

Tākina Exhibitions Risk Assessment Management Form

The following Risk Assessment and Management information is provided to help groups planning trips involving Tākina Exhibitions.

As per the Health and Safety at Work Act 2015 the purpose of a risk assessment is to identify and manage risks. In managing risks to health and safety, we must identify hazards that could give rise to reasonably foreseeable risks to health and safety.

We are required to;

- eliminate risks to health and safety, so far as is reasonably practicable, or;
- if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable

The definition of 'hazard', is:

- an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. This includes:
 - a situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person
 - without limitation, a situation described in subparagraph resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or other temporary condition that affects a person's behaviour.

Our Takina Exhibition Guest Experience Team are trained to provide emergency evacuation procedures. Staff are qualified in first aid. First aid kits are readily accessible on all floors of Takina.

VENUE NAME	Takina, Wellington Convention and Exhibition Centre
LOCATION	50 Cable Street, Wellington (See our website for a map)
EMAIL	takinaexhibitions@wellingtonnz.com
WEB	www.takina.co.nz/visit/whats-on
PHONE	(04) 916 1205

Takina Exhibitions Hazard Register – Excursions

Hazard	Associated Risks	Initial Risk Level	Controls/Mitigation (How is risk managed?)	What is required?	Residual Risk Level	Notes
Earthquake	<ul style="list-style-type: none"> *Slip, trip or fall. *Hit by falling objects *Falling from height *Crush by falling objects *Entrapment *Life changing injuries *Death 	High	<ul style="list-style-type: none"> • Ensure Drop Cover and Hold advice is given and understood – as part of the toolbox talk. • Ensure each venue / site’s evacuation procedures are communicated and understood by all staff and guests. • Understand who the Chief Safety Warden is at each site and how to contact them. • Understand and consent to any evacuation duties staff may be required to carry out – or communicate back to the venue / site manager if staff do not consent to duties. • Ensure muster / gathering locations are communicated and understood should evacuation be required. • If people attempt to leave the building / area during an earthquake instead of drop, cover, hold – understand and respect that is their personal choice and do not attempt to prevent their exit. • Ensure all staff know where the nearest Community Emergency Hub is located -Link in Useful documents column for locations • Ensure all earthquake procedures are communicated and understood by all staff during toolbox talks. 	<ul style="list-style-type: none"> *Earthquake drills *acknowledgement of understanding from Suppliers, guests and suppliers *Recorded discussion as part of the toolbox talks 	Medium	
Tsunami	<ul style="list-style-type: none"> *Slip, trip or fall. *Hit by falling objects *Falling from height *Crush by falling objects *Entrapment *Life changing injuries *Death 	High	<ul style="list-style-type: none"> • Ensure “if it’s long get gone” advice is given and understood • Ensure each venue / site’s evacuation procedures are communicated and understood by all staff. • Understand who the Chief Safety Warden is at each site and how to contact them. • Understand and consent to any evacuation duties staff may be required to carry out – or communicate back to the venue / site manager if staff do not consent to duties. • Ensure muster / gathering locations are communicated and understood should evacuation be required. • If staff members attempt to leave the building / area during an earthquake instead of drop, cover, hold – understand and respect that is their personal choice and do not attempt to prevent their exit. • Ensure all staff know where the nearest Community Emergency Hub 	<ul style="list-style-type: none"> *Acknowledgment of understanding from all staff, clients and suppliers. *Recorded discussion as part of the toolbox talks 	Medium	

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			<p>is located and how to get to high ground in the quickest way.</p> <ul style="list-style-type: none"> • Ensure all Tsunami procedures are communicated and understood by all staff during toolbox talks. 			
Act of terror	<ul style="list-style-type: none"> • New Zealand is currently at a LOW alert level for terror attacks – alert levels can be found at: https://dpmc.govt.nz/our-programmes/national-security/counter-terrorism • Ensure government advice is followed if an act of terror occurs: The three words for people to remember in event of an attack are: ESCAPE. Move quickly and quietly away from danger, but only if it is safe to do. HIDE. Stay out of sight and silence your mobile phone. TELL. Call the Police by dialling 111 when it is safe. 	High	<ul style="list-style-type: none"> • New Zealand is currently at a LOW alert level for terror attacks – alert levels can be found at: https://dpmc.govt.nz/our-programmes/national-security-and-intelligence/counter-terrorism • Ensure government advice is followed if an act of terror occurs: The three words for people to remember in event of an attack are: ESCAPE. Move quickly and quietly away from danger, but only if it is safe to do. HIDE. Stay out of sight and silence your mobile phone. TELL. Call the Police by dialling 111 when it is safe. 	<ul style="list-style-type: none"> *Acknowledgment of understanding from all staff *Recorded discussion as part of the toolbox talks 	Medium	<p>ESCAPE, Evacuate with guests if safe to do so - Otherwise HIDE</p> <p>Radio GES or HTL with agreed word and area</p> <p>GES to give instruction to other hosts, evacuate if safe to do so from exits away from situation</p> <p>GES to phone police, TELL concierge, tell GEM</p>
Fire	<ul style="list-style-type: none"> * Confusion/injury during an evacuation. * Exacerbate existing medical condition. *Entrapment 	High	<ul style="list-style-type: none"> *Smoke sensors *Automated sprinkler system *Building alarm connected to Fire and Emergency NZ (FENZ) *Designated Building Warden, and evacuation wardens *Training in evacuation procedures *Clearly marked exits 	<ul style="list-style-type: none"> *Building Maintenance *Training *Signage 	Low	
Contagion	<ul style="list-style-type: none"> *Contagious disease *Short term illness *Long term illness *Death 	High	<ul style="list-style-type: none"> * People testing positive for COVID-19 are encouraged to follow Ministry of health guidelines * People can wear facemasks if that is personal preference without prejudice. *People that are unwell should remain at home. 	<ul style="list-style-type: none"> *Acknowledgment of understanding from all staff *Recorded discussion as part of the toolbox talks 	Medium	
Emergency Planning						

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No emergency evacuation process in place	* Confusion/injury during an emergency. * Exacerbate existing medical condition.	High	* Emergency Evacuation Plan. * All WNZ staff onsite are trained in emergency evacuation. * PA system available for public announcements. * Duties for evacuation discussed at Toolbox talk * Functioning radios to co-ordinate response between hosts	* Emergency Evacuation Plan * Tested and functioning radios	Low	
Waste Management Plan						
Rubbish	* Excessive rubbish * Spillage * Broken glass/cuts * Slips, trips & strains	Medium	* Clear communication	* Waste Management Plan. * Toolbox talk	Low	There are no rubbish bins within the exhibition hall only in the foyer
Hazardous Materials - Not in use during Exhibition opening hours						
Chemicals	* Fire/Explosion * Fumes/Inhalation * Skin irritation * Burns	High	* Trained first-aiders on site. * Secure storage. * Trained/Approved handlers only. * MSDS or SDS where chemicals stored.	* Approved/trained handler certification. * Relevant MSDs	Low	
Exhibition						
Low Light	* Visual impairment (inability to see clearly) * Slip, trips and falls	Medium	* Signage * Path lighting * Use of white or glow tape to make hazards obvious * Exit signs are functioning	* Signage	Low	
The Monster Vault Area	* Entrapment * Overcrowding	Critical	* max capacity of 36 * host monitor capacity	* Engineers report * Host positions	Low	
Staff Shortage	* Positions not able to be covered * Evacuation harder to manage * Staff fatigue/overworked	High	* Contact other staff members not rostered - fill shift * Escalation - Reporting to management trends/difficulties filling shifts	* Following mitigations	Medium	

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Merch shop	<ul style="list-style-type: none"> * Theft * Vandalism * Stock falling * Aggressive customers * Shelving falling 	Medium	<ul style="list-style-type: none"> * CCTV * Staff in shop * Staff briefing (security, correct ways to shelf / carry) * Supervisor on shift * Visual check regularly of equipment 	<ul style="list-style-type: none"> * Briefings of procedures * Procedures / plans / training * check CCTV footage / access * Regular equipment checks 	Medium	
Cable cover boxes next to interactive tables	<ul style="list-style-type: none"> * Trip hazard * May fall over if stood or leaned on 	Medium	<ul style="list-style-type: none"> * Box has been velcroed to table / floor * Hosts are made aware of risk and asked to monitor 		Medium	
Interactive components of Exhibition	<ul style="list-style-type: none"> *Crush or pinch injuries *infection 	Medium	<ul style="list-style-type: none"> *Forewarn Patrons - relevant signage, host instruction/presence *First Aid kit onsite 	<ul style="list-style-type: none"> *Host placement *Cleaning schedule *First aid trained staff 	Low	
People						
Standing guests	<ul style="list-style-type: none"> * Aggressive guests. * Patrons feeling tired/unwell. * Slips, trips and falls 	Medium	<ul style="list-style-type: none"> * Do not exceed capacity. * First-aid/medical treatment available on site. 	<ul style="list-style-type: none"> * Host management *Awareness of capacity 	Low	
Queues	<ul style="list-style-type: none"> * Slips, trips and falls * Aggressive patrons. * Dangerous behaviour (e.g. Assault, pushing, climbing). * Patrons feeling tired and/or unwell. * Theft 	High	<ul style="list-style-type: none"> * Queue Management plan * Controlled entry. * Do not exceed capacity. * Adequate staff numbers. * Active monitoring by security. * Provide water. * First-aid medical treatment available onsite. * Police on site (if necessary). 	<ul style="list-style-type: none"> *Queue Management Plan * Signage * Notify Police * Book medics 	Low	
Vulnerable People	<ul style="list-style-type: none"> * Vulnerable people getting lost. * Vulnerable people getting crushed/trampled on. * Panicked caregivers. * Abuse (verbal or physical) 	Medium	<ul style="list-style-type: none"> * Lost or Vulnerable persons and children SOP read, acknowledged and followed * Hosts watching out for vulnerable people * Active monitoring by hosts. * Call police if necessary. 	<ul style="list-style-type: none"> * Toolbox talk * Training 	Low	

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15min Daily Staff Briefings / Tool Box Talk	<ul style="list-style-type: none"> * A shorter amount of time allowed than for previous exhibitions *Potentially Not enough time for get through all information including in case of Evac and Medical processes. 	Medium	<ul style="list-style-type: none"> * HTL prioritise information, and change order of delivery each day. * Continue to monitor and report if the time constraint causes concern. 	<ul style="list-style-type: none"> * Prioritise information *Convey information in other ways if needed ie via radio once in position 	Low	
Children	<ul style="list-style-type: none"> * Children getting lost. * Children getting crushed/trampled on. * Panicked caregivers. * Abuse (verbal or physical) 	Medium	<ul style="list-style-type: none"> * Lost or Vulnerable persons and children SOP read, acknowledged and followed *Hosts watching out for lone children. * Active monitoring by hosts. * Designated location for lost children to go to. * Call police if necessary. 	<ul style="list-style-type: none"> * Toolbox talk * Training 	Low	
Security						
Controlled entry	* Risk of crush injury	High	<ul style="list-style-type: none"> * Appropriate queue system put in place * Queue communications during busy times 	<ul style="list-style-type: none"> * Tensas *Appropriate staffing levels 	Low	
	* Need for medical attention		<ul style="list-style-type: none"> * First aid trained Hosts onsite 	<ul style="list-style-type: none"> * Toolbox talk * Training 		
	* Prohibited items entering the venue during event.		<ul style="list-style-type: none"> * Regulation signage to be visible around venues. 	<ul style="list-style-type: none"> * Signage 		Prohibited items will only be items like skateboards, scooters etc.
	* Aggression		<ul style="list-style-type: none"> * Refuse entry if necessary. * Slow down queue by controlling at various points. * Suppliers meeting 	<ul style="list-style-type: none"> * Hosts trained 		
Uncontrolled entry	<ul style="list-style-type: none"> * Aggression * Dangerous behaviour (pushing/trampling on people) * Insufficient security checks * Prohibited items 	High	<ul style="list-style-type: none"> * Suppliers meeting * Appropriate training * Regulation signage to be visible around venues. 	<ul style="list-style-type: none"> * Tākina Concierge onsite *WCC Organised security when no Tākina Concierge onsite *Communication 	Low	

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Political activity	<ul style="list-style-type: none"> * Violence/Aggression * Dangerous behaviour (pushing/tramping on people) 	Medium	<ul style="list-style-type: none"> * WNZ staff to monitor news and police updates 	<ul style="list-style-type: none"> *Monitoring news and police updates, plan as required if risk of disruption is deemed to be high * Contact numbers for police 	Low	
Security of Exhibition	<ul style="list-style-type: none"> *Theft *Vandalism 	Medium	<ul style="list-style-type: none"> *Swipe Access outside of the hours 09:30-17:00 *Opening and Closedown procedures followed by staff and checklist completed 	<ul style="list-style-type: none"> *Swipe access limited 	Low	