

## Health & Safety Guide for Users

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## Health and Safety Policy of Commitment

The Meteor is committed to excellence and continual improvement in health and safety. We comply with the Health and Safety at Work Act 2015 and all other relevant legislation, rules, standards and codes of practice, including the NZ theatre and entertainment industry safe working practices set out by ETNZ. These practices can find here: <https://www.etnz.org/ETNZResources>.

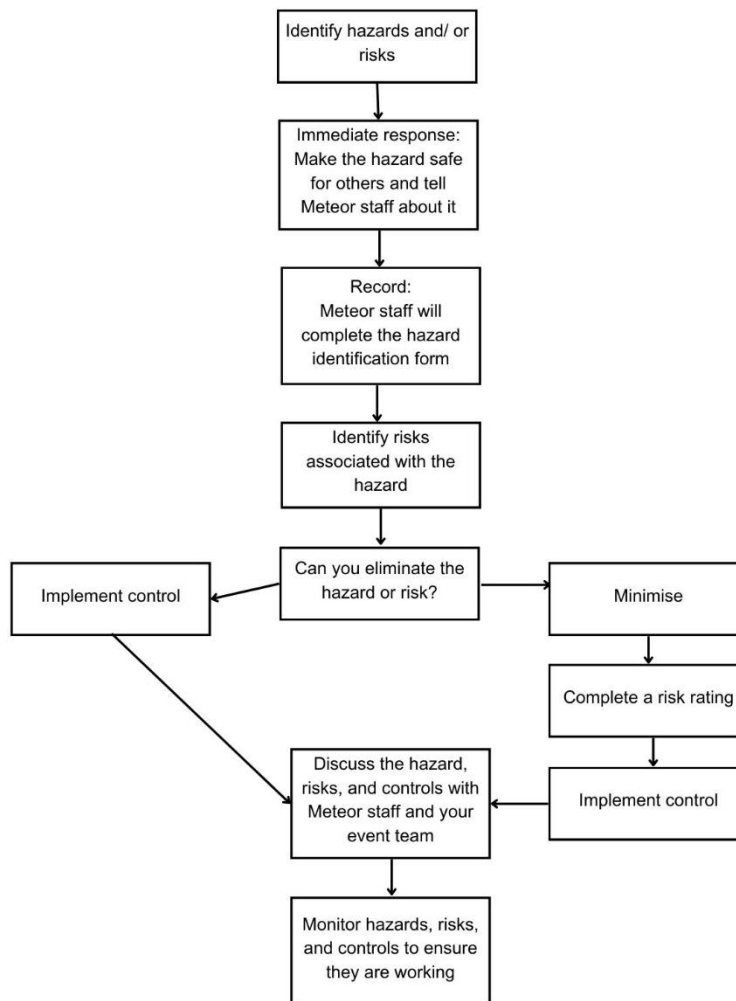
While you are within our whare, we ask that you:

- Have a current understanding of this health and safety policy.
- Appropriately share the nature and risks of your event.
- Manage hazards through robust risk management.
- Report any accidents, incidents, near misses and hazards to the Meteor team immediately.
- Follow the health and safety directives of the Meteor team.

## Hazard Management

Prior to your event, we'll ask you to complete a Hazard Risk Assessment. The purpose of this document is so you can identify any hazards that your production is creating and complete an assessment of the risks associated before you arrive. The Hazard Risk Assessment will be included in the pre-show information we send out to you.

If you were to come across any new hazards while at our venue, then we ask you to follow the below instructions:



		IMPACT				
		Death or Serious 5 Death or permanent disability	Serious 4 Extensive injuries, but with recovery over time, or long term effects to health	Medium 3 Medical treatment from a doctor or serious short term effects to health	Minor 2 Non-lost time, first aid treatment, or nil/minor effects to health	Property 1 Property damage only
LIKELIHOOD	Highly Likely 5 Event may be expected to occur at any time	25	20	15	10	5
	Likely 4 Event will probably occur in most circumstances	20	16	12	8	4
	Possible 3 Event may occur occasionally	15	12	9	6	3
	Unlikely 2 Small possibility event may occur at some time	10	8	6	4	2
	Highly Unlikely 1 Event may only occur in exceptional circumstances	5	4	3	2	1

## General Safety Rules

Below are some general safety guidelines that everyone needs to be aware of whilst on site:

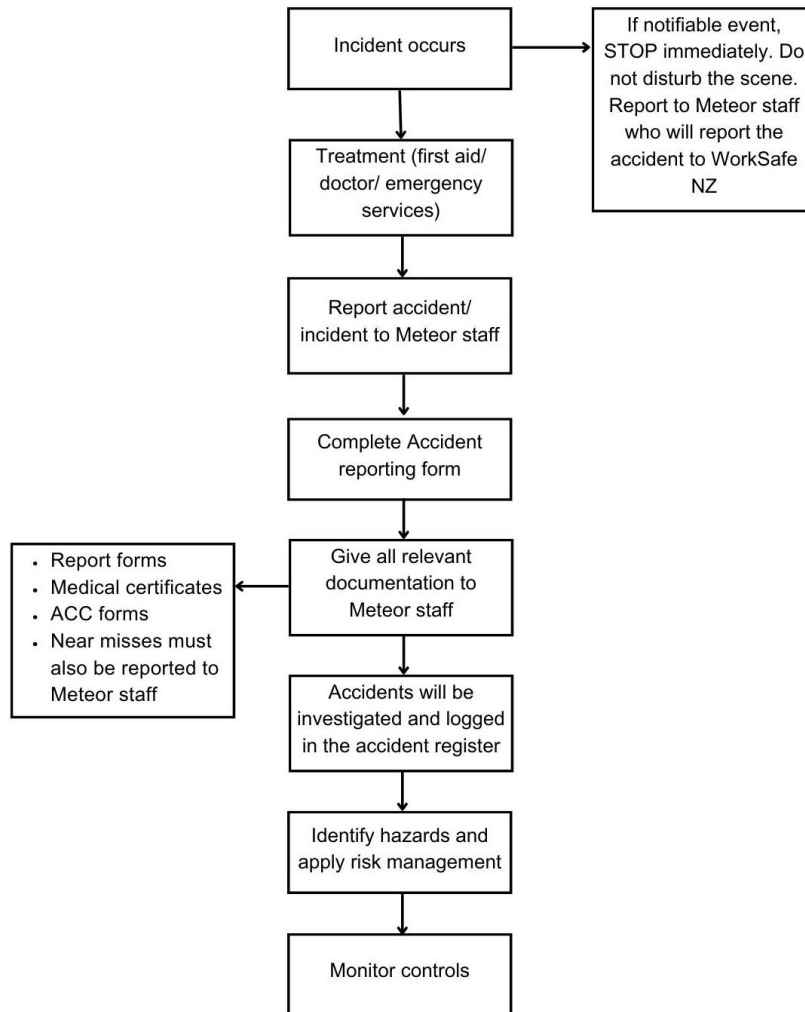
- This is a working theatre, not a playground.
- Be mindful of others.
- Ensure you are always wearing the appropriate personal protective equipment.
- Do not participate in any activities you have not been trained to do.
- Everyone must complete a health and safety induction led by Meteor staff.
- The use or possession of drugs is prohibited at all times.
- The use or possession of alcohol is prohibited unless supplied by the Meteor Duty Manager.
- Smoking is only permitted in the designated area.

## Vehicles and Mobile Machinery

You must first gain permission from the venue technician before operating any vehicles and/ or machinery onsite.

To operate the Genie, you must have a current licence and the venue technician must have sighted this prior to your use of the machine.

## Accident, Incident and Near Miss Reporting



All accidents, incidents, and near misses must be reported to Meteor staff and the appropriate form completed to record the relevant details.

## Emergency Procedures

It is important that everyone onsite knows and understands the emergency evacuation procedures. The Meteor team and your event team are responsible for assisting others during an emergency evacuation. You must follow instructions from Meteor staff in an emergency.

First aid kits are in the Greenroom, Bar and Office space and fire extinguishers are around the venue. A defibrillator is located in the cupboard to the right of the public toilets, marked by the AED sign.

## Injuries

1. Assess the situation, ensure there is no risk or danger for yourself or others.
2. Secure the scene and consider if evacuation is necessary.
3. Apply first aid as needed, do not give the injured person any food or water.
4. Call an ambulance.
5. Remain with the injured person until the emergency services arrive at the scene.
6. Ensure someone is positioned at the door to direct the ambulance to the scene.

## **Falls**

1. Assess the situation.
2. Secure the scene and consider if evacuation is necessary.
3. Do not move the injured person. Keep them warm and reassured.
4. Apply first aid if possible. Do not give the injured person any food or water.
5. Call an ambulance.
6. Remain with the injured person until the emergency services arrive at the scene.
7. Ensure someone is positioned at the door to direct the ambulance to the scene.

## **Fire**

1. Only try to put the fire out if it is safe to do so.
2. Raise the alarm to warn others, this is done by yelling "Fire, Fire, Fire" and using the Air horn.
3. Evacuate the area by following the evacuation process. Gather all persons at the assembly point.
4. Call the emergency services.
5. Provide first aid if required.
6. Do not re-enter the building until the all-clear is given.

## **Earthquakes**

1. Take cover under desks or doorways. If outside move away from buildings.
2. Stay away from windows.
3. After the earthquake check for injured people.
4. Evacuate the building if necessary.
5. Call the emergency services if required.

## **Aggressive Person**

1. Be polite at all times.
2. Stand in a non-aggressive stance, make sure there is some space between yourself and the person.
3. Get assistance or walk away if you cannot calm the person down.
4. Call the Police if necessary.

## **Medical**

1. Apply first aid as relevant to the medical condition. Do not give the person any food or water.
2. Call an ambulance.
3. Remain with the person until the emergency services arrive at the scene.
4. Ensure someone is positioned at the door to direct the ambulance to the scene.
5. Ensure the family or emergency contact is contacted once the person has been taken to the hospital.

## **Terrorist Attack**

1. Find the safest way to leave the area. Move as quickly and calmly as you can.
2. If you cannot run, hide and find cover from gunfire.
3. If you can see the attacker, they may be able to see you. Cover from view. This does not mean you are safe; bullets go through glass, brick, wood and metal.
4. Be quiet, silence your phone and turn off vibrate. Dial 111 if safe to do so. Identify location, direction the attacker was last seen and a description of the attacker.

## **Armed Robbery**

1. Remain calm.

2. Do what you are told.
3. Carefully note the offenders' description, but don't stare.
4. If it is safe, note the direction the offenders go and the vehicle description and registration number.
5. As soon as the offenders leave, dial 111 and ask for Police.
6. Stop people entering the area used by the offenders.
7. Ask witnesses to wait until police arrive and speak with them.

## **Fire Training**

You will be instructed on the fire procedures as part of your onsite health and safety induction.

### **If You Discover a Fire:**

- Warn occupants in the immediate area.
- Shout "Fire, Fire, Fire!" and use air horn.
- Evacuate the building.
- Go to the assembly point at the Northwest corner of the carpark.
- Report to the fire warden at the assembly point, pass on any relevant information about the fire, and call 111 if requested.

### **If You Are Warned of a Fire:**

- Shout "Fire, Fire, Fire!" and sound air horn if not already sounding.
- Assist others to evacuate if required.
- Evacuate to the assembly point at the Northwest corner of the carpark.

### **When Making a 111 Call:**

- If possible, use a mobile phone outside the building or a phone in a safe area out of earshot of the alarm.
- Be aware that if you are using a landline you may have to press a number to obtain an outside line (for example, you might have to dial 9-111) Ask for Fire.

### **You will need to provide the following information:**

- The nature of the emergency (e.g. alarms ringing).
- Building name – The Meteor Theatre.
- Street number – 1.
- Street name – Victoria Street.
- Nearest intersection – Anzac Parade.
- Suburb – Hamilton CDB.
- City – Hamilton.