

# General Safety Procedures

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## 2.1 Legislation and Regulations

Please ensure that you read and adhere to the safety procedures contained within this kit.

Event and venue safety is the responsibility of the Exhibition Organiser and Claudelands. Claudelands has a legal obligation to ensure the venue is a safe environment for all staff and visitors to the venue. Exhibitors and the Exhibition Organiser share the responsibility to ensure all health and safety requirements are met, and most importantly that patrons and staff are safe.

Claudelands is bound by the provisions of the following legislation and regulations and their amendments, including but not limited to:

-  [Health & Safety in Employment Act 2015](#)
-  [Building Act 2004 \(Amendment 2012\)](#)
-  [The Building Regulations 2006](#)
-  [The Building Code of New Zealand 2012](#)
-  [Fire Safety & Evacuation of Buildings Regulations 2006](#)
-  [Health and Safety at Work \(Hazardous Substance\) Regulations 2017](#)
-  [Animal Welfare Act 1999 and regulations](#)

Claudelands and event organisers within the venue are subject to inspection by the regulatory agencies associated with this legislation and are subject to prosecution for non-compliance - for example, the local authority building inspectors, the Fire Service, the Police and the Department of Labour.

Failure to comply could also void any insurance policies which may be in force in relation to Claudelands. Therefore, it is necessary to ensure that all parties involved in the erection of stands or structures, or any other activities on Claudelands property, comply with all legislative requirements.

## 2.2 H3 COVID-19 Protection Framework

We are committed to working alongside the government to prevent the spread of COVID-19. As an event venue, we are united against COVID-19 and will do our utmost to protect our workers, those that attend events at our venues, the wide community and New Zealand. We recognize that we must work together to ensure the health, safety and wellbeing of everyone involved in the events.

The following protocols will be in place for all events:

- ✦ Masks – Wearing masks is optional.
- ✦ Stay Home if Sick – Staff, contractors and visitors are advised to stay home if they're sick and get a COVID-19 test if appropriate.
- ✦ Satisfier Stations – These are in prominent locations around the venues, please use them regularly.
- ✦ Cleaning – Robust cleaning processes in place to maintain the cleanliness of the venue and respond to event needs.
- ✦ Cashless – Where possible cashless options for payment has been implemented.

More information about New Zealand's current COVID-19 situation can be found here:

-  [Unite against COVID-19](#)

### 2.3 Personal Protective Equipment

Claudeland requires all exhibitors and contractors to wear the following personal protective equipment during pack-in and pack out periods:

- ✦ High-visibility safety vest
- ✦ Closed-in shoes

If exhibiting in the Arena, there may be periods where hard hats are required. These will be supplied by Claudelands.

All contractors and exhibitors are expected to wear the personal protective equipment appropriate for the activity.

Claudeland reserves the right to not allow entry to the exhibition spaces to anyone not wearing appropriate personal protective equipment.

### 2.4 Reporting Accidents, Incidents or Near Misses

All accidents, incidents and near misses need to be reported to your Exhibition Organiser.