



Warkworth Theatre Group Health & Safety Framework

(Revised September 2024)

Warkworth Theatre Group is a Volunteer Association comprising members of the community, with no paid employees. Our Health & Safety framework demonstrates our commitment to

- our culture of inclusiveness, participation and sociability, where we can all benefit from the contribution of creative people from all backgrounds, with a shared enjoyment of community and performance
- the health, safety and well-being of all our volunteer members, participants and indeed the audience members who enjoy our performances.

Our Vision

To encourage participation in all aspects of amateur theatre in the Mahurangi region.

Our Values

- Engaging with like-minded people
- Having fun
- Belonging and building a sense of community
- Respecting different opinions and ideas
- Developing skills and trying new experiences
- Performance and expression

Warkworth Theatre Group activities follow the health and safety protocols of our rehearsal and performance venues, specifically Warkworth Town Hall, within the facilities management framework of Auckland Council.

To ensure awareness of individual and shared group responsibilities, cast and crew for each separate production are required (by the Director or Stage Manager) to sign confirming they have read and understood Warkworth Theatre Group’s Health & Safety framework.

HAZARD	CONTROL & MITIGATION
Emergency (eg fire)	Familiarity for all cast/crew with venue facilities and emergency procedures/equipment. Safety briefing to audience at commencement of every performance re facilities and emergency exits and procedures Designated Fire Wardens for each production – Front of House Manager and Stage Manager, each responsible for the evacuation and roll check for their areas
Trips and falls	On-stage briefing by Stage Manager for full awareness by all cast and crew of stage layout, set placement – elimination or minimisation of hazards (taping, securing & marking)

<p>Lifting/moving set and equipment</p>	<p>Demonstration and implementation of safe lifting practices. Ensuring sufficient crew and volunteers to enable team lifts of heavy items</p>
<p>Working at height (set / lighting)</p>	<p>Designated crew only, following industry guidelines. No individual to be working in isolation. Safe use of ladders, scaffolds, ensuring clear space below activity at height</p>
<p>Working with tools (including electrical equipment)</p>	<p>(Typically, personal equipment – requiring personal responsibility / supervision). Designated/experienced crew only -if at venue, not working in isolation</p>
<p>Flammable chemicals</p>	<p>Flammable materials/chemicals are stored appropriately and used in well-ventilated premises. Use of dangerous materials on stage are negated or minimised and overseen by the stage manager for the relevant performance /production.</p>
<p>Use of specific equipment and props</p>	<p>Stage Manager /Props Manager ensure all care is taken to ensure appropriate use of stage props, with demonstration of safe use. Safe storage/removal of any items where inappropriate use could cause risk or harm.</p>
<p>Working in low light</p>	<p>Stage Manager & lighting crew work together to ensure appropriate levels of lighting for backstage movement and activity for performers and crew, ensuring sufficient rehearsal for familiarity in low-light functionality.</p>
<p>Spills & breakages</p>	<p>Appropriate equipment available backstage and pre-performance agreement as to actions for prompt removal of any liquid, broken glass or other materials from the stage, or backstage</p>
<p>Lighting / Sound</p>	<p>Crew, cast and audience notified of any potential impact from loud sound or bright or strobe lighting effects during performances</p>
<p>First Aid</p>	<p>First aid kits available backstage – Stage Manager to coordinate appropriate care</p>
<p>Alcohol / Unwelcome attendees</p>	<p>Alcohol sales to audience members only as per terms of liquor licence issued for each programme. Security officer in attendance at each performance. Performances & Rehearsals – group departures result in no individual being alone in venue.</p>

