amdram
Musical Theatre Whanganui

Health and Safety Guide for
Bar, Ushers, and Candy Bar Staff

Key Contacts

Graham Dack – Chairperson graham@amdramwhanganui.co.nz

Terry Lobb – Deputy Chairperson, Bookings Liaison terry@amdramwhanganui.co.nz

Erika Crombie - Secretary

Geoff Campbell - Bar Manager

Ewan Crombie – Health & Safety Officer

Sandi Black – Health & Safety Officer

Physical Address

Amdram Theatre

171 Guyton Street

Whanganui 4500

Aotearoa New Zealand

Website and Social Media

https://amdramwhanganui.co.nz/

https://www.instagram.com/amdramtheatrewhanganui/?hl=en

https://www.facebook.com/amdram.wanganui/

Health and Safety Policy of Commitment

Amdram Whanganui is committed to excellence and continual improvement in health and safety. We comply with the Health and Safety at Work Act 2015 and all other

relevant legislation, rules, standards and codes of practice, including the NZ theatre and entertainment industry safe working practices set out by ETNZ. These practices can find here: https://www.etnz.org/ETNZ

Resources

While you are within our building, we ask that you:

- Have a current understanding of this health and safety policy
- Appropriately share the nature and risks of your event with other staff
- Manage hazards through robust risk management
- Report any accidents, incidents, near misses and hazards in the Accident Book, located on the shelf in the kitchen

General Safety Rules

Below are some general safety guidelines that everyone needs to be aware of whilst on site:

- This is a working theatre, not a playground
- Be mindful of others
- Ensure you are wearing the appropriate personal protective equipment when needed
- Do not participate in any activities you have not been trained to do
- Everyone must complete a health and safety induction led by Amdram staff
- The use or possession of drugs is prohibited at all times
- The use or possession of alcohol is prohibited unless supplied by the Amdram Duty Manager
- Smoking is only permitted on the gravel park between the Theatre Entry and Wardrobe (not on the steps or ramp)

Emergency Procedures

It is important that everyone onsite knows and understands the emergency evacuation procedures. The Amdram team and your event team are responsible for assisting others during an emergency evacuation. You must follow instructions from Amdram staff in an emergency.

First aid kits are in the Amdram Kitchen, Bar, and Dock

A defibrillator is located Horizons Regional House, 181 Guyton Street 06-9522800

Falls, Injuries, and Medical Events

1. Assess the situation, ensure there is no risk or danger for yourself or others.

2. Secure the scene and consider if evacuation is necessary.

3. Do not move the injured person. Keep them warm and reassured.

4. Apply first aid as needed, do not give the patient any food or water.

5. Call an ambulance.

6. Remain with the patient until the emergency services arrive at the scene.

7. Ensure someone is positioned at the door to direct the ambulance to the scene.

8. Ensure the family or emergency contact is contacted once the person has been taken to the hospital.

Fire

1. Only try to put the fire out if it is safe to do so.

2. Raise the alarm to warn others, this is done by yelling “Fire, Fire, Fire” and activating the alarms.

3. Follow the instructions and directions of the Fire Warden.

4. Evacuate the area by following the evacuation process and the path indicated by the emergency lights. Gather all persons at the assembly point - in front of Cooks Gardens Motor Lodge, corner of Purnell Street and Guyton Street

5. Call the emergency services.

6. Provide first aid if required.

7. Do not re-enter the building until the all-clear is given.

Earthquakes

1. Take cover under desks or doorways. If outside move away from buildings.

2. Stay away from windows.

3. After the earthquake check for injured people.

4. Follow the instructions and directions of the Warden.

5. Evacuate the building if necessary.

6. Call the emergency services if required.

Aggressive Person

1. Be polite at all times.

2. Stand in a non-aggressive stance, make sure there is some space between yourself and the person.

3. Get assistance or walk away if you cannot calm the person down.

4. Call the Police if necessary.

Other Significant Threats

1. Remain calm.

2. Find the safest way to leave the area. Move as quickly and calmly as you can.

3. If you cannot run, hide and find cover.

4. If you can see a threatening person, carefully note their description but don't stare.

5. If an offender is armed, do what they tell you.

6. Dial 111 if safe to do so. Identify location, and if possible the direction the attacker was last seen and a description of them.

7. Stop people entering the area used by the offenders.

8. Ask witnesses to wait until police arrive and speak with them.

Fire Training

If You Discover a Fire:

- Warn occupants in the immediate area
- Shout "Fire, Fire, Fire!" and activate the alarms
- Evacuate the building following the path indicated by the emergency lights
- Go to the assembly point in front of Cooks Gardens Motor Lodge, corner of Purnell Street and Guyton Street
- Report to the fire warden at the assembly point, pass on any relevant information about the fire, and call 111 if requested.

If You Are Warned of a Fire:

- Shout "Fire, Fire, Fire!" and activate the alarm if not already sounding

- Assist others to evacuate if required, following the path indicated by the emergency lights
- Evacuate to the assembly point in front of Cooks Gardens Motor Lodge, corner of Purnell Street and Guyton Street

When Making a 111 Call:

- If possible, use a mobile phone outside the building or a phone in a safe area out of earshot of the alarm
- Be aware that if you are using a landline you may have to press a number to obtain an outside line (for example, you might have to dial 9-111) Ask for Fire.
- You will need to provide the following information:
    - The nature of the emergency (e.g. alarms ringing)
    - Building name – Amdram Theatre
    - Street number – 171
    - Street name – Guyton Street
    - Nearest intersection – Purnell Street
    - Suburb – Central
    - City – Whanganui