

# CentreStage ROLLESTON

## Health & Safety Responsibilities

### Health & Safety is Everyone's Responsibility

It is the intention of CentreStage Rolleston to provide a safe working and performing environment for all involved, in all of our productions. We have this policy to help guide our direction and responsibilities and also comply with New Zealand Entertainment regulations.

CentreStage Rolleston and “the venue” (wherever this may be for any given production) have specific responsibilities for making such decisions and implementing such actions as may be necessary to provide for the health and safety of their own volunteers, contractors and other people in the working environment.

In order to facilitate the above, when possible, it is best practice for CentreStage Rolleston to provide the venue with a written Technical Rider that should include the following:

- Production Schedule
- Technical Requirements
- Health & Safety plan including show specific risk assessment
- Personnel requirements
- Marketing/Front of House

CentreStage Rolleston and the venue should ensure that employees and volunteers are consulted where work practices and procedures will/could affect their health and safety.

CentreStage Rolleston and the venue will ensure that suitably qualified and/or competent personnel are engaged, appropriate to undertake all aspects of the production or event.

# CentreStage ROLLESTON

All those working on a production or event will be given sufficient information to enable them to perform their job safely. Irrespective of the duration of their engagement period, all those working on a production or event will be given an induction at the work site. It will include an orientation and information relevant to the event or production.

The individual responsible for health and safety during a production or event may vary depending on the activity undertaken and/or the phase of the production or event.

CentreStage Rolleston and the venue must ensure that all persons are advised of the identity of the person to whom that responsibility has been delegated. That person may be the:

- Venue Manager
- Technical Manager
- Head of Department
- Supervisor
- Stage Manager
- Production Manager
- Company Manager

Employees, contractor's employees and volunteers are responsible for ensuring their work practices do not harm themselves, others or the environment.

## **Follow instructions, if unsure, ask.**

*Adapted from: "A Guide For Safe Working Practices In the New Zealand Theatre and Entertainment Industry." Version 12*

**Authorised by**  
**CentreStage Rolleston**  
**Executive Team**  
Dated: 30 June 2018