

The Celtic Flute School of NZ is committed to carrying out its activities with every effort made to enable members, other participants, members of the public and any other person in the vicinity, to participate in a safe environment.

## **The following process will be followed:**

### **Preparation of Safety Plan**

- A Health and Safety Plan will be prepared for each activity and will be updated annually.

### **General standard of care**

- Our society will follow a general standard of care whereby:

### **In advance of an activity:**

- Our society takes all care for the health and safety of its volunteers and members during Ceol Aneas activities and will collaborate and consult with the venue administrators where the activities occur.
- Hazards and level of risk will be identified in the safety plan
- Appoint fire wardens for emergency evacuation and advise them of evacuation procedures.

### **At the beginning of the activity, the committee will**

- Ensure that communication channels/emergency procedures are in place.
- Advise participants of the hazards and evacuation plans

### **During the activity, the committee will:**

- Maintain an ongoing assessment of safety and identify and manage any new potential hazards.

### **At the end of the activity, the committee will:**

- In the event of an incident record any incidents and carry out a debrief to identify how to mitigate future risks.

### **Our commitment**

We recognise that any aspect of our activities will entail some level of risk to the safety of participants through exposure to a hazard (anything that can cause harm). We are committed to eliminating or minimizing those risks in so far as is reasonably practicable whenever we are undertaking activities.

**HAZARDS AND RISK**

This health and safety plan outlines potential hazards and risks that could occur in any setting related to the type of activity and place that our society is likely to be operating in together with **possible control measures to eliminate or minimise risk.**

Type of tasks being undertaken: Music classes, workshops, Ceili dance

Hazard	Risk/possible outcome	Control measures
Exposure to communicable viruses	Spreading and contracting communicable viruses, resulting in illness, hospitalisation or fatality	<ul style="list-style-type: none"> <li>• Apply Government requirements if any.</li> <li>• Anyone who is sick will stay home. Anyone who becomes sick during the activity will leave or self-isolate until they can go home.</li> </ul>

Hazard	Risk/possible outcome	Risk assessment High/Medium/Lo w likelihood of occurrence	Control measures
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PHYSICAL HAZARDS			
NCMA			
Fire	Injury or fatality from burns, smoke inhalation	Low	All participants will be advised of the location of emergency exits and assembly location. See evacuation plan below for more detail. Ensure all exits are kept clear at all times.
Earthquake	Injury from falling debris	Low	If you are inside a building, move no more than a few steps, then Drop, Cover and Hold to protect yourself from falling objects. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings in New Zealand you are safer if you stay where you are until the shaking stops.

## Celtic Flute School of NZ Health & Safety Plan

June 2025

High stage	Fall from the stage or stage gallery causing injury	Low	Take care when moving around, hold handrail while climbing steps if mobility is limited
Stage lights	Hitting head on bar	Low	Ensure bar is not down when entering stage door
Hot water	Filling teapots, spilling causing burns	Low	Advise volunteers serving hot drinks on the use of the urn and boiler. Use both hands to hold the teapot under the boiler.
Slips, trips and falls	Tripping causing injury	Low	Make sure no equipment is left lying around where it becomes a trip hazard

<b>Central School</b>			
Fire	Injury or fatality from burns, smoke inhalation	Low	All participants will be advised of the location of emergency exits and assembly location. See evacuation plan below for more detail. Ensure all exits are kept clear at all times.
Earthquake	Injury from falling debris	Low	If you are inside a building, move no more than a few steps, then Drop, Cover and Hold to protect yourself from falling objects. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings in New Zealand you are safer if you stay where you are until the shaking stops.
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Slips, trips and falls	Tripping causing injury	Low	Make sure no equipment is left lying around where it becomes a trip hazard
No other significant hazards identified			

Community Halls			
Fire	Injury or fatality from burns, smoke inhalation	Low	All participants will be advised of the location of emergency exits and assembly location. See evacuation plan below for more detail. Ensure all exits are kept clear at all times.
Earthquake	Injury from falling debris	Low	If you are inside a building, move no more than a few steps, then Drop, Cover and Hold to protect yourself from falling objects. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings in New Zealand you are safer if you stay where you are until the shaking stops.
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