

EVENT HEALTH & SAFETY POLICY

The processes for incorporating health and safety into events held at RFA venues

Policy Statement

The purpose of this document is to ensure that there is a consistent approach to health and safety for events held at all 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 the Health and Safety in Employment Act 1992.

Purpose

This Policy clarifies how RFA will manage health and safety for those events where the venues 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

Definitions

ACT means Health and Safety in Employment Act 1992 and any relevant Regulations, Standards, Codes of Practice and Guidelines.

AGREEMENT RFA Venue Hire Agreement or similar Agreement setting out the terms of hiring a venue from RFA by the Client.

CLIENT means the person named as Client, Hirer, Licensee or similar in the Agreement. The Client has responsibility of Employer and/or Principle as defined in the Act and any other responsibilities dependent on the activities undertaken within the venue.

EVENT means the event for which the Space is hired including but not limited to a dinner, convention, concert, theatrical, cultural or sporting event. It does not include an internal RFA organised meeting (or similar) on RFA premises where external people may be invited.

PERSON IN CONTROL OF THE WORKPLACE defined by the Act as “a) the owner, leasee, sub leasee, occupier, or person in possession, of the place or any part of it, or b) the owner, leasee, sub leasee, or bailee, of any plant in the place”.

PRINCIPAL defined by the Act as means “a person who or that engages any person (otherwise than as an employee) to do any work for gain or reward”

SPACE means the area or rooms at the Venue described in the Agreement

VENUE means the entire property described in the Agreement

Roles and Responsibilities

RFA's responsibility where RFA is not the Principal i.e. the client is hiring the venue from RFA.

- Ensuring significant 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 is the Principal

- 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

Client's responsibility

- 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.
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- 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 the Health and Safety in Employment Act 1992 and its related regulations and RFA venue requirements.
 - 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**.

The detailed process steps to be followed are attached in **Appendix B – Event Safety Process Flowchart**. These are developed for each of the business units, specific type of events etc to reflect the varied activities and events within the RFA.

To assist relevant staff with venue capacities, Refer to **Appendix C – Capacity Management Flowchart**.

In cases where the event safety process is not adhered to and or relevant paperwork has not been submitted by clients in time for the RFA health and safety team to review the plans, **Appendix D – Event Safety Escalation Process** will be followed.

Related Policies

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

Related Legislation/Guidance

- Health and Safety in Employment Act 1992 and associated regulations.
- A Guide for Safe Working Practices in the New Zealand Theatre and Entertainment Industry version 12, March 2011 (“The Guide”)
- Taken from The Guide above:
 - 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
 - Health & Safety in Employment Regulations 1995
 - 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
- Business Unit Detailed Process (Auckland Live and Auckland Conventions)
- Event Capacity Management Process
- Event Safety Escalation Process

Classification

Owner (contact for updates, etc):	Health and Safety Coordinator, Corporate Services	Tel: 307 5647
Authorised by:	Chief Executive	Date: 31-10-15
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Issue date:	31-10-15	
Review date:	31-10-16	
Policy ref no:		

APPENDIX A

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

HOW TO USE

When an application for an Event is received, work through the questions below based on the type of event to assess the level of Health and Safety information that RFA will require from the client.

If the answer is 'No' to all questions in the relevant table, then only the Confirmation of Client Health and Safety Induction form needs to be completed.

If the answer to any of the questions 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.

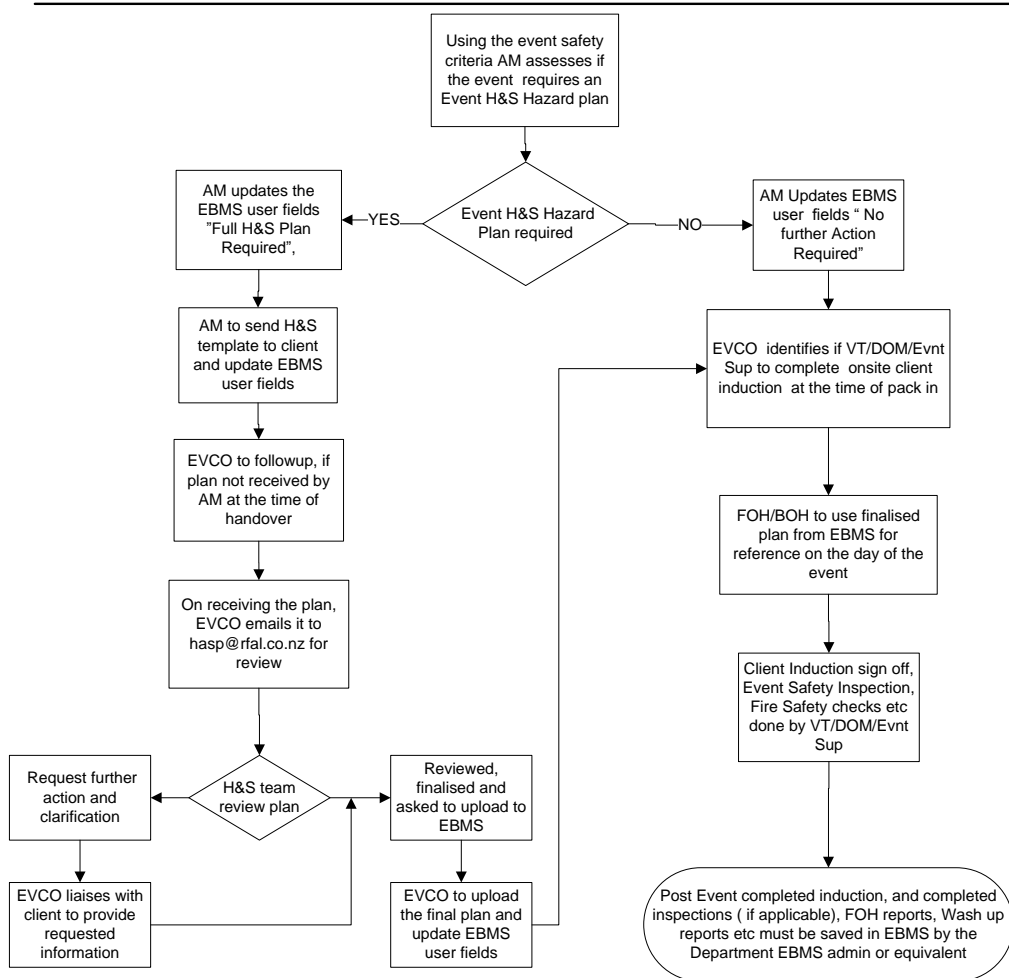
ASSESSMENT CRITERIA FOR EVENTS

CRITERIA FOR ASSESSMENT	No/Yes?
▪ 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?	
▪ Will there be flying of equipment/people/drones during the event?	
▪ Is the event, or part of the event to be held outside or in a non-purpose built venue?	
▪ Does the activity involve multiple contractors, exhibitors and/or entertainment (excluding staff and patrons)?	
▪ Will the setup and activity restrict pedestrian and mobility flow?	
▪ Is there access assistance required for external events (power, water, bollards etc)?	
▪ Will vehicles be moving through shared public spaces?	
▪ Is it of sufficient scale to require a Traffic Management plan?	
▪ Is there a significant act (e.g: circus performers, aerialists)/amplified sound/entertainment?	
▪ Are special effects intended to be utilised e.g. flame throwers, fake snow, glitter cannon, lanterns etc?	
▪ Common Sense test: Do you feel any sense of unease in allowing this event to proceed?	

APPENDIX B

BUSINESS UNIT DETAILED PROCESS (AUCKLAND LIVE AND AUCKLAND CONVENTIONS)

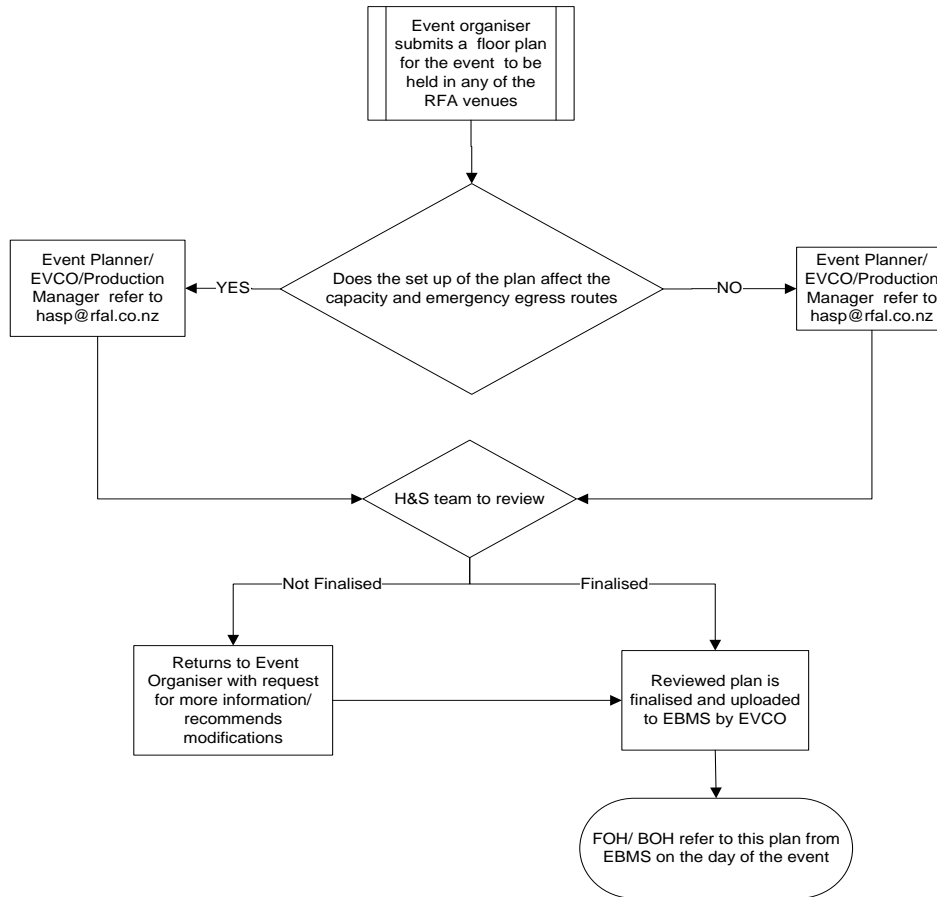
Event Safety Process Flowchart



Key:	
AM	Account Manager
EVCO	Event Coordinator
BOH	Back of House
FOH	Front of House
EBMS	Event Booking Management System
HASP	Health And Safety Plan
VT	Venue Technician
DOM	Duty Operations Manager
Event Sup	Event Supervisor

APPENDIX C FOR ALL BUSINESS UNITS

Event Capacity Management Process



Key:	
EVCO	Event Coordinator
BoH	Back of House
FoH	Front of House
HASP	Health and Safety Plan
EBMS	Event Booking Management System

APPENDIX D FOR ALL BUSINESS UNITS

Event Safety Escalation Process

