



Nelson Fringe Festival Backstage Site Specific Safety Plan

This SSSP is to be used by all workers in venues operated by The Nelson Fringe Festival.

Current health and safety legislation states any person who carries out work in any capacity, is considered a worker in our venues.

This SSSP identifies and rates hazards, and provides control methodology for the risks present during an average* venue use.

**This is to be used in conjunction with the Show Specific Safety Plans provided by producing companies outlining the hazards, risks and control methodology they introduce to our facility with their production.*

This SSSP does not replace any companies overarching Health and Safety Hazard registers.

For more information:

New Zealand Health and Safety Legislation
www.sitesafe.co.nz

Safe working practices within the entertainment technology industry
www.ETNZ.org

ATMOSPHERIC EFFECTS

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|----------|------------|----------|-------------|---|
| Respiratory Hazard - Haze & Smoke | All | 4 | 2 | 8 | <ul style="list-style-type: none"> Use only the minimum concentration for the minimum period of time necessary. Avoid heavy concentrations where people are exposed. |

BACKSTAGE/WINGS GENERAL

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|----------|------------|----------|-------------|---|
| Low level lighting - Impact / Trip / Fall | All | 4 | 4 | 16 | <ul style="list-style-type: none"> Blue lights either side of stage provide low-level light during rehearsal / performance. At no time (except building departure) shall backstage be in a full blackout. Other than dress rehearsals or performance, Lighting operators should verbally notify all of those onstage of an impending black-out. All rigid objects placed in the wings or backstage areas, should be flagged with high-vis, glow or white tape to alert their presence. Arrows may be required to identify path direction. Cast/crew should be informed of all low visibility hazards. Stairways must always be lit with blue lights during performances / rehearsals. All venue stair edges are clearly marked with a high visibility tape. |
| Access paths blocked | All | 3 | 4 | 12 | <ul style="list-style-type: none"> A minimum 1m walkway must be maintained through all areas at all times. |
| Aerosol products - Respiratory damage / flammable substance | All | 2 | 3 | 6 | <ul style="list-style-type: none"> Be considerate with use of hairsprays or aerosol deodorants in confined spaces i.e dressing rooms. Use of any aerosol products must be kept well away from any naked flames, sparks or heat sources. |
| Cables - Trip | All | 4 | 3 | 12 | <ul style="list-style-type: none"> Plan cable-runs to avoid crossing walkways. Securely tape down small cable runs, identifying with white, glow or high vis tape. Use yellow jacket style cable covers |

BIOLOGICAL

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|----------|------------|----------|-------------|---|
| The creation or propagation of harmful bacteria in the kitchen, dressing rooms, toilets and showers | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Waste disposal is provided on site Internal bins should be emptied regularly Backstage toilet facilities are provided. Cleaning supplies are available to allow users to maintain the hygiene of spaces. |
| Transfer of illness | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Unwell persons should be asked to remain home until well. |

FATIGUE / HOURS OF WORK

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|--|----------|------------|----------|-------------|---|
| Physical, mental or emotional fatigue can lead a person to become unsafe | All | 3 | 5 | 15 | <ul style="list-style-type: none"> Ensure adequate staffing levels Provide optional levels of physical and mental activities interspersed with regular breaks to ensure recovery. Design rosters safely with adequate regular breaks of at least 1 hr within a 5hr work period. Select people who fit the requirements of the task. Make sure work/tasks are clearly defined Provide feedback to workers about their performance and support when they encounter difficulty doing their work, or when they have emotional or family difficulties Encourage all to maintain health and fitness Learn to recognise fatigue in yourself as well as others. |
| Prolonged work hours are a primary cause of fatigue | All | 3 | 5 | 15 | <ul style="list-style-type: none"> Schedules must allow for all workers to take their legal and contractually agreed breaks, and as such must be sufficient for workers to rest and recover so they are safe to work. 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. |

FIRE

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|----------|------------|----------|-------------|--|
| Fire Spreading | All | 1 | 5 | 5 | <ul style="list-style-type: none"> Fire extinguishers are well signposted and located at the bar, ticketing desk, operating position and dressing room. |
| The propagation of fire by drapery | All | 3 | 5 | 15 | <ul style="list-style-type: none"> All flexible Fabrics provided by the venue are maintained as fire retarded in accordance with NZ Building Code. |
| The propagation of fire by flammable costumes | | 4 | 5 | 20 | <ul style="list-style-type: none"> Costumes should be fire retarded when there is a risk present by the use of naked flame and/or pyrotechnics in the production. |
| Failure to evacuate through not knowing the correct procedure | All | 4 | 5 | 20 | <ul style="list-style-type: none"> All persons entering the building for their first time are to undergo a venue induction including fire evacuation protocols. Signposts are located around the venue identifying the evacuation meeting point Fire exits are marked with illuminating signage maintained. |
| Leaving a person in the building during an evacuation | All | 4 | 5 | 20 | <ul style="list-style-type: none"> In the event of a fire, the venue stage manger becomes the backstage fire warden and will patrol the building to ensure all areas have been evacuated. |
| Vehicles obscuring egress | All | 5 | 4 | 20 | <ul style="list-style-type: none"> Venue staff to monitor that vehicles only park in the designated parks. |
| Objects obscuring access to fire extinguishers | All | 3 | 5 | 15 | <ul style="list-style-type: none"> The area in front of fire extinguishers should remain clear at all times. Fire extinguishers should be placed infant of any item blocking access to its usual position. |

RIGGING

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|--|--------------|------------|----------|-------------|---|
| Accident or damage caused by improper use | Rigging Crew | 2 | 5 | 10 | <ul style="list-style-type: none"> Properly trained and competent persons only must be involved with the safe operation, function and routine maintenance of any rigging equipment. Follow the prescribed and safe working procedures when loading/unloading, or operating rigging systems. The operation of an unbalanced counterweight system may be required under special circumstances (e.g. during the flying of performers) The system must always be operated within the manufacturers guidelines and the ability of the operator(s) to hold the out of balance load safely. Packing must be used between slings and sharp objects. |
| Failure of rigging equipment due to age / wear and tear. | Rigging Crew | 1 | 5 | 5 | <ul style="list-style-type: none"> All rigging equipment should be certified annually by a qualified person (a certificate of test/inspection must be provided.) Repairs and modifications must only be made be carried out by a suitably qualified person. Damaged or defective slings, ropes, wires, shackles or other rigging equipment must be removed from service immediately. All Rigging components should be visually assessed prior to their use. |
| Failure of equipment due to overloading | Rigging Crew | 1 | 5 | 5 | <ul style="list-style-type: none"> The Safe Working Load (SWL) Shall never be exceeded The Safety Factor of any rigging is 1:5 (Unless stated otherwise) Always calculate the effect slinging methods and bridle angles on load bearing |
| Failure of; or damage caused to rigging equipment by improper use. | Rigging Crew | 1 | 5 | 5 | <ul style="list-style-type: none"> Items suspended to the rigging systems must meet venue and industry construction and fixing methods before they will be installed. Chains or rope must not be shortened by knotting. |
| Failure of rigging due to fire | Rigging Crew | 1 | 5 | 5 | <ul style="list-style-type: none"> Steel slings shall be used as a secondary for fibre slings if there is a risk of fire. |

LADDERS

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|----------|------------|----------|-------------|--|
| Stored ladders falling during earthquake | All | 1 | 5 | 5 | <ul style="list-style-type: none"> Ladders are to be stored laying down |
| Falling object | Crew | 2 | 4 | 8 | <ul style="list-style-type: none"> Prior to ascending, all tools should be secured to the users with lanyards to prevent them falling on those below. Materials should never be left on the ladder, or dropped or pitched to another worker. |
| Failure due to structural or mechanical damage | All | 2 | 5 | 10 | <ul style="list-style-type: none"> Ladders should 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. |

LIGHTING AND ELECTRICAL

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|----------|------------|----------|-------------|---|
| Electrical faults caused by faulty workmanship | All | 2 | 5 | 10 | <ul style="list-style-type: none"> Only those persons accredited under relevant legislation shall be engaged to undertake electrical maintenance and or installation. |
| Electrical fault due to general wear and tear | All | 2 | 5 | 10 | <ul style="list-style-type: none"> Cables should not be twisted, crushed or kinked Any deteriorated or poorly maintained light or other powered equipment should be removed from service and/or replaced. Cables shall be protected 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. |
| Electrical hazard due to moisture / liquid | All | 2 | 5 | 10 | <ul style="list-style-type: none"> When there is a possibility of moisture, any joins will be provided with adequate weather protection. Isolation of liquids from areas with electrical devices. |
| Trip hazard of cables crossing walk-ways | All | 4 | 3 | 12 | <ul style="list-style-type: none"> Cable routing should take into account and not create a tripping hazard Cables should be secured with tape and flagged |
| Electrocution | Crew | 2 | 5 | 10 | <ul style="list-style-type: none"> Before working on any electrical equipment it must be properly isolated. This includes when having to service lamps after the luminaire is rigged. |
| Falling object | All | 1 | 5 | 5 | <ul style="list-style-type: none"> All hung fixtures must have a safety chain. |
| Unstable objects | All | 1 | 4 | 4 | <ul style="list-style-type: none"> All lighting fixtures on stands should be properly supported to prevent tipping |
| Insufficient lighting causing injury | All | 3 | 4 | 12 | <ul style="list-style-type: none"> There should be adequate lighting in backstage areas At times other than dress rehearsals or performance, Lighting operators should verbally notify all those onstage of an impending black-out. |
| Impact with objects in areas of low-light | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Solid objects in areas of low light are to be flagged with a white, glow or high visibility tape. All cast and crew to be informed of said objects during induction. |
| Electrical Fire | All | 1 | 5 | 5 | <ul style="list-style-type: none"> Appropriate fire extinguishers located in areas with high levels of electrical energy. |
| Electrical fault caused by overloading | Crew | 2 | 4 | 8 | <ul style="list-style-type: none"> All electrical personnel should be aware of the load-bearing capability of cables and boxes. Do not exceed the available current draw for any given circuit. Care must be taken when using tap-on plugs and adaptors that circuits are not overloaded Maximum loads of dimmers shall not be exceeded so as to avoid overloading and a consequent fire hazard. |
| Electrocution or fire caused by heat of lamps | Crew | 3 | 5 | 15 | <ul style="list-style-type: none"> Clearance should be maintained between lighting equipment and flexible cords Lighting fixtures must be fitted with the correct heat resistant cables. |
| Seizure caused by strobe lighting | All | 1 | 5 | 5 | <ul style="list-style-type: none"> If strobe lighting is employed on a performance, The venue must be notified at least 1 hour before show. In this case, signage will be placed at point of sale and auditorium entrances. Flicker rates of 4 flashes per second or less are recommended and all strobes should be synchronised when more than one is used. |

MANUAL HANDLING

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|----------|------------|----------|-------------|--|
| Physical injury caused through improper lifting/carrying technique, over exertion or attempting to lift more than they are capable of | Crew | 4 | 4 | 16 | <ul style="list-style-type: none"> Stand as close to the load as possible with elbows close to your sides and feet apart for good balance. Bend your knees and straddle the load Always try to lift when standing or at least half squatting rather than kneeling or not using your legs Keep your back as straight as possible whilst lifting / carrying Do not twist your body to change direction, use your feet. |
| Accident when liftings a team | Crew | 4 | 4 | 16 | <ul style="list-style-type: none"> Ensure one person is in charge during team lift Where possible ensure members of a team lift are of similar height Position people for the lift having regard to the size, shape and balance of the load |

NOISE AND SOUND

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|----------|------------|----------|-------------|---|
| Hearing damage due to exposure to high sound pressure sound pressure levels | All | 3 | 4 | 12 | <ul style="list-style-type: none"> Exposure for each noise should be kept below 80 decibels on average per day Peak sound pressure levels should not exceed 140 decibels Employ PPE such as earplugs or muffs when working in or around loud environments. |
| Loud or unexpected noise using fright or distraction | All | 2 | 4 | 8 | <ul style="list-style-type: none"> The creation or playback of a loud noise shall be forewarned by verbal notification. Nuisance noise such as high pitch unexpected or distracting noises shall be minimised. |

PORTABLE TOOLS

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|--|------------|------------|----------|-------------|--|
| Defective / unsafe tools | Build crew | 2 | 4 | 8 | <ul style="list-style-type: none"> Any defective or unsafe equipment should be tagged as such, reported to a member of venue staff and not used until repaired. |
| Unsafe use of tools Causing injury | Build Crew | 2 | 4 | 8 | <ul style="list-style-type: none"> Loose materials such as rags or loose clothing or hair must be kept away from moving parts i.e drills. Tools must not be used beyond their design capacity Hands must be dry and kept free of oil and grease while using hand tools Tools must maintain their factory guards attached. Do not distract those work with power tools / machinery |
| Spray Paint drift : Respiratory and damage to property | Crew | 1 | 3 | 3 | <ul style="list-style-type: none"> All spray painting is to take place outside of the theatre. |
| Electrocution / Electrical Fault | All | 2 | 4 | 8 | <ul style="list-style-type: none"> All tools and chargers requiring 10A power supply must be tagged and tested. |
| Trip hazard | Crew | 2 | 3 | 6 | <ul style="list-style-type: none"> Tools or electrical leads must not be left where they can create tripping hazards |

PORTABLE TOOLS

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|------------|------------|----------|-------------|---|
| Hearing Damage | All | 2 | 4 | 8 | <ul style="list-style-type: none"> Hearing protection should be worn when using loud tools i.e impact drivers. When working intermittently or around non construction crew, signal you intent to create a loud noise allowing those near to block their ears. |
| Eye Damage - Dust / debris | Build Crew | 2 | 4 | 8 | <ul style="list-style-type: none"> Safety glasses or a face shield should be worn when using power tools. |
| Respiratory Damage - Dust | Build crew | 1 | 4 | 4 | <ul style="list-style-type: none"> Work creating significant quantities of dust i.e sawing, drilling or sanding must not take place within the theatre. Respiratory protection should be worn. |

SCAFFOLDING

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|---|------------|----------|-------------|---|
| Structure collapse or instability; Injury to personnel during construction. | Crew building and all accessing Scaffolding | 3 | 5 | 15 | <ul style="list-style-type: none"> Scaffolding should be erected and dismantled by experienced personnel using the proper equipment. A certified scaffold rigger must erect any structure that bears the load of people, or exceeds 5m in height. Scaffolding more than 1.8m high must be fully planked out with toe boards and continuous handrails to ensure a safe work platform. Scaffolds hold be constructed so they can support up to 4 times the maximum intended load, including dynamic loads. Scaffolds must only be erected on firm foundations. Scaffolders must install appropriate, clear and unobstructed signage during construction, dismantling, adjustment or modification of scaffolding. Unauthorised adjustments to scaffolding structures are illegal. |
| Injury to personnel or or damage to property surrounding the use of mobile scaffolding towers | Crew building and using scaffolding | 3 | 4 | 12 | <ul style="list-style-type: none"> Rolling scaffold towers must have the proper cross and horizontal bracing, and at least two of the four castors must be swivel type with locking capability. Mobile scaffolding must not be moved whilst supporting people. All wheels must be locked before working on a mobile scaffolding |
| Objects falling from height while using or constructing scaffolding. | Crew | 3 | 4 | 12 | <ul style="list-style-type: none"> All hand tools must be secured to the worker. Equipment being ferried up/down the scaffolding must be properly secured. All equipment on top must be secured to the framework. |
| Instability of scaffolding used as lighting booms | All | 2 | 4 | 8 | <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. |

STAGING

| Description of hazard, risk & associated activity | Affected | Likelihood | Severity | Risk Rating | Control Measures |
|---|----------|------------|----------|-------------|--|
| Trip hazard on multi-level staging/ stairs | All | 3 | 3 | 9 | <ul style="list-style-type: none">• All elevation changes should be clearly marked and safe. |
| Slip Hazard | All | 3 | 3 | 9 | <ul style="list-style-type: none">• The stage floor should be kept clean and tidy at all times to ensure the most appropriate surface is being provided.• Sweeping and mopping should only take place when other activities are scheduled for the space• Ensure the stage will be dry in time for use. |