

## Information for Safety Management Planning: PlayHQ

This information assists you to complete safety management planning for your education setting, and outlines measures to prevent or minimise hazards and injury while visiting our site.

### Location

PlayHQ is part of Nōku te Ao Capital E, located in the TSB Arena Building, 4 Queen’s Wharf, Wellington. [View in map](#)

### Adult supervision

While visiting PlayHQ please use your centre’s adult to child ratio. Teachers and accompanying adults are responsible for the overall safety, security and supervision of their group of children, and should bring a list of children’s emergency contact numbers.

### Fire safety, lockdown and earthquake procedures, including procedures for evacuation

Hazard	Action
Earthquake	All children and adults immediately drop, cover and hold where they are. Keep away from windows and large items of furniture. Follow instructions of the PlayHQ hosts or warden. Once safe to do so, evacuate your group to your planned safe zone.
Tsunami	Follow instructions of the PlayHQ hosts or warden. Our planned tsunami safe zone is Space Place, a map can be found <a href="#">here</a> . Once safe to do so, evacuate your group to your planned safe zone.
Fire	Follow instructions of the PlayHQ hosts or warden who will walk the group from the building. Assemble next to the yellow funnel by Taumata in Queens Wharf.
Evacuation	Emergency evacuation procedures are on the wall near emergency exits. Follow instructions of the PlayHQ hosts or warden. Evacuate out the emergency exit onto Queens Wharf if it is safe to do so. All belongings except for emergency grab bags should be left behind.
Terror attack/ lockdown	If advised by Police, the PlayHQ Hosts or warden will lock all entrances and exits to the building. Remain inside the building under the supervision of the PlayHQ Hosts or warden until the ‘All clear’ is given.
COVID-19	Teachers/supervisors, or children who are unwell should stay at home. PlayHQ Hosts with cold or flu-like symptoms will also remain at home. Practice essential hygiene precautions such as regular hand-washing and use of hand sanitizer that is available onsite.

### First aid and defibrillator sites

The first aid kit is behind the front desk in PlayHQ.

The closest defibrillator is behind the front desk at Wellington Museum.

## Accessibility

Information about accessibility in Nōku te Ao Capital E and PlayHQ can be found [here](#)

## Security and other site users

PlayHQ is open to the public. School groups and Nōku te Ao Capital E staff are in other parts of the building. All entrances are supervised or locked. There is always a PlayHQ Host on site.

## Risk assessment information, including key hazards

Hazard	Prevention and minimization	Action
Traffic safety	A busy, shared laneway sits between Nōku te Ao Capital E and Wellington Museum.	Teachers and accompanying adults supervise tamariki as they arrive and leave PlayHQ.
Children leaving unattended	The main door is closed or a gate prevents children from leaving unattended.	Teachers and accompanying adults must know where children are at all times.
Equipment tipping over or tripping	All large equipment is securely fastened to the floor or walls. Smaller items such as stools are routinely monitored and straightened up throughout the day.	Advise PlayHQ Host. Minor injuries will be treated by a Nōku te Ao Capital E First aid certified staff member. For major injuries 111 will be called.
Slipping on wet floor	Wet floor signs will be put up, groups will be notified of any known wet areas when they are on site.	Advise PlayHQ Host. Minor injuries will be treated by a Nōku te Ao Capital E first aid certified staff member. For major injuries 111 will be called.

## Washing and toilet facilities, including unisex facilities, and safety measures in place

All toilets are unisex. The facilities are shared with other Nōku te Ao Capital E users. Accessible and parenting room toilets are available. All toilets have doors that lock and lights that remain on. Teachers and accompanying adults should use their centre protocols around toileting.

## Wellbeing

Wheako Pōneke Experience Wellington's Child Protection Policy can be downloaded [here](#)

Our Safe Spaces statement can be downloaded [here](#)

Our Privacy Policy can be found [here](#)

## Where and how to contact key staff or support

A PlayHQ Host is always available in the space, recognisable by their name badge or Nōku te Ao Capital E apron.

Email: [capitale@experiencewellington.org.nz](mailto:capitale@experiencewellington.org.nz)

Phone: (04) 913 3740

## Confirmation of the provider's liability insurance and expiry date

Wheako Pōneke Experience Wellington holds Material Damage Insurance which expires on 30 November 2024.

**Confirmation of building warrant of fitness and expiry date**

Nōku te Ao Capital E, 4 Queens Wharf is covered by the TSB arena compliance schedule, which is current until September 2025.