Health and Safety Guide

Mayfair Theatre Charitable Trust

100 King Edward Street

South Dunedin

As of July 2021

**This Health & Safety Guide is always subject to change.**

***The* Mayfair *Theatre endorses the “Guide for Safe Working Practices in the New Zealand***

***Theatre & Entertainment Industry”***

**If in doubt Ask.** **If you think it isn’t safe don’t do it.**

Health and safety is everybody’s responsibility and all workers including contractors and volunteers (PCBU ‘Person Conducting a Business or Undertaking’ See worksafe.govt.nz)

PCBU”s must

• identify hazards and assess risks

• implement controls ensuring they remain effective.

• be aware of their responsibilities.

• take reasonable care of their own health and safety as well as that of others.

• ensure good housekeeping

• report all incidents and injuries as soon as possible to the venue as well as Work Safe if serious harm has occurred.

• comply with any reasonable instructions, policies and procedures.

• ensure the competency of workers.

**EMERGENCY AND EVACUATION PROCEDURE**

If the alarm sounds calmly exit the building making your way through the nearest exit to the designated assembly area the Cameron St Carpark.

If you discover a Fire initiate an evacuation by pressing a **CALL POINT** and once activated leave the building immediately.

Once safe outside call 111 ask for Fire and Emergency.

The address for the theatre is Mayfair Theatre, 100 King Edward Street, South Dunedin, the nearest crossroad is King Edward Street and Cameron St.

Do not re-enter the building until all clear is given.

**Hazard Identification and Control Procedures**

See attached Site Safe Document (risk-guide-web-final.pdf) for identifying hazards

The theatre must be notified of all hazards being introduced to the venue

**Known Hazards and controls**

**Stairs**

The Mayfair is a very old building and is full of stairs and narrow doorways. **Stairs and exit pathways must be kept clear at all times**. The Tech area at the rear of auditorium **must not extend beyond the platform provided** ( you may go up).

**Pit**

when covers are removed cones and barriers and hand rails are to be used until the hazard has been highlighted to all on stage. Danger of crushing fingers when shifting pit covers.

**Flys**

Ladders to the Fly’s are to have the covers on with signage when flys are not staffed. Only Authorized personal are to have access to the fly floor and Patch Floor.

Authorized personal are to have training in theatrical handline flying and working at height.

**Grid**

Only Authorized personal are to have access to the Grid. PPE to be used in required areas.

Authorized personal are to have training in theatrical handline flying and working at height.

**Electrical**

Much of the Mayfair’s power is controlled with contactors . However the Green room Lights and heat pumps need to be actioned separately.

The Stage main dimmer switch must be turned off at night after the performance

**Chemicals**

Normal cleaning chemicals are held in the locked cleaners cupboard

Smoke fluid, turpentine, paint, isopropyl alcohol held in the locked workshop.

**PPE**

Appropriate ppe is to be used at all times

**Damage to property**

Care needs to be taken when moving items and equipment especially around plaster work, walls and doorways

Damage is assessed and the costs of repair are recuperated from the promotor.

**Nothing is to be removed, altered**, **or used in the theatre** without prior approval being given.

Please note the Cyc is normally fixed and cannot be completely removed. Exposing the wall requires theatre supervision.

Do not park your vehicle in the driveway as it is shared and emergency access. You may be towed.

**Smoking or vaping** is not permitted anywhere inside the venue.

**Under the influence**

of alcohol and or drugs has no place in the Mayfair. This includes any prescription medication that impairs or affects your ability to work safely.