

Health & Safety Plan

1st July 2024 to 30 June
2025

Jumping Wairarapa

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KEY CONTACTS

Chairperson	Dianna Behrns	0272559085		
Vice Chair	Luce Williams			
Health & safety	Dianna Behrns	0272559085		
Show secretary	Sue Tytler			A&P Office
Stabling	Nicki Booth	0274 484 926		
Press Liaison	Mandy Illston	0272324557		
President of Ground Jury	As advise per event			A&P Office
Technical Delegate	NA			
Steward	NA			
First Aid	Pro-Med			A&P Office
Crisis Management Team				
	Dianna Behrns	0272559085		
	Mandy Illston	0272324557		

HEALTH & SAFETY POLICY

The Wairarapa Area SJ & SH Group is committed to providing and maintaining a safe and healthy event for all staff, and to providing the information, training and supervision needed to achieve this.

We will take all practicable steps by;

- Consulting, cooperating and coordinating with our partners in running our events ·
Providing a safe event, safe equipment and proper materials
- Identifying and monitoring hazards and using the hazard management hierarchy of *eliminate, isolate or minimise*.
- Monitor staff for prolonged exposure to hazards
- Insist upon establishment of safe methods and best practices
- Comply with all H&S legislation, regulations and codes of practice

We will take responsibility for health and safety procedures; however, employees need to be aware of their responsibilities and comply with the event's health and safety policy.

All volunteers, officials and casual workers WILL be responsible for themselves at ALL times by observing safe practices and rules/instructions relating to their work procedures. They must all ensure serious harm incidents are recorded and they must ensure they are not creating a risk or adversely affecting the safety of any person at the event.

Each person involved in the event is encouraged to play a vital and responsible role in maintaining a safe and healthy event through:

- Being involved in the event health and safety system.
- Following correct procedures.
- Safe and proper use of equipment.
- Wearing protective clothing and equipment as and when required.
- Reporting any pain or discomfort as soon as possible.
- Ensuring all accidents and incidents are reported.
- Help new employees, trainees and visitors to understand the right safety procedures and why they exist.
- Informing officials immediately of any health and safety concerns.
- Keeping the event facilities tidy to minimize the risk of any trips and falls.
- Ensuring all equipment is put away correctly

OPERATIONS:

Base Operating Procedures:

Base of operations is situated in the A&P Office. The office will be manned by the show secretaries from 7.30am- to 5.30pm and they will act as central personnel for all communications. They will also record all incidents that go through them for review at the end of the event.

Police:

The police can be contacted by phone on 06 3700300 Masterton or 111

Security:

Event Security will be the responsibility of the participants, volunteers and the show committee.

Communications:

Primary means of communications is via two-way radios, secondary means of communication is via personal mobile phones.

All staff will be made familiar with radio use at the time of equipment issue together with basic radio call procedure. Spare batteries are available from the office. All staff are reminded to begin work with a fully charged mobile phone.

Drug and Alcohol Policy

Persons working at the show must not be under the influence of Drugs or Alcohol whilst working, if they are found to be under the influence they will be stood down for any further duties that day or possibly the remainder of the event.

Persons competing at the show must not be under the influence of Drugs or Alcohol whilst competing, if they are found to be under the influence they will be referred to the President of the Ground Jury and may be eliminated from the competition.

Bullying and Harassment

Anyone at the event seen to be harassing or bullying may potentially be removed from the Event and may be stood down for any further duties that day or possibly the remainder of the event. *(All volunteers/officials/riders/person responsible come under the ESNZ Rules of competition).*

Media Policy – post incident

No person be they officials, contractors, volunteers or any other person/persons either directly or indirectly associated have authorisation to speak to the media on any matter in respect of the event and/or its operations.

In the case of a serious harm incident the only spokesperson will be the Crisis Management Team

Leader All media inquiries of ANY TYPE must be politely declined and referred to the Show

Coordinator.

Vehicle Movement Policy

All road rules apply to all vehicles while operating on the competition grounds.

The nature of the event dictates there will be vehicles moving within the event area during operational hours. All vehicle movement is kept to a minimum and mitigated by:

- Where possible supply and other logistical vehicles are restricted to operating prior to 0700hrs each day
- All vehicles must restrict speed to no more than 10 kms
- All drivers of ANY vehicle must hold the appropriate licenses/endorsements to operate the vehicle
- Quad Bikes/and or any motorised Bikes
 - All riders must wear a NZ standards approved motorcycle helmet at all times. This is inclusive of pillion passengers.
 - No more than one pillion passenger is allowed per bike.
 - Speed is restricted to no more than 10kms per hour.
 - All drivers of ANY bike must hold the appropriate licenses/endorsements to operate the vehicle.
 - Any driver seen to behave contrary to this policy, to operate while under the influence of alcohol, allow pillions to ride in a dangerous manner or generally operate in an unsafe manner will mean their bike will be confiscated for the duration of the event and the offending driver removed from the event.

Stable Management Policy:

Strictly no smoking or naked flames are permitted within 20 metres of any enclosed stable building. Each block of stables will have a fire extinguisher on hand should a fire break out.

Medical and Injury Policy

Qualified medical providers and paramedics will be on site during competition hours and will be located in the vicinity of the Horse Secretary Office. When required the medical providers shall be called through Central Communications.

Should an incident take place, this information is relayed to Comms and the required action taken. All enquiries relating to competitors are channelled through the Communications office where support crew and family can enquire as to participant status and location.

Concession and Stall Holder Management Policy:

All stalls and concessions must possess the required permits and approvals in order to operate their business. They must be operated in accordance with the District Plan and the Food Hygiene Regulations 1974.

ALL electrical leads must be tagged and tested. Hire Companies have tagged leads for hire. All electrical appliances must be in good safe working order.

Where cooking with either Electrics or Gas takes place a fire extinguisher suitable for the type of fire that may be encountered must be on hand within the stall.

Event Debrief

A comprehensive event debrief will be conducted as soon after the event as practical and within one month. All lessons learnt can then be applied to future events and all appropriate updates made to the Operations and Safety Plan.

HAZARD and SAFETY MANAGEMENT:

Health and Safety General

We are committed to the safety of our officials, volunteers, casual workers and event participants. There are many inherent hazards that exist in the outdoor environment and the nature of our event means we will at times be exposed to weather hazards. Elimination of natural hazards is often not possible and a proactive approach is taken to identify the hazards and manage them in the most appropriate manner possible.

In deploying this proactive approach, we will:

- Assess the ability of staff (including volunteers) to determine whether they have the appropriate skills and experience for the task they are assigned
- Provide training to staff where required
- Communicate expectations to staff clearly
- Take all practicable steps to ensure the safety of staff at work
- Ensure that staff have all the necessary safety equipment
- Comply with any legislation regarding health and safety, and any other regulatory requirements such as relevant codes of practice

We require our staff (including volunteers) to:

- Take all practicable steps to ensure their safety and the safety of other staff and anyone else around the event
- Work in a responsible manner, and use all safety equipment
- Clearly communicate to their supervisor if they feel they do not have the skills for any task
- Proactively identify hazards and work to manage them

The Health and Safety in the Workplace Act 2015 promotes the health and safety of everyone at work, and of other people in or around places of work. It requires those with a primary duty of care to take all practicable steps to identify, communicate, manage and/or eliminate any hazards in the event, which may cause harm or injury to customers, officials, contractors or other people. It recognises that employees and contractors have a valuable role to play in this process, and that they should be included in health and safety processes.

Whilst the organizing committee is responsible for the overall safe management of the event, safety is the responsibility of every participant in the event inclusive of officials, volunteers or contractors. All staff and contractors where possible receive an induction before commencing duties,

This Health and Safety Policy is available to staff, contractors and participants to view on site in the Horse Office.

Hazard Identification Policy

It is our policy to identify hazards in the event. Identified hazards are then managed appropriately. Significant hazards are eliminated. If this is not possible, they are isolated and if this is not possible, they are minimized

Officials are able to halt any activity if an identified hazard threatens the safety of any person. All event organisers and officials are involved in hazard identification, reporting, control and communication.

Hazard management records are maintained and updated as they arise.

New Hazards

Any new hazard identified will be reported by way of completing a hazard identification form and be passed to the organising committee through the Horse Office for actioning as appropriate. The action taken will be recorded.

Event organisers and officials may need to make quick decisions regarding hazards and take quick actions to manage new hazards. In some cases, they may have to use common sense to deal with a given situation on the spot.

Underground Services

The site has a large number of underground services consisting of water pipes, sewage and electrical lines. Prior to any peg or other item being driven into the ground you must be sure there are no services directly beneath. An underground plan of the area should be obtained and 100% certainty of clear ground beneath prior to commencing any work.

Accident & Injury Reporting Policy

All incidents, including near misses, will be recorded, investigated and reported as per statutory requirements. Accident and Incident Reporting forms are available from the Secretary's Office

Records will be maintained for all event-related injuries and near misses that occur to anyone in the event. Building up a history of all small occurrences is important information to help avoid serious problems in the future. Cases of serious harm arising in the event should be reported to WorkSafe as soon as practicable after management becomes aware of them.

"Serious harm" means work-related activity that causes significant injury or illness, whether permanent or temporary. Examples include broken bones, amputations, burns requiring specialist attention, loss of consciousness caused by exposure to any substance, damage to hearing or eyesight, and poisoning. It also includes any accident or illness that causes a person to be hospitalized for a period of 48 hours over the following week.

Training & Briefing

All event staff will receive a comprehensive briefing inclusive of both event and safety information. Key points will be posted in each of the judging boxes and in the Horse Office

EMERGENCY PLANNING:

Emergency planning is a key component of event operations and safety planning. Accidents and incidents will occur; it is how we deal with these occurrences that are important.

Requirements and Procedure in the event of ANY SERIOUS HARM INCIDENT A SERIOUS HARM INCIDENT IS DEFINED AS CAUSING UNCONSCIOUSNESS. LOSS OF LIMB, BROKEN BONES OR DEATH.

1. Crisis Team Manager (CTM) to take charge
2. CTM to proceed to the incident site and assess the situation – Select Code to indicate crisis situation.
3. Crisis Management (CM) Team to be activated by CTM or Chief Medical Officer.

NB it is essential that the details of the severity of the accident is not made public. This means that all radio transmissions must be carefully monitored. Cell phone communication is preferable, failing that a previously identified radio channel known only to the CM Team.

CRISIS MANAGEMENT TEAM:

Crisis Team Manager: Dianna Behrns

Event Convenor /press liaison: Briefed on what statements should be made and when.

Chief Medical Officer: At non-FEI events the senior St John's or other emergency provider to fill this role.

President of Ground Jury: AS ADVISED PER EVENT

Secretary: Sue Tytler - Required to minute any meetings

Veterinarian: Mandy Illston - EquiVets NZ - Care of horse involved, and care of other horse's rider may have at event.

Chief Steward: AS ADVISED PER EVENT

Family Support Person: To act as hospital liaison person together with CTM and to support family and arrange transport to hospital etc

Police Liaison person.

- An office should be selected as the Administration Centre for the Crisis Management Team. Secretary to remain here until the completion of the management of the accident. It is important to have tea and coffee available.
- Code indicating crisis to be determined:
- Channel for radios during crisis to be determined:
- Discussion held about what level of crisis would cause the event to be cancelled – i.e. rider fatality on site.

WHEN A CRISIS OCCURS

Action to be taken at incident site

1. The CTM to initiate the CM Team response.
2. The CTM to be responsible for deciding, on consultation with medical and other members of the CM Team, whether:
 - a. The event should continue or be cancelled
 - b. The event should continue but, in the case of an accident at a fence, the fence

- needs to be removed from the competition track, or
- c. The competition should resume as soon as practicable.
3. Screens around the accident while treatment is taking place – in Hereford shed
 4. A horse trailer is available next to Horse secretary Office for transportation of any horse involved in the incident
 5. The environment at the location of the incident should not be altered in any way until examined by police after a very serious injury or fatality.
 6. Prevent public from taking photographs of the incident by request and keeping them at a distance.
 7. Arrange professional photographing of the environment prior to any repairs (event convenor to organise depending on location of incident).
 8. Take rider into ambulance as soon as possible to get the course cleared and competition resumed if appropriate.
 9. Witnesses to be taken to a private building on site where they will be required to write separate statements. If there are experienced equestrian people who witnessed the accident, they could also be asked to write statements.
 10. Police to be notified by CTM or person if required (a fatality).
 11. CM Team to assemble at pre-arranged venue for further action.

Roles of crisis team management personnel:

1. CTM & TD along with assistants to ensure that procedure is followed correctly, no statements are to be given to the press. All requests should be answered by “an investigation is taking place and we will advise you as soon as we can on the details of the incident”.
2. CTM to be the press liaison member and **ONLY they are** to liaise with press, and ensure that family member’s needs are taken care of.
3. Family support person to go to hospital, providing transport for family as necessary.
4. Chief Medical Officer to control treatment of rider at the site.
5. Secretary to provide rider information such as contact phone numbers, next of kin, liaising with Family Support Person and rider support personnel/family. Clearly the next of kin must be notified before any official information is released. (Police responsibility). Also to provide a private area for family members and Crisis Team Members with tea and coffee available.

PRESS AND STATEMENTS:

No statement should be released without the initial consultation with ESNZ CEO and relevant staff. A holding statement should be used as follows:

We can confirm there was a serious accident today at [venue]. An investigation is taking place and we will advise you as soon as we can on the details of the incident. All further inquiries should be made to [ESNZ CEO, the Police or other as is seen fit on the day]. NOTE:

Indication of the severity of the accident should only be released after official authorisation by the CTM (in consultation with police if involved) and next of kin must be given every consideration. This applies to all persons involved with the accident, including fence judges who should be kept isolated until an official statement has been issued and they should be briefed to this effect by the TDs or the CTM.

Note: Check rider has not won a prize in another class to prevent embarrassment.

Following a crisis

1. CTM informs OC chair and ESNZ CEO or Chair or nominated representative in the absence

of the CEO.

2. ESNZ CEO will inform the insurance company of the details of the incident.
3. ESNZ CEO will handle press inquiry from media.
4. The President of the Ground Jury to work with the event ad hoc committee (see FEI Annex IX) within 24 hours to investigate the incident.
5. The relevant sport manager must be notified as soon as possible they will then advise their relevant board.
6. The ESNZ CEO will notify the FEI of any death or serious accident.
7. The ESNZ CEO, the event TD, the CTM and the organising committee chair will meet to discuss the incident and what needs to be done next.

Incident Evaluations

Vehicle Incident

Ensure safety of self and others in the immediate vicinity



Call comms immediately, advise of the situation. If event is serious call 111 immediately



If capable assess patient, apply basic first aid and comfort until medical support arrives



Safety manager to advise OSH if serious harm injury



Where possible take notes and completed all accident forms and return to main office within 24 hours



Event manager to supply counselling as appropriate

Fire (A Grade)



**Remove people from immediate danger
Call 111**

**Fire (B Grade)
Confine the fire, if possible, to do so safely**

Fire (C Grade)

Assign staff to meet and guide the Fire Service in removing barriers and other obstructions that may prevent easy access.

Attempt to extinguish the fire if it is safe to do so, only if you have the right type/method of doing so – Refer Appendix for extinguisher types and applications.

Incident Scale

Severi ty Ranki ng	Impact on Participation	Injury	Illness	Social /Psychological Damage	Equipment Damage	Environmental Damage
1	Minor or short term impact on	Splinters, insect bites, stings	Minor irritant	Temporary stress or embarrassment.	Minor cost	Littering
2	Individual(s) that doesn't have large effect on their participation in the programme.	Sunburn, scrapes, bruises, minor cuts.	Minor cold, infection, Mild allergy.	Temporary stress or embarrassment with peers.	>\$50	Minor damage to environment that will quickly recover.
Severity Scale 3 & above to be recorded on National Incident Database						
3	Medium impact on individual(s) that may prevent participation .in the activity/ programme for a day or two	Blisters, minor sprain, minor dislocation, cold/ heat stress	Minor asthma, cold, upset stomach, etc.	Stressed. Beyond comfort level. Shown up in front of group.		
4		Lacerations, frostnip, minor burns, mild concussion, mild/hypo hypothermia.	Mild flu, migraine.	Stressed. Wants to leave activity. A lot of work to bring back in.	>\$500	Burnt shrubs, cut live branches to burn, wash dishes in stream.
5		Sprains & hyperextensions, minor fracture.	Flu, food/hygiene related diarrhoea / vomiting	Distressed. Freezes on activities, requires 'emotional rescue'. Does not want to participate again.	>\$2,000	Walked through sensitive ecological area destroying some plant life, toileting close to water course
Any Incidents to people at grade 6 & above need to be reported to OSH					>\$8,000	Destroyed / killed some examples of flora/fauna
6	Major impact on individual(s) that would mean they were unable to continue with large parts of the programme.	Hospital stay< 12 hours. Fractures, dislocations, frostbite, major burn, concussion. Surgery. Breathing difficulties moderate hypo/ hypothermia.	Medical treatment required Hospital stay < 12 hours e.g. Serious asthma attack, serious infection, Anaphylactic reaction.	Very distressed. Leaves activity and requires on site counselling. Unwilling to participate in activity ever again.		

7		Hospital stay > 12 hours e.g. Arterial bleeding, severe hypo / hypothermia. Loss of consciousness.	Hospital stay > 12 hours e.g. Infection or illness causing loss of consciousness, serious medical emergency.	Therapy / counselling required by professional.	>\$20,000	Killed, destroyed, polluted small area of environment.
8	Life changing effect on individual(s) or death	Major injury requiring hospitalisation e.g. Spinal damage, Head injury.	Major illness requiring hospitalisation e.g. Heart attack.	Long term counselling/ therapy required after incident.	>\$50,000	Killed example of protected species
9		Single death	Single death	Post-traumatic stress disorder, changed profession because of incident. Post-traumatic stress disorder.	>\$250,000	Fire or pollution etc. resulting in area of wilderness being destroyed
10		Multiple fatality	Multiple fatality	Suicide because of incident.	>\$1,000,000	Major fire or pollution causing serious loss of environment or life.