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1 - Employer Commitment and Health & Safety Policy

Purpose

This section displays the Nelson Centre of Musical Arts (NCMA) Health & Safety Policy and our commitment to Health & Safety in the workplace, lists relevant legal requirements and defines accountabilities.

Health & Safety Policy

NCMA gives total commitment to the promotion and maintenance of Health and Safety in the workplace. We regard Health and Safety as a mutual responsibility of management, our employees and contractors.

We acknowledge the significance of providing as well as maintaining a safe and healthy working environment for our employees, students, volunteers, contractors, visitors and members of the public. It is our primary Health & Safety objective to observe and comply with all relevant requirements of the *2015 Health and Safety at Work Act* and its regulations, the *2006 Fire Safety and Evacuation of Buildings Regulation*, the *Fire Service Act 1975*, all relevant and applicable Codes of Practice, and Industry Specific Standards.

NCMA will maintain a comprehensive Health and Safety Management System to ensure that:

- Responsibilities are clearly assigned and regularly reviewed
- Health and Safety objectives are set and reviewed annually
- The Board members receive appropriate training to fully understand the school's specific health & safety matters and are able to actively perform their duties
- All hazards/risks are identified and all reasonable practicable steps are taken to mitigate the exposure to significant hazards/risks, following the hierarchy of controls prescribed by the Act
- All our employees, students, volunteers, contractors and visitors are advised of hazards they may be exposed to
- Provided equipment is checked regularly and maintained in safe condition
- All our employees and contractors are consulted and encouraged to participate in Health & Safety matters
- All accidents/incidents are accurately recorded as soon as possible
- All recorded accidents/incidents are investigated to identify the contributing factors, corrective action is taken to prevent recurrence
- A treatment and rehabilitation plan that ensures a safe, early and durable return to work, is provided
- All our employees, students, volunteers and contractors know the relevant specific emergency procedures
- A system of continuous improvement, including reviewing policies and procedures each year, is promoted

Our employee and contractors expected to share in this commitment to health and safety by:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Observing all safe work procedures, rules and instructions
- Ensuring all incidents, injuries and hazards are reported to the appropriate person
- Actively participating in all matters regarding Health and Safety in the workplace

Bob Bickerton

Sign

____/____/____
Date

Mark Christensen

Sign

____/____/____
Date

Roger Taylor

Sign

____/____/____
Date

Jan Trayes

Sign

____/____/____
Date

Louise Walsh

Sign

____/____/____
Date

Relevant legal requirements

NCMA aims to meet or exceed the requirements of applicable current legislation, regulations, codes of practice and standards as listed below:

- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016
- Health and Safety at Work (Hazardous Substances) Regulations 2017
- Fire Safety Act 1975
- Fire Safety and Evacuation of Buildings Regulations 2006
- Approved Code of Practice for the use of Visual Display
- Approved Code of Practice Management of substances hazardous to health in the place of work
- Code of Practice for manual handling
- AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment

Responsibilities

The Board members will exercise due diligence to ensure that NCMA complies with its duties and obligations. This is provided for by:

- Ensuring that NCMA has available for use, and uses, appropriate resource and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of NCMA
- Ensuring that NCMA has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information
- Documenting and communicating the health and safety policy, and holding our employees and contractors responsible for supporting the policy and related procedures
- Establishing and monitoring overall health and safety goals and objectives
- Taking appropriate actions in the event of unacceptable safety performance or behaviour
- Incorporating health and safety as an element in position descriptions
- Ensuring NCMA's Hazard/Risk management programme is implemented and maintained
- Ensuring NCMA meets its reporting requirements to WorkSafe NZ
- Expecting staff to share the responsibility for meeting the requirements of health and safety legislation and maintaining ongoing accountability through the roles and responsibilities defined below
- Acquiring and maintaining up-to-date knowledge on occupational health and safety matters

James Donaldson, in his role as Director and Health & Safety Manager, has key responsibilities as an integral part of day-to-day operations. These include the following:

- Providing leadership and direction in matters of health and safety
- Ensuring that all new staff member and contractors receive an appropriate induction training, and are involved in the improvement of systems and practices where relevant
- Maintaining a safe work environment
- Ensuring that regular safety inspections are carried out
- Consulting with our employees and contractors on relevant Health and Safety matters
- Ensuring that all hazards/risks are identified, assessed, and appropriately controlled
- Monitoring the activities of contractors to ensure that they are adopting safe work practices
- Ensuring all accidents/incidents are investigated
- Ensuring that required personal protective equipment is provided and used where appropriate
- Ensure regular Health & Safety meetings are held to provide an opportunity for our staff and contractors to participate in Health & Safety matters
- Ensuring any changes to the Health & Safety Management Plan are distributed to our staff

JR Richardson, in his role as the Venue Technical Manager, is responsible for the technical facilities (sound, lighting, rigging, staging, etc) of the NCMA, including the following responsibilities:

- Work with facility management to establish best working practices on matters that relate to the use of venue technical systems, and use of facility as a performance venue.
- Liaise with venue hirers regarding the technical requirements of their event.
- Secure additional equipment and/or personnel as required.
- Liaise with facility management to arrange access to the venue for technical work.
- Make suitable arrangements to the technical systems in preparation for events.
- Provide onsite technical support for events as required.
- Ensure venue equipment receives regular maintenance and is compliant with their relevant standards.
- Manage backstage health and safety protocols relating to the alteration or operation of venue technical systems.
- Provide basic training to members of staff, venue hirers or volunteers on the safe and correct operation of technical systems.

Employees, contractors and volunteer workers are aware of their duties under the Health and Safety at Work Act 2015. Their responsibilities are:

- Complete the Induction process before commencing work.
- Take all reasonable practicable steps to ensure their own safety and that of others.
- Assist with the identification of all hazards/risks they are exposed to or create while at work and take all reasonable practicable steps to control these
- Comply with any reasonable instruction that is given by management to allow NCMA to comply with the Health and Safety at Work Act 2015.
- Co-operate with any reasonable policy or procedure of the PCBU relating to Health or Safety at the workplace that has been notified to them.
- Immediately report accidents/incidents to management and assist in investigation.
- Attend Health & Safety meetings when required.

Staff Consultation

All our employees, contractors and volunteer workers are encouraged to actively participate in health and safety matters.

Where changes to existing policies are being considered, they will be invited to comment and participate in the consultation process prior to implementation of changes.

NCMA operates as a mutually caring team, which includes employees and any contractors working for us.

We operate an 'open door' policy where every employee or contractor is free to raise any health and safety issue, or other work-related topic with management at any given time. The entire team becomes effectively the company's Health and Safety Committee.

2 - Planning, review and evaluation

Policy Statement

We aim for continually improvement of NCMA's Health and Safety systems

Monitoring and reviews

We monitor and reviews our Health & Safety systems by

- Monitoring known hazards/risks to determine whether they continue to exist and the controls remain effective
- Monitoring workplace conditions and practices and identify new hazards/risks that may arise
- Annually reviewing the systems by carrying out a self-assessment
- Annually reviewing and updating the Health & Safety objectives/action plan
- Reviewing all procedures and hazard/risk management controls after each significant and/or potentially damaging event
- Reviewing this Health & Safety Management Plan annually, to ensure the policy has been updated and signed and documentation is updated
- Reviewing all injury data annually and use this information to identify appropriate goals for the Health & Safety Management Plan
- Annually reviewing the designated Health & Safety responsibilities

Health & Safety objectives/action plan

Our annual Health & Safety objectives/action plan is based on SMART objectives, which are specific, measurable, achievable, relevant and time-bound.

Management in collaboration with all employees sets the company's health and safety objectives, which are then listed in the annual Health & Safety objectives/action plan.

Each year, management and employees review the outcomes to ensure the objectives have been achieved. If not, we will decide about required corrective action to ensure the objectives will be met.

3 - Hazard/Risk management

Policy Statement

We will systematically identify, assess and control all Hazards/Risks in our places of work.

Responsibilities

The Board is responsible for ensuring that all reasonably practicable steps are taken to identify and control hazards/risks in NCMA's places of work.

James is responsible for:

- Taking all practicable steps to ensure that hazards/risks are identified, assessed and sufficiently controlled
- Maintaining the hazard/risk register
- Working with our staff and contractors to effectively control identified hazards/risks
- Authorising specialist consultants to be contracted where existing staff competency is not available to identify, assess, and eliminate or minimise hazards/risks
- Conducting regular health and safety inspections

Our employees and contractors are responsible for:

- Implementing hazard/risk management procedures
- Reporting identified new hazards/risks verbally or in written form to management
- Ensuring unsafe acts, arising hazards/risks or unsafe conditions are appropriately addressed

Procedure

Hazard/Risk management steps include:

1. Identification – identify all hazards/risks
2. Analysis – assess and rate the risk level
3. Control – establish efficient control methods

Hazard/Risk management will be completed by us:

- Systematically for all areas and activities at regular intervals
- When an accident or incident occurs
- When a new activity or equipment is introduced
- A new hazard/risk is observed or reported

Step 1 – Hazard/Risk Identification**Methods used for Hazard/Risk identification are:**

- Workplace inspections
- Safety observation
- Accident, incident or near-miss investigation
- Injury data analysis
- Employee/Contractor feedback

Step 2 – Risk Analysis

Risk analysis is the process of estimating the risk level and deciding what actions to take. Considerations are made to establish risk levels by assessing the likelihood of occurrence and the severity of potential injury or illness. A risk assessment category (extreme, high, moderate or low) for each hazard is calculated by using the matrix below. Hazards/risks with the highest rating are given priority.

Risk Assessment Matrix					
Likelihood of occurrence	Severity of injury or illness				
	Superficial (No treatment req.)	Minor (e.g. First Aid req.)	Moderate (e.g. Hospitalization)	Major (Extensive injuries)	Catastrophic (Fatalities)
Very likely to happen	High	High	Extreme	Extreme	Extreme
Likely to happen	Moderate	High	High	Extreme	Extreme
Possibly could happen	Low	Moderate	High	Extreme	Extreme
unlikely to happen	Low	Moderate	Moderate	High	Extreme
Very unlikely To happen	Low	Low	Moderate	High	High

Step 3 – Hazard/Risk Control

We aim to control any risk/hazard by elimination. Where elimination is not reasonably practicable, then the risk/hazard will be minimised following a hierarchy of controls as prescribed by the Act.

Hierarchy of Controls		
Most effective ^ ^ ^ ^ ^ ^ ^ Least effective	Eliminate	
	1	Eliminate the hazard Remove it completely from your workplace
	Minimise	
	2	Substitute the hazard With a safer alternative
	3	Isolate the hazard As much as possible away from the workers
	4	Use engineering controls Adapt tools or equipment to reduce the risk
	5	Use administrative controls Change work practices and organization
	6	Use personal protective equipment (PPE) After you have considered ALL other options

Hazard/Risk Register

Identified and assessed hazards/risks are listed in the company’s Hazard/Risk Register. It includes the hazard/risk, potential consequences, the assessed raw risk, all controls and their hierarchy level, the residual risk after applying the controls and the date of latest review. The controls are monitored as required, the register is reviewed annually by the Board and the Health & Safety Manager in cooperation with all staff.

Personal Protective Equipment

Personnel Protective Equipment (PPE) is issued to our employees and contractors for specific tasks.

The Health & Safety Manager will ensure employees and contractors are competent in the correct use and maintenance of PPE and will issue replacements if required.

Health monitoring

NCMA aims to identify any health effects caused by hazardous exposure as soon as possible to prevent further harm

Where there is any concern from frequent exposure to a hazard, we encourage affected employees and contractors to consent to the monitoring of their health to be done. Monitoring of any effects on their health is then undertaken for those who would give that consent.

The results of personal health monitoring and all related private details are never released to any other party without the written consent of the employee concerned agreeing to divulge such information. Employees are informed about the results of health monitoring in a way that ensures the identity of individuals involved is protected in accordance with the Privacy Act 1993.

Pre-employment screening

Our pre-employment screening aims to ensure we do not employ anyone who would be at risk in the workplace or put others at risk.

Our screening process may include the following requirements:

- Certificate from the applicant's medical practitioner
- Completing a medical questionnaire
- Medical tests such as audiometry or eyesight
- Police vetting

4 - Occupational Overuse Syndrome prevention policy

Policy statement

Occupational Overuse Syndrome (OOS) is a collective term for a range of conditions (including injury) characterised by discomfort or persistent pain in muscles, tendons and other soft tissues. The risk factors for OOS need to be controlled by eliminating the hazard if at all possible, or else by minimising the hazard.

Responsibilities

James is responsible for:

- Encouraging our employees and contractors to report any work-related pain or discomfort as early as possible
- Ensuring the work environment of any employee or contractor who develops and reports OOS symptoms is monitored and all practicable steps are taken to remedy any deficiencies
-

Our employees and contractors are responsible for:

- Adjusting workstations or any equipment in use to maintain a comfortable body position
- Taking breaks and practising micro-pauses as appropriate
- Reporting early symptoms to management (preferably before visiting a doctor)

Procedures

Pre-employment procedures

Management will seek to establish if a prospective staff member suffers from any gradual process injury that the particular job may aggravate or contribute to.

Existing Staff should:

- Adjust their own workstation to maintain a comfortable working position, vary tasks, practise micro-pauses and take other breaks
- Report any problems to the health and safety representative, who in turn may request a full workstation assessment from a properly trained Workstation Assessor
- Report any problem or early warning symptom if discomfort during work activities persists for more than a few days

5 - Smoke-free working environment policy

Policy statement

It is a requirement of the Smoke-free Environments Act 1990 that all employers have a written policy on smoking for all areas occupied by the employer and frequented by employees.

NCMA recognises that the use of tobacco and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequences.

Procedures

Smoke-free buildings:

Smoking in buildings used by NCMA as places of work is prohibited as it endangers the safety of others, creates an unhealthy environment and could cause damage to property. In the event that any of our employee or contractors chooses to smoke, a designated area will be used.

Passive smoking:

Smoking is permitted in outside areas, provided others are protected from smoke drift and passive smoking by the smoker keeping their distance from people and closing windows and doors within close proximity.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of management.

6 - Alcohol and other drugs in the workplace

Policy Statement

NCMA considers the use or possession of any illegal drug, the abuse of any prescription drug not officially prescribed, the non-authorized consumption of alcohol while at work and/or working under the influence of alcohol or illegal drugs as serious misconduct which will lead to disciplinary measures.

Procedures

Social functions

NCMA has responsibility to ensure the safety of all our employees attending work related events or functions. This may include clients' functions attended by any of our employees in the course of work.

Prior to any work related events or function attended by any of our staff, James will:

- Remind staff about what is appropriate workplace behaviour and that these standards apply even if the event or function occurs outside of working hours.
- Set clear start and finish times.
- Encourage staff to know their own limitations when it comes to alcohol consumption.
- Ensure plenty of food and non-alcoholic drinks are available.
- Provide safe transportation home and advise employees and contractors that they should not drive if they intend to drink.
- If practicable, appoint a senior employee to stay sober to oversee the event or function and to take appropriate action to address escalating behaviour.

Drug/Alcohol testing implementation

Post-accident/incident testing may be required

- where an accident/incident could have been caused by drug or alcohol induced impairment, the Board will determine whether to test or not
- in case of a notifiable event, if WorkSafe NZ or the Police request testing

Where management has an honest belief or suspicion on reasonable grounds, that an employee or contractor may be under the influence of drugs or alcohol, the employee or contractor will be given the opportunity to explain why his/her actions have resulted from innocent causes rather than through use of drugs or alcohol. If the concerns remain, it may be requested that the employee or contractor undergoes a drug/alcohol test.

Disciplinary action will take place in form of a disciplinary interview with the Board in case a positive test result is obtained or if an employee who has agreed to undergo a drug/alcohol test as a term of the employment contract, refuses to undertake such a test.

7 - Information, training and supervision

Policy statement

NCMA provides employees with relevant Health & Safety information, training and supervision to ensure they have the skills and knowledge to do their job safely, and checks with employees to ensure they have understood the information and training provided.

Responsibilities

James is responsible for ensuring that all newly appointed staff receive:

- An induction to health and safety in the workplace
- An opportunity to gain familiarity with NCMA's policies and procedures
- Any additional training that is required as a result of specific work activities or requirements
- Any protective equipment required for the position
- Adequate supervision where required, to ensure a safe work environment
- Opportunities to contribute to health and safety matters

Procedures

Access to information

All appropriate information, signs relating to health & safety are displayed. The following information is available to all staff:

- The Health and Safety Management Plan
- The Health and Safety Policy
- Annual Health and Safety action/objectives plan
- Hazard/Risk Register
- Accident/Incident investigation results
- Emergency procedures
- Health and safety meeting minutes
- Applicable Legislation, relevant Codes of Practice, Standards and guidelines

Internal training

We provide the following Health and Safety training and information:

- Health & Safety Induction for new employees, contractors and students to ensure, everyone is aware of their responsibilities as well as NCMA's responsibilities. This includes informing employees and contractors about how they can participate in Health & Safety matters and how to raise issues.
- Hazard awareness
- Accident/Incident reporting
- Emergency procedures
- Specific information and training related to the job and tasks of an employee

External training

Prior to contracting an external trainer, we will consider the following criteria:

- The provider's knowledge of the training subject
- The provider's competence of carrying out training
- Whether the provider can adept training to meet NCMA's specific needs

8 - Accident/Incident management systems

Policy Statement

Early accident/incident reporting is essential. NCMA has a specific accident reporting and investigation form that must be used in the event of all work related accidents/incidents. We investigate and analyse all accidents/incidents and near misses to ensure, new hazards/risks are controlled to prevent similar events or from happening again.

Responsibilities

James is responsible for:

- Ensuring all notifiable events are reported to WorkSafe NZ as soon as possible
- Ensuring that our employees and contractors are aware of the accident/incident reporting system, know where to obtain the appropriate form, and report such events when they occur
- Arranging for appropriate first aid and emergency care (or other assistance) where required if an accident/incident does occur
- Ensuring investigation and analysis of all workplace accidents/incidents

Our employees and contractors are responsible for:

- Accurately reporting and documenting all accidents and incidents to management
- Providing a copy of the completed ACC forms and, if lost time is involved, a medical certificate from the registered medical practitioner, to management

Procedures

Reporting and recording

In case of an accident/incident, required medical needs of the injured will be attended to in accordance with applicable emergency procedures.

Our employees and contractors must report any work related accident/incident occurring as soon as possible to the Health & Safety Manager who is responsible for ensuring an accident/incident report form is completed accurately in cooperation with everyone involved in the accident/incident.

In case of a notifiable event (as per section 23, 24, 25 of the HSAW Act)

James or, in his absence, a staff member at the scene will as soon as possible after becoming aware that a notifiable event occurred ensure, that WorkSafe NZ is notified about the event by the fastest means available provide as much detail as possible about what has happened (phone 0800 030 040).

James or, in his absence, a staff member at the scene will then follow all instructions given by WorkSafe NZ, inform the Board as soon as possible and assist in investigation procedures. All reasonable steps will be taken to ensure that the site where the notifiable event occurred is preserved and not disturbed until a WorkSafe Inspector authorises to do so.

Records of all Notifiable Events will be kept for at least five years from the date of the event.

Accident/Incident investigation

We will investigate all accidents, incidents and near misses to determine their root-causes. This includes accidents, incidents and near misses involving students, volunteers, visitors and contractors.

Investigation of serious incidents will only be undertaken by key personnel or an external specialist who has received training in accident/incident investigation.

If any new hazard/risk is identified as a result of the investigation, the hazard/risk management procedures will be followed.

If the accident/incident has been caused by an existing hazard/risk, James will assess the controls in place to ensure changes will be made as required.

Findings from all accident/incident investigations will be communicated to all staff.

Accident/Incident analysis

Analysis of reported and recorded accident/incident data will be undertaken by the Board. This is to determine whether all appropriate action has been taken and to consider recommendations for improvement of our hazard/risk management.

9 - Rehabilitation / Return to work policy

Policy statement

We are committed to initiating rehabilitation programmes whenever appropriate for work-related personal injury (all staff) and for non-work personal injury (excludes contracted staff who fall outside the definition of 'employee'). Our aim is to assist recovery, early return to work and resumption of normal lifestyle without undue delay.

Staff are expected to participate fully in their own rehabilitation programme which will be established through a consultative approach. The injured person is entitled to support, advice and representation from their nominated representative. Medical information will be obtained with formal consent from the staff member and will be treated confidentially.

Responsibilities

The Board is responsible for:

- Considering suitable alternative duties, where possible, to enable an early return to work
- Monitoring the staff member's progress towards recovery and the suitability of the alternative duties and/or rehabilitation programme
- Taking steps to see that appropriate levels of confidentiality are maintained consistent with the principles of the Privacy Act 1993

Staff members are responsible for:

- Participating in an appropriate rehabilitation programme, including a return to work programme which requires alternative duties or partial hours
- Providing ongoing medical certificates to management

Procedures

Early return to Work for employees

A staff member who has experienced work-related personal injury and who has taken time off to recover will be supported in a return to work as early as possible and in accordance with medical advice. This involves a partnership between the staff member, the Board, medical treatment providers and ACC. An early return to work may involve alternative duties for a temporary period, and/or changes to the normal hours of work.

Medical information

The staff member must provide a copy of their completed ACC forms, or a medical certificate from the treatment provider (this must be a registered medical practitioner if lost time is involved), to management.

The medical certificate must state the staff member's capacity or incapacity for work and specify a date for review by the treatment provider. Selected or restricted activities may also be specified for a certain period of time. If the injured person is off work for more than seven consecutive days, they must provide a medical certificate confirming they are 'fit for work' prior to returning to work.

Provision of alternative duties

The Board, in consultation with others as appropriate, will try to identify suitable alternative duties after considering:

- The nature and severity of the illness/injury
- The medical information provided and the restrictions imposed by treatment providers
- The predicted timeframe for rehabilitation (if known).

Regular review

The Board will review the rehabilitation programme in consultation with the staff member at regular intervals, involving others as appropriate.

Alternative placement or permanent disablement

Where at any point it becomes clear that a staff member will be unable or is unlikely to return to former duties as a result of work-related personal injury, we will explore the possibility of suitable alternatives with the employee.

10 - Emergency management

Policy statement

NCMA recognises the need to be prepared for emergency situations that may be encountered while at work, will identify the types of emergencies that could affect the school and develop emergency plans and procedures to deal with them.

Responsibilities

James is responsible for:

- Ensuring all staff receive emergency preparedness training
- Establish emergency plans for the school's premises and off-site places of work

All staff, contractors, accredited teachers and affiliated music groups are responsible for:

- Maintaining familiarity with emergency responses and following procedures
- Advising management of any special assistance that may be required in case of an emergency
- Ensuring their own safety if at the facility after hours or alone, by utilising security measures that are available

Procedures

Emergency plans and procedures will be communicated to employees, contractors, accredited teachers and affiliated music groups. Copies will be displayed in prominent places and will be part of our induction procedure.

Following an emergency drill or an actual emergency event, everyone involved will be consulted so that the existing procedures can be reviewed and improved if required. Emergency plans and procedures will be reviewed annually.

The NCMA facility typically operates in 3 modes:

- 1 - School and Administration
- 2 - Rehearsal Facility
- 3 - Performance Venue

In all cases, an alarm will trigger a full building evacuation with occupants to leave via their nearest exit and meet at the designated assembly point in the car park outside Marsden House on Nile St.

1 - School and Administration (Office hours, open to public)

Administration Team

Chief Fire Warden and Area Warden responsibilities will fall to one of the venue's administrative team, and is passed down the ranks in the event of an absence as follows:

Director -> Customer Liaison Administrator -> Technical Manager -> Operations Manager ->
Communications and Promotions Manager

The Customer Liaison Administrator (or their replacement in the case of absence) will be responsible for recording visitors to the building who may need special assistance on the appropriate register and assigning a staff member to assist them where practical.

Chief Fire Warden: In the event of an evacuation:

- Wear a hi-vis vest (available in the Ticket Office)
- Collect the Special Assistance register from the Ticket Office
- Collect 2 road cones from the disabled toilet
- Place cones visibly on the roadside edges of car parks on either side of Nile Street
- Dial 111 and report the emergency to the Fire Brigade
- Stand safely at the side of Nile Street and actively manage traffic flow to ensure safe passage for pedestrians to the assembly point. Keep traffic flowing where possible
- Check with groups listed on the Occupancy Register that all members have assembled
- Liaise with the Fire Service as they arrive.

Area Fire Warden : In the event of an evacuation:

- Wear a hi-vis vest (available in the Ticket Office)
- Check all areas, ensuring evacuation is under way
- Collect Occupancy Register from the Stage Door
- Report to the Chief Fire Warden
- Assist with traffic management over Nile Street

2 - Rehearsal Facility (After-hours, private users)

Accredited Teachers (delivering individual and small – group lessons)

Accredited teachers have card access to the facility for after-hours lessons. They are inducted and briefed annually and following any significant changes to procedure outlined in this document. They are responsible for evacuating themselves and their students safely, following the posted Fire Action Notices.

Affiliated Music Groups

Affiliated Music Groups (AMG) have card access to the facility for after-hours rehearsals.

They will appoint from their membership an Area Fire Warden and any number of Ushers they deem necessary for the size on needs of their group who will complete a Health and Safety Induction with venue staff including evacuation training as detailed below.

AMG Area Fire Wardens will ensure all members are aware of evacuation protocols at all times.

In the event of an evacuation they will:

- Wear a hi-vis vest (available in the Ticket Office)
- Collect group attendance and special assistance rolls
- Collect 2 road cones from the disabled toilet
- Place cones visibly on the roadside edges of car parks on either side of Nile Street
- Dial 111 and report the emergency to the Fire Brigade
- Stand safely at the side of Nile Street and actively manage traffic flow to ensure safe passage for pedestrians to the assembly point. Keep traffic flowing where possible
- Check with groups listed on the Occupancy Register that all members have assembled
- Liaise with other Area Fire Wardens
- Liaise with the Fire Service as they arrive.

In the event of an evacuation AMG Evacuation Ushers will:

- Complete an area check of the spaces the group has occupied, including toilets
- Direct and assist group members to the closest fire exit
- Assist the AMG Area Fire Warden in managing pedestrian and vehicular traffic on Nile St.
- Report to the AMG Area Fire Warden

3 - Performance Venue (After hours public event)

Front of House (FOH) = Audience occupied areas

Back of House (BOH) = Backstage

Front Of House Manager

A member of venue staff who is the delegated Chief Fire Warden, responsible for:

- FOH pre-event fire safety checks.
- Ensuring the Usher team are properly equipped for an evacuation
- Briefing and delegation of the specific Usher responsibilities listed below
- Delegation of the maintenance of a Special Assistance register to an Usher

In the event of an evacuation the Front of House Manager will:

- Collect the Special Assistance register from Ticket Office
- Collect road cones from Disabled Toilet
- Open the front doors
- Place 1 road cone on the outer edge of the loading zone
- Cross safely across Nile Street to the Assembly Point
- Place 1 road cone on the corner of the disabled park
- Call 111 and follow the instructions of Emergency Services
- Collect Occupancy Register from Venue Technician
- Record groups reporting safe on both registers.
- Liaise with the Back Of House Fire Warden
- Report to Emergency Services as they arrive

Ushers

4 Volunteer Ushers will generally be assigned to any public event.

In the event of an evacuation they will:

Usher 1	Wear your hi-vis vest, clear foyer toilets; Male, Female, and Mobility
Usher 2	Wear your hi-vis vest, open the Nile Street fire exit doors. Stand by the road cone outside the main front doors, manage traffic flow, allowing pedestrians to cross Nile street to safety. Keep traffic flowing whenever possible so the approach of emergency vehicles is not hindered by stationary traffic.
Usher 3	Wear your hi-vis vest, open Collingwood Street fire exit doors, Direct audience to the managed Nile St. crossing at the front doors.
Usher 4	Wear your hi-vis vest. Open Nile Street doors if not already, cross Nile Street safely. Stand on the footpath outside the Marsden House carpark, assist Usher 3 managing traffic flow allowing pedestrians to cross Nile Street to safety.

Venue Technician

A member of venue staff who is the delegated Back of House Fire Warden responsible for:

- Briefing performers and their crew/entourage on evacuation protocols.
- Back of House pre-event fire safety checks.
- Planning the safe evacuation of performers from stage and backstage areas

In the event of an evacuation the Venue Technician will:

- Power down any equipment in use as they deem safe and appropriate
- Complete an area check of all backstage spaces
- Collect Occupancy Register from the Stage Door
- Report to the Front of House Manager

Evacuation Training

Administration staff, Teaching staff, Performance Venue staff, AMG Area Fire Wardens and AMG Evacuation Ushers will undergo:

- An annual Health and Safety Briefing to be held before the end of March each year covering:
 - Venue fire safety checks
 - Emergency exits
 - The location of hi-vis vests
 - The location of firefighting equipment
 - Emergency/Evacuation procedures as defined in this document
 - Location of the assembly point
 - Traffic safety management in relation to the crossing of Nile St in an evacuation
- Briefing after any major change to this document.
- At least 3 trial evacuations annually, 1 in each of the 3 facility operational modes.

Signage

Signage will be displayed in all common areas of the facility outlining the evacuation procedure, while staff, teachers and affiliated music groups will all undergo an induction process to cover site specific health and safety - which will include evacuation protocols.

A site plan is included with the approved **Fire Plan** prescribing the specific location of Fire Action Notices.

When a general emergency situation arises

- For emergency services dial 111 and ask for the service you require
- Stay calm, give your name, details of the emergency, street address and phone number. Give further information that might be useful, e.g. anyone trapped/ numbers involved/ chemicals involved/ accurate location and access way. Do not hang up until instructed.

- Action any instructions given by emergency services
- Notify the Board or the Health & Safety Manager

Fire emergency procedures

NCMA staff, students, accredited teachers, affiliated music groups and visitors must, in a fire emergency requiring evacuation of the building, follow the evacuation procedure provided by the owner of the building, may it be NCMA at our facility or the owner of any off-site location.

If you discover a fire:

- Raise the alarm, use nearest alarm points provided, dial 111 and request the fire brigade. Give your name, details of the emergency, street address and phone number.
- Alert others in your area, remove everyone from immediate danger
- Do not attempt to extinguish the fire unless there is no personal danger to you or anyone else
- Evacuate the building through the nearest and safest exit and assemble outside at the designated muster point

If the fire alarm sounds:

- Alert people in your area
- Do not extinguish the fire unless there is no personal danger to you or anyone else
- Evacuate the building through the nearest and safest exit
- Assemble at the designated muster point
- Do not re-enter the building unless authorised by the fire service

Earthquake emergency procedures

During the earthquake:

If inside:

- Keep calm
- Move away from windows, equipment, furniture and shelves that may fall
- Walk, do not run
- Use stairs, not lifts (where applicable)
- Take cover under solid furniture such as tables and desks
- Stay inside unless directed to evacuate to the assembly point by a warden

If outdoors:

- Stay clear of buildings and tall structures, trees and electricity lines

When the shaking stops:

- Be prepared for aftershocks
- Look out for live electric wires and any other hazards

- Keep calm and help those who need assistance
- Do not try to move seriously injured persons unless they are in immediate danger from further injury
- Turn off all electrical sources
- Attempt to extinguish any fires only if safe to do so
- Stay inside unless directed to evacuate to the assembly point by a warden
- If evacuated, remain at assembly point or as directed by the warden
- Do not re-enter the buildings until the 'all clear' is given by a warden

Initial damage assessment

James is responsible to ensure an initial safety assessments of the facility has been carried out following any noticeable earthquake. Permission for staff, students, contactors and members of the public to re-enter the building after an evacuation will only be granted, if James is convinced, that there are no immediate risks to the health and safety of any person entering the building.

Assessment of structural integrity

If there is visible damage to any part of the facility, it is James' responsibility to initiate an assessment of the structural integrity of the facility as soon as possible. The assessment shall be carried out by a competent person, experienced in the assessment of earthquake damage, before any person is permitted to re-enter the facility.

Pandemic

- Staff, teachers and contractors who feel unwell, are advise not to come to work and to seek medical advice in order to prevent the potential spreading of a contagious disease
- In case of a pandemic, James will take on the role of Pandemic Manager
- The School will be closed as directed by the appropriate health authority in conjunction with the Board
- Required signage will be displayed in suitable locations
- All staff, students, teachers, facility hirers and others as required will be informed/updated about the pandemic per email or as appropriate
- Cleaning practices will be discussed with cleaning staff

Emergency drills

We will carry out trial evacuations at least once every six months. The procedure is as follows:

- Planning the date and time of the trial evacuation
- Activating the alarm

- The trial evacuation is completed, when every person that was present at the facility when the alarm was raised is accounted for at the muster point
- Completing the trial evacuation report
- Carrying out a debrief with staff to ensure any deficiencies that require remedial action are identified

Media

In case members of the media arrive following any emergency encountered by NCMA, ask them to leave the site for their own safety, do not answer any questions or engage in conversation with them.

11 - First aid

Policy statement

NCMA recognizes the responsibility to take all practicable steps to provide effective first aid arrangements.

Responsibilities

James is responsible for:

- Ensuring appropriate first aid supplies are provided
- Ensuring that first aid supplies are accessible to all employees, contractors, students and visitors
- Ensuring a sufficient number of staff are trained as first aider and hold a current first aid certificate

Procedures

First aid personnel

We will ensure that a sufficient number of staff is trained in workplace first aid. The training will be provided by an accredited service provider and meet the requirements of Unit Standard 6400.

First Aid kits

We will provide a suitable amount of first aid kits at NCMA premises and off-site locations. The kits will be clearly identified and made from suitable material to protect the contents from damp and dust.

The first aid kits will be easily accessible and will be checked regularly to ensure they contain an appropriate amount of supplies.

12 – Well-being policy

Policy statement

NCMA acknowledges the potential impact that work has on an individual's physical and mental health, and that there is a moral and legal duty for taking steps to promote well-being as far as reasonably practicable. We are committed to fostering a culture of co-operation, trust and mutual respect, where everyone is treated with dignity and respect. We recognise that work-related stress can have negative impact on our employees' well-being.

Responsibilities

The Board is responsible for:

- Supporting steps taken to develop a culture of co-operation, trust and mutual respect.
- Ensuring there are arrangements in place to support staff member experiencing stress.

James is responsible for:

- Ensuring that there is good communication within the team and there are opportunities for our employees and contractors to raise concerns about their work.
- Preventing or altering processes, procedures or behaviours that may cause psychological illness or injury to our employees, contractors or students.
- Taking action where performance by a member of our staff may cause stress to others.

Our employees and contractors are responsible for:

- Treating all persons with whom they interact during the course of their work with consideration, respect and dignity.
- Raising concerns with James if they feel that work issues are causing them stress and having a negative impact on their well-being.
- Taking responsibility for working effectively in their assigned roles, thus helping to avoid causing stress to their colleagues.

13 – Contractor management

Policy statement

NCMA is firmly committed to ensure that contractors work in a healthy and safe manner, are not harmed and do not cause harm to others, while working in our places of work.

Responsibilities

James is responsible for:

- Ensuring an evaluation and assessment of contractors' ability to perform their work safely and without putting NCMA's employees, contractors, students and visitors at risk, has been carried out before the contractor commences work and that the contractors' Health & Safety performance is monitored throughout the contract
- Ensuring details of any specific hazards that may be relevant are provided to the contractor
- Advising the contractor on miscellaneous matters, such as our emergency procedures, the location of fire extinguishers and first aid assistance, and who to report to in case of an accident/incident
- Maintaining appropriate communication between NCMA and the contractor at any time

Contractors are responsible for:

- Providing all information requested by NCMA regarding their ability to perform the work safely and without putting NCMA's employees, students, volunteers and visitors at risk
- Providing details of any hazards that they will be introducing into NCMA's places of work or any hazards that may be created as a result of the nature of the work being undertaken, together with how these hazards will be mitigated
- Providing and using emergency and personal protective equipment they may require

Procedures

During the tender process

- Every potential contractor that is not already on our accredited contractor list must complete a questionnaire regarding the management of Health and Safety, provide any information requested by us, and confirm they hold the necessary qualifications/authority to undertake the work
- James will give approval once satisfied that the health and safety record of the potential contractor is satisfactory

While the contractor is on NCMA premises or at any of our other places of work

- The contractor must undergo the induction process and sign the induction register once completed
- The contractor will be monitored to ensure that safety rules are observed and safe work practices are adopted
- James will immediately investigate all reports of unsafe practices and request the activity to cease
- Inadequate safety performance will be reported to the contractor's supervisor for immediate rectification

After completion of contractor's work

- James will evaluate the contractor's Health and Safety performance at the end of the contracted work
- If the result of the evaluation is satisfactory or better, the contractor will be added to the list of accredited contractors, or, if already listed, maintain the entry
- If the result is less than satisfactory and the contractor was on the list, he will be taken off the list
- Only contractors who have demonstrated a satisfactory or better standard of Health and Safety performance will be engaged for future work

14 – Rehearsal/Performance/Production

Policy Statement

NCMA will take all reasonably practicable steps to provide a safe performance venue for staff, contractors, volunteers, accredited teachers, affiliated music groups, venue hirers and members of the public.

Responsibilities

James is responsible for:

- Ensuring that regular safety inspections of the facility and equipment are carried out
- Ensuring that all hazards/risks are identified, assessed, and appropriately controlled

JR is responsible for:

- Liaising with venue hirers regarding the technical requirements of their event.
- Securing additional equipment and/or personnel as required.
- Making suitable arrangements to the technical systems in preparation for events.
- Providing onsite technical support for events as required.
- Ensuring venue equipment receives regular maintenance and is compliant with their relevant standards.
- Providing basic training to members of staff, venue hirers or volunteers on the safe and correct operation of technical systems.

Venue hirers, affiliated music groups and accredited teachers are responsible for:

- Abiding by the Health and Safety policies, rules and procedures of the NCMA
- Following instructions any directions given by NCMA and our Technical Manager
- Taking all reasonable practicable steps to ensure their own safety and that of others

Procedures

- Backstage Hazards/Risks are to be identified and clearly marked and/or communicated to staff, contractors, volunteers, accredited teachers, affiliated music groups, venue hirers.
- Exit signage is to be provided within the venue where required and according to the performance.
- Ensure that all staff, contractors, volunteers, accredited teachers, affiliated music groups, venue hirers know the emergency procedures and the designated assembly point.
- Ensure that all public areas are kept clear and unobstructed at all times.

15 - Other Specific Health & Safety Procedures

Electrical requirements

- Only a registered electrician or a trainee working under their direct supervision shall do electrical work to be undertaken on school premises.
- All portable electrical appliances shall be fitted with a RCD or connected to a recognized isolating board.
- All electrical equipment must be tested and tagged at intervals as per AS/NZS 3260.

Environmental safety

We will take all reasonably practicable steps to reduce our environmental impact. We will consider the environmental aspects of materials and packaging purchased as well as the disposal, reuse and recycling of all waste products.

We maintain strict standards to ensure that the actions of our employees and our work activities do not adversely affect the environment.

Health and Safety Meetings

We will conduct regular Health and Safety meetings as part of our staff meetings. These meetings are an effective way to ensure that all our employees and contractors have an opportunity to raise health and safety related concerns or issues. Our employees and contractors will be encouraged to actively participate in these meetings. Minutes of the meetings will be completed and held for reference.

Vertical Mast Lift (EWP)

The vertical mast lift will only be operated after express permission of the Venue Technical Manager. An induction will be provided to all persons using the EWP for the first time.

Safety procedures:

- A pre-operation check has to be carried out and the results to be recorded in the on-board log book
- All extension arms must be installed and as close to the floor as possible
- The mast must not be at full extension.
- The EWP shall always be pushed, not pulled.
- There must always be two people to provide stability of movement.
- In order to maintain clear communication there should be minimal noise, and if moving the EWP, working lights should be turned on until the EWP is safely positioned.
- A clear path must be ensured before any movement is undertaken.
- Prior to ascending or descending, ensure the EWP will not collect any other objects (Lamps, Rigging, Cables, Set etc) in its path.

- Clear communication is required between the operator in the bucket and person maneuvering the EWP to avoid any nearby objects.
- Persons entering the area below the EWP when someone is working at height must be wearing a helmet.
- When working at heights, only essential tools and equipment should be used.
- Prior to ascending, all tools should be secured with lanyards to prevent them falling on those below.
- Pockets must be empty and any loose personal objects or accessories removed.
- All work being carried out with unsecured objects at height must be verbally announced to persons nearby.

Maintenance

Routine inspections must be carried out by a competent person at least every 3 months. For inspection requirements refer to the manufacturer's service manual.

A thorough examination has to be carried out by a certified inspector after any incident, major repair or modification, or at least every 6 months

Working alone

Working alone means a situation, where normal supervision or support is not readily available. We aim to ensure that there are always a minimum of two staff present at our premises. In case this cannot be achieved:

- James must be aware of staff members working alone
- All alone work is to include vigilant contact to ensure the well-being of the staff member. The extent of vigilance is to be based on the risk of the activity.
- Staff member must ensure they have a means of communication accessible at all times when working alone.

If a staff member who has been working alone has not reported back by the expected time, we will take the following escalating steps:

- Try to contact the staff member by phone
- Try to contact the owner or tenant of the property where our staff member was working and ask to locate her/him
- Travel to the location where our staff member was expected to be and try to locate him/her
- If required, call emergency services (dial 111), give details about the situation

16 - Forms and Registers in use:

- Accident/Incident Register
- Accident/Incident Report and Investigation Form
- Annual Health and Safety Objectives/Actions Plan
- Contractor Health and Safety Questionnaire
- Evacuation Drill Checklist
- Hazardous Substances Inventory
- Hazard/Risk Reporting Form
- Hazard/Risk Register
- Induction Check-List
- Induction Register
- Meaning of notifiable events
- New Employee Induction Acknowledgement
- Qualifications/Licenses & Training Record
- Safety Checklist
- Safety Meeting Checklist