



Health, Safety and Wellbeing Policy 2022

This manual is prepared for all PRAYAS volunteers, mentors, directors, actors, producers, crew, creatives, contractors, company members, executive committee, and all the participants in our initiatives, productions, and other company activities of PRAYAS.

It contains guidelines to ensure their safety and the safety of people in their care, working alongside them and/or visiting a PRAYAS workplace or rehearsal room.

This version includes information and policies regarding the government's COVID-19 Protection Framework.



Introduction

This Health, Safety and Wellbeing (HSW) manual contains practical steps to provide a safe workspace for all our workers: mentors, directors, actors, producers, crew, creatives, contractors, company members, management, and all the participants in our initiatives, productions, and other company activities.

It ensures we comply with The Health and Safety at Work Act (2015), but more importantly is written to help everyone who works with PRAYAS understand and remember the steps we need to take to check the venues we are working in are safe, and that our activities are carried out in the safest way possible.

This version of the HSW manual includes guidelines for activities and events while under COVID-19 alert levels. We follow the guidelines from the Ministry of Health regarding requirements and recommendations for social distancing and hygiene practices while alert levels are still in place. Within this manual, the use of the term 'employee' includes employees and people working under contract for the provision of our core activities (i.e., management, tutors, directors, producers, stage managers, designers, actors, crew and volunteers).

It is a living document. If anyone identifies a need for an update, edit or clarification please get in touch with the Executive Producer of the initiative you are working on or email contact@prayas.co.nz. This needs to be a workable document for everyone, so we welcome all input.

Ngā mihi

Amit Ohdedar
President, PRAYAS
1 March 2022
contact@prayas.co.nz



1. Basic Safe Practice Outline

The following pages will provide more detail, but this is a basic running order and outline of what is expected for all our workshops, rehearsals, productions, and other events and activities:

1. There is a key leader/leader for Health, Safety, and Wellbeing for each workshop or rehearsal
2. The key leader checks over the workshop or rehearsal venue for any possible hazards or risks
3. The key leader briefs everyone involved in the workshop or rehearsal on health and safety (H&S)
4. The key leader ensures all social distancing and hygiene practices are adhered to in line with COVID-19 alert level requirements and recommendations
5. The key leader handles any incidents
6. The key leader collects and maintains information from all attendees and participants to ensure contact tracing practices as per the COVID-19 Protection Framework are adhered to.

All participants and attendees are expected to:

- Attend the briefing
- Tell the key leader, director, or stage manager if you have any pain or injury (no matter how minor) straight away
- Tell the key leader, director, or stage manager if you are feeling unwell with fever, chills, cough, sore throat, or other flu-like symptoms straight away
- Tell the key leader, director, or stage manager present if you notice something that looks unsafe, or you are worried about the safety of any activity or situation
- Tell the key leader, or any other tutor, director, or stage manager present if you are worried about someone's safety and wellbeing or if their actions feel unsafe
- Practice and maintain required/recommended social distancing and personal hygiene standards in accordance with the COVID-19 Protection Framework
- Utilise the NZ COVID Tracer phone app or provide required details to complete the contact tracing form for each activity/event
- Provide your vaccine passport as and when required.

2. Appointing a key leader

Workshops: The key leader will be appointed by Prayas before any initiative.

The key leader will lead the briefing so:

- participants know who to go to for help
- everyone knows who will lead an emergency evacuation



- record-keeping is completed and handed to the Producer and/or any other nominated persons after the activity.

The key leader can change from day to day during a multi-day workshop as long as all participants are clear who is leading on any given day.

PRAYAS workshops or initiatives: The key leader shall be the person conducting the workshop (tutor) or any other person nominated by PRAYAS. The key leader will be responsible for Health, Safety and Wellbeing and will brief all the participants involved. The key leader needs to make sure that they are briefed about what to do if there is an emergency or an incident.

Rehearsals: The Stage Manager should be the key leader. If they are not present at a rehearsal, the Director will be the key leader for that time. Actors and other attendees present at a rehearsal should be told they can talk to either the Stage Manager or the Director about any HSW concerns. If there is any conflict of interest, the attendees can reach out to Prayas Executive Committee members.

Productions: The Stage Manager is the key leader once the rehearsals move into the performance venue. Performance venues will usually run an H&S induction during pack-in, but the Stage Manager is still the key leader.

3. Risk Assessment and Hazard Management for Productions

The H&S plan for productions (in the theatre or performance space) needs to consider the pack-in and pack-out of set items, lighting and materials used in set and costume construction.

The Producer and the Stage Manager need to create the H&S plan for the performance in consultation with the Director, Set Designer, Costume Designer, Lighting Designer, and the venue. The completed H&S plan should be given to the venue in advance of the pack-in to the venue.

The venue will also have its own H&S Plan and will organise an induction before work begins at the venue.

A copy of the Risk Assessment and Hazard Management forms are included in this manual for your reference (Appendix A & Appendix B).

Please also make sure that in the H&S briefing you (The Producer and Stage Manager) remind participants to let you know about anything which might affect their safety during the event or of any potential medical assistance required (whether triggered by an event activity or not). These include notes on food allergies and health conditions like asthma. Give participants a chance to tell you during the briefing, but in case someone is shy/ hesitant, put aside time immediately after the briefing with instructions for anyone to come and see you in private.

Health notes on cast involved in rehearsals

Directors must ask their cast about any physical weaknesses (e.g., tendency to roll ankles, back pain, etc.) or health conditions (e.g., asthma, food allergies, etc.). Physical activity during rehearsal must

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take these into account with no exceptions. If it is imperative that someone has a particular physical fitness or strength to perform a role then this must be asked before casting, and the role either cast elsewhere or adjusted to suit the performer's abilities.

4. Health, Safety and Wellbeing Briefing Induction

- After the Risk Assessment and Hazard Management has been completed, and before any activity begins, the key leader needs to verbally brief all participants on H&S and what to do in an emergency (view pt. 5 on page 4 for information on Emergency Planning).
- You will receive an H&S Briefing Induction checklist from the Programme Coordinator (for workshops) or Producer(rehearsals/productions) to help you remember what to cover. Please use the checklist to tick off items, then sign and give the form to the Executive Producer after the workshop/rehearsal period.
- A copy of the H&S Briefing Induction form is included in this manual for your reference (Appendix C).
- We recommend putting ice packs in the fridge in case they are needed for first aid treatment. To remember to retrieve them at the end of the workshop, please either put your keys with them or wrap a note around your keys reminding you.

5. Emergency Planning and Readiness

Emergency Planning is vital to effective Health, Safety, and Wellbeing practices. Tutors, Directors, and Stage Managers are responsible for all PRAYAS participants/employees at the venue. Each event/workshop/rehearsal must identify one person who will be the key leader in an emergency, and this must be communicated to all attendees. When you are in a new venue (e.g., workshop, rehearsal space or theatre) there will be relevant emergency procedures available either from the venue's Safety Warden or on posters at some venues (e.g., church or community halls). It is the responsibility of the key leader elected as above to communicate these emergency measures to the participants/employees (under the venue Safety Warden's direction, if one is onsite). At serviced venues, follow venue staff instructions. At un-serviced venues, the key leader runs the evacuation protocol and is responsible for ensuring the correct procedures are carried out.

Standard evacuation protocol:

- Ensure any evacuation procedures, marshalling, and assembly locations are communicated with all participants/employees under the direction of the key leader or on-site venue Safety Warden
- If you are in a venue without an on-site venue Safety Warden, refer to any evacuation procedures that may be on posters or publications in the space. If there is no relevant information, it is the key leader's responsibility to note these procedures in the emergency planning report and communicate these procedures to the participants/employees under your direction



- If you are in a staffed venue, it is your responsibility to locate the relevant Safety Warden for the venue and set up a briefing with the participants/employees under your direction regarding the venue's emergency procedures.

6. Reporting Incidents, Near-misses, and Hazards

If you are an actor or participant, please tell a key leader, tutor, director or stage manager about any pain or injury no matter how minor.

If you are a key leader, director, or stage manager, you must document all reported or observed incidents and near-misses in a timely manner, or as quickly as practicably possible. Use the Incident & Near-miss Form provided (APPENDIX D). A copy of this form has been included in this manual for your reference (Appendix D).

If the injury is a “notifiable incident or event” (see below), you must ring senior management immediately after all necessary medical help has been given:

- Amit Ohdedar, President | 0274864300
- Dr. Prateek Vadgaonkar, Executive Member | 022 1944690

All other accidents and incidents must be reported at the conclusion of the day in writing using an Incident Form. The Producer will report all incidents to PRAYAS, and notifiable incidents or events to WorkSafe NZ.

7. What is a Notifiable Incident or Event?

In brief, a “notifiable incident” is a serious illness or injury which requires the environment to be locked down until WorkSafe NZ has been investigated. The following definitions are from Worksafe NZ resources.

A notifiable event is any of the following events that arise from or during work including:

- death
- an injury or illness requiring a person to be admitted to the hospital as an inpatient for immediate treatment
- an incident leading to serious risk e.g., fire, explosion, electric shock (lethal shock), structural collapse causing an evacuation.

Examples of serious injury are:

- amputation of a limb
- eye injury that causes or is likely to cause loss of an eye or vision (total or partial)
- spinal injury (not back strain)
- head injury (fractured skull, blood clot or bleed, loss of consciousness, etc)



In the event of a notifiable event, PRAYAS Executive Producer must be notified immediately.

8. Our Commitment – PRAYAS’s Health, Safety, and Wellbeing Policy

PRAYAS is committed to a safe and healthy working environment for everyone using our services as a place of work or participating in our programmes and productions.

PRAYAS will:

- Set Health, Safety and Wellbeing objectives, and performance criteria for all managers and work areas
- Encourage accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action
- Actively encourage the early reporting of any pain or discomfort
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any significant hazards
- Ensure that all participants are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties in a safe manner
- Encourage consultation and participation in all health and safety matters
- Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their employees
- Meet our obligations under the Health and Safety at Work Act 2015 codes of practice and any relevant standards or guidelines and regulations
- Organise regular H&S (including first aid) refresher training for the H&S leader/champion.

9. Cast/Crew Rights & Requirements

Everyone is expected to share in the commitment to health and safety at PRAYAS. Every Producer, Tutor, Director, Stage Manager is accountable to the Executive Producer for the health and safety of people working under their direction. Everyone is expected to:

- Follow all safe work procedures, rules, and instructions
- Properly use all safety equipment and clothing provided
- Report any pain or discomfort early on
- Take an active role in the company’s treatment and rehabilitation plan for an early and durable return to work
- Report all incidents, near-misses, injuries, and hazards to the appropriate person
- Cease an activity if it is perceived to be unsafe
- Follow protocol based on current COVID-19 Protection Framework

We acknowledge that mistakes can occur, however, intentional actions or disregard for safety standards (e.g., not using hazard controls or procedures outlined in this manual) will be considered neglectful behaviour and result in disciplinary action.

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10. Review and Planning

PRAYAS will undertake biannual reviews of the Health, Safety, and Wellbeing procedures to ensure we are continually achieving a high standard of Health & Safety performance.

Additional reviews will be undertaken if:

- feedback indicates there are any hazard controls that are not working or need improvement
- evidence shows that hazard controls are not adequate

The President and the Executive Committee are responsible for implementing, monitoring, reviewing, and planning health and safety policies, systems, and practices.

11. COVID-19 Protection Framework (Traffic Light System)

In order to reasonably manage health & safety risk while under any level of the Government's COVID-19 Protection Framework, PRAYAS requires anyone working with us to present a valid **My Vaccine Pass** from the Ministry of Health as a proof of full vaccination against COVID-19. This policy applies to anyone who participates in any of our event and/or activity including, but not limited to, all actors, performers, tutors, production crew, contractors, volunteers, and other participants.

We are also committed to comply with all applicable public health advice in relation to attendance and activities. A guideline of protocol based on the government's COVID-19 Protection Framework (i.e., Traffic Light System is included in Appendix E.

Where the event or activity is being held at a hired venue, the venue's specific requirements will apply and is required to be followed by all attendees.

For more information on how to keep yourself and others safe from COVID-19, please visit <https://covid19.govt.nz/> for the latest updates from the Ministry of Health.



PRAYAS
THEATRE

APPENDIX A

Risk Assessment and Hazard Management for Workshops, Rehearsals and Shows

PRAYAS Event Health, Safety and Well Being Plan			
Event Name:	Location:	Start Date:	End Date:
Plan Prepared by:		Date Plan Prepared:	
Event Description: E.g. A workshop run by two tutors with up to 10 adult participants <i>OR</i> Rehearsals for _____ which may include runs with working props, visiting designers, & observing members of the public (with prior permission).			
Contractors Names & Roles: <i>e.g., name of tutors, directors, stage manager, cast, etc.</i>			
On the day communication procedure: A key leader for H+S will be appointed who will check the venue with this plan and modify it as needed. The key leader will give a verbal briefing to all workers, participants, and visitors on H+S hazards, policies & emergency procedures, and use the accompanying checklist.			
Name of a key leader appointed:			
I confirm that as the key leader for the Health, Safety and Wellbeing of this event I have undertaken a Risk Assessment of the venue and activities and made any needed amendments to this Health, Safety and Wellbeing Plan.			
Name: _____		Signature _____	
Date: _____			



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APPENDIX B

Hazard Identification and Plan for Controls

Hazard	Potential Harm	Likelihood	Control Measures	Result of control measures	Responsibility
EXAMPLE: Carrying of gear during set up and pack down	Sprains, strains & fractures	Unlikely as gear is usually under 15 kg	<ul style="list-style-type: none">• Carry small loads only• Share loads with colleagues• Use trolleys, etc to move heavy items (if available)	Hazard minimised	All Tutors, Stage Managers & directors present
EXAMPLE: Clutter on the working floor area <i>e.g., chairs left in the path of physical floor work</i>	Slips, trips & falls	Likely due to varied activities occurring during workshops and rehearsal Possible if extension cords are used carelessly	<ul style="list-style-type: none">• Clear the physical workspace before beginning any physical activity• Tape down extension cords or install away from areas of human traffic	Hazard eliminated	Tutor or Director leading the activity



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Hazard	Potential Harm	Likelihood	Control Measures	Result of control measures	Responsibility



APPENDIX C

Health, Safety and Well Being Induction / Completion Checklist

This checklist is specifically intended for small groups [less than 30] using rooms for rehearsals, play readings, workshops, with no set or structures and minimal electrical equipment.

This site-specific induction checklist is a guideline only. It must be completed on the first hour of the first day of your rehearsal/workshop. It applies to all persons (including volunteers) involved in the event process. If additional personnel are added, then an additional induction may be required.

I CONFIRM THAT I HAVE (please tick):

	Ensured all participants and attendees have scanned in using the NZ COVID Tracer app or completed and signed the contact tracing form
	Briefed all participants and attendees on COVID-19 alert level protocol, including recommended social distancing and hygiene practices (refer to attached COVID-19 information docs)
	Shown the location of facilities, restroom, kitchens to all attendees
	Communicated the emergency evacuation procedures to all attendees
	Shown the location of emergency exits and assembly points to all attendees
	Shown the location of the nearest fire extinguisher to all attendees
	Shown the location of first aid kit/s and indicated who the first aiders are, to all attendees, as well as organised for ice compression packs in the fridge in case they are needed for strains/sprains
	Been introduced to any evacuation person (fire warden, etc.) and received access information
	Explained the security procedures (where applicable) to all attendees



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	Explained the hazard reporting and incident reporting requirement to all attendees
	Studied the emergency evacuation procedures on venue poster, or venue staff explanation
	Checked, amended, and signed the Risk Assessment & Hazard Management Form
	Taken the Roll and reminded participants to report to tutors any health conditions which may impact on personal safety during activities, or may occur and need medical assistance
	BEFORE LEAVING THE VENUE: Ensured attendees have completed contact tracing documents with departure time noted and signature
	BEFORE LEAVING THE VENUE: Ensure all rubbish has been disposed of either in a rubbish receptacle located at the venue or in the disposable rubbish bag (provided in the kit) which can then put places in the venue rubbish bin
	BEFORE LEAVING THE VENUE: Ensure all attendees have left the venue/premises safely, especially if it is after hours for venue staff and there is no one on site to supervise
<p>Name: _____ Date : _____</p> <p>Signature: _____</p>	



Incident & Near-miss Report

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Describe any illness or injury: *What part of the body is affected and how?*

Analysis: *What do you think caused or contributed to the incident?*

Prevention: *What action has been taken to prevent a re-occurrence?*

Signature:

Date completed:

Treatment

Type of treatment provided:

Notification: email this form to Executive Producer (insert name and email address)

Investigation (conducted by Executive Producer):

Date:



APPENDIX E

GUIDELINES UNDER “TRAFFIC LIGHT” COVID-19 PROTECTION FRAMEWORK

RED

- Bring and show My Vaccine Pass
- Scan COVID tracing QR code at the venue or complete a paper tracing document
- Mask/face covering use is mandatory in shared spaces and encouraged inside the studios (rehearsals/classes/workshops).
- Follow the venue's specific protocols/rules e.g., any special entry/exit to avoid group mixing, limited capacity in each space etc.

ORANGE

- Bring and show My Vaccine Pass
- Scan COVID tracing QR code at the venue or complete a paper tracing document
- Mask/face covering use is encouraged at all times especially in shared spaces and when not performing
- Follow the venue's specific protocols/rules e.g., mask use in shared spaces and/or indoor spaces

GREEN

- Bring and show My Vaccine Pass
- Scan COVID tracing QR code at the venue or complete a paper tracing document
- Mask/face covering use is encouraged but is not mandatory
- Follow the venue's specific protocols/rules e.g., mask use in shared spaces and/or indoor spaces