

# Health and safety

## 17.1 Hirer's Responsibility

Event and venue safety is the responsibility of both Claudelands Conference and Exhibition Centre and the hirer. Claudelands has a legal obligation to ensure the venue is a safe environment for all staff and visitors to the venue.

As the hirer, you are responsible for ensuring that all event staff, visitors, contractors and exhibitors comply with the health and safety requirements of the venue. Some examples of where this responsibility applies include:

- Ensuring personal protective equipment is worn during pack in and pack out periods
- Awareness of (or participation in) emergency evacuation procedures
- Awareness of first aid response procedures
- Compliance with fire protection regulations
- Allocating health and safety wardens (large public events)
- Ensuring safety procedures are followed during the construction of stands or structures
- Hazard identification, accident and incident reporting

### Health and Safety Planning

Health and safety will be an integral part of the event planning process. Your Claudelands Event Manager will work with you to assess the level of risk associated with your event and ways in which to eliminate or mitigate that risk. Depending on the scale of the event and the level of safety risk, a Health and Safety Plan may be required. Your Claudelands Event Manager will advise you of this during the planning process. Refer also to [Section 1: Planning your Event](#).

Things to consider include:

- Risk Assessment (required for all events)
- Health and Safety Plan
- Contractor and Entertainer Safety
- Emergency Evacuation Procedures
- First Aid Response
- Fire Safety

### Health and Safety Resources

A number of health and safety resources are available to assist the hirer with communicating the procedures to events staff, exhibitors and contractors.

Resource	Useful for	Available via
<b>Event Facilities Venue Safety Guide</b>	Communicating safety standards to contractors and entertainers	<a href="#">Appendix 4</a>
<b>Health &amp; Safety Warden Induction</b>	Training wardens (where Claudelands is not providing them)	Claudelands Event Manager
<b>Health and Safety Plan Template</b>	Template	Claudelands Event Manager
<b>Exhibitor Health &amp; Safety Guidelines</b> (Section 3 of the Exhibitors Services Kit)	Communicating safety guidelines to exhibitors	Claudelands Event Manager
<b>Event Risk Assessment</b>	Assessing the risk of the event	Claudelands Event Manager

## 17.2 Policy and Legislation

### Policy

Claudlands operates under the Hamilton City Council Health and Safety Policy, a copy of which is available from your Claudlands Event Manager.

### Legislation and regulations

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

- [Health & Safety in Employment Act 2002](#)
- [Building Act 2004 \(Amendment 2012\)](#)
- [The Building Regulations 2006](#)
- [The Building Code of New Zealand 2012](#)
- [Fire Safety & Evacuation of Buildings Regulations 2006](#)
- [Hazardous Substances and New Organisms Act 1996 and regulations](#)
- [Animal Welfare Act 1999 and regulations](#)

Claudlands and the hirer 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 Claudlands. Therefore, it is necessary to ensure that all parties involved in the erection of stands or structures, or any other activities on Claudlands property, comply with all legislative requirements.

### Smoke Free Venue

Claudlands is a smoke free venue. This applies to all indoor areas and all outdoor areas within 10m of the venue. Designated smoking areas may be assigned for some events, these will be clearly identifiable and on a case by case basis. This is governed by the [Hamilton City Smoke Free Environment Policy](#) and will be strictly enforced at all times.