



Health & Safety Plan

Little Cubby Spaces

Health & Safety Policy 2024

Little Cubby Spaces Limited (Little Cubby Spaces) acknowledges and accepts responsibilities under the Health & Safety in Employment Act in 1992 and Health & Safety at Work 2015 and will take all practical steps to protect employees, customers and others affected by the company's business including the hazards associated with the working practises, procedures and use of hire equipment.

To achieve this, we will put in place Health & Safety Controls such as:

- Provide a safe place to work, safe materials and safe equipment with appropriate training and knowledge to work.
- Ensure our playhouse designs comply with NZ Standard NZS5828:2015
- Encourage active participation from all members of the team with regards to the safety of the workplace and assessing risks and hazards during the working day.
- Implement a best practise to identify and control hazards in the workplace to prevent injury.
- Report, record and investigate accidents, injuries, illnesses and incidents.
- Support employees return to work after sick leave due to illness or injuries.
- Ensure emergency plans are in place for different locations of set up and head office. Contact event organisers and receive copy of emergency plan for team in advance of offsite location.
- Provide open communication in the work space to look at improvements to Health & safety working practise.
- Have a commitment to Health & Safety procedures and policies for the organisation's stakeholders.
- All employees are required to comply with the company's Health & Safety policies and procedures along with the Health & Safety Act.
- The Health & Safety policies and procedures will be assessed on a quarterly basis throughout the year to look at areas of improvements required, monitor performance and assess new controls to implement.

Code of Conduct

The values of our business practise create our Code of Conduct for the organisation. We follow these values in the conduct of our business, decision making, service and people associated with Little Cubby Spaces.

Our Code of Conduct values support the company's mission statement, *'to create memorable experiences for that precise time in the child's life that encourages their imagination and creativity by using Little Cubby Spaces in a safe and fun way'*.



Our Values:

Creativity - by giving a space to children that encourages creativity, we can see how their imagination grows and their world opens up with new possibilities and new thinking. We believe this value is integral to fostering the future generations and have centred our business around this.

Safety - create a working environment that is safe and welcoming for all parties involved.

Ease - life is so complicated as it is, we want to make things simple, efficient, easy for all involved - our customer, our team and our community.

Joy - find happiness in the work we do and focus on bringing joy to the children enjoying our product.

Community minded - consider the environment factors, such as sustainability, buying local, supporting local community with events, give back where we can. If we enrich the community, we are therefore enriching our children's lives for the future.

Respect - honesty, law abiding, considerate of other people's beliefs and backgrounds within the Little Cubby Spaces team and also in communication with external stakeholders.