

## Veiligheids-, Gezondheids- en Welzijnsplan

### Inleiding

Voor de voorstelling **Wunderkammer** van Circa is door de technisch coördinator van de producent Van Baasbank & Co, Marijcke Voorsluijs, dit Veiligheids-, Gezondheids- en Welzijnsplan (VGW-plan) opgemaakt voor het gedeelte van de technische productie dat aan Nederlandse zijde is verzorgd.

Dit document is mede tot stand gekomen op grond van informatie gegeven door Jason Organ van Circa, en door HP Hulscher die de Nederlandse tournee voorbereidt.

Ten aanzien van mogelijke risico's voor medewerkers van het gezelschap en het theater en voor het publiek, in verband met veiligheid, gezondheid en welzijn, zijn de volgende onderwerpen onderzocht.

### Verantwoordelijkheden

De verantwoordelijk persoon vanuit het gezelschap voor veiligheid, gezondheid en welzijn bij deze productie is de 1<sup>e</sup> inspicient van het gezelschap. De eindverantwoordelijkheid t.a.v. de veiligheid van theatermedewerkers en publiek ligt bij het theater. De verantwoordelijkheid voor de uitwisseling van gegevens ligt bij de technisch coördinator. Gedurende de tournee is de Nederlandse technicus, HP Hulscher, aanspreekpunt voor theater en gezelschap tijdens opbouw, repetitie, voorstelling en afbouw.

### Decor

Het decor is van het gezelschap; ze hebben hun eigen risico-inventarisatie gedaan, zie pagina 3 en verder.

### Kostuums

Bij het maken van de kostuums en rekvisieten is rekening gehouden met draagcomfort en hanteerbaarheid. De kostuums zijn van het gezelschap en worden beheerd door hun crew.

### Licht

Ten behoeve van het lichtplan wordt gebruik gemaakt van materiaal van het theater, aangevuld met ingehuurd materiaal. Dit materiaal is gehuurd bij Arto (BE) en wordt daar regelmatig gecontroleerd.

### Geluid

Er wordt gebruik gemaakt van materiaal van het theater en een laptop van het gezelschap. Het geluidsvolume is bescheiden en het geluid wordt bediend door de geluidstechnicus van het gezelschap.

### Speciale effecten

Er wordt gebruik gemaakt van een hazer. De hazer wordt ingehuurd bij Arto. Er wordt geen gebruik gemaakt van open vuur, confetti etc..

## **Toneel**

De ruimte rondom het toneel is tijdens de voorstelling donker. Kabels worden zoveel mogelijk gebundeld weggewerkt in de in het theater aanwezige goten of op de vloer afgeplakt. Waar nodig graag anti-struikelmatten. De performers zijn tijdens de hele voorstelling op het toneel.

Het brandscherm wordt niet geblokkeerd en kan normaal gesloten worden.

De Nederlandse technicus zal samen met de techniek van het theater toezien op de veiligheid op en om het toneel in het algemeen (brandblusmiddelen, EHBO-middelen, nooduitgangen, vluchtwegen etc.).

## **Publiek**

Er wordt niets in de zaal geplaatst, er zijn geen stroboscopen etc., geen bijzonderheden op dit punt.

## **Personeel**

Het technisch personeel van het gezelschap en de producent is voldoende geschoold en gekwalificeerd.

## **Werk- en rusttijden**

De planning van de tournee is dusdanig opgezet dat de medewerkers voldoende rust krijgen, een en ander geheel volgens de Nederlandse arbeidstijdenwet.

### INTRODUCTION

CIRCA will not be able to eliminate all risks but will take active steps to prevent or minimise the likelihood level and impact of risk through its **Risk Assessment Process**

### DEFINITIONS

- **Risk management** is a process to eliminate or minimise health and safety risks in the workplace so far as is reasonably practicable.
- A **Risk Assessment** is the process where you: identify hazards, analyse or evaluate the risk associated with that hazard, determine appropriate ways to eliminate or control the hazard and review the process to ensure it's working as planned.
- A **hazard** is any source of potential damage, harm or adverse health effects on something or someone.
- A **risk** is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

### RISK ASSESSMENT PROCESS

#### STEP 1 - Identify the hazard

Hazards generally arise from the following aspects of work and their interaction:

- physical work environment
- equipment, materials and substances used
- work tasks and how they are performed
- work design and management


Some hazards are part of the work process, such as mechanical hazards, noise or toxic properties of substances. Other hazards result from equipment or machine failures and misuse, chemical spills and structural failures.

#### STEP 2 – Analyse / evaluate the risk

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you determine:

- how severe a risk is
- whether any existing control measures are effective
- what action you should take to control the risk
- how urgently the action needs to be taken.

A risk assessment can be undertaken with varying degrees of detail depending on the type of hazards and the information, data and resources that you have available. It can be as simple as a discussion with your workers or involve specific risk analysis tools and techniques recommended by safety professionals.

Probability 	<i>Seriousness of Consequences (impact) of Risk</i> (1 is minimal, 5 is catastrophic)				
	1	2	3	4	5
Low	Low	Low	Low	Medium	Medium
Medium	Low	Medium	Medium	Medium	High
High	Medium	Medium	Medium	High	High
	<b>Priority Rating</b> (Low, Medium or High)				

### STEP 3 – Control / Eliminate the risk

The most important step in managing risks involves eliminating them so far as is reasonably practicable, or if that is not possible, minimising the risks so far as is reasonably practicable.

In deciding how to control risks you must consult your workers and their representatives who will be directly affected by this decision. Their experience will help you choose appropriate control measures and their involvement will increase the level of acceptance of any changes that may be needed to the way they do their job.

There are many ways to control risks. Some control measures are more effective than others.

You must consider various control options and choose the control that most effectively eliminates the hazard or minimises the risk in the circumstances. This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable. Some problems can be fixed easily and should be done straight away, while others will need more effort and planning to resolve. Of those requiring more effort, you should prioritise areas for action, focusing first on those hazards with the highest level of risk.

### STEP 4 – Review the process

The control measures that you put in place should be reviewed regularly to make sure they work as planned. Don't wait until something goes wrong.

There are certain situations where you must review your control measures under the WHS Regulations and, if necessary, revise them. A review is required:

- when the control measure is not effective in controlling the risk
- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- if a new hazard or risk is identified
- if the results of consultation indicate that a review is necessary
- if a health and safety representative requests a review.

You may use the same methods as in the initial hazard identification step to check controls. Consult your workers and their health and safety representatives and consider the following questions:

- Are the control measures working effectively in both their design and operation?
- Have the control measures introduced new problems?
- Have all hazards been identified?
- Have new work methods, new equipment or chemicals made the job safer?
- Are safety procedures being followed?
- Has instruction and training provided to workers on how to work safely been successful?
- Are workers actively involved in identifying hazards and possible control measures? Are they openly raising health and safety concerns and reporting problems promptly?
- Is the frequency and severity of health and safety incidents reducing over time?
- If new legislation or new information becomes available, does it indicate current controls may no longer be the most effective?

If problems are found, go back through the risk management steps, review your information and make further decisions about risk control. Priority for review should be based on the seriousness of the risk. Control measures for serious risks should be reviewed more frequently.

Quality assurance processes may be used if you design, manufacture or supply products used for work to check that the product effectively minimises health and safety risks. Obtain feedback from users of the product to determine whether any improvements can be made to make it safer.

### RISK ASSESSMENT

The Risk Assessment is devoted to generic risks during bump in and bump out irrespective of venue. Unless otherwise clearly stated in writing CIRCA will defer to the existing venue specific emergency evacuation procedures for all major incidents.

Activity or Task	Perceived Risk	Probability of Risk	Impact / Consequence	Priority Rating	Risk Management Strategies
Unloading truck, group lifts, manual handling	Muscular strain, crush injury	M	4	Medium	<ul style="list-style-type: none"> <li>▪ Talk through all tasks to be performed.</li> <li>▪ Ensure adequate staff are available for all lifts.</li> <li>▪ Ensure all staff are lifting correctly.</li> <li>▪ Where staff are inexperienced or don't speak English be prepared to coach.</li> <li>▪ Ensure all staff receives appropriate breaks.</li> </ul>
Equipment falling from height	Wounds caused by falling equipment	L	3	Low	<ul style="list-style-type: none"> <li>▪ Ensure areas kept clear below work at heights.</li> <li>▪ Ensure only necessary equipment is taken to heights and safe methods are used to do so.</li> <li>▪ If working in Grid nominate one person as "floor" supervisor.</li> </ul>

Activity or Task	Perceived Risk	Probability of Risk	Impact / Consequence	Priority Rating	Risk Management Strategies
Trips, General accidents	Sprains, Breaks, Cuts, Abrasions	L	3	Low	<ul style="list-style-type: none"> <li>Keep work areas tidy. Don't leave equipment lying around.</li> <li>Request adequate work light.</li> </ul>
Electrical work	Shocks, Electrocution, Fire	L	5	Medium	<ul style="list-style-type: none"> <li>All of Circa's equipment is tagged and tested as per Australian regulations yearly.</li> <li>Equipment is visually inspected each time it is deployed. If any wear and tear or damage is noted it is fixed immediately.</li> <li>Theatre lanterns generate heat, all fixture positions are checked in regards to placement near soft furnishings, mats, costumes and mats.</li> <li>Position of in-house fire fighting equipment is noted by staff.</li> </ul>
Rigging	Equipment failure leading to fall from height	L	5	Medium	<ul style="list-style-type: none"> <li>All equipment supplied by Circa meets Australian standards for lifting or fall arrest and is tagged accordingly with SWL.</li> <li>Equipment is retested or replaced yearly and is visually checked each time it is deployed.</li> <li>Equipment is installed by Circa staff or adequately qualified rigger.</li> </ul>
Flown Apparatus	Equipment failure leading to a fall from height	L	5	Medium	<ul style="list-style-type: none"> <li>As some Circa equipment is non industrial, all equipment is sourced from trusted and experienced suppliers / practitioners.</li> <li>All equipment is cared for and closely monitored for signs of wear and / or distortion</li> </ul>
Physical Performance / Acrobatics	Physical injury due to acrobatic mistake	M	4	Medium	<ul style="list-style-type: none"> <li>Ensure conditions in the venue meet those stipulated in contract e.g. temperature, suitability of floor and adequate warm up time.</li> <li>All routines are rehearsed with adequate safety equipment until all performers are proficient and confident.</li> <li>All acts are teched under work light where necessary and all crucial states are teched under show conditions prior to performance.</li> </ul> <p><b>PERFORMER SAFETY IS PARAMOUNT.</b></p>

# CIRCA

## Workplace Health and Safety Risk Assessment

Activity or Task	Perceived Risk	Probability of Risk	Impact / Consequence	Priority Rating	Risk Management Strategies
Audience	Trips, Medical Emergencies	L	3	Low	<ul style="list-style-type: none"> <li>▪ No Circa equipment will be placed or left in audience areas in any way that will cause hindrance to the audience in the viewing area.</li> <li>▪ None of the acts leave the stage area or take place above the audience.</li> <li>▪ As the safety of the audience is the venues prime responsibility liaise with venue regarding emergency evacuation procedures.</li> </ul>
Fatigue	Physical injury, Damage to equipment	M	3	Medium	<ul style="list-style-type: none"> <li>▪ Ensure all staff has relevant breaks.</li> <li>▪ Ensure that speed comes secondary to good work practise.</li> </ul>