

Hazard Management Plan for an evening stand-up comedy show.

HUMOROUS ARTS TRUST



Context: An evening ticketed line-up show run by Humorous Arts Trust (HAT) It is in a pub, theatre, casino, hotel, restaurant, nightclub or other publicly accessible venue, for the purposes of providing stand-up comedy to an audience. The venue supplies bar service, backstage area and seating. HAT provides the contracted entertainment. Provision of stage, lighting, sound and crew staff can vary depending on the venue and gig.

Hazards	Potential Harm	Risks (without controls)	Controls (Eliminate or minimise)	Person responsible
General hazards				
Loose cables, cables in thoroughfares, water leaking, spilt drink/liquid.	Trips and slips	Likelihood: Possible Consequence: Minor Risk level: Low	Venue/tech: Tape cables down to the floor Everyone: Report any trip hazards to stage manager or venue staff Everyone: Report any spilt or water leaking, drink/liquid to venue staff to stage manager or venue staff	Everyone
Long working hours stress / nerves	Fatigue, stress Lack of focus causing errors in judgement. Inappropriate or antisocial behaviour.	Likelihood: Possible Consequence: Minor Risk level: Low	HAT: Schedule sufficient breaks for long pack-in and long pack-out times. HAT: For out of town gigs, schedule in break times for food, drink and rest, particularly before driving. Everyone: Understand that everyone gets tired, we don't know what kind of day they had before they arrived at the gig, or their level of stress. Give others the time and space they need to do their work, and prepare for their set. Everyone: Be on time so that crew staff or performers don't have to adjust their schedule or miss breaks.	Everyone

			Everyone: Ensure you have had sufficient food and drink, take time out if you need it, respect others who need space.	
Set up / Pack in / Pack out				
Falling objects	Trip hazard, crushing hazards, possible death if people are not able to evacuate in an emergency Head injury	Likelihood: Unlikely Consequence: Moderate Risk level: Medium	Venue/tech/stage manager: All objects backstage to be clear of all pathways/exits/entrances. Venue: Ensure all exit routes are kept clear Venue/tech: All overhead objects to be rigged in a safe manner and to have appropriate safety equipment e.g. stable ladder. While a crew member is working at height, no one may work underneath them. All crew working at height should have tools attached to their person to prevent dropping them. Venue/tech: Secure all lights, set, backdrops to industry best practice standards.	Venue/tech staff HAT Crew
Working at heights	Person falls causing severe injury	Likelihood: Unlikely Consequence: Significant Risk level: High	Venue/tech: No-one may work at height without another person present. Work to be undertaken under work-lights. Venue/tech: The person undertaking the work must have suitable training for the job, and be using appropriate equipment.	Venue/tech staff
Setting up stage, lighting and PA Cables run across floor or pathways Failure of electrical fitting	Trip hazard Electrical shock	Likelihood: Unlikely Consequence: Moderate Risk level: Medium	Venue/tech: All cables are to be taped down properly. Venue/tech: All electrical work to be done by a trained electrician.	Venue/tech staff

Lifting/ Carrying, carrying props/ set pieces out on to stage - table/ chairs	Back strain Over-exertion, slipping, muscle strain	Likelihood: Possible Consequence: Minor Risk level: Low	Venue/tech/HAT: All items over 20kg to be carried by two or more people. Venue/tech/HAT: When lifting and carrying use the correct posture, bend the knees.	Venue/tech staff
Performance and performers				
Low light backstage Raised stages	Trips, slips, fatigue Falling from stage height	Likelihood: Possible Consequence: Minor Risk level: Low	Venue/tech staff: Low lighting to be provided backstage Venue/tech staff: white tape on edge of stage and stairs Venue/tech staff: where possible use handrails for stage exit area Stage Manager: if a mic stand is being used place reasonable distance from edge of stage to help comedian to navigate stage edge Comedians: take care exiting and entering the stage	Venue/tech staff HAT Crew Comedians
Liquid spills from performers' drinks on stage	Slips, injury	Likelihood: Possible Consequence: Minor Risk level: Low	Comedians: if you think you are going to take a drink on stage make sure there is a safe surface to place your drink on stage. Ideally a small table (placing a drink on a bar stool is not in line with tikanga). Avoid placing your drink on the stage where it can be kicked or knocked. Comedians: If you take a drink on stage please take care not to spill it, be respectful to the people using the stage after you and the venue staff who clean up at the end of the night. Stage manager: if a drink is spilled during a show, assess the situation, and clean up the liquid at the next appropriate moment depending on the severity of the spill.	Comedians Stage Manager
Dancing/physical movements in show	over-exertion, injury, damage property	Likelihood: Possible Consequence: Minor Risk level: Low	All moves have been rehearsed and perfected in a safe environment. Warm up and ensure you are ready to perform the moves on stage.	Comedians

<p>Problematic drug or alcohol use</p> <p>Antisocial or aggressive behaviour</p>	<p>Stress, aggression</p> <p>Lack of focus causing errors in judgement.</p> <p>Inappropriate or antisocial behaviour.</p> <p>Abuse</p>	<p>Likelihood: Possible Consequence: Minor Risk level: Medium</p>	<p>Everyone: Be professional and respectful to other people at all times.</p> <p>Never be intoxicated while working with HAT.</p> <p>HAT and Comedians: read, understand and abide by the greenroom handbook / code of conduct found here: wellingtoncomedy.co.nz/about</p> <p>Everyone: Adhere to the licensing conditions set out for each of the venues. This includes regulations for minors in supervised premises. It is illegal to have intoxicated persons on licensed premises. All alcohol in a licenced venue must be provided by the licence holder (only buy from the bar, never BYO)</p> <p>Stage manager: Intoxicated performers are not allowed on stage.</p> <p>Stage Manager/Venue: Intoxicated audience members should be dealt with by venue security staff. Inform Venue manager if audience members are disruptive and can't be shushed.</p>	<p>Everyone</p>
<p>Sexual harassment, harassment or sexual harm</p>	<p>Sexual harassment, harassment or sexual harm</p>	<p>Likelihood: Possible Consequence: Moderate Risk level: Medium</p>	<p>Everyone: Be professional and respectful to other people at all times.</p> <p>Everyone: Don't harass anyone. Harassment can be in any form such as: offensive or intimidating verbal comments, deliberate intimidation, unwelcome physical attention, on-consensual photography or recording, sustained disruption or heckling, unwelcome sexual attention, stalking, and more.</p> <p>HAT and Comedians: read, understand and abide by the Green Room Handbook / code of conduct found here: wellingtoncomedy.co.nz/about</p> <p>Everyone: watch out for each other, check in with each other, always centre the needs of the victim / potential victim.</p>	<p>Everyone</p>
<p>Audience and Front of House</p>				
<p>Power cut</p>	<p>Crush, trip hazards as</p>	<p>Likelihood: Unlikely</p>	<p>Venue: Emergency lighting installed, and tested quarterly, to minimise</p>	<p>Venue</p>

	people evacuate the building with no light	Consequence: Minor Risk level: Low	hazard while exiting the building MC: Ask for instruction from the venue manager or tech (from onstage if necessary) and relay that information to the audience. This will involve speaking without a microphone. Evacuation might not be the best course of action. Stage manager relay all information from venue manager to backstage.	MC
Temperature too hot or too cold	Person passing out / sickness	Likelihood: Possible Consequence: Minor Risk level: Low	Venue: have a functioning air-conditioning or ventilation system, and make sure it is active prior to the audience's arrival. Air-conditioning may be activated at the discretion of the Venue should the temperature in the room and/or the level of physical activity impact negatively on the health and safety of the cast or crew. Stage Manager: if the space is too hot or too cold let the venue manager know.	Venue Stage Manager
Audience participation in shows	Audience stressed or injured	Likelihood: Possible Consequence: Minor Risk level: Low	Comedians: be mindful of audience participation and who you select to participate, seek active consent throughout the whole interaction. Ensure any audience invited on stage has safe access on and off stage. Give them your hand to support them if needed. Audiences are always fully briefed on the expectation from them by the performer. Any stunts performed with audience members should have been well rehearsed and there must be no risk of injury to the audience member.	Comedians
Civil defence level emergencies				
Fire,	Burns. Injuries from exits: sprains, breaks, bruises. Injuries from crowd panic: sprains, breaks,	Likelihood: Highly Unlikely Consequence: Significant Risk level: High	Venue: Sufficient emergency exits for prompt evacuation of all persons. Maintain illuminated signs above emergency exits. Everyone: All exits must be kept clear at all times, and there must be at least a 70cm wide clear pathway to all emergency exits. There must	Everyone

	bruises.		<p>never be anything left blocking a fire exit in the venue. This includes stools, props or other things being used during your show.</p> <p>Everyone: note the position of emergency exits in the building.</p> <p>Venue & stage manager: Complete fire safety checks before every performance to ensure fire-extinguishers are accessible and exits are not blocked. Know the exit routes and assembly points.</p> <p>Comedians: if you plan to use live flames or candles during your set, seek permission before the day of the show from the producer and the venue. Make sure you adhere to any rules from the venue or producer regarding using fire.</p> <p>If a fire alarm sounds evaluate slowly and calmly through your nearest exit, leave your drink behind, wait at the evaluation point, if you are the last person leaving a room close the door (to prevent the spread of a fire) do not lock any doors (rooms will need to be checked by the venue fire warden, and fire fighters).</p> <p>Comedians: if a fire alarm happens while on stage, calmly tell the audience to evaluate, then evaluate yourself. The venue manager will let you know when/if it's safe to carry on.</p> <p>Techs: Lights are not rigged close to flammable materials.</p>	
bomb threat, terror attack, active shooter	<p>Injuries from exits: sprains, breaks, bruises.</p> <p>Injuries from crowd panic: sprains, breaks, bruises.</p> <p>Wounds from bullets or shrapnel.</p>	<p>Likelihood: Highly Unlikely</p> <p>Consequence: Significant</p> <p>Risk level: High</p>	<p>If there is a bomb threat evaluate if it's safe to do so. Evaluate and do not congregate at the assembly point.</p> <p>Follow all directions from police, and civil defence, if the police lock down a venue, stay in place.</p> <p>Seek information from police, council and civil defence sources, do not rely on information from non-official social media channels. Where possible, keep your phone on you and charged. When safe to do so let</p>	Everyone

			<p>friends and family know you are ok.</p> <p>HAT: after a bomb threat/terror attack evacuation check in with cast and crew to make sure everyone is ok.</p> <p>Be aware if there is an active shooter, police will come through armed and in full riot gear, their first priority will be to find and secure the shooter, they will shout directions, follow their directions.</p>	
Earthquake/Natural Disaster	<p>Injuries from exits: sprains, breaks, bruises.</p> <p>Injuries from crowd panic: sprains, breaks, bruises.</p> <p>Injuries from falling equipment and debris: being trapped, breaks, concussion, cuts.</p>	<p>Likelihood: Highly Unlikely</p> <p>Consequence: Significant</p> <p>Risk level: High</p>	<p>Everyone: In an earthquake drop, cover, hold. Even if you are on stage.</p> <p>Everyone: If the earthquake is long and strong and you are in a tsunami zone (e.g. Cavern Club, Fringe Bar) move to higher ground (e.g. Mount Victoria).</p> <p>MC/Stage manager: seek direction from venue manager on whether it's safest to evaluate. Note that many people will choose to evaluate themselves, if people want to leave after an earthquake even if the building is secure let them leave.</p> <p>Venue/tech: Secure all lights, set, backdrops to industry best practice standards.</p>	Everyone
Covid-19, Pandemic	Contracting and spreading a disease	<p>Likelihood: Possible</p> <p>Consequence: Moderate</p> <p>Risk level: High</p>	Follow all government guidelines. Check advice from covid19.govt.nz and health.govt.nz as guidelines change.	Everyone

Under the HSWA everyone is liable. If you saw something that was not safe and did not take reasonable care to ensure no one was put at risk, then someone gets injured, you could be fined.

This risk assessment was updated July 2022

To be reviewed by Humorous Arts Trust annually or after a significant incident

Resources: getready.govt.nz, wremo.nz, covid19.govt.nz, worksafe.govt.nz, Health and Safety at Work Act (2015), Sale and Supply of Alcohol Act (2012), Human Rights Act (1993), The Green Room Handbook: Guidelines and Code of Conduct for the HUMOROUS ARTS TRUST