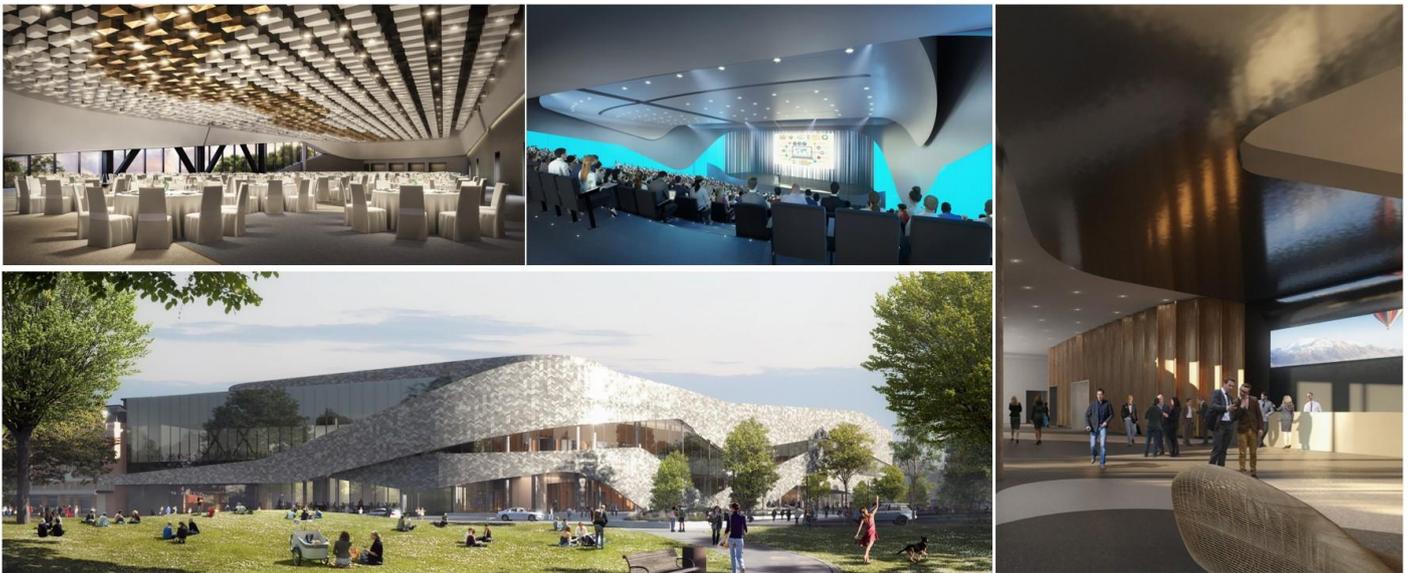




Te Pae Christchurch Convention Centre SAFETY GUIDELINES



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DEFINITIONS

'The Centre' or 'The Venue' means Te Pae Christchurch Convention Centre and any associated facilities, areas and equipment.

'Client' means the person hiring the event facilities.

'Contractor' means a person or firm conducting a business or undertaking on behalf of a client or the centre.

'Event' means the event to be held within the event facilities at the centre, during the Hiring Period. Events may include an exhibition, conference, banquet, meeting or public event. An event includes relevant bump-in and bump-out timings.

'Exhibitor' means all persons involved in the activity of a specific stand or booth during an exhibition event.

'HSWA' means the Health and Safety at Work Act 2015.

'HSWMS' means the Te Pae Christchurch Health and Safety Management system.

'JSEA' means a Job safety and environmental analysis.

'Operator' means ASM Global (Also referred to as Te Pae Christchurch operator).

'PCBU' means a Person Conducting a Business or Undertaking.

'PPE' means Personal Protective Equipment.

'Supplier' means a person or firm supplying a service or product to a client or the centre for a specific event.

'SWMS' means a Safe Work Method Statement.

'WHS' means Workplace Health and Safety.

1. INTRODUCTION

At Te Pae Christchurch creating a safe and secure environment for everyone's enjoyment – employees, contractors, clients, suppliers and visitors is our top priority.

The following safety guidelines have been developed to support our collective efforts in ensuring smooth and successful event activities, along with best practice recommendations for the elimination or minimisation of health and safety risks associated with centre operations and events. They also represent our commitment to meeting legislative requirements, the New Zealand Health & Safety at Work Act 2015 and recognised standards.

These guidelines are supported by the following documents:

- Te Pae Christchurch Health, Safety and Wellness Policy
- Te Pae Christchurch Health, Safety and Wellness Protocol
- Te Pae Christchurch Risk Management Plan
- Te Pae Christchurch Security Plan.

2. DISCLAIMER

Te Pae Christchurch requests that all those working in the centre fully understand their responsibilities, duty of care and due diligence obligations under the New Zealand Health & Safety at Work Act 2015, Codes of Practice and Standards relating to the type of work or service they will be undertaking in the centre.

It is the reader's responsibility to undertake their own research and ensure that this document is read in conjunction with all relevant and applicable legislation in force in New Zealand. Where possible, references have been made to the relevant sections of the legislation, regulations and standards to enable the reader to source additional information from these publications.

Whilst all care has been taken in the compilation of this document, Te Pae Christchurch does not accept responsibility for the accuracy or omissions of any statement, opinion, advice or information, nor the practical applicability of any advice or opinion offered. These guidelines are a simplified summary of best practices when at the centre and do not represent themselves as a legal authority or representative of any of the agencies referenced.

Further information can be sourced at:

www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660

3. CONTRACTORS

Te Pae Christchurch takes all reasonable steps to ensure that contractors remain aware of any health, safety and environmental concerns at the centre. Regular review of individual contractors and their supporting documentation is conducted by the centre's management to ensure safety remains a priority.

It is a requirement that contractors:

- Comply with the centre's Health, Safety and Wellness Management System
- Follow all lawful, written and verbal health and safety instructions
- Rectify and/or report any hazard or unsafe condition or practice
- Stop and not commence a task which is reasonably considered to be unsafe
- Use correctly, all provided/issued personal protective clothing and equipment
- Report all hazards and incidents to Te Pae Christchurch management.

4. ATTIRE AND CONDUCT

It is a requirement that all event contractors, service providers, organisers, exhibitors and those working for them must be dressed in a neat and tidy manner whilst working in the venue. Covered footwear and safety clothing must be worn onsite during bump in and bump out of an event.

Clothing is to be clean, of the correct size and in good condition. All shirts, jackets, vests, jumpers etc must have a clearly identifiable company name or logo where relevant.

It is also a requirement that every person follow the standards of conduct while at our venue:

- Wear PPE (Personal Protective Equipment) as per activity requirement
- Comply with all applicable legal requirements
- Comply with Safe Work Method Statements (SWMS)
- Adhere to all directions from Te Pae Christchurch staff
- Behave in a courteous and respectful manner
- Avoid offensive language
- Ensure that they do not engage in intimidating and harassing behaviour.

5. BOAT DISPLAYS

When displaying boats or other watercraft organisers and exhibitors are required to ensure a safe environment is maintained for all.

It is important to comply with the following:

- Install covers or protectors for trailer tow bar couplings
- Install head strike protection on bow rollers and anchors
- Position boats/crafts entirely within the hired space agreed with the venue
- Carefully position propellers, with protective barriers, plants and the like where appropriate
- Ensure trailers are fully supported and stable with brakes on or wheels chocked
- Protect carpeted and concrete areas
- Raised platforms, guard rails, and handrails and steps to access boat displays must be highlighted to allow clear visibility; guardrails/handrails to be provided as appropriate
- Where applicable, all removable fuel tanks must have the tanks removed
- Fuel tanks must be empty, locked and sealed with a fuel cap
- All LPG bottles are removed.

6. CABLES

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard.

Electrical contractors need to ensure that all cabling is installed in such a manner to prevent trips and falls and is tested and tagged as per relevant standards.

7. CANDLES AND NAKED FLAMES

Te Pae Christchurch authorisation is required if planning on the use of naked flames. Additional safety measures such as availability of a fire extinguisher may be required and will be conveyed to the organiser by the Event Services Department.

Naked flames include candles, incense sticks, sparklers, tiki torches and the like.

For exhibitions, Candles/naked flames can only feature in a booth display if they are part of the product range or are to be used for product demonstration. Exhibitors must ensure these are safely positioned and cannot be knocked over or come into contact with any person or flammable item. All cloths and materials in close proximity must be fire retardant.

Naked flames also include gas-driven cooking surfaces, indoor/outdoor fireplaces, ethanol burners, BBQ's, gas heaters and fire pits etc. that are used as decorative homeware and entertainment.

8. CHILDREN ONSITE

To ensure their safety, children under the age of 15 years are not allowed in the venue during bump in and bump out, or in the loading docks at any time.

At all other times, when in any of areas of Te Pae Christchurch, they must be supervised by a responsible adult.

9. CLEANING

Te Pae Christchurch provides a clean space at the commencement of each event and adheres to a strict EventSafe Operating Framework.

During the course of an event, venue presentation staff clean and maintain the hired spaces and shared common areas (such as aisles, foyers, toilets, cafés, offices and lounges) as part of the daily room hire.

A range of pre- and post-event cleaning services are available in the following instances. Additional charges may apply:

- Pre-clean – during or after exhibitors/contractors/clients bump in and prior to opening.
- Post-clean – during and after exhibitors/contractors/clients bump out. Additional charges apply when items such as glitter bombs, paint, sand, straw, confetti cannons and popcorn are used.
- Waste removal – charged on a per skip basis. This includes the use of bulk bins and the subsequent disposal and recycling of waste. Waste removal requires pre-booking.
- Detail stand cleaning – detail cleaning can be provided to individual exhibitors upon request. Exhibitors requiring this service will be charged directly.

For a quotation for pre and post cleaning services, please contact your Te Pae Christchurch Event Coordinator or for exhibitor services eventservices@tepae.co.nz.

All hired space must be kept clear of any rubbish build up. Garbage or items left on the floor increase the potential for injury or fire risk. Aisles must be kept clear at all times when packing and unpacking goods.

Discarding toxic chemicals or waste through the venue's drainage system is strictly prohibited and will incur significant remedial costs. Hazardous waste must be removed safely and securely and must not remain on the premises after bump out.

10. DRONES

Te Pae Christchurch does not permit the flying or use of drones inside venues or at events, nor generally at other times except with explicit permission from the centre's General Manager, and providing appropriate safety measures are implemented.

It is a requirement that if the use of drones is authorised the drone operators must ensure that a satisfactory written 'Flight Plan' is on hand and that the operation of drones meet the standard operating conditions set by the New Zealand CAA.

11. DRUGS AND ALCOHOL

No person should be undertaking work in the centre under the influence of alcohol or illegal drugs.

Some prescribed and over the counter medication may cause drowsiness and may impact a person's ability to work safely. Please refer to your doctor or pharmacist for further advice and before undertaking any task at Te Pae Christchurch.

Any person who is under the influence of drugs or alcohol, or who may be considered a danger to themselves and others will be asked to leave the venue.

Te Pae Christchurch is a licensed premise and all alcohol will be provided by the venue only.

12. DANGEROUS ACTIVITIES

To ensure a safe environment for all, permission is required to carry out any potentially dangerous activities such as operating machinery during an event.

Full details of any potentially dangerous activities and a risk assessment will be required a minimum of 14 days prior to the event.

Any such activity will need to comply with Te Pae Christchurch safety and emergency management plans.

13. ELECTRICAL SAFETY

All persons conducting a business or undertaking a business (PCBUs) are responsible for ensuring their electrical equipment is safe, regularly inspected, tagged and tested. This must be in accordance with the New Zealand Electricity Safety Regulations, AS/NZS 3760:2010.

- The centre carries out all power connections to the venue's main distribution system. No live work is permissible.
- Access to floor pits for the installation of sub-mains cables, piped services and data and telecommunication services is limited to authorised Te Pae Christchurch staff.
- The use of double adaptors is not permissible.
- Power boards must be of a design that incorporates individually switched outlets or have a safety cut-off.
- Extension leads or cables are to be unwound completely and secured to prevent tripping or any other risk. If this is not possible, they are to be covered by a strong cable tray or secured with approved gaffer tape; if they are in a high pedestrian traffic area, use yellow and black hazard tape to increase visibility.
- Danger tags and locking off methods are required whenever electrical equipment is de-energised to allow electrical work to be carried out. These must be in place for the duration of the works and must only be removed when the work is complete.

13.1. Electrical Testing and Tagging

Prior to use, all electrical equipment must be inspected and tested in accordance with Standard AS/NZS 3760:2010.

For events where the client has appointed an electrical contractor, the electrical contractor must ensure that all equipment is inspected and as per expected standard.

Te Pae Christchurch may conduct inspections and disapprove of any untagged electrical equipment. Test and tag is the responsibility of the client and/or exhibitor.

Personal mobile phone or laptop chargers are exempt provided they are disconnected from the electricity supply at the end of each day.

14. ELEVATED WORK PLATFORMS & BOOM LIFTS

Only trained and licensed individuals may operate elevated work platforms (EWP) or boom lifts. It remains the responsibility of the individual to carry out an inspection of the vehicle and complete the logbook before and after use.

Only Te Pae Christchurch approved, licensed and experienced drivers may operate EWP and boom lifts at the venue. To become an approved operator the applicant must hold a relevant, current equipment licence and undergo equipment familiarisation and training by Te Pae Christchurch maintenance team. The licence may need to be presented.

When using an EWP in the raised position, a spotter is to be stationed at ground level to ensure that the space under the working area is kept clear, and to lower the platform in an emergency.

Our Working at Height Permit Form is available in our online toolkit.

15. EMERGENCY PREPAREDNESS

Te Pae Christchurch has an Emergency Response Plan in the event of medical, fire or other emergencies. This is supported by an ongoing program of emergency response training for all key personnel including management, main suppliers, security and staff.

Emergency preparedness plans are updated regularly, and drills are conducted regularly. Should there be an emergency, the trained Te Pae Christchurch Emergency Response Team will lead the implementation of the plans and procedures.

Emergency and evacuation procedures will be thoroughly described during a compulsory induction upon arrival at the centre for all clients and contractors.

15.1. In Case of Fire

- Break the glass of the nearest call point to activate the fire alarm
- Advise a Te Pae Christchurch staff member of the situation
- Contain the fire by closing all doors
- Evacuate via designated emergency exits only
- Extinguish the fire using appropriate firefighting equipment only if you are trained and it is safe to do so.

15.2. Evacuation

The Te Pae Christchurch Evacuation Scheme is maintained in accordance with Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018. The Evacuation Scheme promotes the method and practice that will ensure the systematic and orderly evacuation of all parts of Te Pae Christchurch by the nearest safe means of exit, in the least possible time.

Te Pae Christchurch Incident Controller, Zone Wardens and Floor Wardens are trained in evacuation procedures and first aid.

16. EXIT, EGRESS, AISLES AND NO-BUILD ZONES

16.1. Aisles in Exhibitions

- Ensure the dimensions of exits and paths of travel to exits are maintained as per the NZ Building Code.
- Two exits must be in place to prevent dead ends.

- No loose items are to be stored in egress paths; including furniture, display items, hire plant, ticket counters, signs, aisle ropes, pallets and stands.
- Forced-Flow exhibition designs must comply with fire safety design conditions. Events of this type may require approval from relevant authorities. Charges associated with third party approval may apply.
- Additional exits may be required to accommodate various event configurations or event structures. For the purpose of these guidelines, additional exits are defined as any doorway or pathway supplementary to existing exits. Any area separated from the existing exits by walls, doors and/or floors will be treated where appropriate as a separate 'fire compartment' as defined in the NZ Building Code.

Event layouts that may minimise or modify the Te Pae Christchurch fire safety system are to ensure the following:

- Layouts do not represent a greater hazard than the existing building design.
- Egress systems provide clear access for escape in case of emergencies and evacuation.
- People can locate fire doors and exits easily and use them without delay.
- Every exit door is easily and quickly opened by a person seeking to exit from the building.
- All aisles, corridors or passageways lead to and have unobstructed access to no less than two existing exits.
- If stand builds, props, or curtains/draping block visibility of exit signs, temporary illuminated signs must be provided.

16.2. Confined Spaces

Confined space work in New Zealand is covered by the Australian standard: AS 2865 Confined Spaces.

Te Pae Christchurch complies with the requirements of this standard for managing health and safety risks associated with entering, working in, on or in the vicinity of a confined space. Emergency and rescue procedures have been developed in support of this standard and a confined space entry permit is required before any worker can enter a confined space at the centre.

16.3. Exit Signs

- Existing exit signs are clearly visible to all and are seen in two opposite directions from any location within Te Pae Christchurch.
- Additional illuminated exit signs are required if the direct path to an exit is changed or obscured.
- Additional illuminated exit signs must be clearly visible to persons approaching them and must be installed above or adjacent to each additional exit.
- Additional exit doors are to have an illuminated exit sign with an approved pictogram or the word EXIT in white capital letters and on a green background.
- Additional signage is to be provided and installed by the event organiser or exhibition contractor.

16.4. Fire Exits/Clearways

Designated fire exits must remain clear at all times. Storage of materials or equipment in these areas is strictly prohibited. Organisers must ensure that all guests, contractors, and exhibitors be made aware of the need for strict compliance with fire and evacuation regulations.

Under current legislation, it is illegal to:

- Fully or partially block emergency exits denoted by green and white exit signage or pictographs above doors
- Block access routes to an emergency exit
- Obscure or cover emergency exit signage
- Store equipment or packing materials in any fire exit door, corridor, access way or stairway.

17. EVENT SAFETY – PCBU REQUIREMENTS

Te Pae Christchurch requires all PCBUs working at the centre to provide information, training, and instruction on risks and control measures relevant to their personnel, contractors and sub-contractors conducting the work.

PCBUs are encouraged and expected to consult and coordinate their activity with Te Pae Christchurch representatives during the event planning process.

Touring companies from overseas will be advised of these obligations prior to arriving in New Zealand, as they may be significantly different to those in their home country, to facilitate advance consultation and coordination of unfamiliar requirements.

All event contractors, service providers, organisers, exhibitors and production/touring staff shall receive direction on the Te Pae Christchurch emergency procedures. This information will be disseminated by the venue's Health, Safety and Security Manager or appointed representative prior to the event commencing.

All incidents and near miss occurrences shall be reported and recorded in line with New Zealand Health and Safety Regulations and the centre's HSMS requirements.

18. EPIDEMICS AND PANDEMICS

Te Pae Christchurch operates under an EventSafe Operating Framework built on ASM Global (the venue operator) VenueShield principles. As a member of the ASM Global venues network, the centre team is able to apply and integrate the ASM Global VenueShield program into its operating processes in line with any New Zealand Government guidelines that prevail.

ASM Global VenueShield provides advice on protocols and has been developed in line with international health guidelines from the World Health Organisation and other leading international authorities.

Te Pae Christchurch continually monitors and follows the guidance provided by the Ministry of Health in New Zealand, and also partners with leading industry bodies nationwide, such as Conventions and Incentives New Zealand, Entertainment Venues Association of New Zealand, as well as holding memberships with international organisations AIPC and ICCA.

19. FATIGUE MANAGEMENT

In the event industry we rely on our teams, contractors, suppliers and exhibitor being physically and mentally alert. Fatigue is a state of physical and/or mental exhaustion which reduces a person's ability to perform work safely and effectively.

Persons conducting a business or undertaking (PCBUs) and workers have a responsibility to manage fatigue at work.

For more information please consult: www.worksafe.govt.nz/topic-and-industry/work-related-health/fatigue/

20. FIRST AID

A fully equipped medical room is available on the ground floor of the centre. There are also portable first aid kits distributed throughout the centre. The position of the closest kit to your area of operation will be highlighted during your centre induction.

Many Te Pae Christchurch personnel are trained as first responders in fire/safety and first aid emergencies including the use of onsite defibrillators. In the event of a medical emergency, the centre's Control Room will implement procedures and contact external agencies as required.

Dedicated event paramedics can be arranged as required. Please speak to your Event Coordinator. Additional charges will apply.

The Te Pae Christchurch Health and Safety team are required to complete an incident report for each person treated. This includes those treated by the dedicated event paramedics.

21. FLOOR LOADING

When moving and positioning heavy items within the venue, it is important to consider the floor loading of the area and the path available to that area.

Factors to be considered by any person working in any area of Te Pae Christchurch include:

- Weight of the item
- Dimensions of the item
- How it will be transported within the venue
- Weight of any handling device (e.g. forklift).

For additional information on floor loading capacities please consult our Venue Guide.

22. FOOD SAFETY

When food preparation and food sampling occur, appropriate food handling and hygiene standards are to be applied. Details of the ingredients in food samples are to be available including the presence of allergens.

Te Pae Christchurch operates under ISO 22000 standards.

23. FOREIGN LABOUR

Any foreign staff working on the event must:

- Have current and applicable visas and insurances
- Understand and adopt safe work practices
- Be employed meeting all relevant legislation including, but not limited to, the Employment Relations Act 2000, Minimum Wage Act 1983, Wages Protection Act 1983, Holidays Act 2003 and the Parental Leave and Employment Protection Act 1987
- Understand the safe use of tools and equipment relevant for the task being undertaken and that they comply with New Zealand Safety Standards.

24. FORKLIFT

Only trained and licensed forklift drivers may operate forklifts at Te Pae Christchurch. Forklift drivers need to conduct an inspection of the forklift prior to operating to ensure that it is free of damage and in working order. During forklift operations the driver and all other personnel involved in the activity will be required to wear high visibility clothing.

24.1. Forklift Operators

Only Te Pae Christchurch approved, licensed and experienced forklift drivers may operate forklifts at the venue. To become an approved operator the applicant must hold a current forklift licence and undergo equipment familiarisation and training by the Te Pae Christchurch maintenance team. The licence may need to be presented.

Forklift drivers must wear seatbelts at all times and drive safely. The maximum speed limit for forklifts is 10km/h.

Each forklift shall have a trained/competent spotter wearing a high visibility vest to guide and escort the forklift in exhibition halls, applicable foyer spaces and dock areas at all times during bump in and out.

Condition of use:

- Trainee operators may not operate forklifts at the venue
- Pre-operational checks must be conducted prior to operation (this involves completing the daily logbook)
- Forklift operators and spotters are to wear a high visibility vest at all times
- Seat belts must be worn if fitted
- Maximum speed limit for forklifts is 10km per hour (walking speed)
- Forklifts cannot be left unattended at any time with the key in the ignition
- Operators are to reverse when the load obscures vision
- Operators are not permitted to lift any person on forklift forks or carry passengers
- Operators must stop and switch forklift off whilst speaking on radios or mobile phones
- Operators must not be fatigued or under the influence of prescription medication, drugs or alcohol at any time
- Hands free radios or phones are not permitted whilst operating equipment; this includes listening to music

- Forklift operators must give way to pedestrians at all times and shall not drive on pedestrian walkways
- When travelling without a load, the forklift tines must remain at axle height
- All lifts must be assessed as safe before attempting the lift
- Forklifts are not to be stored in exhibition halls; a forklift parking area will be allocated
- Electric and LPG operated forklifts are permitted in the venue with approval; no LPG cylinders to remain in the venue at night
- Petrol or diesel forklifts are not permitted in the venue
- If an operator strikes any part of a pillar or any other part of the building, it must be reported Te Pae Christchurch security or the nearest Floor Coordinator immediately.

24.2. Forklift Spotters

During construction, bump in and bump out periods or where the driver's vision is impaired by booths or materials, forklifts must operate under the following conditions when within the venue:

- Each forklift shall have a trained/competent spotter wearing a safety vest to guide and escort the forklift in exhibition and dock areas
- The spotter must remain a safe distance from the forklift and its load while the forklift is moving or the load is raised
- The spotter must be in constant view of the forklift operator at all times
- The spotter must warn pedestrians to stand clear of the forklift and load
- If the forklift operator has to raise the load, the spotter must ensure pedestrians are not under or near the raised load and that the load is clear of other items such as booths, signs etc so as not to cause a collision
- The spotter needs to be aware of obstacles in the way - both in front of them and overhead
- Spotters must direct the forklift operator to an area with adequate space to place the load safely
- The spotter must ensure loads are not placed to obstruct fire egress or firefighting equipment
- If a spotter needs to leave the forklift, the operator must place the load on the floor if practicable and keep the forklift stationary until the spotter returns.

Any damage caused by forklifts or their loads must be reported immediately to the nearest Te Pae Christchurch Floor Coordinator or security staff.

25. HANDRAILS FOR RAMPS, STAIRS OR RAISED PLATFORMS

All handrails for ramps, stairs or raised platforms must be constructed as per standards expressed in the New Zealand Building Code.

26. HAZARDOUS CHEMICALS

Te Pae Christchurch written approval should be sought before bringing any hazardous chemicals or dangerous goods into the centre.

Goods or hazardous chemicals includes but are not limited to chemicals, paint products, sharps, biological matter, fuel acids, cleaning agents and LPG.

LPG is not permitted to be stored within the venue overnight.

Where approval to bring hazardous chemicals has been granted for a specific event the Event Services team will require the following information:

- Detail of the hazardous chemicals required to be used at the centre
- Quantity of each hazardous chemical to be used at the centre
- When the chemicals will arrive and when the residual chemical will leave the centre
- Any requirement for specialist storage
- An appropriate SDS (Safety Data Sheet) for each hazardous chemical.

27. HAZARD REPORTING

A hazard is defined as anything – including work practices or procedures – that has the potential to adversely affect the health or safety of a person. All users of the venue have a responsibility to identify and report hazards. If not able to or not qualified to rectify a hazard, please report it to a Te Pae Christchurch Floor Coordinator or security staff.

Te Pae Christchurch documents any hazard, unsafe work practice or near miss and takes appropriate action.

28. HOT WORK

Te Pae Christchurch will ensure that all hot work undertaken at the centre complies with the New Zealand Code of Practice for Safety in Welding and Cutting, NZS 4781.

Hot Work is subject to Te Pae Christchurch approving the work. The Hot Work Permit is available in the online toolkit.

All hot work activities are to be monitored by a person trained in the use of extinguishing equipment. That person will remain in the area for 60 minutes after the work is completed.

29. HIGH RISK WORK

All high-risk activities such as acrobatics, circus activities, aerial performance, fire performers etc must be approved by Te Pae Christchurch management and have a risk assessment conducted by the performance company or person performing the activity.

A pre-approved permit must be submitted along with the risk assessment a minimum of 14 days prior to the event starting.

30. INDUCTIONS

Te Pae Christchurch shall ensure that all visitors, contractors, service providers, organisers and exhibitors are made aware of their health and safety obligations and specific site requirements before the commencement of activities at the centre.

All PCBUs operating at Te Pae Christchurch, (including workers for other PCBU and those engaged by a client) shall complete a health and safety induction prior to entering the venue to undertake any work. A site familiarisation will be included as part of the induction process.

31. INCIDENT MANAGEMENT

Any incident at Te Pae Christchurch is to be reported, recorded, investigated and analysed to ensure corrective action is taken.

Any incidents, activities or hazards affecting (or likely to affect) the health and safety of persons, security, property, the environment, or business activities at Te Pae Christchurch must be systematically reported and fully investigated and appropriate measures taken to minimise the risk of a similar incident occurring in the future.

31.1 Incident Reporting

The discovery of, or involvement in an incident by a contractor, client, delegate or guest, visitor, service provider, organiser and/or exhibitors must be:

- Notified to the Te Pae Christchurch Floor Coordinator or Event Coordinator; and
- Full details and evidence related to the incident provided.

32. LADDERS

To minimise risks when using portable ladders, please consider the following:

- Only use ladders for short duration and light work
- Ladders are to comply with AS/NZS 1892.5:2000 Portable ladders – Selection, safe use and care
- Ladders are to be suitable for the task
- Do not use metal ladders where an electrical hazard exists
- Ladders are to be used as prescribed by the manufacturer
- Do not carry anything when climbing or descending – use a tool belt
- Avoid placing ladders in vehicle or pedestrian traffic areas
- Stepladders are to be used in the fully open position
- Wear slip-resistant footwear when using ladders
- Three points of contact maintained, and tools can be operated safely with one hand.

A ladder that does not comply with the above requirements is one that is inappropriate for the task and needs replacement with a more suitable elevated work platform e.g. a scissor lift, boom lift or vertical lift.

33. LASERS

Te Pae Christchurch will ensure that events or other activities involving the use of lasers comply with the requirements of AS/NZ2211 standard for Laser Safety.

Te Pae Christchurch will monitor providers' safe work practices for installation and operation of lasers and associated effects in accordance with the event risk assessment outcomes.

Production company documentation needs to provide their intended scope of use of lasers, and:

- Display plans detailing the elevation, positions of laser sources, mirrors and target areas with relevant distances and dimensions or calculations of MPL
- Control measures in the event of power failure or knocking of the laser device that might result in freezing or displacement of the laser beam
- SWMS including installation and operation
- SDS for any chemicals or substance to be used (such as smoke hazing).

34. LIGHTING

Te Pae Christchurch implements controls for events where working in darkness or diminished lighting cannot be avoided.

Exit and safety lighting is maintained with preventative maintenance to ensure acceptable visibility in all areas of the centre at all times. Appropriate warnings will be given prior to reducing any light levels.

35. LIQUIFIED PETROLEUM GAS (LPG)

Please note the following in relation to the use of LPG at events:

- Authorisation from Te Pae Christchurch is required prior to bringing LPG to the centre.
- The venue cannot store LPG within the venue overnight. Please ensure cylinders are removed from the premises overnight.
- All LPG installations must comply with relevant legislation and New Zealand Standards.
- LPG cylinders are limited to 9kg cylinders per 3m x 3m exhibition booth; additional or larger cylinders requires the approval of the Te Pae Christchurch Health, Safety and Security Manager.
- All LPG cylinders are to have a gas fuse attached; unconnected LPG cylinders are to be placed a fair distance from naked flames.
- A powder fire extinguisher ABE, distinguished by a white band around the top of the cylinder, is required in the LPG tank's close vicinity, along with staff trained in its use.
- No section of the LPG system is to be accessible to event attendees.
- Only trained and authorised persons are to operate equipment fuelled by LPG.

To obtain approval, please complete and return the Hazardous Chemicals Permit Form.

36. LOADING DOCK MANAGEMENT

Te Pae Christchurch manages the venue loading dock. To assist with the safety aspects of traffic management, bump in and bump out, and traffic peak periods, delivery schedules are created and managed by the Te Pae Christchurch loading dock team. Please ask your Event Coordinator for advice on delivery schedules.

Many event bump ins are on very tight parameters and deliveries may not be accepted at the venue early (due to limited storage space). Te Pae Christchurch strongly recommends using Agility Limited for freight forwarding and logistic services as their service is door-to-stand and they will work weekends and outside normal business hours. For more detailed information please refer to our Venue Guide.

- Loading dock egress paths are to remain clear during all phases of loading, and during the event's operational days.
- Designated clearways are to remain unobstructed at all times to facilitate safe movement of vehicles. In the event of emergencies, clearways will be used to provide emergency services vehicle access to centre and aid in the evacuation of people.
- Storage items, materials or vehicles (including forklifts) must not be placed in clearways.
- All traffic is to enter the loading dock via Armagh Street. Movement of vehicles on the loading dock is strictly one way. Vehicles may remain on the loading dock for only 20 minutes unless prior arrangements have been made with your Te Pae Christchurch Event Coordinator. The loading dock is a NO PARKING zone.
- All users of the loading dock must follow the directions of Te Pae Christchurch staff.

37. MACHINERY WITHIN EXHIBITS/DISPLAYS

It is important to ensure that all machinery is fitted with guarding, fencing, immobilisation locks and other safety devices. Signage above the machine is not considered as a protective method.

38. MANUAL HANDLING

Manual handling as defined in the New Zealand Code of Practice for Manual Handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object. The centre assesses manual tasks with the potential to cause musculoskeletal injuries and implements suitable control measures to eliminate, or minimise as practicable.

Safe handling of objects should include:

- Having suitable trolleys or mechanical aids for the movement of large or heavy objects
- Proper storage for large or heavy items in order to eliminate or reduce manual handling risks.

39. MEDICAL DISPLAY OR DEMONSTRATION

Medical activities including tattooing, body piercing, cosmetic procedures and demonstrations using human cadavers, animals or specimens require Te Pae Christchurch authorisation and the relevant authority's permission.

See Medical Activities Application Form.

39.1. Sharps

Extreme care and attention must be taken with the safe transport, storage and disposal of sharps – such as needles and scalpels – and any biological matter associated with their use. All sharps must be disposed of in an approved container and all waste removed from site. Disposal of sharps and their associated material via the venue's waste streams is not permissible.

See Medical Activities Application Form.

40. NOISE

Te Pae Christchurch strictly adheres to the requirements of the Health and Safety at Work Act 2015 and WorkSafe Guidelines regarding exposure standards for noise, managing risk of hearing loss from noise and other requirements, by addressing the risks of exposure to excessive noise.

If noise generated by an organiser or a contractor is deemed to be excessive, the organiser or contractor will be required to limit the noise or exposure time and/or supply and enforce the wearing of hearing protectors for those who are affected.

Te Pae Christchurch has procedures in place to control noise generated by its activities. In some instances, an acoustic consultant may be required to monitor noise levels emanating from the premises during an event. Charge may apply.

Within exhibitions, exhibitors showing films, generating excessive noise or using audio visual aids that disturb adjacent exhibitors may be requested to control noise levels or cease activities.

Event contractors, service providers, organisers and exhibitors, need to ensure as much as reasonably practicable that they or their workers are not exposed to noise levels that are the equivalent to 85 decibels averaged over eight hours, or a peak noise level over 140 decibels.

41. OCCUPANCY LOAD

The venue as a whole and every space within Te Pae Christchurch has a set occupancy that meets the requirements of the approved fire scheme. Occupancy loads include all persons occupying the space including staff, contractors, exhibitors and guests.

When booking your venue, you will be advised of occupancy restrictions on your event and the hired spaces and event organisers have a responsibility to ensure maximum number of occupants is not exceeded. If maximum occupancy is exceeded, Te Pae Christchurch reserves the right to stop admittance to the venue.

42. PAINTING

Major painting of props, displays and exhibition materials is not permitted within the Te Pae Christchurch Convention Centre. However, “touch-up” painting of any props, displays and exhibition materials is permitted, provided such work is undertaken during the build-up period only and all safety precautions and protective surface coverings are put in place.

These precautions include:

- Painting in an area which is properly ventilated
- Use of non-toxic paints
- Covering the floor with plastic overlay or drop sheets
- No painting near the centre walls and columns.

The use of spray paint is strictly prohibited. Painting is not permitted on the carpeted area unless proper protection has been provided and permissions granted by Te Pae Christchurch.

Disposing of any paint, thinners or other potentially hazardous substances in the drainage system is not permitted. Water-based paint is to be used wherever possible; dedicated washing areas are to be authorised by the Te Pae Christchurch team.

43. PERMITS TO WORK

Te Pae Christchurch has a Permit to Work system for any critical or high-risk work being undertaken at the centre. For specific types of work, the centre requires the completion of a Safe Work Method Statement and other Safety Management documentation (e.g. high-risk work licences, plant registration) to ensure our health, safety and wellness obligations are met. Under no circumstance should work, that is subject to requiring a permit, be conducted without such a permit.

Activities that require a Work Permit include:

- Working at Height
- Confined Spaces
- Hot Work
- Electrical Work
- Hazardous Materials.

44. PERSONAL PROTECTIVE EQUIPMENT

The PCBU is required to provide PPE for workers. Where PPE is required for a specific task all workers must correctly use and maintain the PPE in accordance with manufacturer’s instructions, NZ Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, applicable Codes of Practice and New Zealand standards.

Te Pae Christchurch can provide basic Personal Protective Equipment. A charge will apply.

45. PLANT AND EQUIPMENT

Te Pae Christchurch requires plant and equipment brought onsite to be maintained and compliant and kept secure at all time.

Specific requirements:

- Certificates of inspection are required for certain types of equipment
- Machinery should be fitted with guarding, fencing, have controls in place to ensure safe operation and environment for all
- Electrical equipment must be tested and tagged
- Petrol- or diesel-powered equipment is not permitted without specific authorisation.

46. POWER TOOLS

Power tools include drop saws, circular saws, routers, planes, jigsaws, angle grinders, brick and tile cutting saws. Te Pae Christchurch requires all portable electrical equipment, appliances and leads to be tested and tagged in accordance with AS/NZS 3760:2010 – In-service safety inspection and testing of electrical equipment.

The following conditions apply when using power tools:

- Power tools may not be used on Te Pae Christchurch permanently carpeted areas.
- When cutting or sanding wood within the venue, ensure appropriate dust extraction equipment and measures are in place.
- Protect building surfaces and carpet from dust generated by use of power tools.
- When angle grinders are used, have measures in place to control sparks and minimise the risk of fire. Complete and return the Welding and Hot Work Permit Form to obtain prior Te Pae Christchurch approval.
- Brick and tile cutting saws are to be used in an appropriate location on the loading dock, not inside the venue. Ensure brick and tile slurry are contained and removed from the site. Contractors must eliminate any risk of slurry flowing into stormwater drains.

47. PYROTECHNICS AND SPECIAL EFFECTS

The use of pyrotechnics and other special effects must comply with relevant New Zealand dangerous goods or explosives laws, codes of practice, relevant standards and best practices applicable to the activities.

Your Te Pae Christchurch Event Coordinator should be consulted before any pyrotechnics display is factored into an event and Te Pae Christchurch authorisation is required prior to using pyrotechnics for event at the centre.

The venue also requires:

- A risk assessment that includes proximity of pyrotechnics to costumes, props, set and outlines controls.
- Quantity of pyrotechnics to be used at any one time and burning time.
- Manufacturer details and confirmation the pyrotechnics are appropriate for indoor use.
- Proof that external providers and operators are appropriately licensed or otherwise qualified and experienced to perform the activity.
- A Safe Work Method Statement including storage, handling, operation and disposal. Storage and movement of pyrotechnics onsite will be secured and monitored by a security officer at all times.

48. RAISED FLOORS, STEPS AND RAMPS

Any onsite construction and access must be constructed as per the requirements outlined in the New Zealand Building Code). The following is a summary of additional requirements, which must be met by designers and builders to ensure adequate access, mobility concerns, and to reduce the likelihood of slip and trip incidents:

- All raised floor sections or ramped edges are to be free of sharp or dangerous edges and anything that poses a trip hazard.
- Edges of thin decorative flooring such as carpet, vinyl, matting, wood or the like, are to be taped down or firmly secured.
- Flooring such as bark, pebbles, soil, railway sleepers and other loose materials are to be steady under foot and not cause a trip hazard. Regulations apply to the installation and removal of these materials from the venue floor. For more details, please consult your Te Pae Christchurch Event Coordinator or see our Venue Guide for more detail.

49. RIGGING

All primary rigging for events is coordinated and installed by the Te Pae Christchurch AV Production team.

Those applying to carry out secondary rigging as an approved independent contractor are required to provide the following to Te Pae Christchurch 14 days prior to the start of the event:

- Company information
- Qualifications and certifications
- Insurances and indemnities
- Detailed rigging plan
- Risk assessments
- Safe Work Method Statement/s
- Evidence of induction to the venue
- Work program
- Any other information deemed necessary to satisfy Te Pae Christchurch that the applicant has the required expertise.

For detailed information please consult the Te Pae Christchurch AV Production Guide and Rigging Guidelines.

50. RISK MANAGEMENT

The New Zealand Health and Safety at Work Act 2015 requires that all hazards in the workplace are identified, assessed, controlled and monitored. As PCBUs, event organisers are responsible for undertaking a risk assessment specific to the event if requested by the Te Pae Christchurch Health, Safety and Security team. The assessment must be current, and the Safe Work Method Statement will be reviewed and assessed by the Te Pae Christchurch team.

51. SAFETY OF PERSONS

If works are to be undertaken in the venue's public areas, or anywhere which may hamper the movement of, or pose a danger to persons, then barricades, safety signage or other appropriate measures must be in place for safe pedestrian or traffic flow. When unattended, the area is to be secured with barricades and/or appropriate covers.

52. SCAFFOLDING

When properly installed and maintained, scaffolding is an effective control measure for persons working at heights. All work involving scaffolding must comply with the requirements of the NZ Health and Safety at Work Act 2015 (HSWA) and all relevant regulations. It is important for each working platform to have full edge protection comprising handrail, mid-rail and toe board, or a handrail and infill panel.

When working from mobile scaffold, ensure wheel locks are engaged before any person works from the scaffold. Prior to removing the scaffold, persons working on the structure are to exit until it is secured again.

53. SECURITY

Te Pae Christchurch's inhouse security team provides risk management and mitigation to ensure every event is safe and successful.

53.1. Building security

Te Pae Christchurch has 24-hour building security, augmented with CCTV cameras and alarm systems, and a Security Control Room from which security activities are coordinated.

53.2. Crowd Control

Some events may require crowd control staff, the Te Pae Christchurch team will determine staffing levels and security requirements based on legislation and risk assessment. Additional charges will apply.

53.3. Event Security

The Te Pae Christchurch security department specialises in the provision of quality security personnel who are trained specifically for the venue and its operations. This team is trained in line with the venue's Emergency Management Plan, Security Plan, Liquor Management Plan and are all members of the Te Pae Christchurch Internal Response Team (IRT).

Clients and exhibitors may require security in their contracted space in the centre during the event hiring period. This is done at the client's expense as defined in the Event Guidelines. Only security providers approved by Te Pae Christchurch management are permitted to deliver security services.

For additional event security requirements Te Pae Christchurch has entered into a service agreement with a preferred supplier who are also trained in the Venue's operating plans.

53.3.1. External Security Requirements and Conditions

For live events or high security events the client and/or organiser may contract specialist security services such as artist or VIP protection. These companies and personnel must have completed a Te Pae Christchurch induction prior to coming on site. Contracted security are to be positioned within the event's contracted space and back of house only. Prior Te Pae Christchurch approval is required for contracted external security to be positioned in any front of house public spaces.

53.3.2. Provision of a Security Plan

A security plan is required to be submitted to the Te Pae Christchurch Health, Safety and Security Manager for review 14 days before commencement of the hiring period and should include:

- NZ Security license as required by the Private Security Personnel Licensing Authority
- Certificate of currency for Public Liability and Insurance Policy
- Provide a Statutory Declaration that the employment of all security guards meets the obligations under the Employment Relations Act 2000, Minimum Wage Act 1983, Wages Protection Act 1983, Holidays Act 2003 and the Parental Leave and Employment Protection Act 1987
- If under a Collective Agreement, a copy of the agreement
- Nominated site contact/s responsible for overseeing the contracted security and compliance; is required to be on site from bump in to bump out
- A copy of the Event Specific Risk Assessment that covers the entire tenancy
- A security deployment plan that includes:
 - Copies of all security officers' licence (Certificate of approval)
 - Copies of all First Aid Certificates
 - Each location/position
 - Name of security guards
 - Start date and time
 - Finish date and time

53.3.3. Security Personnel Compliance

All external security personnel performing security operations within the centre must comply with the following:

- Te Pae Christchurch policies, procedures and all local statutory requirements
- Te Pae Christchurch Liquor Licence conditions
- Te Pae Christchurch staff reasonable direction
- Professional attire and appearance
- Polite, courteous, friendly and pleasant behaviour at all times
- No personnel are to eat, drink or smoke while on duty or in the vicinity of Te Pae Christchurch
- Security personnel are responsible for maintaining clear passageways and emergency egress and maintaining clear access to fire hydrants, hose reels, fire extinguishers and emergency services
- Ensure safety and security and reduce the risk of damage to Te Pae Christchurch infrastructure.
- All staff must complete a Te Pae Christchurch induction.

53.3.4. Prohibited Items

Please refer to the Terms and Conditions of Entry for Te Pae Christchurch, which can be found in the online toolkit.

53.3.5. Fire Isolations

If fire isolations are required, a fire safety officer must be engaged for the duration of the isolation, this is in addition to any security guard coverage and may incur a charge.

53.4. Security Screening

Conditions of entry may vary by event type and location within the venue. However, Te Pae Christchurch has developed General Conditions of Entry. The screening process has been implemented to identify prohibited and suspicious items.

In some instances, screening of visitors will occur and may include:

- Bag searches
- Single pole pass by ferromagnetic detection system
- X-ray scanners
- Walk through metal detector
- Handheld metal detector.

54. SEISMIC RESTRAINTS

Equipment that may pose a risk during any possible seismic activity should be adequately restrained or weighted to prevent a hazard occurring. As equipment cannot be secured to the venue walls or floor, alternate restraint is required.

55. SMOKING AND VAPING

Te Pae Christchurch is a non-smoking zone. This also applies to the use of electronic cigarettes and vaporisers. All requirements outlined in Smoke-free Environment Act 1990. Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020 (In force November 2020) and Smokefree guidelines as per the Ministry of Health.

56. STAND CONSTRUCTION

Temporary structures built for exhibitions or events must comply with relevant legislation and must be constructed with utmost concern for the safety of the public, employees and contractors.

For detailed information please refer to our Exhibition Guidelines.

57. SWIMMING POOL AND SPA DISPLAYS

There are minimum requirements to ensure the safety of any structure containing water to a depth greater than 400mm:

- At least one (1) qualified person is present at all times within the space that a pool/spa/water feature is installed to ensure the safety and wellbeing of visitors.
- The designated person is trained and competent in first aid and resuscitation techniques. Please provide the relevant certificates to your Te Pae Christchurch Event Coordinator prior to bump in.
- There are no climbing devices such as ladders and footholds.
- Where possible, the display design should limit the number of access directions to the pool/spa/water feature.
- Pool signage complies with NZ Standards and has supervision warnings.

58. THEATRICAL STRUCTURES AND SPECIAL EFFECTS

58.1. Design and Manufacture of Structures and Sets

Under the Health and Safety at Work Act 2015 and Regulations, the hirer of the venue (or representative/supplier) is to focus on a design and manufacture process that reduces or eliminates so far as is reasonably practicable the need for any hazardous manual task to be carried out.

58.2. Materials

The materials to be used must be compliant with the fire hazard properties outlined in the New Zealand Building Code.

Combustible materials that cannot be properly fire retarded – e.g. foam rubber, polystyrene, dry flowers and leaves, are not permitted for use in Te Pae Christchurch Convention Centre.

58.2.1. Timber

Ensure that timber used for fencing, construction and other purposes in areas accessible to the public does not pose a danger through splinters and is not treated with any product that could stain clothing or cause skin irritations.

Refrain from using timber chemically treated with any product that may emit an odour or toxic vapour during construction or in displays. Make certain there is no timber treated with creosote or any product containing creosote onsite at any time.

58.3. Production Risk Assessments

A production risk assessment is legally required. It identifies reasonably foreseeable hazards that arise from:

- Physical work environment
- Equipment, props, materials and substances used
- Work tasks, and how they are performed and managed – interaction of the above aspects.

The production risk assessment must include the following:

- All phases of the event: bump in, bump out, rehearsal and performance
- Any hazardous chemicals being used
- Details of stage contents to ensure fuel loads are within permissible limits and controlled
- A risk rating (e.g. low, medium, high, extreme) based upon the potential consequence and severity of the hazard.

59. TRAFFIC MANAGEMENT

The Te Pae Christchurch Traffic Management Plan has been developed in accordance with approved NZ Codes of Practice for Workplace Traffic Management. The Plan ensures that risks associated with traffic and pedestrian movement are addressed and risks eliminated or managed.

The centre requests clients – including staff, principal contractors, sub-contractors, exhibitors, guests and other agents – to observe all traffic management guidelines outlined in the Traffic Management Plan for the event, including the delivery or removal of goods/equipment to or from the event, and movements throughout the event period.

60. VEHICLE DISPLAYS

Use and operation of vehicles or mobile equipment (including bikes, scooters, buggies etc) within any area of the venue requires prior authorisation from Te Pae Christchurch. Please ensure compliance with applicable regulatory requirements (e.g. licences, safety equipment, number of passengers, maximum load).

Details of moving vehicles requires prior approval from Te Pae Christchurch and a Safety Management Plan relevant to the use of moving vehicles will be required.

In the interest of public safety and security, organisers or exhibitors planning to include a vehicle on their stand/in their event are requested to comply with the terms highlighted in the Venue Guide.

61. WEAPONS/PROPS

The carrying of firearms and/or other weapons of any kind within the venue is limited to police officers on duty, unless prior written approval is obtained from Te Pae Christchurch Convention Centre management. For more information, please visit the [NZ Police website](#).

If the event requires the display/selling/purchase of weapons, please contact your dedicated Te Pae Christchurch Event Coordinator immediately, who will liaise with our Security Team to conduct an assessment. Please see the Weapons Application Form.

62. WELDING AND HOT WORKS

Hot work intended to be carried out at the venue requires permission from Te Pae Christchurch.

Please see the Welding and Hot Work Permit Form. Please submit a Safe Work Method Statement to support the permit application.

63. WORKING AT HEIGHTS

Te Pae Christchurch complies with the Health and Safety at Work Act 2015, Health and Safety in Employment Regulations and WorkSafe NZ best practice guidelines for working at height and managing workplace health and safety risks associated with a person falling from one level to another.

Event contractors, service providers, organisers, exhibitors need to provide a safe system of work where the risk of a fall cannot be eliminated. Te Pae Christchurch requires an authorised work permit before any worker can commence working at heights.