

Policy

EVENT HEALTH & SAFETY POLICY

Policy Statement

This policy ensures that there is a consistent approach to health and safety for events held at all Regional Facilities Auckland (RFA) venues. This document sets out the responsibilities and guiding principles to ensure events are planned, designed and executed safely and to meet our responsibilities under relevant workplace health and safety legislation, associated regulations and codes of practices.

This document identifies how RFA will manage health and safety for those events where the venues are owned and/or managed by RFA. It sets out the expectations around health and safety for RFA and clients for events.

Scope

This document covers all RFA staff (permanent or casual), contractors, clients and client staff, agents and representatives.

Principles

Safety of all staff, clients, contractors and visitors to RFA venues is paramount.

- Safety is built into the culture of our organisation
- Safety is everyone's responsibility and all persons shall aim to achieve safety excellence
- All incidents shall be reported and reviewed to ensure continuous improvement in health and safety
- Involvement is essential - people learn safety by involvement

Roles and Responsibilities

RFA's responsibility where a venue has been hired by a client from RFA for an event

- Ensuring all hazards for each venue are identified and controls implemented to manage the hazards
- Ensuring clients are provided with this information and take these into consideration when planning their event
- Ensure required public liability, motor vehicle and any other relevant insurances are provided by the client
- Ensure that a Client Health and Safety Induction Form is completed and signed by the client or their representative
- For those events where deemed relevant (according to below criteria), RFA staff will, as far as reasonably practicable, ensure the appropriate Event Health and Safety Hazard Plan and information is obtained from and provided to clients, and processes are followed for the duration of the event including pack-in and pack-out.
- Ensuring the Client is made aware of the emergency evacuation procedures and requirements for the venue and that the client provides this information to the relevant people.
- Ensuring competent staff are available for working with the client and the event.

RFA's responsibility where RFA has primary responsibility for staging the event

- Ensuring the requirements and responsibilities documented above are undertaken
- Ensure appropriate event public liability insurance is in place
- Ensuring that an Event Health and Safety Hazard Plan is available for the event prior to the event starting.
- Ensure that a Client Health and Safety Induction Form is completed and signed by the client or their representative
- Take all practicable steps to ensure the Event (including but without limitation the cast, crew, equipment, set, contractors, props and any other person and or equipment associated with the event) complies with health and safety requirements, RFA requirements and the Event Health & Safety Hazard Plan.
- Ensuring all staff, agents, contractors and are competent in undertaking the activities for the event.

Client's/hirer's responsibility

- Ensuring that an Event Health and Safety Hazard Plan is available for relevant events and provided to RFA prior to the event starting. This Plan is to be followed at all times while at a RFA premises. If the client does not already have their own Event Health and Safety Hazard Plan the Client should

complete the RFA Event Health & Safety Hazard Plan Template and return this to RFA for review.

- Complying with the requirements of all applicable workplace Health and Safety legislation and associated codes of practice and regulations.
- The above includes all aspects of the Event including but not limited to the cast, crew, equipment, set, contractors, props and any other person and or equipment associated with the event under the control of the Client.
- Ensuring up to date and appropriate insurance certificates are provided to RFA
- Following the venue specific requirements advised to the Client by RFA staff from time to time.
- Complete (or have their representative complete) a Client Health and Safety Induction Form
- Ensuring all staff, agents, contractors and representatives are competent in undertaking the activities for the event.
- Notifying the RFA representative of any changes to the Event Health and Safety Hazard Plan.

NOTE: there may be instances where the Client is not required to comply with the requirements of the Act e.g. birthday parties, weddings. In these instances RFA will be required to provide the relevant health and safety documentation and controls

Process

EVENT HEALTH AND SAFETY HAZARD PLAN

The level of detail provided in the Event Health and Safety Hazard Plan will be dependent on the type of event e.g. type of activity, duration and where the event is held. Guidance to assist RFA staff with determining the detail required is provided in this document and associated health and safety and operational policies and procedures - refer to **Appendix A - Assessment Criteria for Determining Need for an Event Health and Safety Hazard Plan.**

Related Policies

Refer to the relevant safety processes and procedures for each of the RFA Business Units.

Related Legislation/Guidance

- Health and Safety at Work Act 2015 and associated regulations.

- A Guide for Safe Working Practices in the New Zealand Theatre and Entertainment Industry version 12, March 2011 (“The Guide”)
- The Building Act 2004, Building Regulations and any applicable amendments
- Fire Service Act 1975, any relevant amendments, regulations and codes
- Fire Safety and Evacuation of Buildings Regulations 2006
- Hazardous Substances and New Organisms (HSNO) Act 1996 and subsequent regulations
- Smoke-Free Environments Act 1990 and any applicable amendments
- Smoke-Free Environments Regulations 2007 and any applicable amendments

Appendices

- Assessment criteria for determining the need for an Event Health & Safety Hazard Plan

APPENDIX A

ASSESSMENT CRITERIA FOR DETERMINING THE NEED FOR AN EVENT HEALTH & SAFETY HAZARD PLAN

If the answer to any of the questions below is 'Yes', an Event Health and Safety Hazard Plan is required from the Client. The Event Health and Safety Hazard Plan will be reviewed by the RFA Health and Safety Team. An Event Health and Safety Inspection Form (in addition to the Confirmation of Client Health and Safety Induction Form) will need to be completed by RFA staff at pack-in, pack-out and at least once during the event.

ASSESSMENT CRITERIA FOR EVENTS

CRITERIA FOR ASSESSMENT	No/Yes?
<ul style="list-style-type: none"> ▪ Does the activity involve high risk activities e.g. people working at height (excluding RFA staff/contractors who will follow RFA safety requirements), use of pyrotechnics, children, animals etc? 	
<ul style="list-style-type: none"> ▪ Will there be flying of equipment/people/drones during the event? 	
<ul style="list-style-type: none"> ▪ Is the event, or part of the event to be held outside or in a non-purpose built venue? 	
<ul style="list-style-type: none"> ▪ Does the activity involve multiple contractors, exhibitors and/or entertainment (excluding staff and patrons)? 	
<ul style="list-style-type: none"> ▪ Will the setup and activity restrict pedestrian and mobility flow? 	
<ul style="list-style-type: none"> ▪ Is there access assistance required for external events (power, water, bollards etc)? 	
<ul style="list-style-type: none"> ▪ Will vehicles be moving through shared public spaces? 	
<ul style="list-style-type: none"> ▪ Is it of sufficient scale to require a Traffic Management plan? 	
<ul style="list-style-type: none"> ▪ Is there a significant act (e.g: circus performers, aerialists)? 	
<ul style="list-style-type: none"> ▪ Are special effects intended to be utilised e.g. flame throwers, fake snow, glitter cannon, lanterns etc? 	
<ul style="list-style-type: none"> ▪ Common Sense test: Do you feel any sense of unease in allowing this event to proceed? 	