

## Health and Safety: Venue Users & Contractors Guide

*Updated April 2022*

This guide has been prepared to provide relevant safety information to all hirers and artists ('Venue Users'), contractors and any other person working on site at Basement Theatre (Lower Greys Ave, Auckland CBD) or any of our other sites (Basement office, Dojo).

Before you begin work at Basement Theatre all event producers, lead artists & contractors must read this guide in full. If you have any concerns or questions regarding this guide, please email or call:

- Trigg (Technical & Facilities Manager): [trigg@basementtheatre.co.nz](mailto:trigg@basementtheatre.co.nz) | 0210 828 2648
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# Safety Commitment

## Basement Theatre's Commitment

The Basement Theatre Trust is committed to providing a safe environment for all hirers, artists, employees, audience members, visitors and contractors. To achieve this, we will so far as is reasonably practicable take steps to prevent accidents and injuries by identifying, eliminating or controlling potential hazards and by using sound risk management practices to ensure that our safety programs function effectively.

As managers, we strive at all times to ensure that safety and a safe workplace is provided for all our staff and visitors.

Basement Theatre's Health, Safety and Wellbeing Policy forms the backbone of our intent and clearly outlines our commitment to safety. A copy of this policy is available upon request, however, this policy is currently being reviewed and will be available upon request from May 2022.

Basement Theatre recognises its "Duty of Care" responsibility to all parties and is committed to delivering the highest possible standards of safety and service.

The success of our health & safety program ultimately rests on the commitment of everyone to cooperate and work collectively. To ensure that our goal is achieved all parties must understand their responsibilities and obligations.

## Your Commitment

Along with Basement Theatre you have a responsibility (duty of care) to ensure your health, safety and welfare whilst working at our venue. In fulfilling that "duty of care" both yourself and Basement Theatre should pursue a vigilant, systematic approach to reducing the risk of injury by maintaining a safe environment.

Anyone engaged to perform or work at Basement Theatre's venues is required to comply with Basement Theatre's health & safety policies, procedures, programs and other initiatives and to observe directions on health & safety from designated Basement Theatre representatives.

Ultimate responsibility for all issues of management, assessment, and reduction of risk for hazards in the workplace is a prime responsibility of Basement Theatre. This means that Basement Theatre has final say on any action that it deems may be unsafe. If we say no to something, we mean it.

## Contractors & Subcontractors

All contractors performing work at Basement Theatre venues are responsible for their own health & safety and that of others onsite and must report any incidents, accidents, injuries or hazards in the workplace to a Basement Theatre staff member, as well as their employer. Contractors will ensure that no task will be undertaken where health and safety standards may be compromised.

Basement Theatre staff will inspect and audit contractors to ensure they are complying with safety policies, procedures and safe work methods. Basement Theatre requires all hirers, contractors, subcontractors and employees to fulfil their duty of care responsibilities by:

- Providing a safe place of work
- Providing safe systems of work
- Providing safe plant and equipment

- Providing training and supervision to all employees including casual labour under their direct control
- Encouraging safe practices in the workplace
- Complying with the Health and Safety at Work Act 2015, the Health and Safety at Work Act 2015 Regulations and its amendments.

## Legislation, Policy and Procedures

### Legislation

In New Zealand health & safety legislation (Health and Safety at Work Act 2015) applies to all workplace practices. All work carried out at Basement Theatre's venues must comply with this legislation and any person working outside of these requirements may be subject to legal action.

Basement Theatre require all contractors involved in carrying out work at our venue to:

- Have policies and procedures that aim to protect the health and safety of all
- Ensure policies and procedures are documented and available to all employees, volunteers
- Ensure policies and procedures are implemented
- Undertake risk assessments to identify hazards and implement appropriate control measures in consultation with Basement Theatre venue management

### Basement Theatre's Health, Safety & Wellbeing Policy

In accordance with Basement Theatre's Safety Policy, it is a requirement of Basement Theatre that all Venue Users and Contractors:

- Practice safe work methods at all times to prevent injuries to themselves or others
- Use appropriate Personal Protection Equipment (PPE)
- Report all accidents, incidents and discomfort in an accurate and timely manner
- Actively participate to identify and record hazards, and to ensure controls for all hazards are effectively implemented
- Undertake appropriate training to ensure that they understand Health & Safety requirements and can perform all tasks safely

In addition, the Operations Manager will:

- Assist with the overall objective of continually improving Health & Safety via processes for consultation and participation.
- Report any health and safety concerns immediately to the Venue User/Contractor.

### Other Policies & Procedures

Other policies pertaining to Health & Safety at Basement Theatre will be made known to the Venue User/Contractor as necessary, and are available to access on request.

Current policies include:

- Fire evacuation
- The Basement Theatre Covid-19 & Vaccination Policy

### Safe Work Methods

Safe work methods are only effective when each work process is properly planned and the staff are trained in the safety measures required for each job to be carried out. It is the responsibility of all

Venue Users and contractors to ensure that where there is a risk of injury and or death that they conduct themselves and their staff according to safe work methods.

## General Onsite Safety

In order to have a safe workplace it is vital that everyone who performs any work in our venue has read and understood this guide, and is also familiar with the following rules:

- Always conduct yourself safely
- Never endanger anyone else with what you do
- Always wear sturdy footwear
- Wear suitable clothing
- Always supervise children on site
- Never work whilst affected by drugs or alcohol
- Obey instructions from your supervisor or employer
- Always wear Personal Protective Equipment provided by your employer
- Always report hazards to your supervisor and venue staff
- Under no circumstances should Fire and Building Protection Systems be turned off or any part isolated without prior approval by venue management.

## Personnel

It is the responsibility of the Venue User to ensure that all crew members used in the production are capable of performing the tasks assigned to them. For example, only those with relevant experience should be climbing ladders or rigging equipment. Exceptions can be made for training and skills-sharing purposes, with the supervision of someone with the appropriate experience and skill. All those working at the Basement Theatre should be allowed plenty of breaks, food, and water.

Irrespective of the duration of their engagement, all those working for, contracted by, or volunteering for the Venue User in relation to the Work must attend the pack in induction by Basement's Technical & Facilities Manager, at a mutually convenient time.

## Risk Management

All Venue Users and contractors must identify any foreseeable hazards, assess the risk and take action to eliminate or control that risk. Risk assessment is a problem-solving process where a step by step approach will lead to informed decisions about how best to avoid or control the impact of the risks identified.

### **There are 4 basic steps:**

- Step 1. Identify the problem (hazard identification)
- Step 2. Determine how serious a problem it is (assess the risks)
- Step 3. Decide on what actions are to be taken to solve the problem (eliminate or control the risks)
- Step 4. Review the process and control measures to ensure that the risks are adequately addressed

Risks at Basement Theatre are assessed using the below matrix:

	IMPACT				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Death or Serious (5)
LIKELIHOOD					
Highly Likely (5)	5 (Low)	10 (Moderate)	15 (High)	20 (Very High)	25 (Very High)
Likely (4)	4 (Low)	8 (Moderate)	12 (High)	16 (High)	20 (Very High)
Possible (3)	3 (Very Low)	6 (Low)	9 (Moderate)	12 (High)	15 (High)
Unlikely (2)	2 (Very Low)	4 (Low)	6 (Low)	8 (Moderate)	10 (Moderate)
Highly Unlikely (1)	1 (Very Low)	2 (Very Low)	3 (Very Low)	4 (Low)	5 (Low)

## Event Risk Assessments

The Producer of all events and productions at Basement Theatre will need to complete a Risk Assessment document, to be signed off by both the Technical & Facilities Manager and Operations Manager. The Risk Assessment must detail in full all of the hazards associated with the production, and an appropriate plan for the mitigation of those hazards. The Technical & Facilities Manager will provide you with a template from which you can create this document, and is available to provide guidance on how it should be filled out. Basement Theatre must be satisfied in all respects with the Risk Assessment, at their sole discretion.

### Deadlines - Risk-Share/Risk-Free:

For a multi-night season, this should be submitted no later than the day before the first show. For a one-night production this must be submitted no later than 4pm on the day of the event.

### Deadlines - Fixed Rate:

A draft must be submitted at least five days before pack-in. The final plan will be required to be signed off 24 hours prior to the opening night/event.

In the instance that the Producer fails to complete the Risk Assessment sufficiently by the deadline specified, Basement's Technical & Facilities Manager may complete it on behalf of the Producer in order to ensure the event is able to proceed, provided they are given the information required to complete it. For Risk-Share/Risk-Free works, this will incur a charge of \$200+GST, which will be deducted from the Net Box Office Proceeds. For Fixed Rate Hires, this will incur a charge of \$500+GST.

The Producer guarantees that once the finalised Risk Assessment has been submitted to Basement Theatre, no additions or alterations that could affect the accuracy of the plan will be made to the production or production schedule, without express written notice given to the Technical & Facilities Manager and Operations Manager.

In the event that the Producer fails to present an approved Risk Assessment prior to the day of the first performance of the event and fails to provide Basement's Technical & Facilities Manager with the

information required to complete it for them as outlined, Basement Theatre reserves the right to cancel the Producer's event.

## Emergency Procedures

The following general emergency procedures apply:

1. All Venue Users and contractors are expected to familiarise themselves with the location of all emergency procedures, exit pathways, assembly points and alarm call point positions.
2. A fire alarm activation means there is an emergency situation and all persons should evacuate immediately.
3. In the event of such an emergency all Venue Users and contractors must follow all reasonable directions given by Basement Theatre staff, fire wardens, security personnel or emergency services.
4. Assist mobility impaired persons where possible.
5. Proceed immediately to the designated assembly areas.
6. The building is not to be re-entered until the all clear is given by the fire warden or emergency service personnel.

A full emergency briefing will be given to cast and crew during the induction. It is a key requirement that the Producer (or their representative) works with Basement staff to ensure the exit doors and passageways are clear at all times and during all performances of the Event.

Please note, in the event of a fire service call out which has been caused by the Producer or a member of their production team, the Producer may be liable for any fees charged by the fire service for the call out.

## Production Fire Warden

Each production or event must provide a Fire Warden to be on duty until the end of the show. This person must be in the performance space for the entirety of the production, therefore we usually recommend either the Operator or Stage Manager. The Fire Warden cannot be a performer. The Production Fire Warden will be responsible for ensuring all performers and crew members are safely evacuated in case of an emergency, as well as assisting the Usher with the evacuation of the audience. The Fire Warden must not use or be under the influence of any drugs or alcohol before or during the Production.

## Ushers

All publicly attended events must have an allocated usher in place for the duration of the event. This person cannot be a performer, stage manager, operator or anyone participating in the performance itself - they must remain inside the theatre as a seated audience member for the duration of the event, and not be under the influence of drugs or alcohol.

The usher's key responsibilities are to monitor the behaviour of the audience, to act as the Fire Warden responsible for the audience, and to assist in the instance of any emergencies.

Basement Theatre has a voluntary usher programme which provides ushers for some performances, however, the Producer will be tasked with filling this role for some or all of the performances, depending on whether they are a Fixed Rate Hire or Risk-Share/Risk-Free Hire.

## Incident Reporting

Any injuries, near-misses, or other significant incidents must be reported through Basement Theatre's Incident Report. Incident Report templates can be obtained from the Technical or Duty Managers.

If you or a member of your team has an accident or becomes unwell what you do will depend on the urgency of the incident. Most Health and Safety incidents will be minor. But even then most if not all incidents require reporting.

With the assistance of the Basement staff member, the Producer should take all reasonable steps to ensure that the hazard that created the injury, illness or near miss, is suitably cordoned off and/or eliminated to prevent a recurrence in the short-term future.

The following instructions relate to an incident that results in **Minor** or **Moderate Injury, or a Near Miss** (ie. an injury *almost* or *could have* happened).

- **Report the incident:** Make a Basement staff member (ideally Technical & Facilities Manager, Venue Technician or Duty Manager) aware of the incident as soon as is practically possible.
- **Follow their instructions:** They are trained to deal with incidents like this, know the location of First Aid Kits and are best placed to help anyone who is injured.
- **Fill out an Incident Form:** Basement Theatre staff member will assist you with this. Incident forms are located in the Bar Manager's Area and in the Technical & Facilities Manager's Office.
- **Send to Technical & Facilities Manager:** Send the report and any further useful details to [trigg@basementtheatre.co.nz](mailto:trigg@basementtheatre.co.nz) within 24 hours.

In the event of an incident resulting in **Serious Injury** call **111 Immediately and request an ambulance** and then report the incident to a Basement Staff member as soon as is practically possible.

If serious enough, there may be an investigation of the incident by Basement management, or by WorkSafe.

## First Aid Procedures

The Basement has two routinely serviced First Aid kits, as well as several smaller-size kits. These will be identified during your H&S induction.

Any injury that requires more than one plaster to treat needs to have an Incident Report filed, the Technical & Facilities Manager or Duty Manager can provide this to you. If any of the members of your production have significant existing conditions or allergies, these should be included in your Risk Assessment.

Auckland Hospital is the closest 24/7 emergency medical facility. It is located on Grafton Road and is 6 minutes by car, and about 20 minutes on foot. Serious medical events should prompt the calling of an ambulance by dialling 111.

The nearest emergency defibrillator is located in the Town Hall, through the Stage Door entrance of the APO. If it is after-hours, there are nearby hotels that have AED devices at their receptions (such as Scenic and Quest Hotels on Queen St, and Remembrance Hotel on the corner of Mayoral Dr and Vincent St).

Key members of our staff are trained workplace first aiders, including all Duty Managers, the Technical



& Facilities Manager and Operations Manager.

## Smoke Free Policy

Basement Theatre recognises that smoking is hazardous to health and that non-smokers should be protected from involuntary inhalation of tobacco smoke.

Our venue is designated as non-smoking within the building. Failure to comply with this policy is a serious offence. The use of vaporizers and other particle-emitting devices in the building is also prohibited.

## Alcohol and Drugs

All Venue Users and contractors must ensure their employees, volunteers and subcontractors are not affected by the consumption of alcohol or drugs (this includes prescription drugs) which may endanger their own safety or the safety of others in the workplace.

Nobody using or under the influence of alcohol or drugs is allowed in a performance space while pack-ins and performances are taking place. The same goes for pack-outs, until all ladder use, tool use, scaffolding and heavy lifting has finished. All alcohol consumed in the theatre spaces, bar, foyer and outdoor area must be purchased from the bar. Small amounts of personal alcohol are permitted in the dressing rooms, however please inform the Duty Manager of your personal supply and keep these drinks up there.

Where venue management considers any person to be intoxicated or under the influence of any drug to the extent that that person poses a risk to safety or health of themselves or others, then they will be asked to leave the venue.

Both the taking and the possession of illicit drugs anywhere on Basement Theatre premises is strictly prohibited. Failure to abide by this will result in being banned from the venue.

## Housekeeping and Waste

All contractors are responsible for keeping the work areas clean, tidy, free and clear of hazards at all times. This is of utmost importance in public access areas, thoroughfares and fire exits which must be kept clear at all times. Prior to vacating the site all rubbish and debris must be removed. No waste chemicals, cement or sediment should be disposed of by tipping down storm water drains.

## Damage to Venue, Equipment or Property

Hirers and contractors will ensure that they take such steps as necessary that the premises, including all floor coverings, furniture and fittings, are not stained, marked or otherwise damaged during any work undertaken. Any damage caused to our venue, equipment or property should be reported immediately and the party responsible may be liable for the cost of repairs.

## Hazard Management at the Venue

Each performance space is fitted with a risk register whiteboard displaying both ongoing and production-specific hazards. Any existing hazards will be identified at your initial H&S induction, and this whiteboard should be frequently updated with any significant hazards or pre-controlled risks. Your completed hazard assessment document should also be pinned to this board for other uses of the space to familiarise themselves with. If you require it, the Technical & Facilities Manager can provide a risk assessment for the venue.

Below are a number of general guidelines for the safe management of common hazards at our venue. This is not an exhaustive list and not all aspects of the information will apply in every situation.

For further information about risk management procedures, refer to the 'Risk Management' section above.

## Restricted Areas

No Venue Users or contractors are permitted to enter any areas marked as restricted unless specifically authorised by Basement venue management.

## Manual Handling

Manual Handling is any activity that requires a person to use bodily force in order to lift, lower, push, carry or in some other way move, hold or restrain an object, animal or person.

### ***MANUAL HANDLING IS ONE OF THE BIGGEST CAUSES OF INJURY IN THE WORKPLACE***

All personnel are required to identify, assess, eliminate or control the risks associated with manual handling.

In controlling risks, personnel must:

- Provide mechanical aids, or make arrangements for team lifting, or both
- Ensure that their staff are trained in manual handling techniques, correct use of mechanical aids and team lifting procedures appropriate to the activity

Factors to be considered for reducing risks associated with manual handling are:

- Minimise the lifting and lowering forces exerted
- Avoid the need for excessive bending, twisting and reaching movements
- Reduce pushing, pulling, carrying and holding as much as possible
- Use aids such as trolleys, pallet jacks etc
- Train staff in team lifting, stretching and warm up techniques

## Working with Electricity

The safe use and protection of electrical equipment and cabling is a priority.

All electrical items brought into the venue must be tested and tagged. Working with untagged electrical items may put lives at risk. The venue management may inspect any item brought into our venue.

## Electrical Isolation

Only an electrician appointed by the venue can isolate the electrical supply on the main switchboards and must have authorisation from Basement Theatre management.

Main switches, circuit breakers or fuses must be tagged using approved Lock-Out-Tag-Out system, which states reasons for isolation.

## Electrical Testing and Tagging

All electrical equipment used at our venue must be tested and tagged in accordance with

AS/NZS3760:2011 before being used. Untagged equipment may not be used, and must either be tested and tagged by a suitably qualified person or it will be removed.

## Hazardous Substances

The Venue User or Contractor shall provide a list of all hazardous substances that they will bring to the venue. The list shall identify the name and quantity of the substances in addition to the Safety Data Sheets (SDS). Hazardous substances may require an Approved Handler and are to be noted in the Risk Management Plan. All hazardous substances held at Basement are stored in the Hazardous Chemicals Cupboard, along with their appropriate SDS.

## Plant and Equipment

All plant and equipment brought on-site must be approved by venue management. All plant and equipment must be maintained and current certificates of fitness available if required. Basic instructions must be available for each piece of plant and equipment to be used (whether hired, on loan or owned).

## Working at Heights

Falls from height are a significant problem in New Zealand resulting in serious injury or even death. All work at height should be subject to detailed risk planning and assessments.

As part of the risk planning / assessment consideration must be given to:

- Edge protection, guards or railings
- Scaffolding erected by a licensed, competent company complying with NZ Scaffolding- Good Practice Guidelines and have the appropriate certification
- Suitable training and supervision
- Only ladders designed in accordance with New Zealand standards NZS/AS 1657:1992 Fixed platforms, walkways, stairways and ladders should be used in our venue.
- All rigging and suspended load work must be subject to a detailed risk plan/assessment approved by venue management.

Basement has a Working at Heights Policy, which can be provided on request, or will be supplied when needed by Technical & Facilities Manager.

## Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is often the first choice in reducing risk of exposure to a hazard but it really should be considered a last resort for the following reasons:

- The use of PPE does not reduce the hazard at the source
- If the PPE fails and the failure is not detected, the risk increases significantly
- People may fail to wear PPE particularly for that “one off, quick job”
- People feel safer when wearing PPE and may place themselves at a higher risk
- Choosing PPE as the first option inappropriately shifts the responsibility from the employer to the employee

Best practice for the use of PPE involves:

- Choosing PPE that is appropriate to the task and level of risk
- Using PPE in every situation where the need has been identified

- Ensuring that all PPE complies with the relevant New Zealand standards
- Selecting and fitting PPE to each individual user

Typical PPE used includes items such as hi viz vests, hardhats, eyewear, gloves and face masks.

## Set Construction

Sets and props are occasionally constructed onsite at Basement Theatre. All set construction must be carried out by suitable experienced and competent crew members, at the discretion of the Technical & Facilities Manager.

Only those authorised by the Basement Technical & Facilities Manager can use the power tools at the venue, and any unsafe practices that are observed could result in that authorisation being revoked.

Here is a non-exhaustive list of guidelines for any construction work taking place at Basement:

- All set pieces and drapes must be suitably flame retarded.
- Any defective or unsafe equipment should be tagged as such, reported to Basement Theatre, and not used until repaired.
- Cutting tools should be maintained in a sharp condition and protected when not in use.
- Loose materials such as rags, clothing and hair must be away from all moving parts.
- Never attempt to hold work pieces with your hands where there is a danger of them moving, for instance, pieces of wood during drilling. Work pieces should be secured with clamp/s or similar devices when there is a possibility of them otherwise moving.
- Tools must not be used beyond their design capacity.
- Cutting discs must not be used for grinding or vice versa.
- Tools or electrical leads must not be left where they can create tripping hazards.
- Hands must be kept free of oil and grease while using tools.
- Greasy, wet, slippery or dirty tools must be cleaned before use.
- Machinery with moving parts must have proper guards.
- Do not distract people who are working with machinery.
- Tools must be stored appropriately when not in use.
- Safety glasses, fully enclosed shoes, hearing protection and other appropriate PPE must be worn when using power tools. Appropriate respiratory protection must be worn. Refer to the tools' operating manuals for advice.
- Unattended power tools must be switched off.
- All power tools must be fitted with the guards with which they were manufactured and must be functioning properly.
- Spray painting must be conducted outside the venue and the products used must be approved prior to their use.
- Adequate illumination should be maintained for the safe operation of all powered tools. This is particularly so when working on stage during a production Pack In or Pack Out.

## Special Effects

The use of pyrotechnics, smoke machines, hazers, steamers, CO<sub>2</sub>, dry ice or any similar substances (that the Technical & Facilities Manager deems a risk) in the venue is prohibited.

## Slips, Trips and Falls

In order to prevent slips, trips and falls, the following rules apply:

- Regular inspections of areas to ensure its clear of loose debris and rubbish

- Warning signs placed where appropriate (e.g. wet floor)
- Barriers/cones used to block off any hazard areas as required
- Adequate lighting to be used in work areas
- Equipment and cables on the floor to be taped down or otherwise secured

## Crowd Control

To ensure safety when the venue is at full capacity, the following guidelines should be assessed and applied as required:

- Directional signage to be used
- Ensure all pathways are clear
- Engage qualified security company to assist in patron guidance
- All staff to be briefed on the layout of the venue, nature of the crowd and entry and exit procedures

## Darkness

Working in darkness or diminished lighting conditions is a hazard that cannot be avoided in most theatre productions. Consideration should be given to the following factors when working in darkness is a hazard:

- Those who need to move from areas of bright lighting to low lighting e.g. backstage space to allow eyes to adjust.
- Appropriate access and egress must be maintained from the stage through the wings.
- Appropriate warnings should be provided prior to light levels being reduced e.g. Calls of “going dark” or “going blue”.
- Exit and safety lighting must be maintained and visible at all times. DO NOT cover them up (if set items obscure these signs then copies must be placed so that they are visible to audiences).
- The use of fluorescent tape markings on floors, steps and edges, etc. White tape is also acceptable in most cases where some light is available.
- The use of blues and other work lights. These must be set up whenever it is practically possible.

## Stress & Exhaustion

Ensure appropriate meal breaks and rest periods are taken to ensure individual performance is not adversely affected. We also recommend that you actively support a culture for your team members to ask for help, or communicate when they are feeling stressed to the team leader.

Please note at Basement we have a policy of a maximum shift length of 12 hours per day per staff member; a minimum ten hour overnight turnaround between shifts; and to provide for the minimum rest and meal break entitlements set by the [Employment Relations Act](#); which applies to any person working in the venue whether they are employed by the Venue User/Contractor or Basement.

Where personnel is required to work extended hours, extra planning should be put into place as to the safety hazards and harm this may create to the staff on duty and the workplace in general.

## Noise

Repeated exposure or continued exposure to excessively high noise levels can result in irreversible damage, as well as immediate discomfort or injury. Please alert our Technical and Facilities Manager if you are planning on using loud or uncomfortable noise in your Production.

For pack-in periods, Basement provides basic PPE in the form of hearing protection (ear plugs and over-ear protection) and productions are encouraged to use these when required.

In-show sound effects and playback should all be tested during the pack-in period, to ensure all levels are at an appropriate volume for audiences and performers.

## Additional Hazards

Whilst this document is a valuable tool it is not exhaustive. There are many other workplace hazards that may be specific to the work being carried out. These will become evident during the planning of the work.

The Venue User or Contractor must make sure that they and their staff are aware of all the hazards and the specific controls being put in place to manage the risks associated with the work being carried out.

## CHECKLIST: Key milestones & responsibilities to be completed by an Event Producer

- Read this guide! ☺
- Attend a pack in meeting to discuss H&S risks associated with the hire and receive instructions regarding the risk assessment
- Submit a draft event risk assessment no later than 24 hours prior to the opening performance (Risk-Share/Risk-Free) or five working days prior (Fixed Rate Hire)
- Attend a pack in health & safety briefing with the Technical & Facilities Manager (or someone delegated by them) with your full team
- Nominate a fire evacuation warden for your event
- Nominate an usher for the opening night of your event, and subsequent Tuesday and Saturday performances (Risk-Share/Risk-Free) or arrange for an usher for all instances of your event (Fixed Rate)
- Ensure any new risks that have not been included in the Risk Assessment are communicated promptly to the Technical & Facilities Manager
- Report any incidents, near misses or new hazards (of any severity) to Basement staff while on site