



Streamlined Health and Safety Plan

Please note: 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 and all other park users.

Please note: 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.

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

Event Description

Name of event:

Event location:

Total anticipated crowd numbers:

Spectators:

Participants:

Management team and roles:

(for example: Event Manager, Race Director, Health and Safety officer, Communications or Volunteer Coordinator)

Stakeholders:

(this includes sponsors, Territorial Authorities and/or other landowners involved)

On the day Communications

- Cell phone numbers of key staff (if relevant, including radio details)
- Key emergency contacts

Medical team

- First Aid details (including details of members and qualifications of personnel, what organisation is attending i.e. St Johns , for where a fire extinguisher can be located if required and how report/recording of accidents will occur)

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

Please also consider the following when developing a health and safety plan:

<u>Vehicles participating</u>	<ul style="list-style-type: none">- Event vehicles to be road legal- Speed within legal speed restrictions or appropriate to planned event- Access to site for emergency vehicles
<u>Participants</u>	<ul style="list-style-type: none">- Accessibility needs – Parking, toilet, venue accessibility.- Refreshments- Information line- Lost children facilities- Animals (including what steps have been taken to manage control of animals at your events e.g. supervision/ animal waste collected and disposed of

Traffic Management plan

Please note that a traffic management plan is required if a temporary closure of any road which must have pre approval by the Ranger or as required by the local Territorial Authority.

