



Event Health & Safety Risk Management Policy

Waikato Film Hub Trust

Version:	1.0	Date Created:	August 2020	Revision Date:	July 2021
Purpose:	This is our commitment to Health and Safety Management, providing a safe environment for all employees, contractors, subcontractors, volunteers, and visitors. In accordance with the Health & Safety at Work Act 2015.				

1. POLICY STATEMENT

The success of any event is measured in many ways and safety is one of them. The Waikato Film Hub Trust (WFHT) is committed to providing a safe environment for all volunteers and participants attending events organised and promoted by WFHT. We take health and safety seriously, and it is our policy, so far as is reasonably practicable, to protect the safety and wellbeing of everyone who organises or attends a WFHT event.

We are committed to ensuring our practices reflect good practice and meet or exceed the requirements of New Zealand's health and safety legislation. We are working towards a culture of safety and wellbeing where everyone recognises their responsibility and role in health and safety.

Note this policy will be reviewed 12 months after the date it was created, then no less than once every three years from the date of last revision.

2. PURPOSE AND SCOPE

This policy outlines WFHT's procedures for ensuring the safety of all attendees/participants at any WFHT organised activity or event, including workshops, presentations, and networking events. It exists to help event organisers plan for and mitigate risks, while helping ensure the safety of all persons attending a WFHT event. Our policy applies to all volunteers, attendees, guests, and any party invited by WFHT to hold a workshop or other event.

To ensure a safe and healthy environment for WFHT events, we will:

- Comply with relevant health and safety related legislation, regulations, codes of practice, standards and safe work practices relevant to our industry.
- Proactively identify and manage any potential health and safety risks.
- Ensure that all existing and new hazards are identified, assessed and appropriate controls are put in place to eliminate, isolate or minimise the effect of any hazard.
- Provide appropriate information, supervision and assistance to our volunteers to ensure they operate in safe manner.
- Actively encourage the accurate and timely reporting and recording of all hazards, incidents and any accidents.

Note that in the instance where the WFHT is hosting an event at another party's venue, who has an existing health and safety or evacuation policy (such as for their premises), then that policy's evacuation procedures will typically take precedence over the WFHT policy.

To achieve this, we will:

- Complete appropriate Risk Assessment and Management System (RAMS) Plan (see Appendix 1 of this policy) prior to any advertised event to which members of the public or WFHT volunteers will be attending.
- Investigate all reported incidents, accidents, near misses and other unsafe conditions to ensure appropriate action is taken, using our Incident Report (see Appendix 2).
- Promote a culture of continuous improvement in health and safety.

3. ROLES AND RESPONSIBILITIES

Shared Responsibilities

The obligations, duties and rights contained in the [Health and Safety at Work Act 2015](#) (HSWA) make it clear that everyone has a role to play in ensuring health and safety at work, whether as an employee or a volunteer. Therefore, all WFHT employees, volunteers and board members share a responsibility to:

- Proactively identify and manage any potential health and safety risks.
- Take no action or inaction that may harm them or others in the workplace.
- Take responsibility for their own health and safety.
- Observe all safe work practices, procedures, rules and instructions (including those of any venue that is being used for WFHT activities or events).
- Actively contribute to hazard identification and management.
- Report all incidents and injuries promptly and accurately to the event organiser.
- Comply with all occupational safety and health statutory obligations, policies, procedures, rules and special work requirements on or about all operational areas of the organisation.
- Participate in health and safety training where provided.

Event Organiser Responsibilities

Event Organisers are anyone deemed to be organising an event for or on behalf of WFHT. In addition to the above, WFHT event organisers have additional responsibilities:

- Prior to hosting an event or activity, the organiser must complete a RAMS assessment using the attached RAMS Plan (found in Appendix 1). These must be submitted to the Chief Executive (CE) no less than 48 hours prior to the event for approval.

Note that the RAMS plan must be completed where this event is being held at either:

- a new location not previously used by WFHT, or
- where an existing RAMS plan for that location has not been completed in the previous 12 months, or
- if the activity is a new activity, not previously held by WFHT, then a plan must be completed, regardless of location.

- The Event Organiser can, with the prior approval of the Chief Executive, submit the RAMS plan within 48 hours of the planned event.
- In the event of an incident or accident, the event organiser must complete an Incident Report (found in Appendix 2) and submit this via email to WFHT's CE, within 24 hours of the incident or accident occurring.

Note that if the event is a serious incident or accident then the CE should be notified immediately. For what is a serious incident or accident, refer to *Part 5: Glossary of Terms* in this policy.

Chief Executive Responsibilities

In addition to the above, the Chief Executive (CE) has additional responsibilities:

- Provide appropriate information, supervision, and assistance to our volunteers to ensure they operate in safe manner.
- Review and decline, challenge or approve any RAMS plan submitted by the Event Organiser, within 48 hours of the event. In the event that the CE is also the event organiser, then they should seek approval from a member of the WFHT Board.
- In situations where WFHT staff, volunteers or event organisers will be interacting with minors under the age of 18 for an extended period of time (daily, overnight, or at least four days over a 30 day period) then the CE must ensure those people have been properly vetted by the police.
- Monitor and ensure RAMS plans are being reviewed correctly and annual reviews are being completed where necessary.
- Maintain an accident register, as required under the Health & Safety at Work Act 2015.
- Organise and approve relevant health and safety training, where required.
- Seek advice from the WFHT Board or other applicable sources on health and safety matters when required.
- In the event of a serious incident or accident at a WFHT event, the CE must notify the Board immediately upon being notified.
- Prepare reports on the health and safety activities of the WFHT, and any incidents and accidents, as requested by the Board and/or WorkSafe NZ.
- Cooperate with any investigation by WorkSafe or a nominated WorkSafe representative.

WFHT Board Responsibilities

In addition to our shared responsibilities, the WFHT Board have the following responsibilities:

- Annually inspect and review the health and safety practices of the WFHT.
- Review and approve this policy no less than once every three years.
- Organise and approve relevant health and safety training for the CE, where required.

- Review the performance of the CE with regards to health and safety, no less than once every year.
- In the event of a serious incident or accident at a WFHT event, the Board must notify the New Zealand Police and/or WorkSafe of any [Notifiable Events](#).
- Cooperate with any investigation by the police and/or WorkSafe or a nominated representative.

Note that any breach of this policy may result in disciplinary action being taken up to and including, for employees, dismissal in the case of any serious or persistent breaches. For volunteers this could include lifetime bans from WFHT events. For Board members, this could include being removed as a member of the Board, pursuant to the WFHT Charter. In cases of serious or criminal misconduct, the WFHT Board reserves the right to notify the relevant authorities.

4. HEALTH AND SAFETY PROCEDURES

The following rules and procedures apply.

General Safety Rules

- a) Use the approved personal protective equipment (PPE) where required.
- b) Do not operate any equipment unless you have been trained in its use.
- c) Obey all standard operating procedures for equipment or processes.
- d) Obey all safety and warning signs.
- e) Obey any reasonable instruction given by an event organiser, venue manager/owner, the WFHT CE or the board.

Risk Assessment and Management

As part of any good planning process, hazards should be identified, assessed and controlled to eliminate or minimise the potential for harm or injury. Events vary in size, nature and type, but every event requires an event specific Risk Assessment and Management System (RAMS) plan. This must be completed by the Event Organiser. The plan will become an invaluable tool to assess event safety – from the concept/planning phase through to the overall evaluation of the event.

As per the Health and Safety at Work Act 2015 the purpose of a risk assessment is to identify and manage risks. In managing risks to health and safety, the Event Organiser must identify hazards that could give rise to reasonably foreseeable risks to health and safety.

The Event Organiser is required to:

- eliminate risks to health and safety, so far as is reasonably practicable, or
- if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

The RAMS plan is a live document and must be kept updated as and when new hazards/risks and the control of those risks have been identified.

The plan should include, if applicable to the event, information about the following:

- **Event Details**

Provide the information required in the “Event Details” section of the RAMS plan.

- **Key Contacts and Responsibilities**

List the key contacts and their responsibilities throughout the duration of the event (and after hours where applicable). Include contact details for the key contacts.

Note that it is the responsibility of the Event Organiser to verify any certificates (e.g. first aid certificate) and check that they are current and in accordance with New Zealand legislation, relevant industry standards and acceptable to health and safety best practice. CE. Where practicable, copies of these should be attached to the RAMS plan. In the event Police Vetting is required, this is the responsibility of the WFHT CE to organise. Police vetting results are not included with RAMS plans due to the confidentiality of the personal information contained.

- **Third-party safety and evacuation policy and procedures**

These are an essential part of our planning for an event and must be sighted and/or discussed with the location providers of the event. This must be marked on our RAMS plan, and ideally the venue’s health and safety policy and evacuation plan attached to the RAMS.

- **Event location and site assessment**

WFHT is privileged to have access to several spaces from which we can host events, many of them free, or in return for a koha (donation). Regardless of whether we pay to use a space or not, a site assessment should be conducted. This should include:

- Meeting with the Health & Safety Officer or relevant staff member from the organisation who owns or manages the premises. This person should demonstrate the correct and safe use of the main space, and any equipment or electronics, including projection gear, ladders, moveable wall panels, stacking chairs, correct storage of tables, securing cables and cords, and advise the emergency evacuation procedure
- All hazards identified will be recorded in the RAMS plan to assist in the hazard identification risk assessment and control process.

- **Hazard identification, risk assessment, and control**

The three steps are:

- **Step 1 – Hazard Identification**

Hazard identification is the process of recognizing hazards associated with an event. It is helpful to identify risks by considering the people involved, and their roles to ensure their safety at all time. Hazard ‘groupings’ that can assist in the identification process include:

- Human – type and size of crowd expected, level of crowd participation.
- Technological – mechanical, utilities such as gas and electricity and plant and equipment.

- Natural – the physical location and site area conditions.
- Environmental – weather, ground impact etc
- **Step 2 – Risk Assessment**

Risk assessment is the process of estimating the potential effectors or harm of a hazard to determine its risk rating. By determining the level of risk, the Event Organiser can prioritise risks to ensure either the elimination or minimisation of health and safety risks. In order to determine a risk rating consider:

 - The consequence – what will happen, the extent of the harm, and
 - The likelihood – chances of possibility of it occurring. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

- **Step 3 – Risk Control**

In order to control the risk you need to work out the best method of handling the risk. Look at the following methods, which are referred to as the [Hierarchy of Control](#), to see if you can eliminate or reduce the risk:

- Elimination – by removing the hazard entirely through new design or implementing new process.
- Substitution – by replacing hazardous materials or methods with less hazardous alternatives.
- Engineering – by isolating, enclosing or containing the hazard.
- Administrative – by ensuring safe operating procedures are in place and that effective training, induction and monitoring is available to all in the workplace.
- Personal Protective Equipment (PPE) – by making sure that appropriate safety equipment such as gloves, hats, sunscreen etc are available.

Note these steps are not optional. They MUST be completed.

- **Event Organiser and WFHT Signoff**

Both the Event Organiser and an authorised member of WFHT should sign off the completed RAMS plan. It must be submitted to WFHT no less than 48 hours before an event is to be held.

The completed RAMS plan must be copied, and the copy stored by the CE in a secure location.

Emergency Procedures

IMPORTANT

If you are the initial responder to an event or incident: Always ensure that your health and safety and that of others is protected. If necessary and able, provide aid to any injured persons involved in the incident; call emergency services, and take action to make the site safe and to prevent further incidents.

In an emergency, ensure that all existing and new hazards are identified, assessed and appropriate controls are put in place to eliminate, isolate, or minimise the effect of any hazard to other participants, bystanders and members of the public. The Event Organiser should:

- a) Seek medical attention from the nearest first aider if possible.
- b) Ensure that an Incident Report (Appendix 2) is completed and handed to the CE for signing. In the event that a serious incident or accident has occurred, the scene must be left undisturbed wherever possible, and the CE must be notified immediately. Reporting of serious accidents to WorkSafe will be the responsibility of the WFHT Board.

Please complete and submit the Incident Report to WFHT as soon as possible, but no more than 24 hours after the event. WFHT is available to assist in completing the Incident Report.

- **Notifiable events or incidents**

These are incidents or events when WorkSafe must be notified. In the event of a notifiable incident or event (see *Part 5: Glossary of Terms*) the Event Organiser must take all reasonable steps to ensure the site of a notifiable event is not disturbed. The exceptions to this rule are:

- to help an injured person
- to remove a deceased person
- essential to make the site safe or to minimise the risks of a further notifiable event
- by or under direction of a police officer
- permitted by the regulator or an Inspector.

Incident and Accident Register Procedures

The WFHT CE is responsible for maintaining an accident register under the Health & Safety at Work Act 2015 and requires the following information:

- Date and time of accident
- Name of injured person
- Nature and cause of injury
- Place, department, machinery involved
- Treatment given
- Other staff involvement

5. GLOSSARY OF TERMS

Health and Safety at Work Act	Also known as the HSWA. New Zealand’s guiding legislation for workplace (and volunteer) health and safety, and accident reporting, in the workplace.
Notifiable Event	<p>Under the Health and Safety at Work Act 2015 (HSWA), WorkSafe must be notified when certain work-related events occur. Only serious events are intended to be notified. These trigger requirements to preserve the site, notify the regulator and keep records.</p> <p>A notifiable event is when any of the following occurs as a result of work while during an event hosted/organised by the WFHT:</p> <ul style="list-style-type: none">• a death• notifiable illness or injury• a notifiable incident <p>If someone has been killed as a result of work, then WorkSafe MUST be notified immediately (Ph anytime 0800 030 040). WFHT CE must also be contacted, who will then advise the WFHT Board. This is the responsibility of the WFHT board, or if unavailable, then WFHT CE can call them. In the case of an emergency, phone 111. See also Notifiable Incident.</p>
Notifiable Incident	<p>For an incident to be notifiable, there must have been serious risk to a worker or other person’s health and safety due to immediate or imminent exposure to a hazard that arose from an unplanned or uncontrolled incident. Being put at serious risk does not necessarily mean that they were harmed in any way.</p> <p>All injuries or illnesses that require (or would usually require) a person to be admitted to hospital for immediate treatment are notifiable.</p> <p>For clarity, deaths, injuries or illness that are unrelated to work are not notifiable events, for example:</p> <ul style="list-style-type: none">• a diabetic worker slipping into a coma at an event• someone being injured driving to the event in his or her private car when the driving is not done as part of their work• injuries triggered by a medical reason (eg injuries from a fall caused by a stroke) <p>While WorkSafe does not need to be contacted, in these instances the Event Organiser should still contact WFHT CE or Board. See also Notifiable Event.</p>
PCBU	As defined by the Health and Safety at Work Act, a PCBU is a ‘person conducting a business or undertaking’. A PCBU may be an individual person or an organisation. A ‘business’ is a profit-making entity, whereas an ‘undertaking’ may not be commercial in nature. HSWA places duties on all PCBUs. The Waikato Film Hub Trust is not considered a PCBU, however we take our responsibilities towards health and safety seriously, and so have adopted where practicable the same approach as a PCBU.
Police Vetting	Police Vetting is the process of checking for a criminal record for any prospective volunteers for any serious criminal offences.

All volunteers who have regular or overnight contact with children and vulnerable adults are expected to be vetted. Regular or Overnight Contact means the person has contact (other than merely incidental contact) with a child or children:

- Overnight, or
- at least once each week, or
- on at least 4 days each month.

Currently WFHT does not run any event that requires police vetting of volunteers. Refer to the [NZ Police website](#) for more information.

Serious Accident

See Notifiable Event and/or Notifiable Incident.

Volunteer Associations (as defined by HSWA)

A volunteer association is a group of volunteers working together for a community purpose who do not employ any person under a contract of service. Purposes could include the promotion of art, culture, science, religion, education, medicine, or to support a charity, sport or recreation activity. Volunteer associations do not have health and safety duties under HSWA, as they are not PCBUs. The Waikato Film Hub Trust is a volunteer organisation.

Volunteers

You are a volunteer if you don't receive payment or reward for the work your do for WFHT. You may be reimbursed for out-of-pocket expenses, for example, you may be reimbursed for your petrol expenses if you are required to drive. Currently the WFHT does not employ anyone; everyone is a volunteer.

WFHT

The Waikato Film Hub Trust.

WorkSafe

The New Zealand Government's workplace health and safety watchdog, which replaced Occupational Safety and Health (OSH).

6. RECORDS MANAGEMENT & VERSION HISTORY

The following records relate to this policy:

Record	Minimum Retention Period	Disposal Action
This policy	Until superseded and administratively no longer required for reference purposes	Retain in archive
Risk Assessment and Management System (RAMS) Plan	Until superseded and administratively no longer required for reference purposes	Securely Destroy
Incident Report	7 years after date of last action	Securely Destroy
Accident Register	7 years after date of last action	Retain in archive

The version history of this document:

Version	Approved	Details
1	August 2020	First published.

Appendix 1 – Risk Assessment and Management System Plan

The following Risk Assessment and Management System Plan (RAMS) forms are to be completed in accordance with the Waikato Film Hub Trust's Event Health and Safety Risk Management Policy.

An electronic copy of the policy and this Risk Assessment and Management System can be found online in the WFHT file directory under Policies. Completed forms are stored in hard copy with the Chief Executive, while an electronic copy (which must be scanned) can be found in the WFHT file directory under Health and Safety.

As per the Health and Safety at Work Act 2015 the purpose of a risk assessment is to identify and manage risks. In managing risks to health and safety, we must identify hazards that could give rise to reasonably foreseeable risks to health and safety. We are required to:

- eliminate risks to health and safety, so far as is reasonably practicable, or
- if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

The definition of 'hazard', is:

- an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. This includes:
 - a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person o without limitation, a situation described in subparagraph resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or other temporary condition that affects a person's behaviour.

Before any event in a new location or venue, or one not previously used by WFHT to hold an event in the past 12 months, the Event Organiser, as designated by WFHT's Chief Executive, must complete the Risk Assessment and Management System Plan on the following page, and submit this to the Chief Executive no less than 48 hours before the intended event. Prior approval must be sought from the Chief Executive to submit the RAMS within the 48-hour window.

RAMS plans, the Incident and Accident Reports and the Risk Register are located on WFHT Site at: <https://drive.google.com/drive/folders/1qaTQKsA2RmNqNDswGglg9NEoPPSAPiPM?usp=sharing>

WAIKATO FILM HUB RISK ASSESSMENT & MANAGEMENT SYSTEM PLAN



1. Event Details					
Event Name/ Description:				Max number of participants:	
Event Date:		Event Start time:		Event Finish Time:	
WFHT Event Organiser Name:		Event Organiser Ph/ Email:			

2. Event Location, Key Contacts and Responsibilities				
Event Venue Name:			Venue Contact Name:	
Venue Address:			Venue Contact Number:	
			Venue Contact Email:	
Certificates cited:			After hours/ Emergency Contact details:	
Attached?	Yes / No (Circle one)			
Venue safety policy and/or evacuation procedures cited?	Yes / No (Circle one)			
Attached?	Yes / No (Circle one)		If No, why not?	
Demonstration of gear/space required?	Yes / No (Circle one)		Details:	

3. Site Assessment, Hazard Identification, Risk Assessment and Mitigation

Date Completed:		Completed by (if not WFHT Event Organiser):	
Risks/Hazards involved in event/activity (Hazard Identification):	Causal Factors (Risk Assessment):	Risk Mitigation Actions (Risk Control):	
Consider: <ul style="list-style-type: none"> • Human – type and size of crowd expected, level of crowd participation. • Technological – mechanical, utilities such as gas and electricity and plant and equipment. • Natural – the physical location and site area conditions. • Environmental – weather, ground impact etc 	Consider: <ul style="list-style-type: none"> • The consequence – what will happen, the extent of the harm, and • The likelihood – chances of possibility of it occurring. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment. 	Consider: <ul style="list-style-type: none"> • Elimination – by removing the hazard entirely. • Substitution – by replacing hazardous materials or methods with less hazardous alternatives. • Engineering – by isolating, enclosing or containing the hazard. • Administrative – by ensuring safe operating procedures are in place and monitoring these. • Personal Protective Equipment (PPE) – by making sure that appropriate safety equipment is available. 	

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Risks/Hazards involved in event/activity (Hazard Identification) Continued:	Causal Factors (Risk Assessment) Continued:	Risk Mitigation Actions (Risk Control) Continued:

4. Event Organiser and WFHT Signoff and Approval

Event Organiser Signature:		Date:	/ /
WFHT Approver Name:			
WFHT Approver Signature:		Date:	/ /

Before any event in a new location or venue, or one not previously used by WFHT to hold an event in the past 12 months, the Event Organiser, as designated by WFHT's Chief Executive, must complete this Risk Assessment and Management System Plan and submit this to the WFHT Chief Executive no less than 48 hours before the intended event. Prior approval must be sought from the Chief Executive to submit the RAMS within the 48-hour window.

Appendix 2 – Waikato Film Hub Incident and Accident Report



This form must be submitted to the WFHT Chief Executive within 24 hours of the event taking place. If this is a serious incident/notifiable event, then the Chief Executive must be notified immediately.

1. Incident and Accident Report					
Event Name:		Date and Time of Incident:			
Location of Incident:					
Name of injured Person(s):		Is the injured person(s) WFHT volunteers, attendees or member(s) of the public?			
Nature and Cause of Injury (be specific):					
Place, department, machinery involved:					
Treatment given:					
Follow up required?					
Event Organiser Name:		Event Organiser Signature:		Date:	/ /