



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:

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

Stakeholders:

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

On the day Communications

- Cell phone numbers of key staff (if relevant, to include radio details)
- 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, key emergency contacts and 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

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 or as required by the local Territorial Authority.

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

Civil Defence – Safety planning guidelines forms and templates

www.civildefence.govt.nz