

# SAFETY MANAGEMENT PLAN

## OVERVIEW

**EVENT:** NYLD – The National Young Leaders Days

**LOCATION:** Te Rauparaha Arena, Porirua

**DATE:** Monday 10 May 2021 (pack in), Show day Tuesday 11 May 2021 (incl Pack out).

**TIMES:** Pack in 9am – 6pm. NYLD Show day times: 7am – 2:30pm. Pack out 2:30pm – 6pm.

**NUMBERS:** NYLD: 1100, Crew: 25

The Kids for Kids Charitable Trust (Promoter) is committed to providing and maintaining a safe and healthy workplace for all performers, crew and contractors, and to providing the information and supervision needed to achieve this.

Kids for Kids, in conjunction with the venue will provide for all aspects of Health and Safety for the duration of the show, however staff and contractors need to be aware of their responsibilities and comply with the safe work practices associated with their respective roles and within the Entertainment & Hospitality Industries overall.

During Covid-19 Level 1, we will be following the guidelines set out in the Voluntary New Zealand Events Sector Code Code which can be found here:

<https://www.majorevents.govt.nz/assets/Major-Events/new-zealand-event-sector-voluntary-code.pdf>

## RESPONSIBILITIES

<b>Name</b>	<b>Position Held</b>	<b>Contact Number</b>
Sarah van't Hof	Event Director	021 77 44 22
Lance Cathro	Production Manager	021 661 942

## EMERGENCY CONTACT DETAILS

<b>Contact</b>	<b>Name</b>	<b>Position Held</b>	<b>Contact Number</b>
First	Sarah Barker	Event Coordinator (Venue)	04 237 1521
Second	Sarah van't Hof	Event Director	021 77 44 22

## SCOPE AND ACTIVITY DETAILS

1. **ESTABLISHMENT OF PRODUCTION** – At approximately 9am on Pack In day, all sound and lighting will arrive, be loaded in and set up in venue.
2. **SECURITY AND VENUE STAFF IN POSITION** – Venue staff and security will be in position for the start of show.
3. **PACK DOWN** – All Production will commence pack down at close of show and vacate the premises upon completion of pack down.

## SAFE WORK METHOD STATEMENT

All work on site will be conducted in accordance with related safe work practices and monitored by the Promoter.

## COVID19

All visitors, contractors or crew will need to download the “NZ Covid Tracer app” via Google Play or Apple App Store and scan the QR code on arrival and be checked in onsite.

All visitors, contractors and crew will be told that if they feel unwell that they are to stay home and not come to the venue.

Hand sanitiser will be available through the venue.

## FIRST AID

For minor incidences, a First Aid kit will be kept in the venue office. The NYLD team will also have a first aid kit to be kept at the Help Desk. There are two defibrillators. One is at the upstairs Arena Fitness (Gym) Reception and one is located at the ground floor Arena Aquatics Reception.

For all other incidences a call will be placed to 111. An incident report will be completed for any accidents or injuries.

## SPECIALIZED WORK

During the course of the event there will be a number of specialized works taking place. In each case trained and approved contractors will carry out all work. The venue will be closed to the public until such time as all works have taken place and are established.

### SAFETY MONITORING

Each area will be responsible for their own safety and safe work practices. The Promoter will monitor this.

### FIRE

If you have been trained to do so attempt to extinguish the fire with the appropriate fire extinguisher, provided that personal safety is not put at risk. The locations of fire extinguishers throughout the building – ground floor main hallway, both Receptions, Events office (upstairs), all kitchens.

All Fire Exits will be clearly marked and venue staff will direct the flow of concertgoers from the building in case of emergency.

There will be no pyrotechnic aspect to the show.

### LAW & ORDER ISSUES

Will be dealt with by venue security, and the protagonist held until Police arrive (if necessary).

### EMERGENCY EVACUATION

In the case of an emergency evacuation all entries/exits to be opened (by venue staff), and all attendees to be moved to the emergency evacuation area in the front area of the building. If the alarms sound please head to the nearest exit. Guests are to assemble in the front of the building at a safe distance from the building.

An emergency evacuation should only be declared by the venue representative.

### SERIOUS HARM

1. The person/s affected to be treated immediately
2. Area to be cordoned off, and photos taken if appropriate
3. Worksafe NZ to be notified immediately
4. Event promoter to complete an investigation as soon as possible