

Energy Events Centre Te Whare Pungao o Rotorua Health & Safety Manual

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WORKING AT THE ENERGY EVENTS CENTRE (EEC) TE WHARE PUNGAO O ROTORUA

PURPOSE

This manual has been prepared for all hirers, contractors/subcontractors, and must be carefully read and/or explained to all persons on site at the first opportunity before any work performing occurs:

- In/out of the venue office (team leader can sign in and out for their team but they must pass on any hazard notifications or controls in place at their daily toolbox meetings)
- Location of the event operational documentation including the health and safety
- Accreditation must be worn at all times
- Identification of key contacts and their roles – who to report to for any situation
- First aid provider, location of first aid services/kits
- Event day incident reporting – who to contact and how
- Any driving on site to be 5km/h or less and hazard lights to be used
- Evacuation procedure and meeting point

Please note the following health & safety requirements. Failure to comply with these requirements not only puts others at risk of harm, it may also result in you being removed from the site.

EVENT HEALTH AND SAFETY COMMITMENT

Under the HSWA, you as the event organiser have a duty of care to ensure that no one is harmed as a result of your event. Rotorua Lakes Council (RLC) is responsible for ensuring you have a plan in place that shows you understand and are prepared to manage the risks (what could go wrong) and hazards (what could create risk) associated with the planning and delivery of your event. Event health and safety planning must;

- Be specific to the event i.e. not a generic plan
- Take into consideration all event participants and spectators, event staff, activity provider employees/contractors/subcontractors, and volunteers at your event (event stakeholders)
- Be kept updated as and when new hazards and the control of those hazards have been identified both before, during and after your event.

Your commitment should be in the form of a policy document or statement describing the commitment of the event organiser and or company to the health and safety of the event. It needs to be dated and signed by the most senior member of the event organising team (PCBU) who will be accountable for event health and safety. For example, this could be the event manager, or if the event has a board or trust it could be the event director and the board or trust chair.

GENERAL CONSIDERATIONS

PERSONAL PROTECTIVE CLOTHING & EQUIPMENT (PPE)

High Visibility (Hi Vis) vests and steel capped safety shoes must be worn at all times during pack in, exhibition build and pack out. Best practice for the use of PPE involves

- Choosing PPE that is appropriate to the task and level of risk
- Using PPE in every situation where the need has been identified
- Ensuring that all PPE complies with the relevant New Zealand standards
- Selecting and fitting PPE to each individual user

Typical PPE used includes items such as Hi Vis vests, hardhats, eyewear, gloves and fall arrest harnesses.

CHILDREN AND PETS

Children and pets are not permitted on the worksite (service animals excluded).

DRUGS & ALCOHOL

No person is to work on site under the influence of drugs and alcohol. If any person is considered to be intoxicated or under the influence of any drug to the extent that Venue management considers that person poses a risk to themselves or others, then they will be asked to leave the venue.

PEDESTRIANS

Pedestrians have right of way at all times. Pedestrians, please be vigilant of moving vehicle at all times in outdoor area and wear appropriate PPE.

ELECTRICAL EQUIPMENT

All electrical equipment must be tagged and tested and used in conjunction with a Portable Residual Current Device (RCD) if being used in an outdoor or wet area.

MANUAL HANDLING

Manual Handling is any activity that requires a person to use bodily force in order to lift, lower, push, carry or in some other way move, hold or restrain an object, animal or person.

MANUAL HANDLING IS ONE OF THE BIGGEST CAUSES OF INJURY IN THE WORKPLACE.

All personnel are required to identify, assess and eliminate or control the risks associated with manual handling. Plan your lift - use trolleys, lifting aids and correct lifting techniques.

Special care should be taken when:

- Lifting weights of more than 4.5kg while seated
- Lifting weights above the range of 16 – 20kgs
- Pushing, pulling and sliding objects that are difficult to move

TIME PRESSURES & FATIGUE

There are tight deadlines and long hours so plan your work, ensure you have appropriate resourcing, and identify risks that need to be managed. Stay hydrated, eat healthy & sleep well.

MANAGEMENT OF WASTE

All contractors are responsible for keeping the work areas clean, tidy, free and clear of hazards at all times, this is of upmost importance in public access areas, thoroughfares and fire exits must be kept clear at all times. All rubbish and debris must be removed prior to leaving the site. No waste should be disposed of by tipping down storm water drains.

AMENITIES

Toilets, washing facilities and drinking water are located throughout the site. If you are not sure where your closest facilities are please ask a venue staff member.

CROWD CONTROL

To ensure safety during events, the following guidelines should be evaluated and used as required.

- Directional signage is to be used
- Ensure all walkways are clear
- Engage qualified security company team members onsite to assist with visitor guidance
- All staff to be briefed on the layout of the venue, nature of the crowd and entry and exit procedures.

SOCIAL MEDIA

During your event there may be filming/photography captured which may be used on Rotorua Lakes Council (RLC) social media sites or in venue marketing collateral. Due to the large number of attendance events attract, it is not possible to capture individual consent. Please let the event planning manager know if you have any concerns or objections.

THE ENERGY EVENTS CENTRE IS A SMOKEFREE VENUE

Smoking is not permitted onsite. If you wish to smoke, please approach your event planner for directions to the nearest designated zone.

HAZARDS & RISKS OVERVIEW

HEALTH & SAFETY NOTICEBOARD

Please familiarise yourself with the identified hazards and high risks areas listed on the Health & Safety Noticeboard located in the Grand Hall. Not all hazards are present at any given time. Due to the dynamic nature of events, other hazards not listed on the noticeboard could exist from time to time.

You must advise us of any hazards you create while on site; this must be in writing and can be completed on the sign in form. In signing the form you are agreeing that you have been notified of all known hazards and that you have advised us of your known hazards.

You must advise us if any of your work is 'notifiable work' before proceeding. You are advised that in some areas the use of PPE may be mandatory.

UNDER NO CIRCUMSTANCES ARE YOU TO WORK BELOW GROUND LEVEL OR IN A CONFINED SPACE WITHOUT GETTING THE EXPRESS PERMISSION OF THE RELEVANT RLC INSPECTOR.

No hazardous substances are to be brought onsite unless pre-approved and listed in your Job Safety Analysis/ Site Specific Safety Plan (JSA/SSSP) and controlled accordingly. A relevant Safety Data Sheet must be provided, users trained and competent, correct PPE worn, and substances stored and handled appropriately.

KNOWN EXISTING OR POSSIBLE ONSITE HAZARDS AND FREQUENCY

- Construction work may be in progress – variable
- Trip hazards – variable
- Electrical hazards – variable
- Machinery in use elevated work platform (EWP), forklift, knuckle boom lifter – variable
- Hydrogen Sulphide gas, low lying and below ground level – always
- Contractors on site – variable
- High sound levels – variable
- Moving heavy objects – variable
- Heavy vehicles moving in loading bay – variable
- Temporary structures – variable
- Various ladders may be in use – variable
- Hand carts, pallet lifters and wheel barrows may be in use – variable
- Access under grandstand – variable

SAFETY IS EVERY WORKERS RESPONSIBILITY. PLEASE TELL US IF YOU SEE SOMETHING THAT IS NOT LISTED HERE. IF YOU REQUIRE MORE INFORMATION PLEASE CONTACT ONE OF OUR STAFF OF THE VENUES' HEALTH & SAFETY MANAGER.

WORKING AT HEIGHTS

The Best Practice Guidelines for Working at Height in NZ 2012 must be adhered to when planning and managing all work at height or work where there is a risk of a fall from height. The following event height work examples may be relevant to your event:

- Camera towers or platforms
- Stages
- Pedestrian walkways/bridges/stairs
- Lighting installations
- Scaffolding
- Scissor lifts/booms and other elevated work platforms

All people working at height must be trained to the required industry standards for the work to be undertaken. An elevated work platform must only be operated by a person with suitable qualifications. There must be an industrial fall arrest system and device and anchorage that complies with NZS 5811 1981. Safety belts and harnesses must be used. Only ladders designed in accordance with New Zealand standards NZS/AS 1657:1992 must be used. Fixed platforms, walkways, stairways and ladders should be used in our venue. All rigging and suspended load work must be subject to a detailed risk plan/assessment approved by Event management.

Users of mobile work platforms must follow the requirements of the Best Practice Guidelines – Mobile Elevating Work Platforms (MEWPS). Any contractors wishing to bring their own onsite Mobile Elevated Work Platform must organise this independently from a reputable supplier.

THE ENERGY EVENTS CENTRE RESERVES THE RIGHT TO STOP THE USE OF ANY EWP IF THEY BECOME CONCERNED WITH THE COMPETENCY OF THE USER.

FORKLIFT

Contractors using a forklift must show their licence if requested. Any contractors wishing to bring their own forklift onsite must organise independently from a reputable supplier.

- All persons using a forklift must wear closed over shoes and a fluorescent vest at all times
- The forklift must be checked over by the operator before use
- No hard turning on carpets
- Forklifts are not permitted on the Unison Arena floor

THE ENERGY EVENTS CENTRE RESERVES THE RIGHT TO STOP THE USE OF ANY FORKLIFT IF THEY BECOME CONCERNED WITH THE COMPETENCY OF THE USER.

RIGGING

Plans to install rigging in the venue must get authorisation from venue management prior. A hard hat with a strap and fluorescent vest must be worn, and the area must be isolated.

CATWALK

Prior to accessing the catwalk, everyone must:

- get authorisation from the venues health & safety manager prior
- A hard hat with a strap and fluorescent vest must be worn
- Blue lights must be ON at all times whilst on the catwalk
- All items (tools/phones etc.) must be tethered to your person or left in the basket provided
- You must remain within the railings at all times
- The area below must be isolated

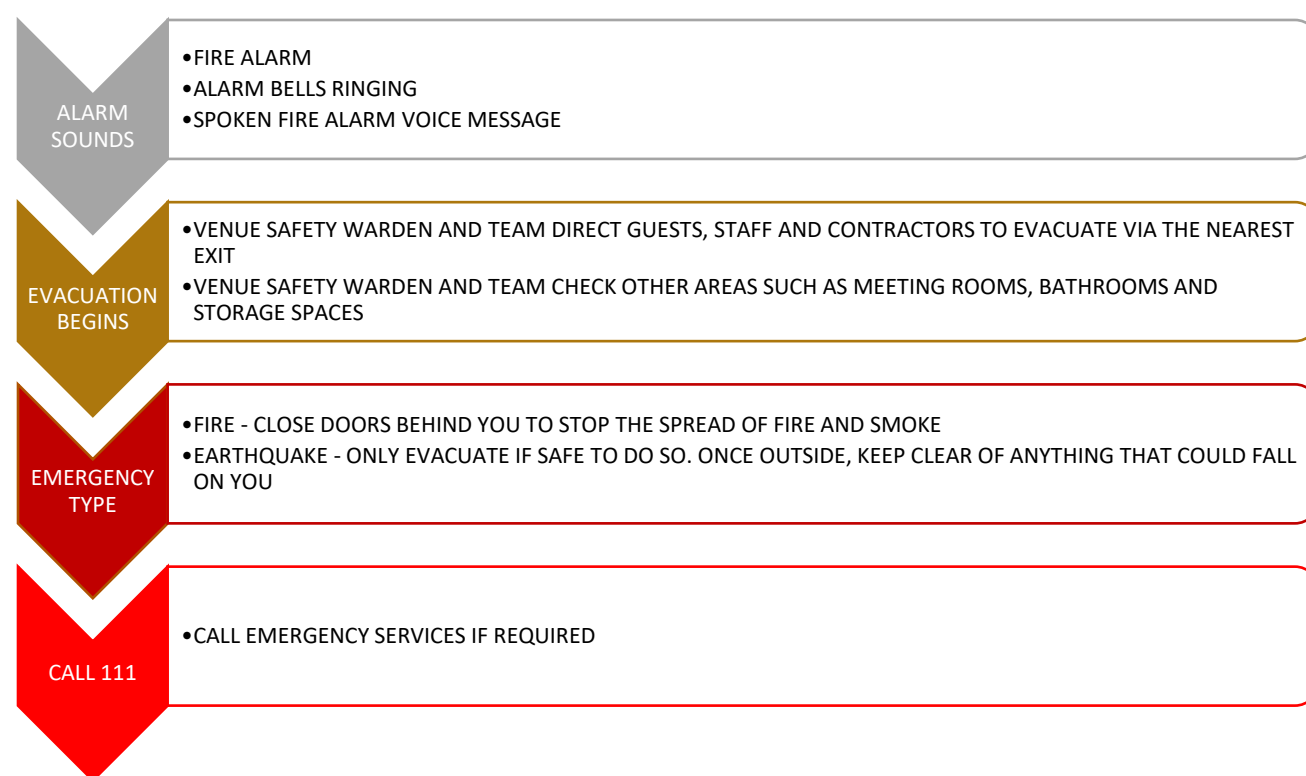
EMERGENCY EVACUATION, THREATS TO SAFETY, LOCKDOWN PROCEDURE

MINOR INCIDENTS

Every Hirer and their suppliers must comply with EEC Evacuation procedures. The organiser will be briefed prior to the opening of the event by an EEC representative on the procedures that must be followed should an evacuation be necessary. The organiser is responsible for ensuring their staff, contractors and agents are advised of these procedures.

- The organiser shall ensure that all fire hoses, alarms and switches remain visible and accessible at all times and that articles used for display purposes are fireproof and that no open flames for pyrotechnics are used unless adequately supervised and approved in writing by the EEC.
- Hirers and their suppliers shall ensure that all fire hoses, fire extinguishers, EDR switches and manual call points remain visible and accessible at all times.
- Hirers requiring the use of naked flame or pyrotechnics must be approved in writing and supervised by the EEC appropriate personnel.

GENERAL EVACUATION PLAN



FOLLOW ALL INSTRUCTIONS GIVEN BY THE DESIGNATED ENTRY EVENTS CENTRE SAFETY WARDEN WHO WILL BE IDENTIFIED BY A HI VIS AND RED HELMET

FIRE/BUILDING EVACUATION

If you discover a fire, operate fire alarm by breaking the glass; the Automatic Fire Evacuation Procedure will then activate through the EEC Public Address System. On activation you will be requested to evacuate the building immediately through your nearest emergency exit.

- Do not use the lift; use the nearest stairway to the ground floor
- Warn others in the immediate area as you evacuate
- Always walk quickly and calmly to the place of safety
- Exit at any illuminated fire exit
- Proceed immediately to your allocated assembly point via the nearest exit your assembly point is main entrance to the EEC on the far side of the car park.

RELEASE OF HAZARDOUS SUBSTANCES – MAJOR CHEMICAL OR RADIOACTIVE SPILL/RELEASE

All chemical spills must be treated as toxic and dangerous. They can be in liquid form, solids, powder or gas. In the event of an immediate threat to others in the building:

- Warn others in the vicinity, evacuate the area and close the doors
- If it is NOT a gas leak, activate the nearest fire alarm and evacuate the building (see Fire/Building Evacuation procedures above)
- If it is safe to do so, assist injured/disabled persons to safety and report location to the safety warden
- From a safe place call 111 to inform Emergency Services – if possible, provide details of substance(s) involved and exact location of the incident within the building
- Any injured or potentially contaminated persons should be checked by Emergency Services before leaving. DO NOT transport anyone to the Hospital.

MINOR CHEMICAL MATERIAL SPILL/RELEASE

No significant threat to others beyond the immediate vicinity of spill

- Clean-up procedures should be in place where chemicals are in use
- Only attempt to clean up spills if you have the appropriate training and equipment to do so
- For assistance, contact the relevant workspace supervisor in the Health & Safety team.

GAS LEAK

LPG is odourised to give it a distinctive smell that is detectable well below hazardous levels and this is usually how leaks of LPG are detected. In the event of a gas leak activate the alarms – pass the alarm by word of mouth. If there is a gas leak, do not activate or use:

- Building alarms, mobile phones, hand held radios, electronic equipment, light flammable material
- If you discover a gas leak, shout a warning to those nearby
- If safe to do so, turn off ventilation and machinery, ensure that naked flames are extinguished and check that the nearest gas isolator switch is off
- Evacuate the building immediately, avoiding the area of contamination as best as possible
- Once area is confirmed as clear, CLOSE THE DOORS

After you have evacuated and are in a safe area, the venue manager will call emergency services (phone 111) and state there is a gas leak. Venue manager to provide the exact location and type of material involved. The team will arrange any emergency/medical help needed.

SUSPICIOUS PACKAGE OR PIECE OF MAIL IN VENUE

If you come across a suspicious package or piece of mail, stop what you are doing and...

- Put the item down and isolate the area
- Do not shake or empty the contents
- Turn off any equipment that could disturb air flow e.g. fans or air conditioning
- Wash your hands
- Do not allow access to the isolation area
- Call emergency services on 111 and provide as much detail as you can
- Do not use a mobile phone in close proximity
- If possible, ask someone who was not in the immediate area to notify the venue/duty manager. Arrange a temporary cordon of the area
- If anyone is contaminated, isolate the person and call for medical assistance
- Follow the instructions of the venue/duty manager.

BOMB THREATS

If you notice anything suspicious or out of place, please notify a Venue staff member or security guard. Please follow this procedure in the event of a bomb threat:

- A full venue evacuation will be conducted
- Exit the building at the nearest fire exit
- Let venue staff, security staff know if you require any assistance
- Keep walking to the assembly point in the front of the buildings car park
- Await the arrival of the emergency services personnel – do not re-enter any structures or buildings, and

STAY AT THE ASSEMBLY POINT UNTIL THE “ALL CLEAR” IS GIVEN.

BOMB THREAT BY PHONE

Keep calm and always treat as genuine

- Listen carefully, DO NOT INTERRUPT THE CALLER
- Notify security
- Keep the caller talking as long as possible and note – When will the bomb explode? Where did you put the bomb? What does it look like? Why are you doing this? What type of explosive was used? Who are you?
- Do not discuss the call with any other persons

When reporting the bomb threat state your name and location, state the information you received and answer any questions as best you can, follow the police instructions, DO NOT activate the fire alarm unless directed to do so by Police.

ARMED ROBBERY/HOLD UP

Obey instructions, keep calm, no heroics

- Avoid eye contact
- Observe features – physical, clothing, voice, hair, tattoos etc.
- Observe if there are weapons
- Request all witnesses to remain calm
- When able to safety, call police on 111 and provide details of the exact location and details of events
- Do not touch anything within the scene
- Write down all you observed

When reporting the bomb threat state your name and location, state the information you received and answer any questions as best you can, follow the police instructions, DO NOT activate the fire alarm unless directed to do so by Police.

AGGRESSION – PHYSICAL/VERBAL

Remove yourself and others from immediate danger, if safe to do so

- Ensure the safety of venue users, staff and others, if safe to do so
- Observe the aggressor for – physical features or clothing worn, distinguishing features, voice or tattoo, any weapons, anything touched or taken, escape route, vehicle

When able to safety, call police on 111 and provide details of the exact location and details of events. When reporting the incident state if it involves venue users, staff or others, state if medical assistance is required, write down all you observed.

ACTIVE SHOOTER ONSITE

RUN – HIDE - TELL

‘RUN’

- If possible run away from the offender
- In unfamiliar environments look for staff in uniform or wearing lanyards, officials or locals as they may know the best exit
- Reduce your profile when running, hunch over slightly
- Don't run blindly, there may be multiple offenders, so monitor your surroundings
- Run in short bursts of 50-100 metres from cover to cover
- Try not to run in a straight line as you may be an easy target
- If you do see police do not run directly at them – remember they will not know who you are – drop anything you are holding, do not reach into your jacket or bags, raise your hands, and follow their instructions.

‘HIDE’

- If you are unable to run away, try and hide from the offender(s)
- Hide where you cannot be seen
- If possible try to hide behind a robust structure such as a concrete wall, tree or car engine block
- Otherwise hide behind what is available e.g. furniture, staging, signage, rubbish bins

‘TELL’

- When safe to do so call the police or venue security
- Provide updates on the offender(s) location
- Do not place yourself in danger by making a call – depending on the circumstances the best option may be to remain quiet and wait
- Consider turning your phone to ‘mute’ and dim the screen if in a darkened place.

WHEN ABLE TO SAFELY, CALL POLICE ON 111 AND PROVIDE EXACT LOCATION AND DETAILS.

NATURAL DISASTERS

EARTHQUAKE

During an earthquake or aftershock, if indoors:

- Stay inside and encourage others to do the same
- DROP, COVER HOLD – Drop, take Cover under a desk or table and Hold onto the legs until the shaking stops
- If that is not possible, seek cover against an interior wall or doorway and protect your head and neck with your arms
- Keep away from windows, shelves and large heavy equipment
- Stay indoors until the shaking stops
- Do not try to move while the ground is shaking
- When shaking has stopped, and/or fire alarm has activated, evacuate the building immediately
- Check for damage and hazardous conditions and report them to the safety warden
- Phone systems may have been severely impacted Limit phone use to emergency calls and texts only
- Take keys, personal items, emergency supplies only if convenient, and safe to do so
- Make your way to the nearest assembly area or open areas if safe to do so

VOLCANIC ERUPTION AND ASH FALL

When a volcanic eruption threatens, listen to the radio for updates and advice and be prepared to evacuate quickly if necessary. Protect machinery and sensitive electronics and do not uncover until the environment is totally ash free.

If inside:

- Stay inside and encourage others to do the same
- Protect yourself from inhaling volcanic dust and gas fallout
- Mask your face
- If possible, turn off any air conditioner that is going
- Report all injuries to the venue's safety warden
- Close all windows and doors
- Place damp towels at thresholds

During an ash fall, follow the procedure below:

- Ensure that guests and staff stay indoors. Have masks available.
- Give medical attention to people with respiratory problems
- Close windows and doors
- In heavy ash falls, windows and doors may need additional sealing to avoid ash entering the buildings
- Turn off air conditioning units and any units that draw or blow air
- Protective clothing (especially if working in the ash fall) should be worn and goggles used to protect the eyes of anyone who has to work outside in an emergency
- Monitor the amount of ash on roofs. Roofs may collapse under the weight of ash causing injury to the occupants. Evacuate buildings that show signs of roof sagging

FLOODING

Flooding can happen quickly and have serious impacts. Flooding may be caused by heavy rain, overflowing creeks and rivers, high tides, or tsunamis in coastal or low lying areas. Floods within a building can also be caused by normal wear and tear failures of pipe joints, vandalism, or be the result of earthquakes.

- Check the source of the flood and that no one else is in danger
- Switch off any electrical equipment and gas that could be affected by water
- Move any chemicals, documents, equipment and valuables to a safe area if time allows
- Notify the venue safety warden and provide information about the flooding event and location of evacuees
- If the building is in danger of being flooded, evacuate all staff, students and visitors to a safe area unaffected by flooding. Otherwise, do not evacuate unless instructed by the safety warden or emergency services staff
- If the flood is due to burst pipes, turn off the water at the mains if possible.

STORMS AND GALE-FORCE WINDS

Storms can affect venue services and operations during high winds, the potential for hazards and damage to property. Follow the guidelines below:

- Listen to the radio for updates and advice

- Monitor all Civil Defence and RLC communication channels for advice
- Be prepared to evacuate quickly if necessary
- Move critical equipment and documents to higher levels
- Switch off electrical equipment
- Do not attempts to walk or drive through storm waters, unless necessary and it is safe to do so
- Move all people away from windows
- Close all curtains and blinds
- Shelter in the strongest part of the building e.g. central corridors
- Stay clear of large areas with glass atriums or glass roofs
- Stay inside.

LOCKDOWN PROCEDURE

The Venue Manager will be notified by the Police or the Rotorua Lakes Council that a lockdown of venue(s) is required. The authority to implement a lockdown can only be provided by these two sources. If the venue is occupied this must be communicated immediately to the organiser/client in the first instance and an announcement made via the public address system.

LOCKDOWN ANNOUNCEMENT

“Attention, this is an important announcement. We have been advised by the local authority to lockdown the venue for the safety of those in attendance. The front doors of the venue have been locked and the perimeter alarm has been set, we request that you remain calm and remain indoors. Please standby for further announcements and we will advise you when the lockdown has been lifted”.

IMPLEMENT LOCKDOWN PROCEDURES – IMMEDIATE THREAT WITHIN CLOSE PROXIMITY

- Secure and lock front doors, set perimeter alarm
- Close and lock all other windows and doors; close window blinds, obscure door windows with paper if necessary
- Please direct person(s) to an area of the building unobservable from the outside and potential sight lines
- Assist those with access and functional needs
- Turn lights off
- Stay away from all doors and windows
- BE QUIET! Turn mobile phones to silent
- If a fire alarm has been activated, do not evacuate UNLESS fire or smoke is visible
- Follow specified protocols if evacuation is initiated by Police or Rotorua Lakes Council
- Direct outside groups to primary or alternate offsite evacuation location
- If you have evacuated the building, call 1,111 to report your location and situation

IMPLEMENT LOCKDOWN PROCEDURES – THREAT WITHIN CBD AREA

- Secure and lock front doors, set perimeter alarm
- Close and lock all other windows and doors
- Dependent on type of event, activity may continue
- Assist those with access and functional needs
- Follow specified protocols if evacuation is initiated by Police or Rotorua Lakes Council

STAFF ACTIONS

- The following guidelines can be used by staff or designated others if a threat is identified
- If threat is external – secure front doors and follow lockdown procedures
- Notify the Police (1,111) of the emergency and the need for immediate assistance
- If known, relay the type of weapon the intruder is in possession of (firearm, knife etc.)
- If threat is internal – Safety is the Priority
- Notify the Police of the emergency (dial 111) and the need for immediate assistance
- If threat is a violent intruder with a weapon (firing), activate fire alarms to evacuate building and minimise loss of life
- If known, relay the type of weapon the intruder is in possession of (firearm, knife etc.)
- Direct all occupants to the nearest room or secured space occupied by staff members, furthest from the source of danger
- If you know the whereabouts of the threat and you feel that you and those in your charge can safely evacuate the building and move to a safe location outdoors, please do so. If not accessible, choose a location away from the source of danger
- Please consider distance and/or concealment: Is there sufficient distance between you and the threat.

MEDICAL EMERGENCIES

MEDICAL EMERGENCIES - MINOR INCIDENTS

- The First Aid Box is located in the EEC Administration Office
- Your Event Manager/Duty Manager can assist with any requests for minor assistance

MEDICAL EMERGENCIES - SERIOUS EMERGENCIES

Common sense applies – **please do not panic**

- Assess the emergency
- Check if any person in the room is a qualified First Aider
- Location – if this is during an event and if the person has collapsed – evacuate the delegates to the Grand Hall
- Do not move the person in distress (unless trained help is on hand)
- Call 111 (Phones are located at the main office)
- Immediately notify the Event Manager/Duty Manager
- Some Venue staff have current First Aid Certificates
- The Event Manager will use the PA to check if there is a Doctor or Paramedic in the venue
- The Event Manager/Duty Manager will contact catering to check if refreshments can be provided during this period

The EEC has a bed available on site for use. Subject to venue availability the EEC can designate a room to set up a private rest area. The First Aid box and AED Defibrillator can be re-located to this designated First Aid Room.

SERVICES AVAILABLE FROM ST JOHN AMBULANCE

The Customer has sole responsibility for determining the level of attendance required for the event. The pre-hospital emergency care services will be provided by the St John personnel, in accordance with the authority to practice each person has been granted, to the extent those personnel believe appropriate in the given circumstances.

Authority to practice is a legal ability granted by a St John Regional Medical Advisor who forms part of the national St John Clinical Advisory Group. St John members wear a qualification patch on their uniforms to indicate what level of authority to practice they have been granted. St John members provide clinical care in accordance with St John patient care procedures and these specify the scope of practice for each level as shown below (examples of cases where these skills are used are shown in brackets):

PRIMARY CARE OFFICER

- Oxygen Therapy
- Entonox (Pain Management)
- Advisory Defibrillation (Cardiac Arrest)

AMBULANCE OFFICER

- Oxygen Therapy
- Entonox (Pain Management)
- Advisory Defibrillation (Cardiac Arrest)
- Nasopharyngeal Airways (Unconsciousness)
- Aspirin (Cardiac Chest Pain)
- Nebulised Salbutamol (Asthma)
- GTN Spray (Cardiac Chest Pain)
- IM Glucagon (Diabetic Collapse)

PARAMEDIC

- All of the above plus
- Manual Defibrillation (Cardiac Rhythm Disturbances)
- IV Cannulation and IV Fluid Administration (Trauma and Shock)
- IV Glucose (Diabetic Collapse)
- Laryngeal Mask Airway (Unconsciousness)

ADVANCED PARAMEDIC

- All of the above plus
- Laryngoscopy (Airway Management)
- Endotracheal Intubation (Unconsciousness)
- Cricothyrotomy (Surgical Airway Access)

- Chest Decompression (Collapsed Lung)
- Interosseous Needle Access (Paediatric Trauma)
- Cardiac and other emergency drugs

If an Ambulance Officer, Paramedic or Advanced Paramedic is required onsite for the duration of your event, you will need to request it directly from ambulance contact as follows:-

Marie Scott
Rotorua District Administrator - Hato Hone St John
Pererika Street, PO Box 1205, Rotorua
Tel. 07 347 8837
Fax. 07 346 0657
Email: marie.scott@stjohn.org.nz
stjohn.org.nz

COVID 19 HEALTH & SAFETY PRACTICES

The Energy Events Centre promises a safe and secure venue for events in Rotorua. Our venue allows ample space for social distancing and all government guidelines are being followed. Clients can be rest assured that they are in good hands while hosting a seated meeting, presentation or social event.

Regular cleaning and sanitizing of all areas takes place and groups are designated to a particular space with self-contained bathroom facilities and we offer contactless catering options to enable the highest degree of hygiene practices.

Once onsite we ask:

- Please scan into the building using the COVID QR Code
- If you feel unwell, please leave the Centre immediately, cough or sneeze into the crook of your elbow or tissue
- Please use the hand sanitiser available.