



**HEALTH AND SAFETY INDUCTION**

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## Health and Safety Policy

Evolution Theatre Company Trust (ETC) is committed to health and safety and will ensure, so far as reasonably practicable the health and safety of our staff and visitors.

To achieve this, we will:

- Comply with the Health and Safety at Work Act 2015 (HWS Act) and Health and Safety Work Regulations 2015 (HSW Regulations)
- Proactively identify hazards and unsafe behaviours and take all steps to manage these to as low as reasonably practicable
- Accurately ensuring appropriate processes are in place for reporting and recording all workplace accidents, incidents and injuries (events); in a timely manner
- Design, construct, operate and maintain our assets and equipment to safeguard people and property.
- Require our contractors to demonstrate the same commitment to achieving excellence in health and safety performance; and
- Consult and actively promote participation with staff and contractors to ensure they have the training, skills knowledge and resources to maintain health and safety within the workplace

The trustees acknowledge the need to establish and maintain health and safety standards in our workplace. However, we seek cooperation from all our instructors and visitors in achieving our health and safety objectives and expect that we will all:

- Take reasonable care for their own health and safety
- Ensure that they do not adversely affect the health and safety of other persons
- Follow ETCs policies and procedures
- Comply with any reasonable instruction given
- Identify hazards, assess and control risks to health and safety that are under their control
- Report all hazards, accidents and incidents in a timely manner

## Emergency and Evacuation Procedures

This plan has been prepared for all staff, including trustees and instructors, contractors and visitors in the event of an emergency. The emergency is likely to be a fire or an earthquake.

### 1. Emergency Officer

**DURING AN EMERGENCY THE EMERGENCY OFFICER HAS ABSOLUTE AUTHORITY UNTIL THE ARRIVAL OF EMERGENCY SERVICES.**

In the event of an emergency the key staff member on site is to act as the Emergency Officer. If it is safe to do so, collect the Emergency Warden Hi-Vis that is hanging next to the First Aid Kit and the sign in sheet.

### **1. Emergency Officer**

The Emergency officer is responsible for

- a) The safety of all personal, this includes contractors on site
- b) The orderly disbursement of people to the evacuation area
- c) Check all buildings are clear, e.g. toilets, offices, scene dock
- d) Rendering any medical assistance required by any persons/injured and if necessary organising their safe evacuation
- e) Having any fire contained, only if it can be done without possible injury or loss of life
- f) Carry out and complete a Roll Call at the assembly area
- g) List all people unaccounted for at the Roll Call and check this off against the list of those remaining inside
- h) Start inquiries for those unaccounted for

The address of ETC is 75 Disraeli Street, Gisborne

### **2. Assembly Area**

The assembly point is across the road from ETC outside Allan Kellett Panel and Paint

- a) All staff, visitors and contractors must follow the instructions of the Emergency Officer
- b) No one is to leave the area until released by the Emergency Officer
- c) Everyone is to act in an orderly manner

### **3. Fire Alarm and Extinguishers**

On the sound of the fire alarm exit the building through the closest exit. The alarm activation panels are located;

- by the main entry
- by the wheelchair access door
- by the door to the back yard
- in the scene dock entrance

Fire extinguishers are located in the ramp area leading from the theatre to the hallway.

## **FIRST AID KIT**

The first aid kit is located on the wall in the ramp area leading from the theatre to the hallway. There is also a first aid kit located in the kitchen cupboard under the sink.

Please record any use of the first aid kit in the notebook provided.

## HAZARDS

All workplaces have hazards, and a theatre company can have its fair share. It is important that you are aware of the hazards while you are on site. Below are the initial hazards that have been identified. As more are found, they will be recorded and displayed in the ramp area leading to the hallway.

Please take a moment to familiarise yourself with the hazards, the more you are aware of the hazards the less likely you are to be harmed.

### ***Initial Hazards***

Slips on wet surfaces - be aware of any spills, leaks etc on hard floors.

Uneven surfaces - like many older buildings, surfaces can become uneven and have different levels. Be sure to familiarise yourself with these, this is important in the scene dock area.

Hazardous substances - stored on site are several paints and cleaning fluids. Please follow the manufacturers advice when using these products.

If you do notice a hazard that hasn't been identified, please let Nikki Henderson know. She is able to ensure this is recorded and actioned.