

# HUNTINGTOWER

Performing Arts Centre



## **SAFETY INDUCTION**

Safety inductions for all Venues

Revised Feb 2020

- Welcome to the Huntingtower School Performing Arts Centre induction for all parties engaged in planning, designing, preparation and conduct of work in our venue.
- Please read all pages and complete declaration on the last page. When completed please return to your Venue Hire Team representative.

# THE AIM OF THIS INDUCTION

- Ensure that users of our venue are able to enjoy the performance in a safe manner
- Brief you on what is expected from you as a venue user
- Alert you to some common hazards
- Make you aware of safety procedures that are particular to our venue.

# INTRODUCTION

- The Performing Arts Centre, including but not limited to Auditorium, Foyer, toilets, Stage, backstage, seating areas, green room, change room, drama room, car park and surrounding areas can be dangerous places.
- The following are some of the hazards that may be found in these areas:-
  - Falling from height
  - Manual handling
  - Electrical
  - Hazardous substances
  - Traffic hazards
  - Low light levels
  - Tripping hazards

# RESPONSIBILITIES

Lets look at some responsibilities the Huntingtower Performing Arts Centre and yourself have, while you are at our venue.

# DUTIES OF EMPLOYERS

- The Occupational Health and Safety Act 2004 (OHS Act) places the onus on employers to provide and maintain a working environment that is safe and without risks to health.
- This should be undertaken through a process of consultation, risk management, information and training with employees at the workplace.
- Whilst Huntingtower School provides a safe work environment and is responsible for its employees. Responsibility for all client personnel (employees, participants and volunteers) and activities undertaken in the venue remains the responsibility of the CLIENT.

# DUTIES OF EMPLOYEES

Under the OHS Act any volunteer involved with the event is considered an employee of the organization.

Employees also have a responsibility under the OHS Act in that they should:-

- Take reasonable care for their own health and safety
- Be aware of how their actions may affect others
- Co-operate with the employer with respect to the employers duties under the Act.

They should not:-

- Willfully or recklessly interfere with or misuse anything provided by the employer in the interests of health and safety.
- Place other persons health and safety at risk.

# WHAT THE VENUE EXPECTS FROM YOU AS A USER OF THE VENUE

- Abide by all the rules and procedures of the venue.
- Be aware of what you do and how it may affect your safety and the safety of others.
- Do not use any equipment or perform any procedure unless you have been trained and authorised to do so.
- Children are to be fully supervised by responsible adults at all times and in all areas of the venue.
- Supervising adults are responsible for the safe evacuation of children as directed by venue staff.
- Ensure that this information is shared and understood by all performers and production personnel involved in your event.



# ASK

If you are unsure or have concerns for your safety or for the safety of others, approach Huntingtower Performing Arts staff or management and request assistance.

**SAFETY IS EVERYBODY'S BUSINESS.**

# CONSULTATION

Consultation between Huntingtower Performing Arts Management and users of the venues is an important tool for managing the health and safety program of the venue.

Employees and clients using the venue (including all personnel) of the venue are actively encouraged to raise any health and safety concerns with the Huntingtower Performing Arts Management and or staff representatives on site.

# HAZARDS & RISKS

Remember:

- A HAZARD is something that has the potential to cause harm, injury or disease.
- A RISK is a measure of the probability of the hazard occurring.

# MANUAL HANDLING

Manual Handling can involve:

- Lifting, pushing, pulling, restraining, gripping, carrying or moving

These types of activities often result in some form of musculoskeletal type injury.

Manual handling tasks should undergo hazard identification and risk assessment followed by the establishment of a safe system of completing the task.

# MANUAL HANDLING (CONT.)

A reduction in the risk of incurring a musculoskeletal type injury can be achieved by a safe system of work involving:-

- Team Lifting;
- Reducing the weight;
- Applying some form of mechanical assistance i.e. a hand trolley;
- Reducing the dimensions;
- Using lifting aids;
- Redesigning the task and;
- Adopting correct lifting postures.

Remember: If unsafe, **DO NOT** perform the task!

# ELECTRICAL SAFETY

## Use of electrical equipment

### DO

- Use only current tested and tagged equipment
- Remove faulty equipment from service
- Report electrical faults to staff or management

### DO NOT

- Don't use faulty equipment
- Don't perform electrical installations unless qualified and authorized by Huntingtower School

# SAFE WORK AT HEIGHTS

- Falls from height have the potential to result in a severe injury or death
- A risk assessment must be undertaken for any task that requires work with a potential to fall
- Anyone undertaking work from height in the venue must have the appropriate licence
- Persons working at height must wear the appropriate fall protection equipment and have a safe means of access
- Please refer to Occupational Health and Safety Regulations 2017, Prevention of Falls for further information.

# HAZARDOUS SUBSTANCES

Theatrical venues use a variety of substances that may be hazardous.

Prior to using any substance:

- Obtain a current Material Safety Data Sheet from the supplier or manufacturer
- Identify the hazards
- Assess the risks
- Implement control strategies to reduce the risks
- Ensure the correct Personal Protective Equipment is worn as last resort.

If you have any concerns with the substances you are using or intend using, seek advice from the Management.

An example of a hazardous substance is the fluid in a smoke machine. The use of this substance creates certain hazards and risks that require assessment.

It is essential that organisers obtain approval from Management for the use of any substance at the venue and this is noted on the Notification of Hazardous Event Conditions form

# SAFE USE OF EQUIPMENT

The theatre uses a variety of equipment for a production. Some of the equipment requires a licensed operator or specialized training.

Verification/documentation of licence and training will be required.

Do not attempt to use any equipment within the venue unless you are trained, qualified and have received authorization from the Venue Management.



# NOISE

- Exposure to excessive levels of noise may cause a loss of hearing ability
- Noise induced hearing loss is not repairable nor will your hearing ability return to pre-existing levels
- A rough indication that you are being exposed to excessive levels of noise is when you are communicating with someone and you have to approach that person closer than normal, to determine what they are saying.
- Australia's noise exposure standard sets a safe maximum exposure level of 85 decibels (A-weighted) averaged over an eight-hour period, and a peak level of 140 decibels (c-weighted).
- It is advisable that personal hearing protection devices such as ear muffs or ear plugs be worn when communication is difficult or discomfort is experienced during noisy periods.
- Noise also causes secondary risks in that it is difficult to detect approaching vehicles or warning signals.

# SET CONSTRUCTION

The construction of sets used in performances should initially undergo the hazard identification and risk assessment process. The system of work for set construction affects many people and the following factors are examples of what should be considered prior to construction:

- Total Weight
- Slips, trips and falls
- Flammability
- Stage loading
- Sharp edges
- Plant used
- Manual handling
- Structural integrity
- Activities during bump in and out

# FLYING SCENERY

- Only Huntingtower Performing Arts authorized personnel are permitted to operate the Flying Systems
- Only approved materials may be used to suspend scenery from the fly bars, winches and truss.
- Only properly constructed scenery is to be suspended from the fly bars, winches and truss.
- All use of rigging or flown scenery/equipment must be discussed with the Technical Manager or their representative prior to, and approved at a production meeting, before the bump in period.
- The Huntingtower Performing Arts Centre Technical Manager or their representative retain the right to decline to rig or request remedial works to any suspended scenery

# SPECIAL NOTICE REQUIRED

Please advise Venue Management if you intend to incorporate any of the following in your production:

- Naked Flame
- Pyrotechnics
- Lasers
- Strobes
- Smoke & Haze
- Flying system
- Guns, Knives & Swords
- Water or other liquids on stage
- Simulated stage fights
- Scenery which is structural and has to support the weight of the performer

# HOT WORK

Hot work is defined as an activity that generates a potential source of ignition.

Hot works include arc welding, oxygen and acetylene welding or cutting, metal grinding or the use of any naked flame.

All hot work activities should undergo a hazard identification measures on standby.

Please ensure the venue Management are notified of any planned activity involving hot work.

# TRAFFIC MANAGEMENT

The movement of traffic around the venue presents a risk to the health and safety of all users. Where numbers exceed 450, on site, a car park attendant is required.

## DO

- Undertake a hazard identification & risk assessment of traffic movement
- Segregate pedestrians from traffic when ever possible
- Obey signage and protective fencing
- Give vehicles a wide berth
- Be aware of what is going on around you

DO NOT assume drivers have seen you.

# OVER CROWDING

The Huntingtower Performing Arts Centre audience and backstage capacity is as follows:-

Lower Level Seating – 498 (plus 4 spaces for wheelchairs)

Balcony Seating - 252

Stage/Backstage – 3 Supervisors

Green Room/Change Room-30 Performers/ 3 Supervisors

Drama Room- 100 Performers/ 4 Supervisors

Aisles, stairways and seating rows are to be kept free of obstructions at all times, ie. Prams, Baby Capsules, Large Bags, Tripods, Additional Seating, Un-seated patrons, Scenery are NOT allowed to remain in the aisles or stairways.

# SLIPS, TRIPS AND FALLS

- Injuries from slipping, tripping or falling can occur as the result of a missing hatch cover, loose cables trailing over the floor, slippery surfaces, spilt liquid, unstable structures, open pits and unsafe systems of work.
- As a general rule, do not leave instruments, tools or equipment lying on the floor unattended.
- Please notify Huntingtower staff as soon as possible, of any identified potential trip hazards.



# EMERGENCY EVACUATION

The Huntingtower Performing Arts Centre is equipped with an Emergency Intercom System. This will provide a warning/evacuate tone to evacuate the building as directed. All personnel on site should follow the directions of the warden and evacuate to the assembly area. Due to the number of the people in the building the venue staff may start the evacuation at the earliest possible time.

In case of an emergency at the venue you should:-

- Ensure you are aware of the nearest exits and assembly area
- Do not attempt to fight the fire unless you have been trained to do so
- Be aware of the venue emergency evacuation procedure
- Obey the directions of the Fire Warden and exit the building in an orderly fashion
- Supervisors of the children are responsible to assist in their evacuation and assembly
- Most importantly DO NOT PANIC!

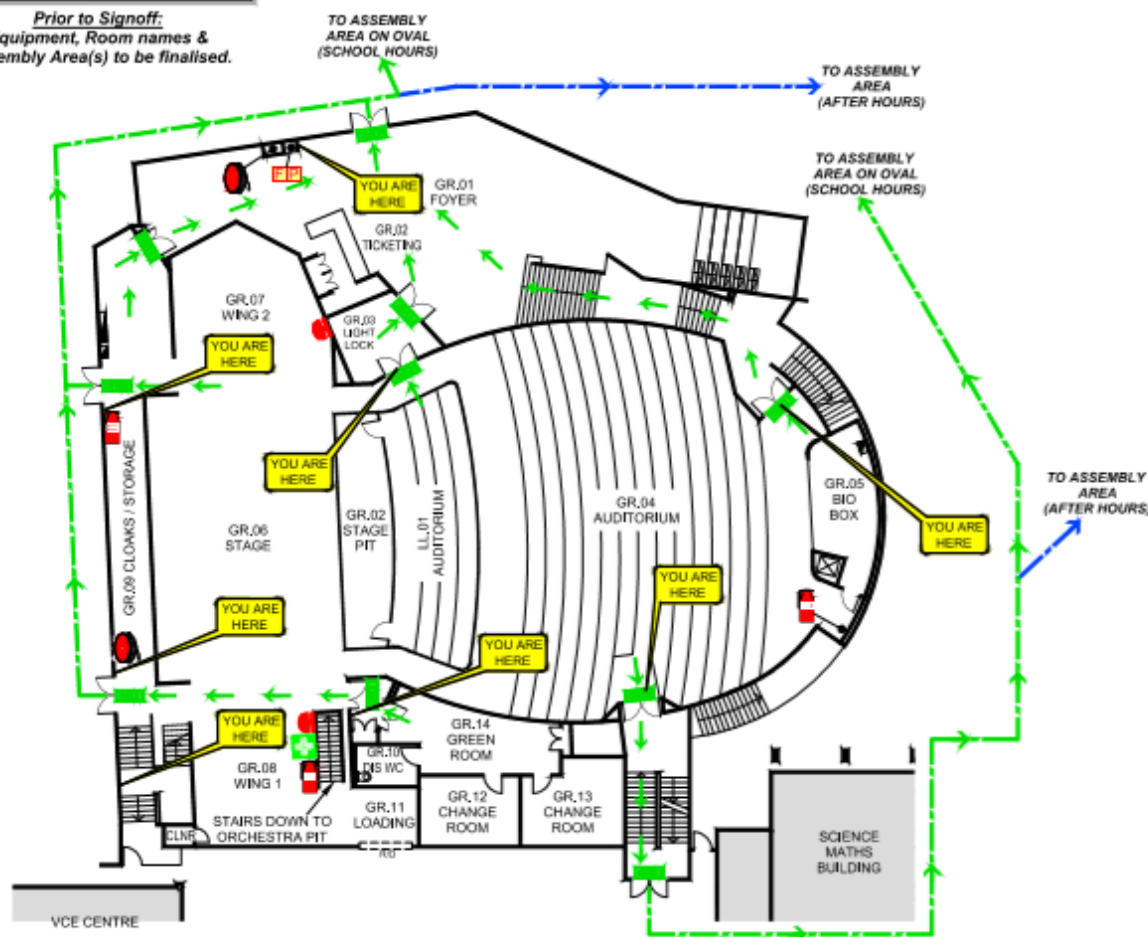
TOTAL  
8 X Evacuation Diagrams

MASTER PLAN SIGN-OFF	
NAME:	
SIGNATURE:	DATE:
ACKNOWLEDGEMENT OF APPROVAL	

**Prior to Signoff:**  
Equipment, Room names &  
Assembly Area(s) to be finalised.

# EVACUATION DIAGRAM

HUNTINGTOWER SCHOOL  
77 WAIMARIE DRIVE, MOUNT WAVERLEY, VIC 3149  
PERFORMING ARTS CENTRE - GROUND FLOOR



## LEGEND:



## IN THE EVENT OF FIRE

- R** REMOVE ALL PERSONS IN IMMEDIATE DANGER TO SAFETY.
- A** ALERT OTHER OCCUPANTS & EMERGENCY SERVICES DIAL 000
- C** CONTAIN FIRE/SMOKE, CLOSE DOORS & WINDOWS.
- E** EVACUATE TO YOUR ASSEMBLY AREA, COMPLETE HEAD COUNT & REMAIN UNTIL THE ALL CLEAR IS GIVEN.

**eplac**  
Emergency Prepared Training and Consulting  
www.eptacaustralia.com.au  
admin@eptacaustralia.com.au  
ph. 0409 255 606

SCALE: Not To Scale	SHEET SIZE: A3	DOCUMENT CONTROL
Design Date: 02 MAY 2019	Revision Date:	
Review Date: 02 MAY 2024		
DWG No.: HTC-ADG-00	REV: 00	

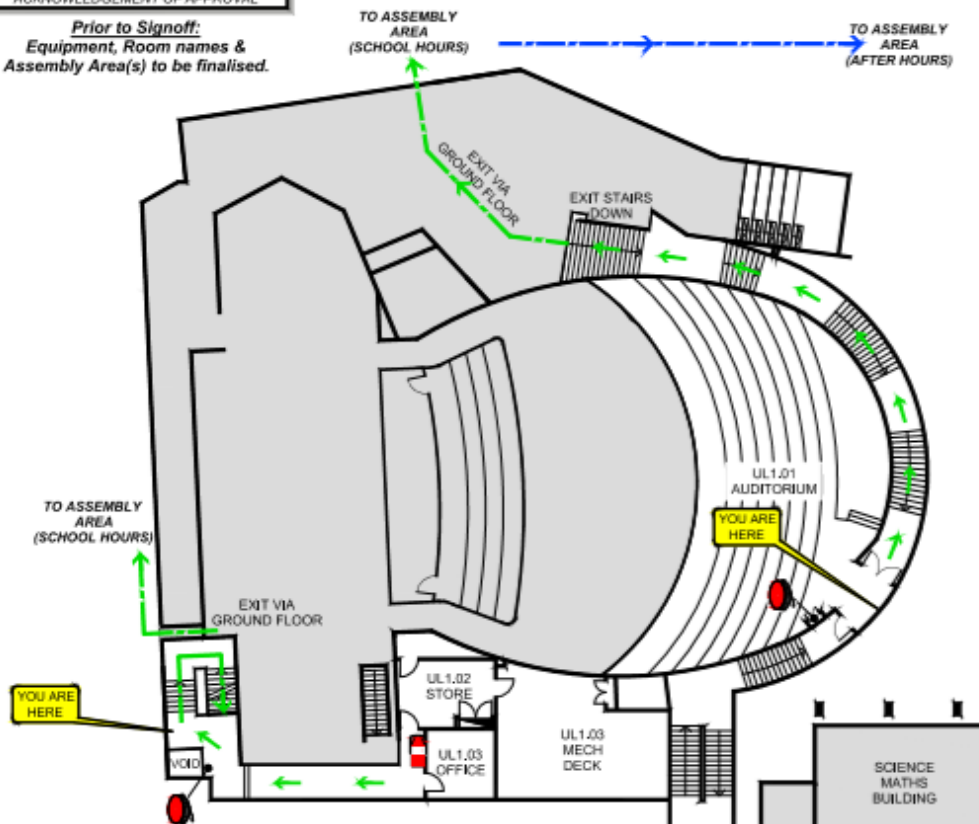
**TOTAL**  
**2 X Evacuation Diagrams**

MASTER PLAN SIGN-OFF	
NAME:	
SIGNATURE:	DATE:
ACKNOWLEDGEMENT OF APPROVAL	

**Prior to Signoff:**  
Equipment, Room names &  
Assembly Area(s) to be finalised.

# EVACUATION DIAGRAM

**HUNTINGTOWER SCHOOL**  
**77 WAIMARIE DRIVE, MOUNT WAVERLEY, VIC 3149**  
**PERFORMING ARTS CENTRE - MEZZANINE**



**LEGEND:**



**IN THE EVENT OF FIRE**

- R** REMOVE ALL PERSONS IN IMMEDIATE DANGER TO SAFETY.
- A** ALERT OTHER OCCUPANTS & EMERGENCY SERVICES DIAL 000
- C** CONTAIN FIRE/SMOKE, CLOSE DOORS & WINDOWS.
- E** EVACUATE TO YOUR ASSEMBLY AREA, COMPLETE HEAD COUNT & REMAIN UNTIL THE ALL CLEAR IS GIVEN.

**eptac**

Emergency Prepared Training and Consulting  
www.eptacaustralia.com.au  
admin@eptacaustralia.com.au  
ph. 0409 255 606

SCALE: Not To Scale	SHEET SIZE: A3	DOCUMENT CONTROL
Design Date: 02 MAY 2019	Revision Date:	
Review Date: 02 MAY 2024		
DWG No.: HTC-AD1-00	REV: 00	

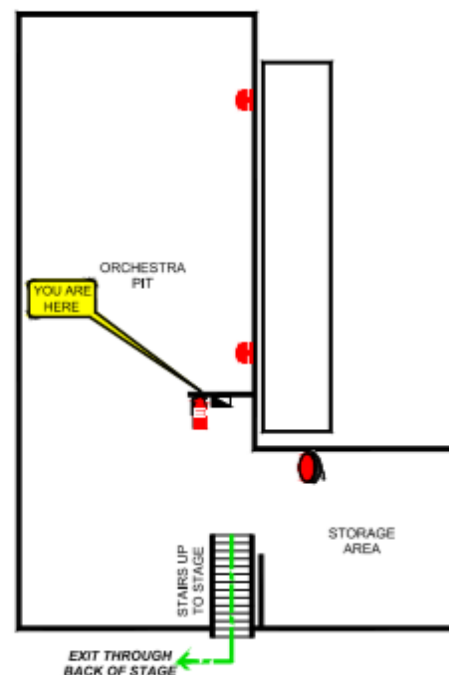
**TOTAL**  
**1 X Evacuation Diagrams**

MASTER PLAN SIGN-OFF	
NAME:	
SIGNATURE:                      DATE:	
ACKNOWLEDGEMENT OF APPROVAL	

**Prior to Signoff:**  
Equipment, Room names &  
Assembly Area(s) to be finalised.

# EVACUATION DIAGRAM

**HUNTINGTOWER SCHOOL**  
**77 WAIMARIE DRIVE, MOUNT WAVERLEY, VIC 3149**  
**PERFORMING ARTS CENTRE - ORCHESTRA PIT**



**LEGEND:**



**IN THE EVENT OF FIRE**

- R** REMOVE ALL PERSONS IN IMMEDIATE DANGER TO SAFETY.
- A** ALERT OTHER OCCUPANTS & EMERGENCY SERVICES DIAL 000
- C** CONTAIN FIRE/SMOKE, CLOSE DOORS & WINDOWS.
- E** EVACUATE TO YOUR ASSEMBLY AREA, COMPLETE HEAD COUNT & REMAIN UNTIL THE ALL CLEAR IS GIVEN.

**eplac**

Emergency Prepared Training and Consulting  
www.eptacaustralia.com.au  
admin@eptacaustralia.com.au  
ph. 0409 255 606

SCALE: Not To Scale	SHEET SIZE: A3	DOCUMENT CONTROL
Design Date: 02 MAY 2019	Revision Date:	
Review Date: 02 MAY 2024		
DWG No.: HTC-OP-00	REV: 00	

# ACCIDENT AND INCIDENT REPORTING

Report all accidents, incidents and near misses to the Theatre Management (Front of House Supervisor or Supervising Technician) on the day they occur no matter how minor. A formal report will also need to be completed.

Unreported events will not be acted upon and chances are they will reoccur, with the possible result of a severe injury.

Your inaction may result in the next person being injured.

# WORKPLACE VIOLENCE

Everybody should feel comfortable at work with the knowledge that they will not be bullied, harassed or victimized.

In the event of a hostile situation personnel should try the following

- Do not aggravate the situation
- Attempt to walk away
- Gain the attention of another employee
- Do not confront the aggressor
- Maintain a neutral stance.

# FIRST AID

Huntingtower Performing Arts Centre have trained first aiders in attendance during all performances. Should you need first aid please notify Front of House Supervisor or Supervising Technician. All First Aid incidents are required to be formally reported. All hires are responsible for the first aid of all performers and production personnel involved in your event.

See Front of House Supervisor or Supervising Technician for First Aid Kit Locations.



# SUMMARY

- Huntingtower Performing Arts Centre is a workplace and as such can be a dangerous place.
- Huntingtower Performing Arts and yourself have a responsibility to look after your health and safety.
- All activities at the Huntingtower Performing Arts Centre should undergo a hazard identification and risk assessment before starting.
- Do not use equipment or perform any activity unless you are trained, qualified and authorized by the venue management.
- Be aware of what you do and that it may affect your safety and the safety of others.

This concludes the presentation thank you for your time.

Please complete the declaration on the next page and return it to your Venue Hire Team representative.



# STATEMENT OF COMPLETION OF SAFETY INDUCTION

- I have read and understood my responsibilities as a supervisor, and a visitor to the Huntingtower Performing Arts Centre in respect to the Victorian Occupational Health and Safety Legislation of 2004.
- I accept that I have a responsibility for myself and a duty of care for those under my control in respect to the Victorian Occupational Health and Safety Act 2004; I have worked through and understand the Huntingtower Performing Arts Safety Induction provided online.
- I acknowledge that it is in my interest to ensure that all people working in this event whether voluntarily or paid must view or be taken through the Huntingtower Performing Arts Safety Induction before coming entering the venue.

Supervisor in charge of event

Event Number: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_