



greater WELLINGTON | Parks  
REGIONAL COUNCIL

## Greater Wellington Regional Parks Health and Safety Plan

## **Health and Safety template**

### **Health Safety in Employment Act 1992**

The Health Safety in Employment Act 1992 requires that all employers develop emergency procedures and those emergency procedures and plans are in place to help minimise loss and ensure the safety of staff, participants and volunteers.

### **Occupiers' Liability Act 1962**

The Occupiers' Liability Act 1962 requires Greater Wellington to demonstrate a common duty of care to ensure that visitors/park users will be reasonably safe in using the premises for the purposes for which they have been invited or permitted to be there.

### **Greater Wellington's responsibility**

Greater Wellington is required to brief users where appropriate of the potential hazards in the park/forest, as well as other health and safety management requirements.

### **Event organiser's responsibility**

The event organiser is responsible for ensuring that the Health and Safety plan is followed and that there is a compliance with the requirements of the Health and Safety in Employment Act 1992.

In order to meet Council's health and safety obligations, and to assist Greater Wellington staff with the management of other users and/or contractors in the area on any particular date, in the first instance all event organisers/clubs planning an activity on Council land must make contact with the appropriate park/forest ranger well in advance of the event and advise of the proposed date, time and nature of event, and a contact person's name.

In addition to the Health and Safety plan required for events (see below), a Greater Wellington Health and Safety site hazard form will also need to be filled out and signed by an appropriate person/club representative. For events, it should also be noted that no signage or marking is permitted to be used without prior permission of the Ranger.

To comply with the requirements for safety and health, consideration should be given to the following lists. The list is not intended to be inclusive but a guideline only. Organisers should consider the planned activity and identify hazards which may arise to participants or other persons in the vicinity during the event. Once the hazards have been identified, organisers must consider the reasonable controls to be put in place to eliminate, isolate or minimise the hazard.

**Please fill in the forms where applicable providing as much information as possible and submit with your concession application**

## **Event details**

### **Contact details**

Contact Name:

Address details:

Telephone number:

Mobile number:

Fax number:

Email address:

## **Event Description**

**Name of event:**

**Event location:**

**Type of event:**

**Event programme:**

Pack in time:

Event start time:

Event finishes time:

Pack out time:

**Total anticipated crowd numbers:**

Spectators:

Participants:

**Management team and roles:**

eg: Event Manager, Race Director, Volunteer Coordinator, Health and Safety officer, Communications coordinator:

**Stakeholders:**

Includes sponsors, other Territorial Authorities

**On the day Communications**

- Cell phone numbers of key staff
- Radio details
- Key emergency contacts

**Medical team**

- First Aid details

- Appropriate fire extinguisher on site relevant to event
- Key emergency contacts
- Report/recording of accidents

## **Site Map**

A useful site map includes a grid to enable all event team members to identify their location. The grid also allows emergency services to locate specific areas of the venue with radio or telephone instruction. When creating a site map consider items as listed below

- Entrances and exits
- Vehicle access paths
- Parking (for larger events this can necessitate a separate plan)
- Food and vendor outlets
- First aid posts
- Seating
- Lost and found (including children)
- Safety fencing
- Rubbish bins
- Centre for emergency services
- Media centre
- Emergency access routes
- Pedestrian routes
- Stage location
- Communication centre
- Rest areas
- Toilets
- Water outlets
- Phones
- Information centre
- Security and police locations

## **Details of marshal deployment (if applicable)**

## **Risk Management Assessment**

Risk assessment is the responsibility of the event organiser. Risk assessment is not the responsibility of the local council.



## **Additional information**

### **Vehicles participating**

- Event vehicles to be road legal
- Speed within legal speed restrictions or appropriate to planned event
- Access to site for emergency vehicles

### **Environmental effects on people to consider**

- Event organiser to consider the effect of wind/rain and UV protection

### **Participants**

- Accessibility needs – Parking, toilet, venue accessibility.
- Refreshments
- Information line
- Lost children facilities
- Animals
- What steps have been taken to manage control of animals at your events eg supervision/ animal waste collected and disposed of

### **Race day safety overview**

### **Traffic Management plan**

A traffic management plan is required if a temporary closure of any road which must have pre approval by the Ranger. For information on resources for finding out more about Traffic Management Plans please look under Additional resources on the back page.

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## **Appendixes**

Appendix could include:

- Map for competitors
- Marshal map – identifying stations
- Letters to residents
- Marshal briefing sheet
- Entry form
- Traffic Management Plan
- Any additional information supplied to participants
- Run sheets for the day
- Medical Injury report
- Job descriptions of staff
- Copy of Race briefing

## **Additional resources**

Risk Management forms and templates -

[www.sparc.govt.nz](http://www.sparc.govt.nz)

Civil Defence – Safety planning guidelines forms and templates

[www.civildefence.govt.nz](http://www.civildefence.govt.nz)