

# HEALTH AND SAFETY PLAN



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## Venue

**Claudlands Events Centre**

## Location

**800 Heaphy Terrace, Hamilton**

## Event Dates

**5<sup>th</sup> & 6<sup>th</sup> July 2025**

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# Health & Safety Statement

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To: Claudelands Events Centre

From: Name of organisation Endees Investments trading as Core Events

Postal Address 281 Benson Rd Te Awamutu

Name of Event Waikato Food Show

Event Space used (Site) Hall A, Hall B, 2Exhibition Concourse, Car park

Contact onsite Ammie Hardie

Contact number (onsite) 021-805 667

During the event specified, the organisers are committed to maintaining a safe and healthy working environment.

Health and safety is everyone's business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

All event personnel are expected to act safely at all times to ensure their own welfare and that of their staff, volunteers, public and all persons onsite during the event, build and break down.

We confirm that the below components of Health and Safety have been included in the management plan.

- Health and Safety responsibilities have been delegated to the event personnel who will be attending the event days
- An accident/ incident register booklet is kept for records onsite
- Each event personnel have been trained with adequate skills to fulfil their responsibilities, otherwise will be supervised accordingly.
- A health and safety briefing will take place with the assistance of Claudelands Events Centre prior to the event commencing. All event personnel including volunteers will be attending.

I confirm and understand that the above information is true and factual. I confirm that I am the authorised signatory for this matter.

Name: Ammie Hardie

Position: Managing Director

Date: 18 May 2025

Authorised signatory:



# Waikato Food Show Overview

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The Waikato Food Show - showcasing the best in food, wine, delicious edibles and innovative products, at Claudelands Events Centre, 5 & 6 July 2025. Discover great products from our extensive range of exhibitors, enjoy tastings, find the newest gadgets and most delicious and original produce.

The Heathcotes Cooking Theatre is full of exciting entertainers this year focusing on the best restaurants and chefs in the Waikato.



# Keeping Safe at Our Show

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The safety of your staff and volunteers working or visiting our show is of the utmost importance to us. We appreciate your assistance in ensuring your site is safe at all times.

## **Emergency Services:**

In case of Emergency dial 111

For both emergency and non-emergency assistance visit the event show office, located at the main entrance of the Concourse, or call a staff member on 021-378433.

## **Safety before the Event:**

Hazard ID and Management – as part of your planning, you need to assess your site setup, along with your display area (during the event), and site breakdown to determine any potential risks and ascertain how you will manage these.

If you have any hazards on your site, please complete the Hazard Identification and Management Form when you are inducted on setup day.

## **SET UP**

As per the setup instructions in your Exhibitor Manual, setup will occur from between 9.00am and 6.00pm, Friday 4th July 2025 (unless otherwise specified by Core Events).

## **Health & Safety Induction**

All exhibitors and contractors must complete an induction prior to arrival or on arrival at the venue before they access their site. The induction information will be distributed to all Exhibitors and Contractors prior to the event, and acknowledgement of the H&S policy must be signed prior to commencement of set-up. The induction will notify you of the hazards, regulations and emergency procedures for this venue. Every person entering the site will be required to sign and acknowledge confirmation of your induction.

Inductions will be carried out by Core Events event team and/or their volunteers either online prior to the event or manually on arrival at the site.

## **Hi-Visibility clothing (Hi-Viz) & Footwear**

Hi-Viz clothing or vest is **compulsory** for everyone during setup and breakdown of the event. Please ensure you bring your own hi-viz items as there are no extra vests available on site. Anyone without a hi-viz vest or clothing item will not be permitted on site. It will also be reasonable to expect all those on site during this time to wear closed toe footwear.

## **PACK DOWN**

Pack down occurs between 3.00pm and 7.00pm on Sunday 6th July 2025.

Ensure all staff and volunteers also wear hi-viz clothing during pack down and closed toe shoes.

- Please be aware of other exhibitor's movements at this very busy time.
- Core Events staff and Claudelands staff will be monitoring movements.

# H3 Health & Safety Induction Sheet - Example



## Site Induction Checklist

Venue: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Company: \_\_\_\_\_ Event: \_\_\_\_\_  
 Inductee: \_\_\_\_\_ Venue Representative: \_\_\_\_\_

Key Requirements	Covered	N/A	Key Requirements	Covered	NA
1. Hazards			17. Crowd Management		
2. Accident / Incident Reporting			18. Set Construction		
3. Security			19. Lighting, Rigging & Flying		
4. Evacuation			20. Dry Ice / Smoke		
5. Manual Handling			21. Firearms & Weapons		
6. PPE			22. Using Pyrotechnics		
7. Portable Power Tools					
8. Working at Heights			Venue Maps / Facilities		
9. Electrical Equipment			Assembly Point / Evacuation Procedure		
10. Noise / Sound			Catering		
11. Chemical Use & Storage			Vehicle Parking / Loading		
12. Hot Works			Daily Schedule Information		
13. First Aid			Venue Condition Report		
14. Fire Extinguishers			Key & Card Issue		
15. Health & Wellness			Area Handover / Hand back		
16. Use of Strobes / Lasers			Catwalk / Roof Access		

I acknowledge that I:

- Have completed and understand the Site Induction
- Will follow all venue processes and procedures as outlined to me
- Will complete work that I'm trained and authorised to do using safe work practices at all times

Inductee Name	Contact Phone Number	Signed



# Site Map | Venue Access for Set-up & Pack-Down







# Waikato Food Show 5<sup>th</sup> & 6<sup>th</sup> July 2025

## Claudlands Events Centre, Hamilton

### **Evacuation Zones – Waikato Food Show | 2025**

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A fully compliant evacuation scheme is maintained onsite to enable the successful evacuation of staff and visitors in the case of a fire or other emergency. Claudlands Events Centre staff and nominated Event Team Wardens will assist in directing you to your closest exit from that point. It is good practice to observe where the nearest emergency exit is, in relation to your stand, when you arrive on to site.

In the event of an emergency remember, stay calm and make your way to the nearest exit. Claudlands staff and Event Team Wardens will assist in the evacuation of the venue should this become necessary. Please follow the instructions of Claudlands & Event Team staff at all times.

# HAZARD REGISTER – General Event

## General Event, Pack-In & Pack-Out (Exhibitors, Sub-Contractors, Event Staff & Volunteers)

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls
		Yes	No				
Cash Handling	Assault Robbery	Y				Y	If threatened, do not offer violence or get abusive Keep cash float to a minimum, and secure excess cash away from public If you think your well-being is in danger – hand over cash Attempt to remember as many details as possible about the persons involved Report all incidents to Police and Event staff Staff handling or transporting cash will be accompanied at all times.
Fuel and Gas onsite	Explosion	Y			Y		All flammables to be in approved containers Equipment relying on gas or other fuels to be in excellent working order All gas bottles must have current status for use Not to exceed venue limits of gas bottles or fuel (1 per site – all others to be stored in approved compound) No individual gas container to exceed 9kg and must be secured Large amounts to be kept off site – if you don't need it, don't bring it Operation of the equipment to be undertaken by competent operators. Anyone operating with gas on their site should carry an appropriate fire extinguisher
Vehicle Movement	Crash or collision with equipment, persons or other vehicle on site Congestion	Y			Y	Y	Traffic Management for exhibitor build up, with clear set-up schedule for those bringing vehicles inside the venue Adhere to the limited site access times and vacate the site promptly outside these hours. Vehicle operating within the venue – 5kph
Vehicle & Equipment Operation							Ensure that operators of vehicles and equipment are licenced to carry out the operation. Appropriate footwear required for all persons on site during pack-in and pack-out. Hi-Viz vests to be worn during pack-in and pack-out by all event staff, volunteers, and exhibitors.
Electrically Operated Equipment	Electrocution or burns						Visually inspect all items before use Do not use any suspect equipment. Report all defects to management All electrical equipment to be tagged and tested All repairs to be carried out by a qualified electrician All exhibitors to be notified that ALL electrical equipment is to be tested and tagged before bringing on site Report all incidents or injuries to event staff Seek medical assistance if required All Claudelands equipment may only be accessed by approved contractors
Employment of Contractors, Volunteers and others to carry out work during the show	Injury Uneducated on company policy		Y			Y	Only competent contractors to be employed Contractors engaged by the expo organisers are their responsibility Ensure all volunteers or temporary staff are briefed adequately around their duties and the H&S expectations

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls
		Yes	No				
							<p>Anyone observing contractors unsafe work must report to event team immediately. They are not to approach directly.</p> <p>All unsafe work must be stopped immediately.</p> <p>Do not loan any equipment to contractors without full briefing</p> <p>Report all incidents and accidents</p>
Lifting and Carrying	Injury, strain damage		Y			Y	<p>Maintain appropriate lifting procedures (examples of which are available on ACC website)</p> <p>Do not lift items while twisting or stretching</p> <p>Maintain awareness of surroundings, other persons, ground conditions etc.</p> <p>Do not lift or carry if a medical condition does not allow</p> <p>Seek assistance if you need to lift</p> <p>Report all accidents and incidents</p>
Loading Vehicles	Injury and harm from falling loads						<p>All loads must be secured</p> <p>The driver is responsible for all loads to be secured</p> <p>Any moving vehicle or lift is not to be overloaded</p> <p>Any incidents are to be reported</p>
First Aid	First aid incident or emergency on site		Y			Y	<p>First aid trained staff on site at all times</p> <p>Staff know evacuation and emergency procedure</p> <p>First aid kit to be onsite in key areas of concern</p>
Temporary Structures	Overloading or instability						<p>Use qualified contractors</p> <p>Gain building consents if required</p> <p>Visually inspect frequently and report anything that is of concern</p> <p>Do not attempt to fix problems – always go back to the contractor</p> <p>If structure is deemed unsafe, isolate the area until the contractor arrives.</p> <p>Investigate all accidents to prevent happening again</p>
Ventilation	Lack of circulation, heat and condensation		Y	Y			<p>Ventilation will be monitored at all times</p> <p>Condensation will be monitored and rectified where possible</p> <p>Heat and temperature will be monitored and doors opened/closed if necessary.</p> <p>Show staff will liaise with event staff for requests</p>
Crowds	Crushing Evacuation		Y	Y			<p>All aisles are a minimum of 3m wide to ease evacuation if required</p> <p>All fire exits have a clear egress</p> <p>Security is onsite after hours</p> <p>Provisions made for wheelchair access to all areas of the site</p>
Equipment	Failure, injury	Y		Y			<p>All equipment well maintained</p> <p>Any hazardous or unsafe equipment is removed from use</p> <p>All equipment is used with advised PPE</p>
Environmental	Weather		Y			Y	<p>All areas inspected prior to the event and planning of areas manage potential wet surfaces and issues with condensation, water pooling, muddy areas, slippery surfaces</p> <p>Matting and suitable surface materials to be used at entry and exit points when and where required</p>
Waste Management	Full bins Smell Attract pests	Y		Y			<p>Claudlands manages the rubbish on site and arranges the emptying of wheelie bins and skip bins.</p> <p>There is Grey &amp; Black water disposal available at Claudlands – please ask about location.</p>

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls
		Yes	No				
							All hazardous materials are to have appropriate waste containers – if in doubt, ask.
Pack-In & Pack-Out Process			Y			Y	<p>All exhibitors and associated sub-contractors to complete a site specific induction prior to entering the venue.</p> <p>Appropriate footwear required to be worn during pack-in and pack-out.</p> <p>Hi-Viz vest to be worn during pack-in and pack-out by all event team, exhibitors and volunteers.</p> <p>Closed toe footwear must be worn at all times during pack-in and pack-out</p> <p>Ensure that all exhibitors and their nominated staff are aware of these procedures</p> <p>Vehicle access for exhibitors to the exhibition area to be planned and managed</p>
Food safety – poisoning	Poisoning	Y			Y	Y	<p>Safe food hygiene practices are advocated at all times.</p> <p>Food hygiene practices should be monitored periodically.</p> <p>Refrigerators and freezers to be maintained to the correct and advised temperatures, with ongoing checks to be carried out by the vendor.</p> <p>Any spoiled, un-refrigerated or expired food to be disposed of.</p>
Physical or Verbal Assault	Accident, injury or assault when confronted	Y			Y	Y	<p>Endeavour to remain calm</p> <p>Carry mobile phone and call for help if required</p> <p>Be aware of the venue layout and where your nearest exit points are</p> <p>Seek medical or counselling help if required</p> <p>Report all accidents or incidents</p>
Slippery Surfaces	Particularly floors		Y			Y	<p>Reporting of any spills to event team</p> <p>Bring the spill to the attention of the cleaners and/or Claudelands event manager if required</p> <p>Deployment of “Wet Floor” signs to the area until it has been cleared</p> <p>Mats to be employed where appropriate, in order to avoid slips, e.g. Kitchen areas and external doorways during inclement weather</p>
Tripping Hazards	Injury, accident		Y			Y	<p>Ensure all cables are run along walls, where possible, or along tops of panels</p> <p>Power cords to be covered by tape or yellow jacket</p> <p>Any steps, stage edges, or carpets to be securely installed and/or taped where appropriate</p> <p>All areas to be devoid of refuse</p>

**E = Eliminate**

**I = Isolate**

**M = Minimise**

## Waikato Food Show - 2025

### HAZARD REGISTER – Special Interest Areas

#### Special Interest Areas (Cooking Demos, Cooking Classes)

Hazards Identified	Potential Harm	Significant Hazard		E	I	M	Hazard Controls
		Yes	No				
Cooking Demonstrations / Cooking Classes	Injury, accident		Y				<p>Test &amp; tag on any electrical equipment being used during demonstrations</p> <p>Appropriate storage of foodstuffs being used in cooking demonstrations.</p> <p>Care to be taken around hot surfaces and sharp knives.</p> <p>Report all injuries and incidents to event team immediately</p> <p>Do not cause any slip or trip hazards by inappropriate use or storage of equipment or other materials, including electrical cords</p> <p>All cords to be taped or covered in order to avoid trip hazards</p> <p>Any spills to be cleaned up immediately</p> <p>Any major oil or grease spills to be reported to event team, and deployment of Spill Kit – available by contacting Core Events event team member or volunteer</p> <p>Any demonstrations using gas shall be carried out in a safe manner</p> <p>Only one gas bottle (9kg) per appliance – all others to be stored in compound</p> <p>Heathcotes Cooking Theatre (Hall A)</p>

# GNZFS | Alcohol Management – Risk Matrix

	Identified Risk	Risk Strategy	Action	Responsibility	Measure of Implementation
INTOXICATION	Attendees consume high levels of alcohol	Decision made to impose a zero tolerance to this	Information relating to this expectation to be communicated to attendees at all stages of the event. This will include all electronic communications, website information, Facebook posts, and event signage	Event Organiser, Licence Holders, Duty Managers	Ensure that this is undertaken, and signage is present at all times.
		Set controls around the sale and supply of alcohol	Approved pour sizes will be pre-determined in the Alcohol Management Plan and confirmed with the Special Licence conditions	Licence Holders, Event Organiser, Duty Managers	Minimise the effects of attendees becoming irresponsible
			Limit supply of alcoholic drinks to four per person at any one purchase	Licence Holders, Duty Managers, Service Staff	Low levels of intoxication are achieved
		Create an appropriate event programme to promote other areas of interest and diversions from drinking alcohol	Promotion of non-alcoholic and low alcoholic drinks as an alternative	Licence Holders, Duty Managers, Event Organisers	Active promotion including written, verbal and signage options
			Service of alcohol will cease promptly at the closure time of the show	Licence Holders, Duty Managers	Deadline is met for this instruction
			Well trained and briefed serving staff employed for the event	Licence Holders,	Event expectations and licence holders responsibilities met
			Provision of a safe zone for those attendees who have become intoxicated to be observed and offered assistance	Event Organisers, Security	Approximately trained staff to deal with intoxicated attendees
	Attendees consume alcohol without eating food	Provision of substantial and affordable food options	Promotion of all food options for the event, and easy access to the food vendors	Event Organisers, Licence Holders, Food Vendors	Adequate consumption of food identified



<b>DRINK DRIVING</b>	<b>Attendees choosing to drink and then drive</b>	Implement a drink-driving strategy	Information relating to this expectation to be communicated to attendees at all stages of the event. This will include all electronic communications, website information, Facebook posts, and event signage	Event Organiser	Uptake of this as a safer option
			Sufficiently promote alternative forms of transportation, including taxis, sober-driving, dial-a-driver services, public transport	Event Organiser	Visible and freely available information regarding alternatives
			Promotion of non-alcoholic and low alcoholic drinks as an alternative	Licence Holders, Duty Managers, Event Organisers	Low levels of intoxication are achieved
<b>UNDERAGE DRINKING</b>	<b>Purchase of alcohol is undertaken by minors</b>	Systems in place for effective ID of attendees	ID checks of attendees to be undertaken for anyone considered to be under 25 years of age.	Licence Holders, Duty Manager, Event Organisers	No minors are able to purchase alcohol
			Information relating to restrictions of entry to minor	Event Organisers	No minors are able to purchase alcohol
			Issue of wrist band at entry point, after ID check has been completed	Security	No minors are able to purchase alcohol
			Service staff continue with ID checks throughout the course of the day	Service Staff	No minors are able to purchase alcohol
	<b>Supply of alcohol to minors by other attendees</b>	Effective signage policy	Display information and signage relating to the conditions of sale relating to alcohol	Event Organiser, Licence Holders	No minors are able to purchase alcohol
		Effective systems to monitor control of sale and supply	Continued monitoring of attendees to ensure alcohol is not being provided to minors by other attendees	Security, Duty Managers	No minors are supplied alcohol by other attendees

# Event Accident/ Incident Register

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When developing your own methods and procedures you need to keep it simple. Who does what, when something happens? Specify the roles of each person that has a responsibility to action in each case/scenario.

Examples:

## **Procedure for Accidents**

*DEFINITION: A situation where a person has suffered harm and requires first aid or medical attention*

- In the case of an accident the Venue Duty Manager must be notified and will assess severity rating and follow appropriate action
- Seek first aid assistance from designated on site First Aider
- Keep injured person calm and comfortable until first aid assessment is made by appropriate person  
If the Venue Duty Manager or First Aider is unable to respond immediately, and you deem the persons condition serious, i.e. broken bone, unconscious, major blood loss, then contact 111 immediately
- Record on the incident report any details of what, how, and who was involved in the incident

## **Procedure for Incidents**

*DEFINITION: An action that in any other circumstance could have caused an accident. (NEAR MISS)*

- Follow the procedure for Identifying Hazards
- Ensure you manage the situation by **eliminating, isolating, minimizing** it
- Notify the Venue Event Manager as soon as possible

**IN THE CASE OF A SERIOUS INCIDENT UNDER NO CIRCUMSTANCES SHOULD YOU SPEAK TO MEDIA**

## **Key Points**

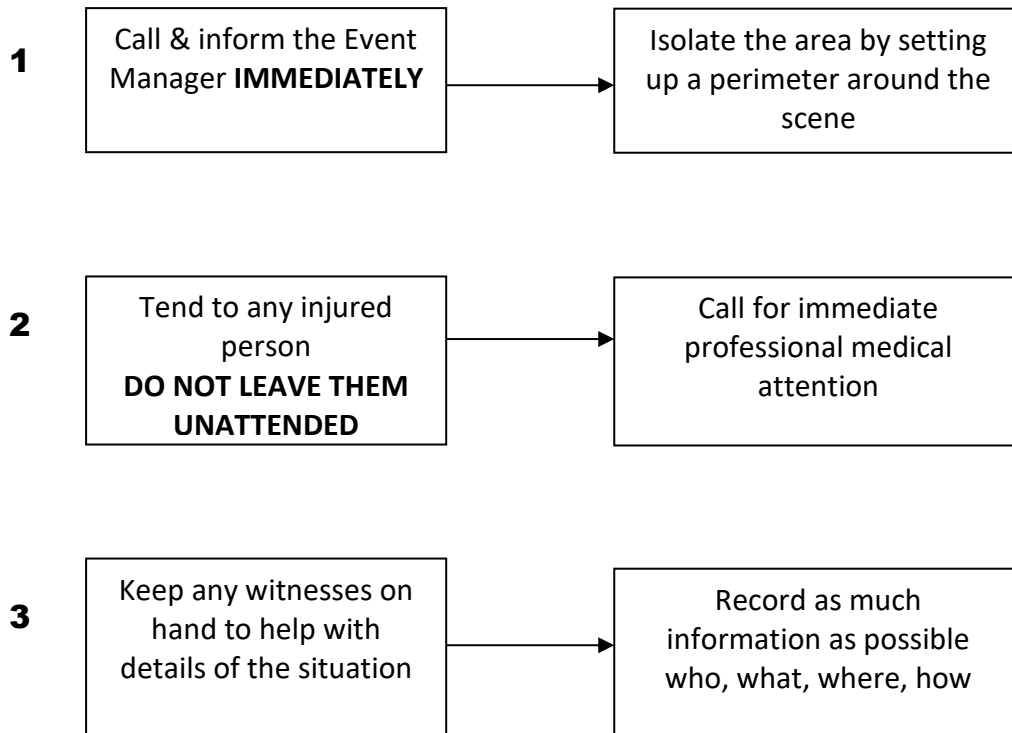
- ALWAYS USE COMMON SENSE
- NEVER PUT YOURSELF INTO HARMS WAY
- IF IN DOUBT ASK

# Serious Harm

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'Serious harm' is described as "Any condition that amounts to or results in permanent loss of bodily function or temporary severe loss of bodily function".

**If you are attending to an incident where serious harm has been caused you must:**



## CONTACTING WORKSAFE

**IT IS THE RESPONSIBILITY OF CORE EVENTS EVENT MANAGER  
TO CONTACT WORKSAFE**

# Accident Investigation

Name of organisation: .....

Branch/department: .....

DEPARTMENT OF  
**LABOUR**  
TE TARI MAHI

## PARTICULARS OF ACCIDENT

Date of accident  M T W T F S S (circle)	Time	Location	Date reported
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## THE INJURED PERSON

Name		Address	
Age	Phone number		
Date of accident		Length of employment — at plant on job	
<b>TYPE OF INJURY:</b>	<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Strain/sprain	<input type="checkbox"/> Scratch/abrasion	<input type="checkbox"/> Internal	Injured part of body
<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign body	Remarks
<input type="checkbox"/> Laceration/cut	<input type="checkbox"/> Burn scald	<input type="checkbox"/> Chemical reaction	

## DAMAGED PROPERTY

Property/ material damaged	Nature of damage
	Object/substance inflicting damage

## THE ACCIDENT

### Description

Describe what happened (space overleaf for diagram — essential for all vehicle accidents)


### Analysis

What were the causes of the accident?


HOW BAD COULD IT HAVE BEEN?

☐ Very serious      ☐ Serious      ☐ Minor

WHAT IS THE CHANCE OF IT HAPPENING AGAIN?

☐ Minor      ☐ Occasional      ☐ Rare

### Prevention

What action has or will be taken to prevent a recurrence?	Tick items already actioned		By whom	When
Use space overleaf if required				

## TREATMENT AND INVESTIGATION OF ACCIDENT

Type of treatment given	Name of person giving first aid	Doctor/Hospital
Accident investigated by	Date	OSH advised YES / NO      Date

# Checklist

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- ☐ Brief your staff about the event and health and safety requirements, as outlined in this document.
- ☐ If you have hazards on your site, please complete the Hazard Identification and Management form online whilst doing the Induction.
- ☐ Ensure you have sufficient hi-viz vests for all staff and volunteers and bring these with you to the event on setup day. These will also be required for pack down. Please also ensure you wear closed toe shoes.
- ☐ Ensure you, and your staff, have all completed a site induction before accessing the site on setup day.

## Event Team Contacts

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