



The Spotlight Theatrical Company  
185 – 187 Ashmore Road, Benowa. Qld. 4217.

## WHS – Work Health and Safety – 2019 Information for Volunteers Front of House Team

**On behalf of the Management Committee, welcome to the Spotlight Theatre.**

Today, the issue of Workplace Health and Safety needs to be highlighted as a responsibility we all need to pay great attention to so that we can ensure your time here will be fun, creative and safe.

### 1. Duty of Care

We all have a responsibility to make sure that whatever we do, we do safely, and that nothing we do will adversely affect the health and safety of others or cause damage to anything or anyone associated with this theatre.

Regardless of your position within our volunteer structure, we must all follow this very simple rule.

2019 sees us now starting to formulate a good but simple WHS plan to ensure we all are aware of our responsibilities, and what to do should something go wrong.

Today we are conducting the first of our Volunteer Site-specific safety inductions and will cover all of the WHS basics associated with performing your duties when you volunteer to work as a part of our wonderful Front of House Team.

As with all site-specific safety inductions, we are obliged to pass on information covering:

- ✓ **Emergency Procedures**
- ✓ **First Aid**
- ✓ **Known Hazards**
- ✓ **Reporting WHS Issues**
- ✓ **Amenities**

As well as some of the general information on what we expect of people working in our theatre.

### 2. Chain of Command

In the first instance, **The Host is your immediate supervisor** and as such **you must obey any reasonable request** regarding safety and how you conduct yourself when in our theatre. Under some circumstances, the Host **may delegate his or her supervision responsibilities to another member of the team as required.**

The Host is answerable directly to the Management Committee – who **are ultimately responsible for making sure all WHS rules and procedures are followed** and that any issues raised will be attended to in a timely manner, and will make any necessary directives concerning WHS matters as required.



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### 3. Emergency Procedures

Our **Emergency Assembly Area** is located in our carpark – on the “Benowa Shopping centre Side”. There is a **GREEN AND WHITE SIGN** indicating where to assemble. If for any reason we have to assemble somewhere else because of the emergency circumstances, you will be informed by the Spotlight Host on Duty, or another member of the Management Team.

When the emergency alarm sounds or an emergency announcement is made, stop what you are doing and prepare to move the Audience in a calm and orderly manner to the emergency assembly area. Assisting whoever you can if safe to do so.

Front of House Volunteers are responsible for the safe evacuation of all members of the Audience and the rest of the Front of House Team.

Everyone in the Front of House Team will have their particular duties to perform as a part of any evacuation or emergency, so it is critical that you know what you have to do.

Don't worry about the Cast & Crew. The Performers, Crew and the Technicians are the responsibility of the Stage Manager, who will with the help of their own team ensure the safe evacuation of all “performance Volunteers” to the emergency assembly area.

Do not leave the emergency assembly area until you are given permission to do so by the Fire Warden or controlling member of the Queensland Fire & Rescue Services in attendance.

We need to account for everyone who was in the building when the alarm was raised.

This is why the Sign-in Sheets and Box Office Reports are so important, as they are the documents used to account for every volunteer and patron in attendance.

Remember, if someone signed in isn't accounted for, someone else will have to risk their life to go back in and look for them – a situation no one should be put in.

We ask in the unlikely event of a fire, only those who have been trained in the use of fire extinguishers should attempt to extinguish any fires – the wrong extinguisher type could be fatal.

### 4. First-aid

There is a first-aid kit located behind the Bar.

Only the basics are included and unfortunately, we do not dispense medications or things like Analgesics Etc. (Headache tablets).



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At this point there are no rostered qualified First-Aid Officers. The Host or any Management committee members in attendance may be able to identify suitably qualified people working on a particular performance who will be happy to assist should you need it.

*We will shortly be offering accredited first-aid training to all Hosts and select volunteers.*

### 5. Known Hazards

There are many hazards associated with putting on a show. For us, the thing we are most concerned about is your personal health and safety, and we ask that you pay particular attention to Hazards such as activities involving: manual handling, slips, trips and falls, Fatigue, working in diminished lighting conditions, repetitive strain injuries and stress.

### 6. Reporting WHS Issues

We encourage everyone to be diligent with WHS in our theatre.

If you have any concerns at all, in the first instance report it to your direct supervisor: For Front of House Staff, that will be the Spotlight Theatre Host.

You are also welcome to approach any member of the Spotlight Committees in attendance, who will document your concerns and instigate any changes/repairs etc. that are required.

There are Incident Report Forms available for Front of House staff available From the Spotlight Host.

Anyone with any concerns at all please feel free to contact any of the above who will be more than happy to listen and assist.

### 7. Amenities

We have no dedicated front of house staff/volunteer amenities.

You are welcome to use the foyer toilets.

Any personal items such as bags, umbrellas etc., can be placed in the box office for safe keeping during your shift.

Drinks and snacks are available from the bar.

Spotlight will supply all front of house staff with torches for each shift which must be returned at the end of each shift

Again, we ask if you notice something that needs attention, please feel free to tell the Host and/or any member of the Spotlight Management committee. We will do our best to get it sorted as quickly as possible.



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### Simple Points to remember

- ✓ **Sign-in** every time you arrive at the theatre (see your Host for the sign-in sheet, location and procedure) we use this document to make sure we have everybody safely out of the building in the unlikely event of an emergency evacuation.
- ✓ **Be Punctual** please turn up on time, better still come in early and have a drink and a chat with your fellow front of house volunteers before your scheduled start time. If for some reason you are running late let the Host/Theatre know so that they can make plan to cope with your absence.
- ✓ **Mobile Phones** Best course of action is to turn them off when entering the theatre to work on a shift. If you seriously need to keep your phone on we ask that you put your phone on silent as soon as you arrive at the theatre.
- ✓ **No Drugs or Alcohol** to be consumed before or during rehearsals or performances.– there is NO BYO it breaches our Liquor Licence conditions.
- ✓ **No visitors** are permitted backstage, in the dressing rooms or technical areas.
- ✓ **No Smoking** is permitted inside our theatre buildings or grounds. All smokers must be at least 5 metres away from the Theatre buildings
- ✓ **Parking** All cars must be either in carpark or Westpac carpark – NO-ONE, for any reason, can park in the driveway on performance nights/days. All cars must be removed from the carpark after the rehearsal/performance.
- ✓ **DO NOT TOUCH** anything such as items of equipment, props or staging that may be placed in the auditorium unless you have been given permission to do so.
- ✓ **Be Careful** remember you are not only responsible for your own wellbeing you are also responsible for ensuring that anything you do does not pose a risk to anyone else.
- ✓ **Report** anything you think needs repair, replacement or considering for improvement.
- ✓ **Respect** Everyone and treat everyone as you wish to be treated yourself.

*Thank you for volunteering at Spotlight Theatre and we trust you will enjoy working with our wonderful Front of House Team.*