

EVENT MANAGEMENT PLAN

HEALTH & SAFETY GUIDE

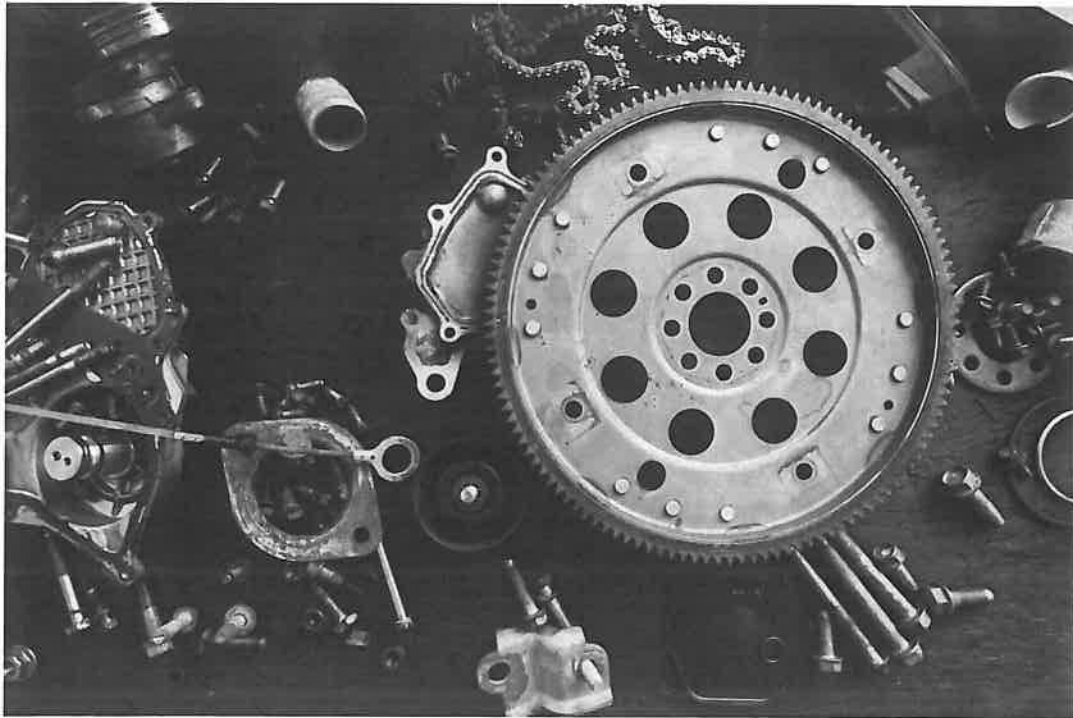


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OUR COMMITMENT

This Policy is to be read and followed by all:

- a. Staff; and
- b. Volunteers, Participants and their support, Contractors, Contractors' staff, Sub-Contractors and Sub-Contractors' staff, as and when required by the relevant manager responsible for their engagement.
- c. All hazard, incidents, accidents and the corresponding investigations and corrective actions are kept in www.hseconnect.co.nz.

HEALTH AND SAFETY POLICY STATEMENT

North Harbour Badminton's mission is to achieve zero harm. In addition, we recognise the need to ensure the safety and health of all our staff, participants and their support, volunteers, contractors and visitors. It is our intention to strive for excellence in health and safety management, thereby achieving all round effectiveness and organisational sustainability.

As we work together to continually improve performance and proactively manage hazards arising from our facilities and activities, we will:

Provide and maintain a safe working environment, facility and systems for all staffs, volunteers, contractors, members and visitors that is without risk to health,

Provide information, instruction, training and supervision to ensure hazards are identified, assessed and managed effectively,

Support and encourage staff to participate and engage through the provision of health and safety resources to achieve the required objectives and outcomes,

Ensure accurate reporting, notification and investigation of all injuries and incidents and provide effective work rehabilitation for all work related injuries and non-work injuries where appropriate,

Foster and encourage open and honest staff participation and consultation processes in health and safety matters, creating a positive safety culture.

All staffs, members, volunteers and contractors are required to:

- Report all incidents and injuries,
- Participate and engage in the health and safety management systems,
- Report any hazards or safety concerns
- Actively participate in rehabilitation programmes for work related injuries/illnesses.

A strong health and safety culture is a key part of our organisational strategy. North Harbour Badminton expects open and honest, involvement and commitment to achieve a safe, healthy working environment and support the wellbeing of our staffs, members, volunteers, visitors and contractors.

PARTICIPATION

It is important that all staffs and other stakeholders participate and engage in processes relating to health and safety at work so that:

- Everyone with relevant knowledge and expertise can help make the place of work healthy and safe; and
- When making decisions that affect staffs and their work, we have information from staffs who face health and safety issues in practice.

We give everyone the opportunity to participate and engage as well as allowing staff representation if required in the ongoing processes for improvement of health and safety in the staffs' places of work. Therefore:

- Once a new hazard has been identified, we will work together to deal with that hazard - whether it be by eliminating, isolating or minimising so far as is reasonably practicable is required to take action only in respect of circumstances that the person knows, or ought reasonably to know, about.

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- We will regularly assess each hazard which has been identified to determine whether it is a significant hazard or not; and we will ensure that you, as an staff, are provided with information about: and What to do if an emergency arises while you are working; The hazards which have been identified and the steps which have been taken to minimise the likelihood that the hazards will be a cause of harm to you, or to others.

OUR OBLIGATIONS

In meeting our commitment, we will:

- Systematically manage health and safety.
- Take reasonably practicable steps to provide and maintain a safe and healthy working environment.
- Provide for the health and safety of staffs while they are at work.
- Take reasonably practicable steps to manage, address, monitor, and reduce avoidable workplace stress.
- Consult with other organisations that use our facilities.
- Notify Worksafe for notifiable events.
- Due diligence of directors and officers is imposed.
- Establish and insist upon safe methods and safe practices at all times.
- Establish procedures for dealing with emergencies that might arise while staffs are at work.
- Take reasonably practicable steps to identify hazards and:
 - Eliminate hazards where reasonably practicable; or
 - Substitute any hazard if possible or minimise where elimination are impracticable.
 - Engineering to eliminate hazard or isolate where reasonably practicable
 - Administer the hazard so everybody is aware
 - Use personal protective equipment (PPE) if needed.
- Provide health and safety training for staffs. Provide staffs with a reasonable opportunity to participate and engage effectively in the ongoing process of improvement of health and safety in the workplace, including: Involve staffs in the development of procedures to identify hazards and eliminate, isolate or minimize these hazards so far as is reasonably practicable.

Generally keeping staffs informed on health and safety issues.

- Ensure staffs and other persons understand and accept their responsibility to promote a safe and healthy place of work.
- Health and Safety Hazard Identification Register, which will be updated regularly.

EVERYBODY'S OBLIGATIONS

Everybody has obligations under the Act. These include:

- Taking reasonably practicable steps to ensure your own safety and that nothing you do or fail to do causes harm to yourself or to any other person.
- Being proactive with respect to identifying hazards and eliminating, isolating or minimising hazards so far as is reasonably practicable is required to take action only in respect of circumstances that the person knows, or ought reasonably to know, about in the workplace.
- Reporting any accident or near miss (where someone could have been injured)
- Participating and engaging in health and safety training, improvement and workplace meetings.
- Familiarising yourself with the hazards identified in the Health and Safety Hazard Identification Register as this Register is updated when new hazards are identified. Please ensure that you login to www.hseconnect.co.nz regularly.
- Complying with any relevant regulations made under the Health and Safety at Work Act 2015.
- Ask if you are uncertain about anything.

GENERAL ON SITE SAFETY

To have a safe event it is very important that all who carry out work in any of our events have read and understood this Event Safety Management Manual. Below are the simple rules that we need to be familiar with:

- Follow instructions from North Harbour Badminton's procedure.
- Report hazards, near misses and incidents to your supervisor
- Any safety equipment like fire extinguisher, fire alarms and building protection system not to be tampered with.

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- Behave in safe manner at all times.
 - Ensure other people are safe around you when doing activities.
 - Use appropriate footwear and wear suitable clothing especially Personal Protecting
 - You are not allowed to undertake any activities if under the influence of drugs or alcohol.
 - All areas are smoke free.

A person will be asked to leave North Harbour Badminton if the above are not followed.

HAZARD MANAGEMENT

All must be proactive in identifying hazards, assess the risk and take action to eliminate or control that risk as reasonably practicable. The risk assessment process is a problem solving process that when taken step by step will lead to informed decisions about how best to avoid or control the impact of the risks identified. The steps are:

1. Identify the hazard.
2. Assess the risks.
3. Eliminate, isolate or minimise hazard as reasonably practicable.
4. Monitor and install control measures as reasonable practicable to ensure that risks are managed.

All hazard to be reported to North Harbour Badminton. If given access to North Harbour Badminton's health and safety system, log the hazard yourself on the hazard tab of www.hseconnect.co.nz.

RISK MANAGEMENT

Below are just some of guidelines for safe operations and the safe management of the venue hazards. If there is some more hazards that the organiser may identify, risk management steps will be undertaken.

Restricted Areas

Participant competitors, officials, spectators and volunteers are not permitted to enter any areas marked as restricted unless specifically authorised by the exhibition site management.

Manual Handling

Consideration in reducing risks in manual handling:

- Minimise the lifting and lowering forces exerted
- Avoid the need for excessive bending, twisting and reaching movements
- Reduce pushing, pulling, carrying and holding as much as possible
- Use aids such as trolleys or the likes
- Train staff in team lifting, stretching and warm up techniques

Working with Electricity

Ensure the safe use of electrical equipment. Wirings should be properly arranged. Ensure tagging of electrical items. We may inspect electrical equipment for safety. For protection, Residual Current Devices (RCD's) should be used and preferably electrical equipment are tagged and tested.

If electrical supply needs to be isolated, permission should be acquired from the exhibition management. Lock-Out-Tag-Out system should be part of the process.

Hazardous Substances

Participant competitors, officials, spectators and volunteers shall provide a list of all hazardous substances that they will bring to the venue. They must list the name and quantity of the substances in addition to the Materials Safety Data Sheets (MSDS). This should be part of the risk management plan.

Equipment on Site

All equipment brought on-site must be approved by North Harbour Badminton management. Equipment must be maintained and current warrant of fitness should be made available if needed. Instructions must be provided for each piece of equipment to be used.

Working at Heights

Consider the following for safe work environment when working at heights:

- Edge protection, guards or railings
- Scaffolding erected by a licensed, competent company complying with OSH publications for scaffolding and have the appropriate certification
- An elevated work platform to be operated by a person with suitable qualifications
- An industrial fall arrest system and device and anchorage
- Suitable training and supervision

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- Only ladders designed in accordance with New Zealand standards.
 - All rigging and suspended load work must be subject to a detailed risk plan/assessment and needed to be approved

Personal Protective Equipment (PPE)

Ensure when performing tasks appropriate PPE's are worn. These could high visibility vests, safety shoes, safety gloves, safety goggles or harnesses. PPE's distinguish the staff of North Harbour Badminton as well.

Slips, Trips and Falls

In order to prevent slips, trips and falls, the following rules apply:

- Regular inspections of areas to ensure its clear of loose debris and rubbish
- Warning signs placed where appropriate
- Barriers/cones used to block off any hazard areas as required
- Adequate lighting to be used in work areas

Crowd and Traffic Control

To ensure safety when large numbers of people are present, the following guidelines will apply as required.

- Directional signage to be used
- Ensure all pathways are clear
- All staff and other stakeholders will be briefed on the layout of the venue, nature of the crowd and entry and exit procedures

Lost children

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults at other points, speak or report to a member of staff or steward. They should then be directed or taken to the information centre as appropriate.

Children or vulnerable adults found without their parents:

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the organiser, where they will be encouraged to remain until they have been re-united with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/

persona assistant/ brother etc names, where they last saw them and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.

- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could (Name of person) please come to the information centre.
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the information centre".
- The PA announcement should not mention the name of the lost child.
- If a parent /carer /personal assistant is not located within 30 minutes, North Harbour Badminton will inform the police.

Parent/ Guardian /Personal Assistants reporting lost children

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to the information centre if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Staff will conduct an initial search of the area.
- If the child or vulnerable person is not found, North Harbour Badminton will organise a thorough sweep of the whole area.
- When the child or vulnerable person is found, they will be lead to the information centre to be re-united with their parent.
- If a child or vulnerable person is not found within 30 minutes North Harbour Badminton will inform the police.

Re-uniting Parent /Personal Assistants with Children /Vulnerable Adults

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been re-united with their collecting adult all staff and police will be informed immediately.

Lost persons log

- All lost persons / children's incidents must be logged and filed. This can be logged to the incident report in www.hseconnect.co.nz.

Loss of utilities

In case of loss of utilities, for example water, this is to reported to the information centre. North Harbour Badminton then organises the necessary utility.

Food handling

Food safety authority certification is necessary for food handlers.

Weather

While outdoor events are most obviously affected, weather conditions can have an impact on all event types. Treacherous, or just unpleasant traveling conditions can strongly influence audience's desire to attend the event.

When checking weather forecasts, we will always look at more than one source. Checking multiple forecasts will help us gather a more rounded picture of the weather conditions we may be facing.

Questions to consider:

- What time of year is your event? Is there a likelihood of inclement weather or extreme weather conditions? E.g. heat, cold, extreme rain.
- Is the event location vulnerable or exposed in the event of extreme weather?

COMMUNICATION / SUPPORT

North Harbour Badminton will make participants and audience feel safe and secure at moments that are otherwise highly stressful - health and safety - event. Any concerns regarding hazards, please contact the information centre.

All necessary communications are posted in the noticeboard. All other communications contact the following:

Event Key staff	Name	<input checked="" type="checkbox"/> Mobile	Location
Event Manager:	Lisa Schmidt	021477794	BnH
Safety Coordinator:	Glenn Cox	021838440	BnH
Other Support:			

GATE AND DOOR CONTROL

We will ensure comfortable crowd traffic flows and efficient control of all entry and exit points.

HOUSEKEEPING AND WASTE

North Harbour Badminton is responsible for keeping work areas clean, tidy, free and clear of hazards at all times, this is of utmost importance in public access areas, thoroughfares and fire exits must be kept clear at all times. Food and general waste disposal must be in place. No waste chemicals should be disposed off by tipping down storm water drains.

DAMAGE TO VENUE, EQUIPMENT OR PROPERTY

Any damage caused to the equipment or property as a result of the participant competitors, members, officials, spectators and volunteers' activities should be reported immediately and discussion will take place on the cost of repairs.