



Notre Dame des Missions

Performing Arts Centre

Health & Safety

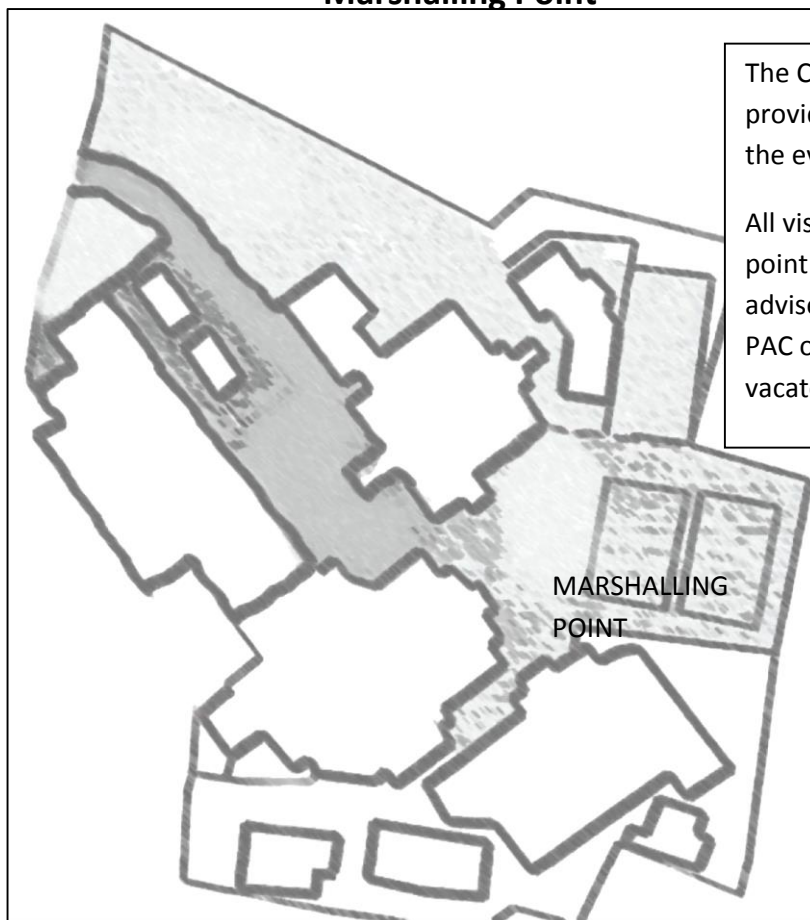
For your Event.

- Where possible, all proposed activities should be discussed with the PAC Manager in order to discuss Health and Safety and, where needed, plan for contingencies.
- An onsite staff member will coordinate all delivery of goods to the PAC.
- Any removal of furniture or rearrangement of gear must be agreed by the PAC Manager. No obstruction of doors or egress ways is allowed.
- All technical items must have current electrical testing tickets and will be visually inspected by PAC staff before they can be used.
- All trusses and winches can only be operated by trained/competent people. Access to the fly floor and winch sets can only be provided by the PAC Staff. Supervision of all technical rigging will be undertaken by the PAC staff.
- Ladders and scaffolding can only be used by trained/competent people. Access to ladders and scaffolding can only be provided by PAC staff.
- Out of bounds and restricted areas will be detailed to wardens and FOH staff.
- Any hazards must be reported immediately to PAC staff.
- FOH staff for all events will receive direction from the PAC Manager to act as wardens. Instructions will include zones for monitoring and to provide safe egress to the marshalling point in the event of emergency. (The expected ratio is 1:25)
- FOH wardens will also be required to provide assistance for parking and safe egress of visitors to the site.
- A parking and traffic congestion plan should be developed between the event organiser and PAC Manager prior to the event date.
- The PAC Staff are First Aid trained and can provide First Aid equipment. Any special medical requirements are the responsibility of the Hiree to consider and liaise with the PAC staff where required.
- The event manager must provide a head count to the PAC staff before the event commences.
- An Emergency Exit Plan will be developed with the Hiree prior to the commencement of the event (All four doorsets from the auditorium must be manned by Wardens to enable swift and safe exit and Public Announcements detailing the Exit Plan and Marshalling Point delivered in the opening address for any event).

Compliance with the **Health & Safety at Work 2015, 1989 Current Rigging Code of Practice, OSH; ASNZS 1891 and ASNZS 4488** and the **Safe Working Practices in the NZ Theatre Environment Guidelines** is expected.



Marshalling Point



The College Netball Courts are provided as a Marshalling Area in the event of an Emergency.

All visitors will be directed to this point and will wait there until advised that they may re-enter the PAC or are directed by Wardens to vacate the site.

Foyer Wardens

- Ensure doorways are clear and direct visitors to marshalling point
- Assist visitors who require help
- Check Bathrooms, studios, kitchen
- Liaise with PAC Manager

Floor Wardens

- Check all additional rooms
- Liaise with Foyer wardens

Auditorium Wardens

- Man auditorium doors
- Direct visitors out of auditorium safely
- Liaise with Foyer wardens

Site Wardens

- Manage marshalling point
- Prevent vehicle egress
- Liaise with PAC Manager
- Ensure safe access for Emergency services



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Parking

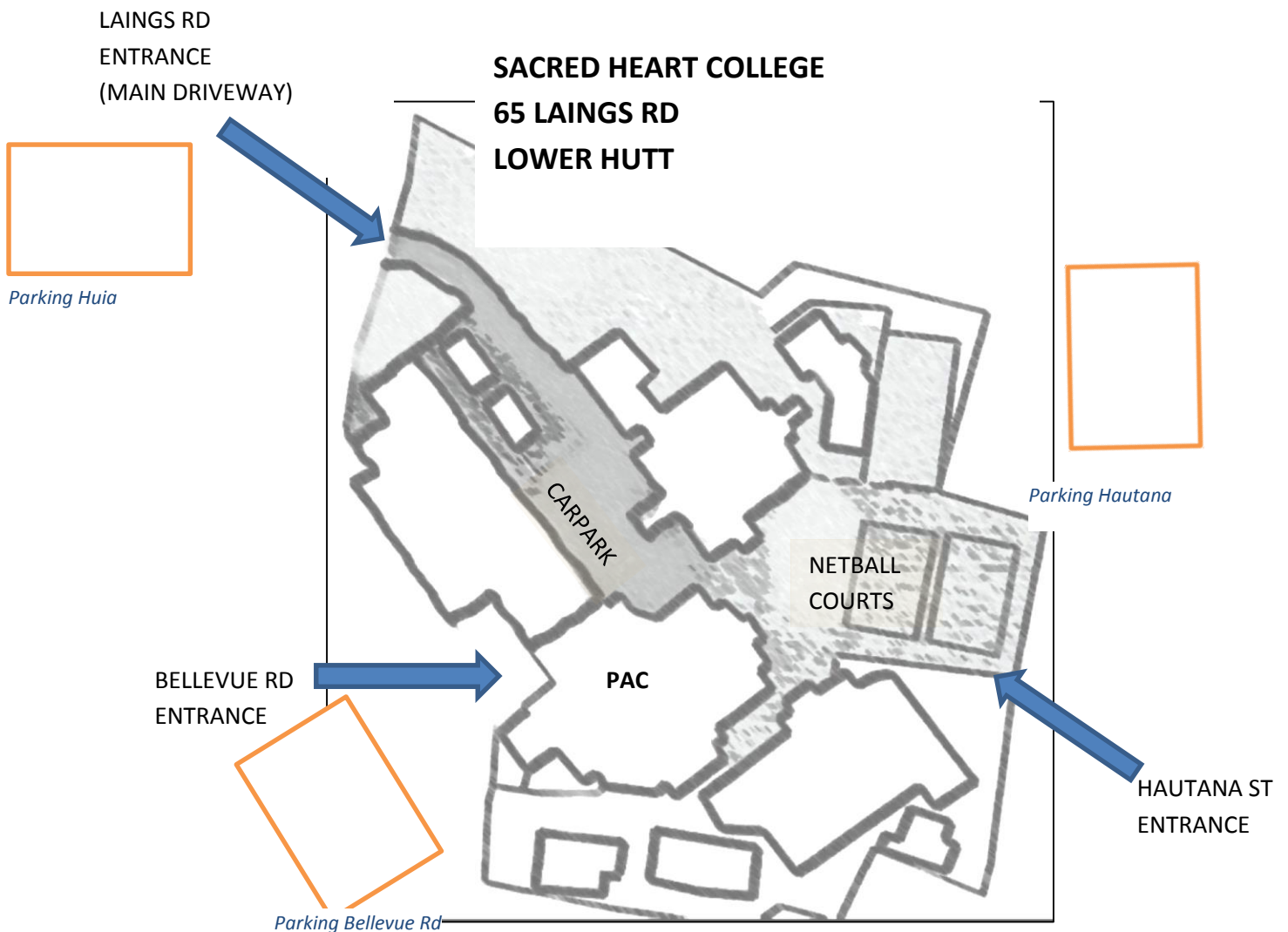
SITE ACCESS & PARKING

There is parking for 18 vehicles only onsite (one of these is for vehicles displaying a Disability Parking Permit). THESE ARE UNAVAILABLE DURING THE SCHOOL DAY

Additional parking is available as follows: 120 minute parking and unmetered parking along both sides of Bellevue Rd, 120 minute and unmetered parking along Hautana Street, 120 minute parking on Huia St.

***Car parking is not able to be provided on the Netball Courts as this is our Emergency Marshalling Point.**

*** FOH Wardens are required to provide parking assistance in the onsite carpark to avoid congestion and direct visitors to the public parking around the PAC.**

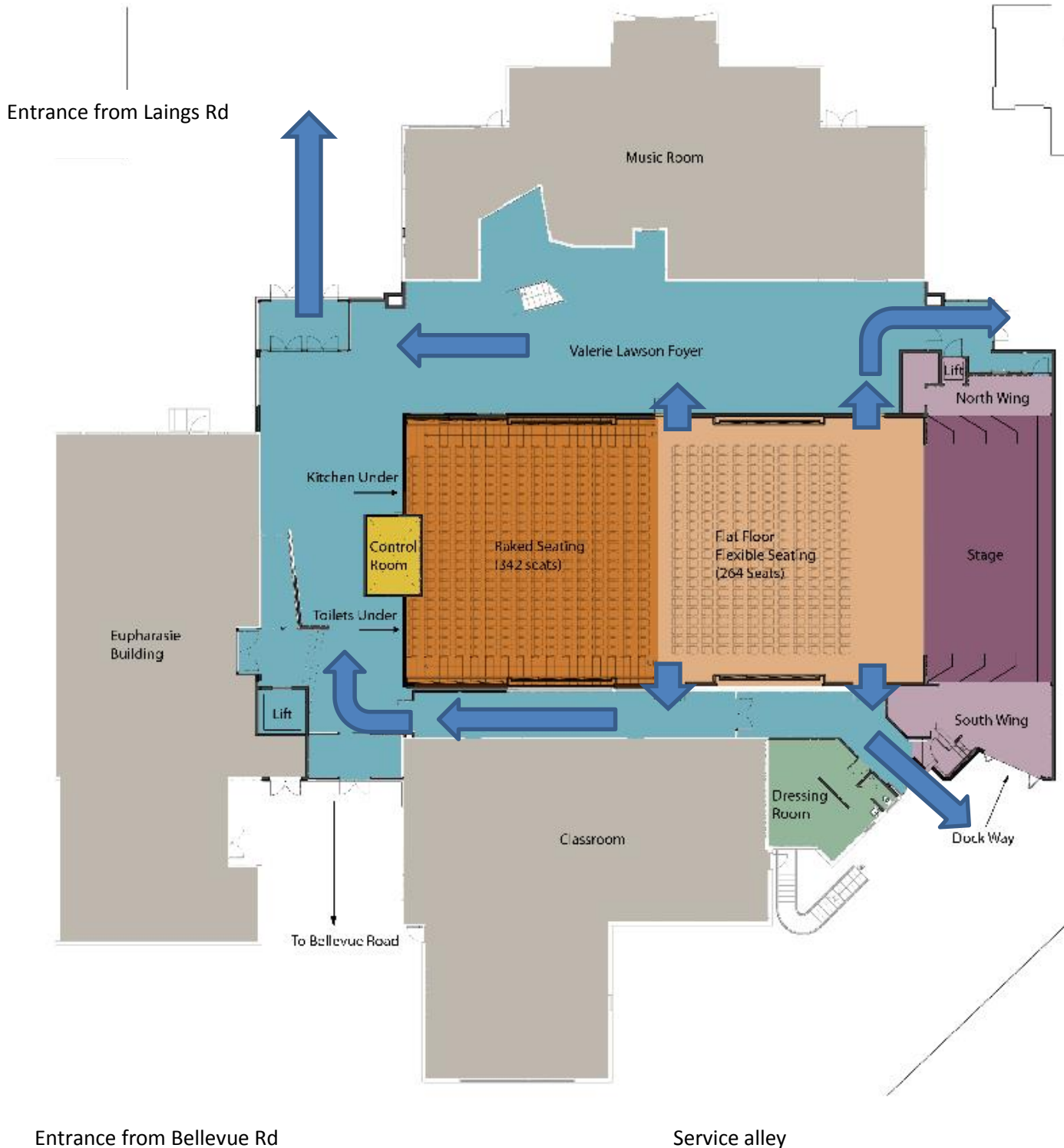




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Exit Plan

The Notre Dame des Missions Performing Arts Centre is located in the centre of the Sacred Heart College Campus. **1.1 Floor plan:**



Health and Safety General Information.

Development of a Health and Safety Plan for your event will occur with all necessary parties prior to the event. (This should include a designated H&S Lead from your Team).

Areas for discussion include:

- Access, egress and site monitoring.
- Appropriateness and risk planning for proposed activities.
- People management
- Emergency procedures

Please feel free to discuss any items not included above.

House Keeping.

Emcee Notes.

The bathrooms are located at the rear of the auditorium.

The entire site is smokefree – if you need to smoke please make your way onto the street through the college gates.

Please make use of the bins provided.

Please notify event staff of any hazards immediately.

Please do not sit in the stairwells or in front of doors as this is a hazard.

If you require first aid assistance please contact event staff.

In the event of an emergency please make your way via the nearest exit to the marshalling area on the college netball courts.