

Hazard/Risk Register - Performance/Production

Hazard	Potential Risks	Raw Risk	Controls	Residual Risk	Person/s responsible	Review date
Biological	Creation or propagation of harmful bacteria in kitchen, dressing rooms, toilets and showers	High	<ul style="list-style-type: none"> Provide sufficient waste disposal Internal waste bins to be emptied regularly Facilities including backstage toilets are kept in a clean and hygienic condition by our contracted cleaning service provider Cleaning supplies including dishwashing facilities are provided in our kitchen facilities 	Low	James	30.04.18
	Transfer of diseases	High	<ul style="list-style-type: none"> Unwell persons to be asked to remain home until well Implement Pandemic emergency procedures 	Moderate	All	30.04.18
Elevated Work Platform (EWP/Vertical Mast Lift)	Accidents caused by insufficiently experienced operators.	Extreme	<ul style="list-style-type: none"> No person to operate the EWP without permission of the Venue Technical Manager An induction is to be given to all persons using the venues EWP for their first time Tasks requiring the use of the EWP to be designated only to persons with sufficient experience 	Moderate	JR	30.04.18
	Accidents caused by equipment damage or poor maintenance	Extreme	<ul style="list-style-type: none"> A pre-operation check to be carried out and the results to be recorded in the on-board log book Routine inspections must be carried out by a competent person at least every 3 months A thorough examination must be carried out by a certified inspector after any incident, major repair or modification, or at least every 6 months 	Moderate	JR & Operators	30.04.18
	Moving the EWP with a person at height in the bucket causing fall from height	Extreme	<ul style="list-style-type: none"> Alternatives to be considered before moving the EWP with a person at height All extension arms must be installed be 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 working lights should be turned on until the EWP is safely positioned. 	Moderate	JR & Operators	30.04.18

			<ul style="list-style-type: none"> A clear path must be ensured before any movement is undertaken 			
	Collision with object during horizontal or vertical movement of EWP	High	<ul style="list-style-type: none"> Prior to ascending or descending, ensure the EWP will not collect any other objects in its path Be aware of clearances when operating or travelling the EWP Ensure clear communication between the operator in the bucket and person maneuvering the EWP 	Moderate	Operators	30.04.18
	Falling objects while work at height	Extreme	<ul style="list-style-type: none"> Persons entering the area below the EWP when someone is working at height must be wearing a safety helmet When working at height, only essential tools and equipment should be used Prior to ascending, all tools should be secured with lanyards 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 the immediate crew. 	Moderate	Operators & Crew	30.04.18
Fatigue / Working long hours	Unsafe acts/behaviour caused by physical or mental fatigue	High	<ul style="list-style-type: none"> Ensure adequate staffing levels Ensure adequate regular breaks of at least 1hr within a 5hr work period Select people who fit the requirements of the task Provide feedback to workers about their performance and support when they encounter difficulty doing their work, or when they have private issues Encourage all to maintain health and fitness Learn to recognise fatigue in yourself as well as others 	Moderate	James & JR	30.04.18
	Unsafe acts/behaviour caused by prolonged work hours	High	<ul style="list-style-type: none"> Workers shall not exceed 13 hours of work time in any cumulative work day Workers shall have at least 10 hours of continuous rest Workers should not exceed 70 hours in any cumulative week 	Low	James & JR	30.04.18
Fire	Fire systems failing	Extreme	<ul style="list-style-type: none"> regular fire systems by competent person, including fire extinguisher, alarms, emergency lighting and sprinkler pressure tests. Pre-show fire-checks to confirm systems are operational 	Low	James & JR	30.04.18

	The propagation of fire by drapery, painted drops, other fabrics used as scenery	Extreme	<ul style="list-style-type: none"> Any flexible fabrics provided by the venue to be in accordance with NZ Building Code All flexible fabrics used as/on scenery or large areas of fabric must be flame retarded Confirmation must be provided to the NCMA that fabrics comply 	Low	James, JR & Facility hirers	30.04.18
	Failure to evacuate through not knowing the correct emergency procedures	High	<ul style="list-style-type: none"> All persons involved in production/performance entering the building for their first time are to undergo an induction including fire evacuation protocols. Display signs that identify the evacuation meeting point Fire exits must be marked with illuminated signs Implement the emergency management procedures 	Low	James & JR	30.04.18
	Objects obscuring access to fire Fighting equipment	High	<ul style="list-style-type: none"> The area in front of firefighting equipment should remain clear at all times. Fire extinguishers should be placed in front of any item blocking access to fixed fire fighting equipment 	Low	JR	30.04.18
	Technical equipment in auditorium affecting audience emergency egress	Moderate	<ul style="list-style-type: none"> Use of the main auditorium space for production requirements must be discussed in advance with the Technical Manager The placement of technical equipment or staging in the auditorium must not obstruct emergency egress paths A minimum 1m egress must be retained and consider wheelchair spaces. 	Low	JR	30.04.18
Ladders	Improper setup or use causing falls from height	High	<ul style="list-style-type: none"> Ladders to be industrial or trade rated Ensure ladder is in good condition and long enough for the job Keep area around the base clear Secure top of extension ladders Maintain three points of contact Face the ladder while ascending / descending Stepladders must only be used in the completely open position, and only climbed on the side with steps Do not place ladders onto other objects to increase height. A step ladder should not be used as a work platform. Observe NZ Good practice guidelines for working at height 	Moderate	JR & Operators	30.04.18
	Falling objects	High	<ul style="list-style-type: none"> Prior to ascending, all tools to be secured to the users with lanyards 	Low	Operators	30.04.18

			<ul style="list-style-type: none"> Materials or tools are not to be left on a ladder, or dropped or pitched to another worker. 			
	Failure due to structural or mechanical damage	High	<ul style="list-style-type: none"> Ladders must be inspected and maintained annually Ladders must always be visually inspected before use to ensure they are in safe condition. Any ladder showing a defect should be reported to the venue staff and set aside from use 	Moderate	JR & Operators	30.04.18
Electricity	Electrical faults caused by faulty workmanship	Extreme	<ul style="list-style-type: none"> Only persons accredited under relevant legislation shall be engaged to undertake electrical maintenance or installation. 	Moderate	James	30.04.18
	Electrical fault due to general wear and tear	Extreme	<ul style="list-style-type: none"> Cables must not be twisted, crushed or kinked Any deteriorated or poorly maintained equipment must be removed from service and/or replaced Protect cables shall from sharp edges or heavy loads Cables should be checked regularly for overheating, loose connections, fraying or other damage. All equipment is to be well maintained and tested in accordance with ASNZS3760:2010 	Moderate	JR, crew & Hirers	30.04.18
	Electrical hazard due to moisture / liquid	High	<ul style="list-style-type: none"> When there is a possibility of moisture, any joins must be covered with adequate weather protection 	Low	JR, crew & Hirers	30.04.18
	Electrical Fire	High	<ul style="list-style-type: none"> Provide appropriate fire extinguishers in areas with high levels of electrical energy 	Moderate	JR	30.04.18
	Electrocution	Extreme	<ul style="list-style-type: none"> All electrical equipment must be properly isolated prior to working on it. This includes servicing lamps after the luminaire is rigged. 	Moderate	JR, crew & Hirers	30.04.18
Lighting	Trip hazard of cables crossing walkways	High	<ul style="list-style-type: none"> Cable routing should not create a tripping hazard Cables should be secured with tape and flagged where required 	Low	JR & Crew	30.04.18
	Unstable/Falling objects	Extreme	<ul style="list-style-type: none"> All hung fixtures must have a safety chain A full check of all fixtures secured to a bar/truss must be carried out before lifting to height. All lighting fixtures or stands must be properly supported to prevent tipping 	Moderate	JR & Crew	30.04.18
	Insufficient lighting causing injury	High	<ul style="list-style-type: none"> Provide adequate lighting in backstage areas at all times At times other than dress rehearsals or performance, Lighting operators should verbally notify all those onstage of an impending black-out Solid objects in areas of low light are to be flagged with a white, glow or high visibility tape 	Low	JR & Crew	30.04.18

			<ul style="list-style-type: none"> All cast and crew to be informed of said objects during induction 			
Noise	Damage to hearing, Noise induced hearing loss	High	<ul style="list-style-type: none"> Carry out noise level monitoring if in doubt Wear hearing-protection where required 	Low	JR & Crew	30.04.18
Tools	Defective / unsafe tools	High	<ul style="list-style-type: none"> Any defective or unsafe equipment must be tagged as such, reported to venue staff and not used until repaired All electrical tools and chargers must be tested and tagged in accordance with ASNZS 3760:2010 	Moderate	JR & Crew	30.04.18
	Unsafe use of tools causing injuries	High	<ul style="list-style-type: none"> Keep loose materials, loose clothing or hair away from moving Parts of equipment Tools must not be used beyond their design capacity Hands must be dry and kept free of oil and grease while using tools Tools must have their factory guards firmly attached Do not distract a person operating a power tools / machinery 	Low	All	30.04.18
	Leads causing trip risk	Moderate	<ul style="list-style-type: none"> Tools or electrical leads must not be placed or left where they could create the risk of tripping 	Low	All	30.04.18
	Eye damage	High	<ul style="list-style-type: none"> Safety glasses or a face shield must be worn when using power tools 	Low	All	30.04.18
Scaffolding	Structural collapse	Extreme	<ul style="list-style-type: none"> Scaffolding must be erected and dismantled by experienced personnel using the proper equipment. A certified scaffold rigger must erect any scaffolding that exceeds 5m in height Inspect before use and after any alteration A register of weekly checks must be attached to scaffolds over 5 meters in height Scaffolding more than 1.8m high must be fully planked out with toe boards Scaffolding more than 1.8m high must have continuous hand- and midrails at all work platforms Scaffolds must be erected on firm foundations Free- standing scaffold height to smallest base ratio must not exceed 3:1. Scaffolders must display appropriate, clear and unobstructed signage during construction, dismantling, adjustment or modification of scaffolding DO NOT carry out any adjustments to scaffolding structures unless instructed by the Technical Manager 	Moderate	JR & Crew	30.04.18

	Objects falling from height while using or constructing scaffolding.	High	<ul style="list-style-type: none"> All hand tools must be secured to the worker or structure Equipment being ferried up/down the scaffolding must be properly secured All equipment on top must be secured to the framework. Scaffolding more than 1.8m high must be equipped with toe boards 	Moderate	All	30.04.08
	Instability of scaffolding used as lighting booms	High	<ul style="list-style-type: none"> Sufficient weight ballast must be applied to baseplates to ensure boom poles are stable and are not subject to falling when accidental lateral loads are applied 	Low	JR & Crew	30.04.18
	Injury caused by set up and use of mobile scaffolding towers	Extreme	<ul style="list-style-type: none"> Mobile scaffold towers must have sufficient cross and horizontal bracing Mobile scaffolding must not be moved whilst supporting people. All wheels must be locked before working on a mobile scaffolding Free- standing scaffold height to smallest base ratio must not exceed 3:1. Safe internal access has to be provided for mobile scaffold platforms 	Moderate	JR & Crew	30.04.18
Staging	Risk of tripping on multi-level staging/stairs	High	<ul style="list-style-type: none"> All elevation changes should be clearly marked and safe Install handrails where required by a risk assessment 	Moderate	JR	30.04.18
	Slips/trips	High	<ul style="list-style-type: none"> The stage floor should be kept clean and tidy at all times Sweeping and mopping should only take place when no other activities are scheduled for the space Ensure the stage will be dry in time for use 	Low	JR & Crew	30.04.18