

# HEALTH & SAFETY

AUCKLAND  
CONVENTIONS  
venues & events

## FREQUENTLY

# ASKED QUESTIONS

### Why do I need to have a Health & Safety plan for my event?

Under current Health & Safety legislation Regional Facilities Auckland (RFA) and its clients are required to show they have taken all reasonably practical steps to ensure the safety of all people. The Health & Safety plan demonstrates this and is an undertaking of intent to meet this requirement.

#### In particular it records:

- The hazards involved
- The safest way of working to prevent harm to people

### Why is the RFA the only organisation that I have to provide a Health & Safety plan for?

Under current legislation RFA, clients, contractors and all others working on RFA sites have a responsibility under Section 34a of the Health & Safety at work act 2015, a 'Person Conducting a Business or Undertaking' (PCBU) must consult with other PCBU's with the same duty; to consult, cooperate and coordinate with each other in regards to Health & Safety. This is managed by the event Health & Safety plan document. The requirement for an event Health & Safety plan is also a condition of the client's contract with the venue.

### Why is there so much paperwork?

RFA and its clients must be able to **demonstrate** that all reasonably practicable steps have been taken to ensure safety, as well as actually taking those steps.

### Who is liable if there is an accident?

Under the current Health & Safety legislation liability cannot be contracted out of, so the event Health & Safety plan is a way of minimising liability for both RFA and its clients. However, this is secondary to ensuring safety of people in our venues. RFA is aware of, and discloses venue hazards through hazard registers, and the event Health & Safety plan is the way the client, as subject matter expert, identifies and manages the hazards within their event.

### What if there are no hazards?

There is no such thing as a hazard free event. Every event has hazards and risks that are unique from venue to venue because of the varying nature of venues.

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### Why can't Auckland Conventions just fill in the form for me?

RFA provides constructive feedback with regard to event Health & Safety plans and how to fulfil the requirements under legislation; however we are not the subject matter expert on your event.

### What if the production or event planning company won't give me the information required?

Under current Health & Safety legislation we have a duty to ensure all people in our venues are safe. The requirement to provide an event Health & Safety plan is also part of the contract the client has with RFA. The production/event planning company, RFA and any other companies working onsite are considered PCBU's and therefore have a responsibility to coordinate, cooperate and communicate.

### What if everything is being supplied by an external consultant/contractor?

Under current Health & Safety legislation PCBU's have a responsibility to ensure safe systems of work are in place so employees and others are not exposed to hazards.

The client cannot contract out of these responsibilities and remains the entity with ultimate responsibility for contractors they engage.

### Does this make me as the client liable for the contractors and other people?

Yes, however if you have met your requirements under the current Health & Safety legislation this liability is likely to be minimised.

### What are the timeframes around event Health & Safety plans?

If an event requires an event Health & Safety plan the client needs to submit this plan for review **at least** 14 working days prior to the event date. If an event Health & Safety plan is required and is not submitted on time, event pack in will not be able to commence until a plan has been received and reviewed.

### What if the event changes and these changes affect the Health & Safety of the event?

The event Health & Safety plan should be updated and resubmitted for review. The event Health & Safety plan is a living document and should be updated whenever the need arises. This may be before or during the event.

#### Glossary:

- **PCBU's** - ['Person conducting a business or undertaking'](#)
- **RFA** - [Regional Facilities Auckland](#)
- **H&S** - [Health & Safety](#)

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