth and spot clean when needed • Fill cracks in courtyard to prevent plant growth. 	Low
			Reviewed: 07/02/2023

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"> • Auckland Council has completed some of the planned maintenance which has reduced the amount of water both leaking into and accumulating in the room. • Always use caution when in this space 	Low
			Reviewed:

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Opening/Closing the shutters

RISKS	Trips; falls; personal injuries; members of the public		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate		<ul style="list-style-type: none"> • Shutters are often closed in the dark when visibility is low, increasing the risk of tripping/falling • Staff advised to access this shutter via left-hand side of sign, avoiding electrical box • White reflective tape has been installed on electrical box to increase visibility • Turn on outdoor lights to increase visibility during the evening • Turn lights on in the foyer to increase visibility during the evening • If possible take another staff member with you to close/open the shutters late at night 	Low
			Reviewed: 19/04/2022

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"> • All stairs are kept clear and checked daily. • All surfaces on our stairs should be non-slip. • Edging has been installed on all decking steps • 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. 	Moderate

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		<ul style="list-style-type: none"> • Step lights in the Genevieve Becroft Auditorium and SL stair light are always kept on. • Ushers to warn patrons about using the stage left stairs (Quite wobbly, lots of hazards) • Stairs in the coal bunker leading to the kitchen are not recommended for use as they are non-compliant 	
			Reviewed: 01/11/2022

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"> • Joints between same-level flooring shall be flush to prevent trip hazards • Edges of level flooring to be marked, as necessary. • Review on scheduled basis 	Moderate
			Reviewed:

First Aid Kits

RISKS	First Aid Kits not available, First Aid Kits not well stocked		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
Moderate	Administrative Administrative	<ul style="list-style-type: none"> • Contents checked quarterly • Contents completely replaced annually • Surplus stock kept in box located in the Kermit cupboard • Available in all main spaces of venue. Locations can be found on the evacuation maps • If contents are used contact Venue Operations mark@pumphouse.co.nz 	Low

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	Reviewed: 24/08/2022
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Temperature

RISKS	Dehydration; overheating		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Eliminate/Minimise	<ul style="list-style-type: none"> Drinking water is provided (from filter in kitchen) Heating and cooling are provided in all work areas Air-conditioning/heat-pumps now installed in auditorium 	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"> • Set Construction, Lighting and Changing heights considerations for performance and performers safety. • White tape applied to edges of raised staging platforms and stairs • Very low blue light may be used to aid visibility • When installing items of set these must be well made and supported safely. • Maximum Loadings Stage: Maximum evenly distributed load of 5 kPa (or approx. 500kg/m²). Maximum single point load of 2kN (or approx. 200kg) • Any significant structures (e.g. elevated platform) must comply with Building Code regulations. 	Low
			Reviewed: 12/04/2022

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"> • In general, any significant or major works should be contracted to bona fide tradespeople only who have compliant H&S systems in place. • PumpHouse does not have a relationship/involved with contractors H&S. Contractors are to have their own H&S plans. • Advise staff of any changes to areas that are normally accessible during a contractors work period 	Low

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"> Warning label put on this brown painted asbestos-fibre cement sheeting. If this material is not damaged or disturbed, asbestos release is prevented by the paint. Managed and monitored by Auckland Council every three years. 	Low
			Reviewed:

Biological Hazards

COVID

RISKS	Severe illness, coughing, sneezing, unwell persons, uncooperative persons.		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimize/Isolate	<ul style="list-style-type: none"> Mask encouraged for hirers. Masks required for staff interacting with hirers/patrons/non-staff members. All staff encouraged to be fully vaccinated. All staff encouraged to have a vaccine passport. (Will only be recorded in our system once) Staff encouraged to clean their respective workstations after their shift. 	Low

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		<ul style="list-style-type: none"> • Staff/Hirers to clean all used surfaces after each show • Disposable masks and hand sanitizer made available for staff/patrons/hirers if requested • Perspex screens used at the box office (To be reviewed in January) • If a staff member has tested positive for COVID they are required to self isolate 	
			Reviewed: 20/09/2022

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"> • All facilities, including dressing rooms, backstage, bathroom and all other areas should be kept in a clean and hygienic condition • Maintain stock of cleaning and hygiene products including latex gloves on site. • Maintain stock of latex gloves and cleaning wipes in foyer cupboard for FOH staff for theatre clearing after shows. 	Low
			Reviewed:

Bathrooms

RISKS	Infection; Allergic reaction; Transmitted diseases; Slips & falls		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Eliminate Minimise/Isolate	<ul style="list-style-type: none"> • To be kept in a clean and hygienic condition. • Maintain stock of cleaning and hygiene products including latex gloves on site. • Ensure access to bathrooms for personnel onsite and patrons (e.g. unlock patron bathrooms) 	Low

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		<ul style="list-style-type: none">• Backstage Toilets cleaned regularly.• Patron Toilets are cleaned every day by an outside contractor.	
Patron bathroom (between Courtyard & Amphitheatre) Inspection as above			Reviewed: 26/07/2022
Backstage bathrooms (adjacent to Gallery/Coal Bunker) Inspection as above			Reviewed: 26/07/2022

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"> 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. If you witness any breaches of Health and Safety situations, remember doing nothing is not an option. 	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"> When working late, if possible, avoid working alone Try to walk in pairs/groups If unavoidable, ensure all outside doors are locked Use well-lit areas to access car/bus 	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"> • Ensure appropriate meal breaks and rest period are taken to ensure individual performance is not adversely affected. • Design rosters safely with adequate regular breaks of at least one hour within any five-hour work period • Also covered in employment contracts. 	Low
			Reviewed: 31/05/2022

Manual Handling

RISKS	Strains and/or injury to back		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate	<ul style="list-style-type: none"> • Use trolleys or manual handling aids that are available. • Reduce or split load sizes to manageable weights. • Where possible, use team lifting. • Bend and rotate your knees and not your back 	Low
			Reviewed: 03/05/2022

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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"> • We will endeavour to eliminate the risk. Where impossible, we need to consider how to minimise the risk. • Set achievable demands for workers in relation to agreed hours of work. • Match worker's skills and abilities to job demands • Support workers to have a level of control over their pace of work • Develop multi-disciplinary teams to share ideas and perspectives on ways to address situations. • 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 • Ensure managers and supervisors have the capability and knowledge to identify, understand and support workers who may be feeling stressed • Provide workers with access to independent counselling services • Have agreed policies and procedures to prevent or resolve unacceptable behaviour • Engage and consult with workers before implementing change processes and ensure they genuinely can influence the decisions you make. • Employee Assistance Program is available to all staff 	Moderate
	Administrative		
	Administrative		
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	Administrative		
	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"> • We are committed to effectively avoid and/or deal with such behaviour should this occur. • 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 	Low
			Reviewed:

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Working outdoors; sun protection

RISKS	Skin cancers; Sun Burn; heat stroke; dehydration		
Risk Score	Type of Control	Hazard Controls	Risk Score (with controls)
High	Minimise/Isolate Administrative Minimise/Isolate	<ul style="list-style-type: none"> • Plans ensuring all practicable measures for preventing overexposure are implemented. (Sunscreen, water, protective covering) • Alter work schedules so that work is done outside of peak UV times. • Encourage hydration. Cool drinking water available from kitchen. • Ensure all workers are aware of heat stress symptoms so they can monitor themselves and their colleagues. (High temp, red skin, strong pulse, headache, dizziness, nausea, confusion, passing out) • Move work indoors if possible. • Take regular breaks or rotate with others where possible to reduce their exposure. • Provide SPF 50 or higher broad-spectrum sunscreen protections. • Check stock bi-monthly per schedule. • 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 • Protective UV film applied to all office windows 	Moderate
Check SPF 50, or higher broad-spectrum sunscreen is available			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"> • Health & Safety procedures published and made available as detailed in 'emergency procedures' above. • First Aid Kits are available in 6 locations (Foyer Cupboard, Accessible Toilet, Green Room, Office, Dressing Room & Kitchen). • ADD Further medical support is recommended if circumstances warrant. • Ambulance dial 111 • 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. 	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	<ul style="list-style-type: none"> • Propriety fire alarm system is installed. This is monitored by council. • All heat and smoke sensors checked monthly by Armitage. • Emergency lighting in event of power cut off activates. • Fire and building wardens are appointed for each performance. • Stage lights rigged so that they will not heat materials that may ignite, smoke, or deteriorate flame retarding materials. • Facility equipped with Health & Safety procedures. These are published and made available as detailed above. • 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. 	Low
	Administrative		
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	Administrative		
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"> • Health & Safety procedures published and made available as detailed in 'emergency procedures' above. • Observe "duck, cover and hold" principle. • Staff to undertake earthquake drills. Signed up for "Shake Out". 	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"> • 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. • Contact Auckland Council (09 301 0101) & Vector Gas Emergency (0800 764 764) and notify them of the critical issue that needs fixing. • Call the Fire Service on 111. No one is to re-enter the cafe until the Fire Service declare it safe. 	Low
			Reviewed: 21/12/21

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"> • Facility is equipped with an emergency (battery operated) back up lighting system (monitored by the Council) in event of power cut off. • There is a torch pinned to the Mezzanine notice board, and in the top drawers of the box office and Venue Operations desks. • Two torches are provided for ushers to use. • A torch is attached to each first aid kit. • Contact: Vector's Power Emergency number is 0508 VECTOR (0508 832 867). 	Low
			Reviewed: 04/04/2023

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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"> Entry to the venue restricted to the front doors so that visitors are monitored from entrance. 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. 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). They contact security who despatch an officer. They also alert Business Manager (James Bell) he can review real time venue video monitors (remotely) and attend if appropriate. 	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"> • Secure removable items which are not either currently in use or being observed by staff or other designated parties. • Restrict people from accessing parts of the property they have no reasonable purpose for being in. • Activate alarm and lock doors when areas are not in use. • Assigned staff will respond promptly to notifications from Sure Control alarm system monitoring. • Do not confront a thief or would-be thief directly if there is any reasonable concern about violence. If it is safe to, staff are advised to use the panic alarm • Report theft and other crime to the police, supplying them with any camera footage and other details/evidence available. • 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. 	Low
			Reviewed: 08/11/2022

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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"> • An incident when it occurs must be reported using the web-based Incident Form. • System generated Incident Report goes to both the Business Mgr. and Operations Coordinator. • On receipt both review and discuss that report. • An investigation and OSHBOX Incident Record are actioned by the Operations Coordinator. • New hazard controls, maintenance actions are determined and implemented. • Maintenance related actions are logged to the Maintenance Register. 	Low
			Reviewed: 11/01/2022

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"> • Maintenance requirements logged in PumpHouse network data base. • This data base reviewed regularly by the Pumphouse Business Mgr. and Operations Coordinator • On this review these are allocated to person or organisation for action unless not for action is determined. • Allocated logged items remain on review until such time it is completed and the closed accordingly. 	Low
Review any open/outstanding maintenance logged.			Reviewed: 11/01/2022

Hazard Register Sign Off

Review completed by:		
Name	Position	Signature

Approved by:		
Name	Position	Signature