

## Ngāa kaupapa here hauora | Health and Safety Policy

<b>Effective from</b>	TBC	<b>Policy version</b>	2
<b>Approved by</b>	Marae Trustees	<b>Approval date</b>	TBC
<b>Policy lead</b>	Marae Trustee Secretary	<b>Policy owner</b>	Marae Trustee Chairman
<b>Primary contact</b>	Eden Te Uira	<b>Next review date</b>	TBC

<b>Relevant policies</b>	<ul style="list-style-type: none"> <li>• Kai-a-te-mata Marae Reservation Charter</li> <li>• Health and Safety at Work Act 2015</li> <li>• Ministry of Health guidelines: COVID-19, measles, and other communicable diseases</li> <li>• WorkSafe NZ guidance</li> <li>• Local council regulations</li> </ul>
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### Policy Statement

Kai-a-te-mata Marae is committed to ensuring the health, safety, and wellbeing of all people who use or visit our marae, including staff, volunteers, kaimahi, and manuhiri. We recognise that a safe marae is a cornerstone of the wellbeing of our whaanau and wider community.

This policy aligns with the Health and Safety at Work Act 2015 and relevant New Zealand health guidelines. It also respects kawa and tikanga in all safety procedures.

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- 1.1 This policy applies to:
- 1.1.1 All marae buildings and grounds
  - 1.1.2 All activities held on the marae, including hui, tangihanga, waananga, celebrations, and community events
  - 1.1.3 All people present at the marae, whether permanent, temporary, paid, or voluntary

## 2 Roles and Responsibilities

<b>Marae Committee and Trustees</b>	<ul style="list-style-type: none"> <li>• Take overall responsibility for health and safety governance</li> <li>• Ensure systems are in place to manage risks</li> <li>• Provide resources to support health and safety</li> <li>• Review health and safety performance regularly</li> </ul>
<b>Health and Safety Representative</b>	<ul style="list-style-type: none"> <li>• Support the implementation of this policy</li> <li>• Assist with hazard identification and risk management</li> <li>• Act as a point of contact for health and safety concerns</li> </ul>
<b>Marae Booking Officer</b>	<ul style="list-style-type: none"> <li>• Notify the Marae Committee and/or Health and Safety Representative of any hazards or incidents</li> </ul>
<b>Workers and Volunteers</b>	<ul style="list-style-type: none"> <li>• Take reasonable care of their own health and safety and that of others</li> <li>• Follow marae health and safety procedures</li> <li>• Report hazards, incidents, and near misses promptly</li> <li>• Use equipment and facilities safely</li> </ul>
<b>Manuwhiri</b>	<ul style="list-style-type: none"> <li>• Follow marae rules and instructions</li> <li>• Take reasonable care for their own safety</li> <li>• Notify Marae Booking Officer and/or marae representatives of any hazards or incidents</li> </ul>

## 3 Hazard Identification and Risk Management

- 3.1 Regular inspections of the marae buildings and grounds.
- 3.2 Identification of hazards such as wet floors, damaged structures, fire risks, and kitchen equipment.
- 3.3 Risk assessment and implementation of control measures.
- 3.4 Review hazards after events or incidents.

## 4 Marae Traffic Management Plan

- 4.1 Ensure safe movement of vehicles and pedestrians on marae grounds
- 4.2 Clearly signposted entry, exit, and parking areas
- 4.3 Priority parking for kaumaatua, mobility permit holders, and emergency vehicles
- 4.4 Low-speed limits (5km) enforced at all times
- 4.5 Restricted vehicle access near whareniui and other high pedestrian areas
- 4.6 Use of trained marshals during large events
- 4.7 Emergency access routes kept clear at all times
- 4.8 Traffic arrangements reviewed after events to improve safety
- 4.9 All gates and access points must be managed to ensure safe vehicle and pedestrian movement.
- 4.10 Gates are to be secured when directed by the Marae Committee and when the marae is not in use.

## 5 Emergency Procedures

### **Fire**

- 5.1 Review all safety procedures for each marae facility
- 5.2 Follow posted evacuation routes.
- 5.3 Assemble at designated meeting points.

### **First Aid and Medical Emergencies**

- 5.4 First aid kits are available in Te Whare Tuupuna O Wairere (Wharenuui) and Te Whare O Te Ora – Tutekapua (Wharekai).
- 5.5 An Automated External Defibrillator (AED) is located in Te Whare Tuupuna O Wairere (Wharenuui) and is available for use in medical emergencies. Clear signage identifies its location. Where possible, marae representatives are encouraged to be familiar with its location and basic use.

### **Communicable Diseases**

#### **COVID-19**

- 5.6 Follow current Ministry of Health guidance for testing, isolation, mask use, and vaccination.
- 5.7 Encourage vaccination and good hygiene practices.
- 5.8 Provide hand sanitizer and maintain physical distancing where possible.

#### **Measles**

- 5.9 Notify all attendees if there is a confirmed case.
- 5.10 Isolate suspected cases immediately.
- 5.11 Follow Ministry of Health guidance on vaccination and quarantine.

#### **Natural Disasters**

- 5.12 Earthquake, flood, or storm procedures to be followed as per local emergency services guidance.

## 6 Emergency Contacts

<b>Emergency services contact</b>	Call <b>111</b> Call Morrinsville Fire Station on <b>(07) 889 6800</b>
<b>Health and Safety Representative</b>	Call George Te Huia on <b>xxx xxx xxxx</b>
<b>Marae Booking Officer</b>	Call Teri Whaiapu on <a href="tel:0211939316">021 193 9316</a>
<b>Trained first aiders</b>	TBC
<b>Local medical centre</b>	<a href="#">Morrinsville Medical Centre</a>
<b>After hours in person urgent care</b>	<a href="#">Anglesea Clinic</a>
<b>After-hours health advice from a registered nurse</b>	Call <a href="tel:0800611116">Healthline</a> on <b>0800 611 116</b>
<b>Local Hospital</b>	<a href="#">Waikato Hospital</a>

## 7 Incident and Near-Miss Reporting

- 7.1 All incidents must be reported to the Health and Safety Officer, Marae Booking Officer or Marae Committee.
- 7.2 Near misses, injuries, or unsafe conditions must be recorded and investigated.

## **8 Safe Work Practices**

- 8.1 Wharekai: safe food handling, cleaning, and hygiene.
- 8.2 Manual handling: correct lifting techniques to prevent injury.
- 8.3 Tools and equipment: safe use and storage.
- 8.4 Cleaning and maintenance: appropriate protective equipment and safe chemicals.
- 8.5 Event setup: ensure safe use of temporary structures, lighting, and decorations.

## **9 Security and Site Safety**

- 9.1 Security cameras are installed on marae grounds to support the safety and security of whaanau, staff, volunteers, and manuwhiri, and to help protect marae property.
- 9.2 Cameras are used for safety, monitoring, and incident review purposes only.
- 9.3 The use of security cameras complies with the Privacy Act 2020.
- 9.4 Footage is accessed only by the Marae Chairman and/or the Marae Secretary, stored securely, and retained only for as long as necessary.
- 9.5 Footage will not be shared unless required for safety, incident investigation, or by law.
- 9.6 Clear signage will advise that security cameras are in operation.

## **10 Gates and Access Control**

- 10.1 All gates must be securely locked when the marae is not in use or as directed by the Marae Committee.
- 10.2 During events, access points are to be monitored to prevent unauthorized access and to ensure the safety of all attendees.
- 10.3 Responsibility for locking gates after events rests with the designated key holder or booking contact.

## **11 Cultural Considerations**

- 11.1 Safety procedures respect the kawa and tikanga of the marae.
- 11.2 Karakia and other cultural practices are integrated into events without compromising safety.
- 11.3 Sacred areas are identified and access controlled as required.

## **12 Training and Communication**

- 12.1 Induction for new staff, volunteers, and contractors.
- 12.2 Regular briefings on health and safety, including communicable diseases.
- 12.3 Signage in key areas for hazards and safety instructions.
- 12.4 Whaanau-friendly communication methods (oral, written, visual).

## **13 Wellbeing and Fatigue Management**

- 13.1 The marae recognises the importance of wellbeing, especially during tangihanga and long events. Reasonable steps will be taken to:
  - 13.1.1 Encourage rest breaks
  - 13.1.2 Share workloads
  - 13.1.3 Support physical, mental, and cultural wellbeing

## **14 Reporting and Incident Management**

- 14.1 All accidents, injuries, near misses, and health concerns are to be reported.
- 14.2 Incidents are documented and investigated.
- 14.3 Follow-up actions to prevent recurrence are implemented.
- 14.4 Confidentiality is maintained for sensitive incidents

## **15 Monitoring and Review**

- 15.1 Health and safety practices are reviewed regularly.
- 15.2 Policy is reviewed at least annually or after significant incidents or changes in legislation.
- 15.3 Internal inspections and audits ensure compliance and continuous improvement.