

Health and Safety Guidelines for NZCF events

The Health & Safety at Work Act (HSWA) came into effect on 4 April 2016 and has implications for all workplaces, including those run by volunteers. The aim of the HSW Act is to reduce NZ's poor record of workplace injuries and improve the health of workers.

It requires people in charge of a business or other type of undertaking to properly assess risks and hazards created by their activities and to remove or minimise them where possible. The HSW Act sets out the processes to be followed to identify risks, sets up a procedure for the involvement of workers in the management of health and safety, and establishes higher penalties and more active enforcement by WorkSafe.

NZCF takes the aims and responsibilities of the Act seriously. All NZCF staff and event coordinators are expected to be familiar with the [NZCF Health and Safety policy](#) and to abide by it.

At all NZCF events, the local NZCF committee headed by the Event Coordinator should take the following steps:

Preparation

- 1) When booking a venue, ask for the venue's Health & Safety policy document and review it. Identify any potential issues.
- 2) Visit the venue in advance of the event and ask the venue manager to guide you through all areas that will be used by participants and audience. Present any issues raised in your review.
- 3) Identify any hazards e.g. orchestra pit, scaffolding, work being carried out. Document these hazards (see NZCF for briefing volunteers closer to the time of the event). Ask the venue what steps can be taken to mitigate the risks caused by these hazards.
- 4) Ask the venue about their emergency procedures.

On the day

- 4) Brief volunteers and participants on any hazards as well as emergency procedures in advance. Assign roles for marshals as required. Do a sweep of the venue and complete the [NZCF Event Risk Assessment & Hazard Management Plan](#).
- 5) Ensure that no exits are blocked by items brought in for the event e.g. musical instruments or risers.
- 6) At the beginning of the sessions, carry out a briefing to the audience and participants, including instructions in the event of fire (with assembly point locations) and earthquake.

Reporting accidents and near misses

NZCF has an obligation to report notifiable events under the Health And Safety At Work Act and this includes reporting any "near misses". Accidents should be reported using the [NZCF Accident Report Form](#). Completed forms must be sent to the NZCF Chief Executive who will record the information from those forms on the NZCF Accident/Incident Register. Any accident/incident or near miss will be reviewed for the prevention of reoccurrence. If a notifiable event occurs and WorkSafe is notified, NZCF will notify its funders Creative NZ and Ministry of Youth Development.

In general:

- REVIEW your current Health & Safety practices: take time to think through your regular practices. Think about people, equipment, and environments
- IDENTIFY what your key health & safety risks are
- ASK QUESTIONS – involve workers and the other businesses - choir / venue : Encourage people to speak up
- IMPLEMENT appropriate controls
- EMBED H&S into our culture. This isn't just the law, it's good practice and the right thing to do.

NZCF Safety of Children and Young People Policy

NZCF is committed to acting at all times in the best interest of the children and young people to whom it provides a service. NZCF staff and volunteers should ensure that good safe working practices are maintained when working with children, and that students involved in TBS/TKS are managed via school teachers and choir leaders at all times.

Any concerns about a child's safety or wellbeing should be raised with the TBS/TKS coordinator as soon as possible, and the matter reported to the school representatives.

All NZCF staff, event coordinators and volunteers are expected to be familiar with the [NZCF Safety of Children and Young People policy](#) and to abide by it.

First Aid – The Big Sing

At all TBS events there must be a designated and clearly identified person(s) with a current First Aid Certificate who is available to administer first aid if required. This person must be available during the official running times of the festival. Some venues will have their own personnel trained in first aid and that is perfectly acceptable – check with the venue first.

Additional Health & Safety resources

Here is a good [summary of charities and volunteer associations' obligations](#) under the Act.

The WorkSafe NZ website is a good resource, including at these links:

[WorkSafe mythbusting – clear fact sheets about volunteer-based organisations](#)

[WorkSafe video presentation \(about 25 minutes long\)](#)

This is an excellent and easy to read article about the law in relation to Volunteers and Charities:

<http://www.prlaw.co.nz/article/193/111/Health-Safety-Law-for-Volunteers-and-Charities/>