



## Health and Safety Duty Holders for Playgroups

### Playgroup run solely by volunteers

If a playgroup is run by volunteers and there are no paid staff, then it is a volunteer association under the Health and Safety at Work Act 2015 (the Act). As a volunteer association is not a Person Conducting a Business or Undertaking (PCBU), the Act will not apply.

### Playgroups with paid staff

If the playgroup or its umbrella organisation employs or contracts workers to run the playgroup, then the playgroup or the organisation is a PCBU and has obligations under the Act.

The table below will help you to identify which positions at your playgroup will have duties under the Act. Please note that the information provided is indicative only, because the organisational structures of playgroups can vary. You will need to determine what is correct for your specific playgroup.

In the accompanying table titled 'Health and Safety in Early Childhood Education', next to each health and safety duty holder you can write in the relevant position(s) at your playgroup in the 'ECE Position(s)' column, and read about their responsibilities under the Act.

Duty Holder	Possible Playgroup Positions
Person Conducting a Business or Undertaking (PCBU)	The Playgroup (the certificate holder) Organisations that run certificated playgroups, e.g. Salvation Army, churches, Kindergarten, Plunket
Officer	Those at the governance level of the PCBU who exercise significant influence over the management of the Playgroup.
Worker	Employees of the PCBU Supervisor Coordinator Parent/whānau responsible for children at the playgroup Person on work experience Trainee Volunteer worker Contractor, subcontractor and their employees

### You can find more information about the Health and Safety at Work Act at:

Ministry for Business, Innovation and Employment: <http://www.mbie.govt.nz/info-services/employment-skills/workplace-health-and-safety-reform>

WorkSafe New Zealand: <http://www.business.govt.nz/worksafe/about/reform>

For an education perspective, including factsheets and guidance:

Visit <http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/>

Email your questions to: [healthandsafety.info@education.govt.nz](mailto:healthandsafety.info@education.govt.nz)

