

THE METEOR Production Hazard Identification and Risk Assessment

Please identify any hazards your production may create and assess any associated risks. Once fully completed, please send to The Meteor team for approval. If you have any questions about filling out this assessment, please contact Guy Coker guy@themetor.co.nz

Your Details		Performance Details			
Name: <i>Who is filling out this form?</i>		Show Date(s):			
Date:		Show Type: <i>E.g. Theatre, Dance, Music, etc</i>			
Production Name:		Start Time:			
Venue: <i>E.g. Blackbox, NCG, etc</i>		Run Time:			
Production Details					
Seating Configuration: <i>E.g. Proscenium (standard), Standing, Tables, etc</i>		Pack In Start:	DATE:	TIME:	
Seating Capacity: <i>E.g. 98 (standard), 114, 154, 176, etc</i>		Pack Out Start:	DATE:	TIME:	
Smoke Isolation					
<p>Putting the building into isolation leaves it, and the people inside, at a heightened risk. While in isolation, the only way the building can be moved into a state of emergency is via a manual call point. By being in charge of the isolation, you acknowledge that you will take full responsibility for the building over the course of your hire period. This includes taking on any potential financial fallout if the smoke isolation procedure is not followed correctly. We recommend this responsibility is taken on by your Stage manager, Lead tech or Desk operator. This role can NOT be handed over without permission and training from The Meteor team.</p>					
Do you require the building to be isolated for smoke/haze?		Person in charge of isolation:		Back up person:	
Personnel & Contacts					
Show Producer:	NAME:	PHONE:	Operator:	NAME:	PHONE:

Stage Manager:	NAME:	PHONE:	Fire Warden:	NAME:	PHONE:
Performers: <i>Please include names and contact numbers</i>			<i>Please note the allocated Fire Warden is responsible for the safe evacuation of the cast and crew in the event of an emergency and therefore must be present for the full duration of all performances.</i>		
Show Crew: <i>Please include names, roles and contact numbers</i>			Pack in/ out crew:		
Show Contact Procedure: <i>Describe the contact procedure for show comms on the night (who oversees what etc)</i>					
Agreement:	By signing below, I indicate that the attached risk assessment document is an accurate representation of the production and all associated activities. I understand my responsibilities; both those assigned to me in the process of hazard mitigation, and for the overall health & safety during the course of the production. If necessary, I will ensure all persons identified in this document are aware of and agree to their responsibilities. If any changes are required throughout the course of the production, I agree to inform the Technical Manager and, where necessary, update this document to reflect these changes.				
Show Producer:	Operator/Stage Manager:		The Meteor Technical & Operations Manager:		
Signed:	Signed:		Signed:		
Date:	Date:	Date:	Date:	Date:	

Hazard Identification

This is NOT a list of things that are banned/ illegal/ cancelled at The Meteor! They are just things that need to be identified.
Tick all hazards that apply from the list below; add any extras in the blank spaces and then tick that box

Construction / Pack In		Technical / Set / Props		Performance / Audience	
Sudden loud noise		Non-Meteor lighting equipment		Use of trap door	
Prolonged noise		Non-Meteor sound equipment		Sudden or extremely loud noise	
Dust		Non-Meteor power distribution		Prolonged loud noise	
Heat/cold		Lights on booms		Firearms/ gunshot	
Any other environment hazard		Cables on the floor		Any other sound hazard	
Heavy objects		Low hanging lights or speakers		Performer at heights	
Large objects		Other rigging hazard		Acrobatics	
Sharp or rough objects		Lasers		Prolonged repetitive movements	
Glass		Strobe		Dance	
Woodwork		Practical lights		Children (under 18)	
Metal work		Non-standard lighting		Animals	
Scaffolding		Floor lights		Nudity	
Welding		Non-standard electrical equipment		Lifting or carrying	
Cutting materials		Non-Meteor electronics		Human fluids	
Sanding		Any other electrical hazards		Fight sequences	
Grinding		Set rigged from grid		Riding	
Painting		Angled or uneven surface		Costume reduces movement	

Other hazardous task		Slippery surface		Costume reduces vision	
Use of hand tools		Steps or ramps		Over/ under-heating	
Use of electric/ battery powered tools		Drapes		Bare feet	
Nail guns		Flammable materials		Non-standard costume material	
Compressed air		Confined spaces		Body paint	
Plant or machinery		Scaffolding		Any other costume hazard	
Use of MDF or other composite		Moving scenic pieces		Covering of exits	
Glues or adhesives		Any other set hazard		Non-standard seating configuration	
Paints		Naked flame		Use of Fire Exit	
Chemicals		Water on stage		Any other venue hazard	
Fibreglass		Dust / allergens		Low ceiling height for audience	
Other hazardous material		Sharp objects		Mobile audience	
Platform above 400mm		Weapons		Audience participation	
Use of outdoor area for construction		Construction / Pack In		Any other audience hazard	
Working outside at night		Chalk		Rostra above 400mm	
Any other pack in /pack out hazard		Food / liquids other than water		Anything dropped onto or thrown into the audience	
		Glass / other breakable			
		Animal tissue			
		Rugs/carpets/mats			

Hazard Assessment Matrix

LIKELIHOOD	IMPACT				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Death or Serious (5)
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)

Rating Guidelines

Very Low	Acceptable as is, no further action required
Low	Acceptable but consider further controls
Moderate	Controls required
High	Immediate and strict controls required
Very High	Process should be stopped immediately, consult Technical Manager

Likelihood Guidelines

Highly Unlikely	This hazard may create harm in exceptional circumstances.
Unlikely	This hazard is unlikely to cause harm
Possible	Without further action, this hazard could create harm
Likely	This action is likely to lead to harm without further control
Highly Likely	If this action proceeds without control, the potential harm is almost certain

Impact Guidelines

Negligible	<ul style="list-style-type: none"> • <i>This hazard will cause very little to no harm to people or property.</i>
Minor	<ul style="list-style-type: none"> • <i>Minor injury or discomfort, basic First Aid required.</i> • <i>Some cleaning or repainting of venue required.</i> • <i>Incident report completed and filed internally.</i>
Moderate	<ul style="list-style-type: none"> • <i>Moderate injury (cut, large graze, deep tissue, discomfort to the senses, temperature extremes) requiring medical treatment.</i> • <i>Minor damage to the venue or equipment, repairs to property required.</i> • <i>Incident report completed and passed to Technical Manager for investigation.</i> • <i>Production is stopped.</i>
Major	<ul style="list-style-type: none"> • <i>Singular serious injury (concussion, deep cuts, broken limb, crush injury, hearing or vision damage, burns) requiring hospitalisation.</i> • <i>Significant damage to the venue or equipment, financial and/or time costs to repair property.</i> • <i>Trauma or other psychological/mental health impact on an audience member.</i> • <i>Incident report completed and WorkSafe involved with possibility of prosecution.</i> • <i>Disruption to season and ticket sales, potential media coverage.</i>
Death or Serious	<ul style="list-style-type: none"> • <i>Fatalities and/or multiple serious injuries requiring hospitalisation.</i> • <i>Permanent and compromising damage to the venue or equipment, disruption to structural or electrical integrity requiring urgent and immediate repair.</i> • <i>Serious disruption to season and other productions across the venue.</i> • <i>WorkSafe investigation with probable prosecution.</i> • <i>Significant media coverage compromising The Meteor as well as the production company.</i>