

Health & Safety Policy

Te Maeva Nui O Aotearoa New Zealand Charitable Trust

Charities Registration Number: CC63023

Plain English | Health and Safety at Work Act 2015 (New Zealand)

Version	1.0
Effective Date	15 August 2026
Review Date	Annually, or after any serious incident
Policy Owner	Board of Trustees / Designated Manager
Legislation	Health and Safety at Work Act 2015 (NZ)

Our commitment:

We want every person who works for us, volunteers with us, or attends our events to go home safe. This policy explains how we identify risks, prevent harm, and respond quickly if something goes wrong.

1. Who does this apply to?

This policy applies to everyone involved with the Trust, including:

- Employees (full-time, part-time, and casual)
- Volunteers
- Board members and trustees
- Contractors and suppliers working on our behalf
- Visitors and members of the public at our events or premises

Even if you are not paid, your safety matters to us just as much.

2. What we are committed to

Te Maeva Nui O Aotearoa New Zealand Charitable Trust is committed to:

- Providing a safe and healthy environment for everyone involved with the Trust
- Identifying and managing risks before they cause harm
- Involving our people in health and safety decisions
- Providing the training and information needed to stay safe
- Following the Health and Safety at Work Act 2015 and all related regulations
- Continuously improving our health and safety practices

3. Who is responsible for what?

Health and safety is everyone's responsibility — but different people have different roles:

Who	Their responsibility
The Board / Trustees	Set overall direction for health and safety. Ensure enough resources and support. Review this policy every year.
The Manager / Coordinator	Ensure the policy is followed day to day. Carry out risk assessments for events and activities. Act quickly when something goes wrong.
All Staff	Follow the rules in this policy. Report any hazards or accidents. Take care of their own safety and the safety of others.
Volunteers	Follow instructions from staff. Report anything that looks unsafe. Ask for help if unsure about something.
Contractors / Visitors	Follow our health and safety rules while on our premises or at our events.

4. How we identify hazards

A hazard is anything that could cause harm. Before any event or activity, and in any space we use regularly, we will:

- Walk through the area and look for anything that could go wrong
- Ask staff and volunteers what concerns they have
- Check if there are any special needs among participants (e.g. health conditions, disabilities)
- Review what has happened at similar events before
- Record all hazards in a Hazard Register

A Hazard Register is simply a written list of risks, what we are doing about them, and who is responsible. We keep this updated.

5. How we manage risks

Once we find a hazard, we work through the following steps — in order — to reduce the risk:

Step	Action	What it means
1	Eliminate	Get rid of the hazard completely — always the best option
2	Substitute	Replace it with something safer
3	Isolate	Separate the hazard from people (e.g. fence off an area)
4	Control	Change how the work is done to reduce the risk

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| 5 | Personal Protection | Use safety equipment as a last resort (e.g. gloves, hi-vis vest) |
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We always work down the list until the risk is at an acceptable level, and we aim to do more than just the minimum.

6. Risk levels — what they mean

We rate every hazard as High, Medium, or Low. Here is what each level means and what we do:

Risk Level	What we do
 High Risk	Stop the activity immediately. Fix the problem before anything continues. Notify a manager or trustee right away.
 Medium Risk	Put controls in place before starting. Monitor closely while the activity is happening.
 Low Risk	Manage with standard care and attention. Keep a record and check in regularly.

7. Running safe events

Before any event or activity, the person responsible must complete an Event Safety Check. This covers:

Before the event:

- Complete a risk assessment and hazard register for the venue
- Make sure the venue is safe, accessible, and right for the number of people attending
- Confirm first aid supplies are available and a trained first aider will be present
- Check emergency exits are clear and that everyone knows where they are
- Brief all staff and volunteers on their roles and what to do in an emergency
- Note any participants with medical conditions or special needs
- Check the weather for outdoor events and have a backup plan

During the event:

- Keep an eye on the environment and deal with new hazards immediately
- Make sure the area is not overcrowded
- Ensure food and drink is prepared and stored safely
- Keep children supervised at all times

After the event:

- Hold a debrief — note what went well and what could be better
- Record any incidents or near-misses (see Section 9)

- Update the hazard register if new risks were found

8. Training

We make sure everyone who works or volunteers with us has what they need to stay safe:

- New staff and volunteers receive a health and safety induction before they start
- Relevant training is provided for specific roles (e.g. first aid, food handling, working with children)
- Safety procedures are communicated at the start of every event
- Training records are kept by the Manager or Coordinator

If you are ever unsure about anything — just ask. There is no such thing as a silly safety question.

9. What to do if something goes wrong

Everyone must report accidents, injuries, near-misses, and unsafe conditions — even if nobody was hurt.

What is a near-miss?

A near-miss is when something almost went wrong but didn't. Reporting near-misses is just as important as reporting actual injuries — it helps us prevent the real thing from happening.

In an emergency:

- Call 111 if there is immediate danger, injury, or fire
- Follow the emergency evacuation plan for the venue
- Do not move an injured person unless they are in immediate danger
- Notify a manager or trustee as soon as it is safe to do so

After an incident:

- Complete an Incident Report Form as soon as possible (within 24 hours)
- The Manager will investigate what happened and prevent it from happening again
- Serious injuries, hospitalisation, or death must be reported to WorkSafe New Zealand — this is a legal requirement

Report to WorkSafe: call 0800 030 040 or visit www.worksafe.govt.nz

10. First aid

- A first aid kit is kept at [insert location] and at all events
- The first aid kit is checked and restocked regularly

- At least one person with a current first aid certificate must be present at all events
- The location of the first aid kit is communicated to everyone at the start of each event

11. Your rights — having your say

Under the Health and Safety at Work Act 2015, workers and volunteers have rights. Here is what you are entitled to:

Your right	What it means
Speak up	You can raise health and safety concerns at any time without fear of repercussions.
Be involved	You will be consulted on health and safety matters that affect you.
Refuse unsafe work	You can refuse to do work that you genuinely believe puts you or others at serious risk.
Access information	You can see the hazard register, incident reports, and any safety assessments relevant to your role.

We actively encourage everyone to raise concerns. Health and safety will be a standing item at our regular team and trustee meetings.

12. Keeping this policy up to date

We will review this policy at least once a year — or sooner if:

- There is a serious incident or near-miss
- The law changes
- We start a new type of activity or programme
- Concerns are raised that require a change

The Board of Trustees is responsible for approving any changes to this policy.

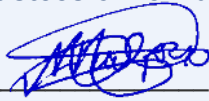
13. Questions or concerns?

If you have a health and safety concern, want to report a hazard, or have questions about this policy, please contact:

Organisation	Te Maeva Nui O Aotearoa New Zealand Charitable Trust
Health & Safety Lead	Frances Topa-Fariu
Email	frances@temaevanui.nz
Phone	+64 22 1587429
WorkSafe NZ (serious incidents)	0800 030 040 www.worksafe.govt.nz
Emergency services	111

Approved by the Trustees of Te Maeva Nui O Aotearoa New Zealand Charitable Trust

Signed: _____



Date: 15 August 2026

Name: Mai Nio-Aporo

Version: 1.0

Role: Lead Trustee

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