



# Event Health & Safety Plan

Tuurama Trust

Bluff Rangatahi Zone 2024

Compiled September 2022 for Tuurama Trust Rangatahi Zone Kaimahi  
Updated September 2024

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## Purpose

This document outlines how Rangatahi Zone plans to take all practicable steps to deliver a safe and therefore enjoyable event experience for Rangatahi Zone held at Bluff over several venues.

We understand and accept that under the Health and Safety at Work Act 2015 (HSWA), Tuurama Trust, have at all times a duty of care to ensure the health and safety of all event participants and spectators, event kai mahi, contractors, subcontractors, other event delivery participants such as sponsors, and any persons legally entitled to be at or in the vicinity of the event site.

Primarily the staff responsible for the event are:

<b>Name:</b>	Jay Coote	Sumaria Beaton	Serena Lyders
<b>Role:</b>	General Manager	Project Manager	Board Member
<b>Date:</b>			
<b>Signature:</b>			

## Event Details

<b>Event Name:</b> 2024 Rangatahi Zone	
<b>This Plan Updated:</b>	29 September 2024
<b>Event Location</b>	BLUFF, Te Rau Aroha Marae, Bluff School, Bluff Church, Masonic Lodge, Town Hall, Senior Citizens, Oyster Shed and St Johns Hall
<b>Event Date</b>	7 & 8 October 2024
<b>Organisation delivering event</b>	Tuurama Trust with the support of Awarua Synergy and various contractors, supporters, sponsors and volunteers
<b>Number of Participants</b>	140 Kaimahi, 50 activities. 4 x 50 seater bus from out of town (200) plus local Rangatahi live in Bluff and other Rangatahi who travel.
<b>Event Description</b>	Just like ILT Kids Zone but for 10-18 year olds

## Event Personnel & Contacts

Name	Role	Responsibility	Contact Details
<b>Sumaria Beaton</b>	Project Manager	Programme and Event management	Ph: 021 408 751 E: <a href="mailto:sumaria@awarua.org.nz">sumaria@awarua.org.nz</a>
<b>Antonia</b>	Project Admin & Rosters	Administration & rosters	Ph: 021485519 E: <a href="mailto:antonian@awarua.org.nz">antonian@awarua.org.nz</a>
<b>Jay Coote</b>	Support	Zone Leader - Action	Ph: 0223940327 E: <a href="mailto:jaycoote@gmail.com">jaycoote@gmail.com</a>
<b>Gina Ryan (Marae)</b>	Kai Zone Leader	Kai First Aid Room (Office)	Ph: 0211 765 407 E: <a href="mailto:Gina.Ryan@awaruarunaka.iwi.nz">Gina.Ryan@awaruarunaka.iwi.nz</a>

## Core Provisions and Communications

Core Provisions:				
Item	Provider	Person Responsible	Contact	Management Notes
First Aid & Medical	Registered Nurse Bluff Medical Centre		03 212 7337	
	Marae First Aiders	Gina Ryan	03 212 7205	
Security		Teremoana Junior Ngu	0220298579	
Venues & Cleaning		Tami Topi	027 49 12179	

## Information Hub / HQ

**Location:** Marae Wharekai

**Staffing:** Te Rau Aroha Marae

**Provides:** Event programmes, lost child forms, first aid kit, lost/ and found property.

## Communication

All event staff, key leaders and security to have cell phones or walkie talkie devices to

facilitate communication re lost children.

All staff briefed to take any lost children to lost child centre and on lost child procedure, contact phone number to be displayed at stage.

## Event Risk Assessment & Management Plan

To plan for a safe and successful event and meet health and safety duties, risks that arise from the event must be effectively managed. As the event organiser we are aware that risks to health and safety arise from people being exposed to hazards.

**Hazard** = anything that could cause harm,

**Risk** = the potential harm caused by the hazard.

The risk control plan describes:

- All known event risks including during pack in and out,
- How they are being managed (eliminated or minimised),
- Who is responsible for managing the risk, and
- How it is used as a daily hazard check list.

## Evaluate the Risks

### Likelihood of Risk

This is not an exact science and can change depending upon changes in weather etc. etc.

- **Almost Certain** – the risk has a 90%+ likelihood of happening
- **Likely** – the risk incident has a 70-89% likelihood of occurrence
- **Moderate** – the risk incident has a 30-69% likelihood of happening
- **Unlikely** – the risk has a 5-29% likelihood of happening
- **Rare** – the risk has less than a 5% likelihood of happening

### Impact of Risk

**Extreme** – Death, brain/spinal injuries, serious organ damage, permanent disability, emergency medical assistance, hospital for 6+ weeks

**Major** – Fractures, crush injuries, serious facial injuries, recovery of 6+ weeks, emergency medical assistance, hospital care

**Moderate** – Dislocation/simple fractures of ribs/limbs, medical assistance on site/at hospital/at GP, participant does not continue event, recovery of 1-6 weeks

**Minor** – Contusions, sprains, lacerations, minor first aid, participant continues event, less than 1 week's recovery

**Insignificant** – Bruises, grazes, participant continues event, no recovery time or medical assistance

	Almost Certain				
LIKELIHOOD	Likely				
	Moderate				
	Unlikely				
	Rare				
		Insignificant	Minor	Moderate	Major
	IMPACT				

## Event Day Incident Procedure



## Inductions

These will be held at Marae daily 11.00am, and then on site with the Zone leader between 11.15 – 12noon

## Crowd Management

We have cones and barriers setup for queuing stations

## Evacuation Plan

These are site specific

SITE	Meeting Place in evacuation
Te Rau Aroha Marae & all building onsite	Corner Henderson & Bradshaw St
Bluff School	West or East middle gates
Church	East side of building
Lodge	West side of building
Town Hall	North side of building
St Johns Hall	West side of building
Senior Citizens	West side of building

## Traffic and Transport

### Traffic Management Plan

We will follow the guidelines as per Appendix 1-ILT Stadium Southland Safety Plan.

### School Bus Transition

The bus drop off and pick up on Bradshaw St, Bluff

### Parking

East side of Marae

## Contractor Management

The event recognises that contractors and the event management company are a PCBU (person conducting a business or undertaking) under the HSWA.

### Event Organiser Contractor Responsibilities

Sumaria Beaton and/or her delegated authority commits to undertaking the following actions at the 2024 Rangatahi Zone to support delivery of a safe event environment; or where harm occurs, effective management of the occurring incident by:

- Reviewing all contractors' event specific health and safety management plans prior to any works taking place and accepting the level of risk management associated with their works.
- Site inductions for all contractors including event overview, on site hazards, H&S reporting and investigation processes, location of facilities (toilets, water) (refer to induction check list)
  - Sumaria Beaton and/or her delegated authority is taking a contractor induction: on site at all venues prior to the event start date of 5 October and as need arises during the event

week.

- Onsite monitoring of contractor activity in line with contractor's event specific H&S plans (pack in/out and event day)
  - Sumaria Beaton and/or her delegated authority is monitoring contractors when on site.
- Providing post event feedback to inform future planning and documentation.

## Contractor Responsibilities

To support the delivery of a safe and successful event environment and to meet current legislation the 2024 Rangatahi Zone and Sumaria Beaton, Event Manager requires

Contractors to complete event specific H&S documentation; or where harm occurs effective management of the incident, evidenced as follows:

- All contractors to follow best practice systems and processes in accordance with respective industry standards at all times
- Risk created by work undertaken by a contractor (or a subcontractor) are clearly identified, documented and managed by the contractor and communicated to the event manager/event H&S representative
- Event reporting and communication lines are followed if an incident occurs (including hazard, accidents and near misses); and
- Compliance with all required legislation and regulations.

## Contractor List

The following contractors have been engaged for the event.

Company Name	Type of Service	Person Responsible	Event Induction Complete	Zone
Strawberry Sound	Sound	Duryse Heads	tbc	Tech
Your Corps	Gaming	Antonia Notoa	tbc	Tech
Adventure Southland	Ultimate Archery	Jay Coote	tbc	Action & Sports
Awarua Synergy	Heat Pump	Sumaria Beaton	tbc	Tech
Only Fades	Barber	Jamie Roberts	tbc	Beauty

## Inductions

Sumaria Beaton and/or her delegated authority and or Zone Leaders will provide pre-briefings and onsite inductions to the above contractors to ensure H&S information is clearly communicated. (Refer induction check list in appendices for what is covered and who has been inducted on site).



# Lost Child Procedures

## Lost Children Management Plan

Where the presence of children (or vulnerable persons) is involved, a procedure is in place to ensure the safe and timely return of lost dependents. Refer to forms section of the appendices for the lost child form.

## Lost Child Centre / HQ

Front of House, signposted, noted on maps and publicised via PA announcements as the location for caregivers to report or collect lost children.

## Procedure

The lost child centre or HQ will be the main point for coordination and collection. All staff will be briefed on the following procedure:

1. If approached by someone who has lost a child, staff will ask the following (form provided in appendices):
  - a. ID of the person
  - b. Description – sex, age, ethnic group, hair colour, clothing description, name (and if the child knows their name).
  - c. Location last seen/found
  - d. Approximate time missing/lost
2. Contact the lost child centre with details. If lost child centre cannot be contacted, contact the Event organiser.
3. Children found by staff or by a third party to be taken to the lost child centre by the staff member who finds or receives the child. **Do not let the dependent go with another member of the public to the lost child centre.**
4. The lost child is looked after by Lost child centre staff, who will follow a,b,c and d above to register the details.
5. Lost child centre to confirm details over radio/mobile with event staff and arrange an announcement on stage or over PA to be repeated every 10 minutes until the child is found. NO NAMES TO BE USED only a description of the child.
6. If after 30 minutes the child hasn't been located, ensure the Police are contacted via the onsite Police if available or through the local Police Station.
7. When the dependent is found the lost child centre should ensure all staff are aware of the missing child e.g. stage manager and Police are notified and to stop the search.
8. Staff at lost child centre to ensure correct person collects dependent.
  - a. Children are not to be given to any caregiver unless staff are satisfied with identification of the caregiver and the reaction of the dependent. Get them to sign for the dependent and print name and contact number on the lost child form (ID REQUIRED) See forms appendix.
  - b. Check child's reaction. If child becomes distressed or seemingly fearful staff MUST contact Police and pass on your concerns.
9. At the end of the event, if children are still present, Police to assist in repatriation.

# Appendix 1 - Lost Child Form

<b>2024 Rangatahi Zone</b>		
<u>Date:</u>	Time in:	
<b>Report written by:</b>	Name & job title:	
<b>Person who delivered child:</b>	Name:	
	Mobile:	Address:
	Phone:	
Email:		
<b>Location where child was found:</b>		
<b>Child details:</b>	Name:	
	Gender:	Ethnicity:
	Age:	Clothing:
	Hair colour:	<i>Top</i>
	Eye colour:	<i>Skirt/pant</i>
	Mobile number (if applicable):	<i>Footwear</i>
		<i>Hat/other</i>
<b>Caregiver/parent details:</b>	Name:	
	Mobile:	Address:
	Phone:	
	Email:	
ID:	Type:	Relationship to child:
	Number:	
<i>Signature(s) of caregiver</i>		<i>Signature(s) of responsible event staff</i>

## Appendix 2 - Site Induction Check List

All event crew, contractors, services, volunteers or anyone being on site during the pack in and pack out of the event will be briefed on the following points upon arrival to site:

- Ensure contractor/service has provided (where required) evidence of insurances/licenses/industry training certification and site-specific safety plan
- Overview of event activity on site at current time
- Location of the Event operational documentation including the health and safety (risk control) plan
- Explanation of site hazards and controls in place
- Key contacts and their roles – who to report to for any situation
- First aid provider, location of first aid services/kits
- Event day incident reporting – who to contact and how
- Any driving on site to be 5km/h or less and hazard lights to be used
- Evacuation procedure and meeting point



# Accident Investigation Form

Template to be used in the case of an accident, injury, incident:

[Injury | WorkSafe](#)

[Incident | WorkSafe](#)

# Appendix 4 - First Aid Register

Use this form to record details when first aid treatment is given

<b>Name</b>	
<b>Work or Performance area</b>	
<b>Date of treatment</b>	
<b>Time of treatment</b>	
<b>First aider</b>	
<b>Description of injury</b>	
<b>Treatment provided</b>	
<b>First aid items used</b>	

Sourced from: [First Aid Register - Worksafe NZ Checklist - SafetyCulture](#)

# Appendix 5 - Volunteer Briefing Sheet

## Welcome comment

Nau Mai Haere – Welcome and thank you for supporting this kaupapa/event

## Event details: Event dates and times

Open to the Rangatahi

Monday 7 October 12noon – 5.00pm

Tuesday 8 October 12noon – 5.00pm

## Key contacts

Sumaria Beaton 021 408 751 (hazards to report)

Jay Coote 0223940327

Gina Ryan 032127205 or 0211765407

## Security

Terremoana Junior Ngu 0220298579

## Role and responsibilities

- Organiser – Sumaria Beaton
- 2IC organiser – Anotia Notoa
- Venue & Back Up – Tami Topi
- Cleaning – Tami organiser
- Nanny/Koro – Nanny Fran
- Karakia – Joyce Manahi
- Nurse – Bluff Medical Centre (to be alerted)
- Security – Terri Moana Junior

## Zone Leaders:

<b>Action</b>	Jay Coote
<b>Mahi Toi</b>	Jasmine Savage-Heads
<b>Tech</b>	Duyrse Heads
<b>Te Ao Maori</b>	Antonia Notoa
<b>Wairua</b>	Sez Bragg
<b>Beauty &amp; Career</b>	Jamie Roberts
<b>Kai</b>	Gina Ryan

## Volunteer sign in/out – when, where

Kaimahi to sign in at Marae in exchange for lanyard. When complete shift to sign out.

## Clothing i.e. uniform

Vests (Purple) – planning team, zone leaders

Vests (Yellow) – security

Vests (Blue) – venue hosts, smash it room and axe throwing

Aprons – whoever wants  
T-shirts – not ordered this year, welcome to where last years  
Lanyards – color coded to zones, for all kaimahi

**Food/water**

All of this is provided at the Marae in the Wharekai for all Kaimahi, plus snacks can be taken

**Volunteer transport/parking**

Parking on East side of marae for briefing, and then drive to the allocated venues to park

**Medical Services**

We have first aiders at each venue site  
If unsure contact Marae 032127205 or Sumaria 021 408 751

**Lost children / Lost/found property.**

Take to marae, follow procedure.

**Incident/hazard communication**

Ring Sumaria 021 408 751

**Media**

Speaking with media is fine, this is a community driven kaupapa

**Site plan**

These will be discussed onsite with Zone Leader

**Programme schedule**

Venue [Map](#)

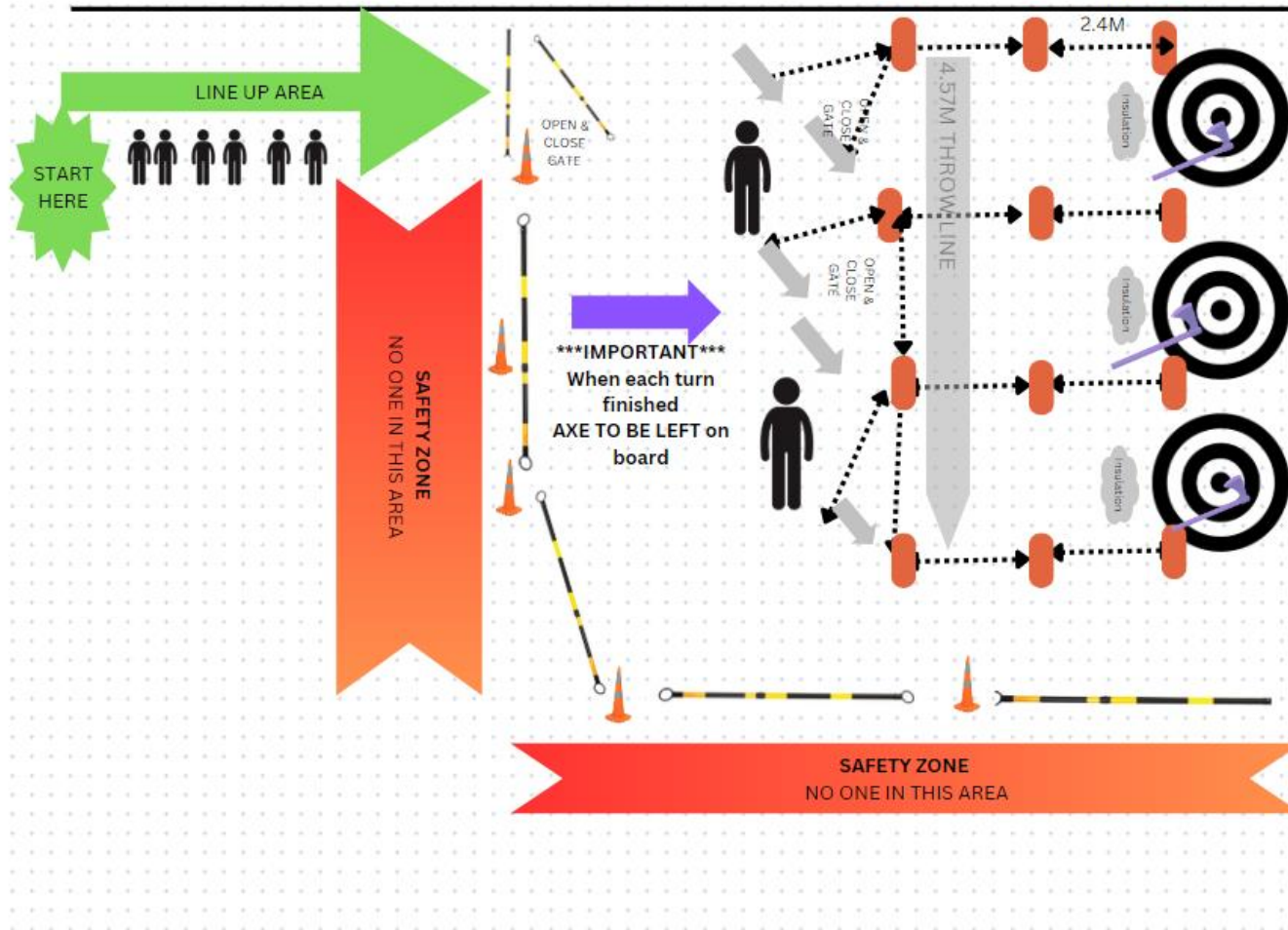




## Appendix 7 – High Risk Activities PROCEEDURE – Axe Throwing

### Axe Throwing Proceedure

SOUTH WALL OYSTER SHED



WEST WALL OYSTER SHED

**Setup:** Three throwing lanes, target board with line for Rangatahi to stand by: All encaged, sides, ceiling and entrance, with a closing and open fence entrance, insulation on the ground near the target board to reduce sound. Two - three people required at all times. One - two on the lanes and one controlling the crowd and queues.

#### Axe Throwing PROCEEDURE

1. Axe left on target board (or ground next to the board)
2. Rangatahi enters cages, waits just inside the cage.
3. Kaimahi closes cage in, so Rangatahi cannot get out until procedure followed.
4. Rangatahi walks to target, retrieves axe
5. Kaimahi shows them how to throw and hold axe
6. Rangatahi has a couple of turns
7. On the last turn the Rangatahi **MUST LEAVE the axe at the target end of the lane** before exiting the gate

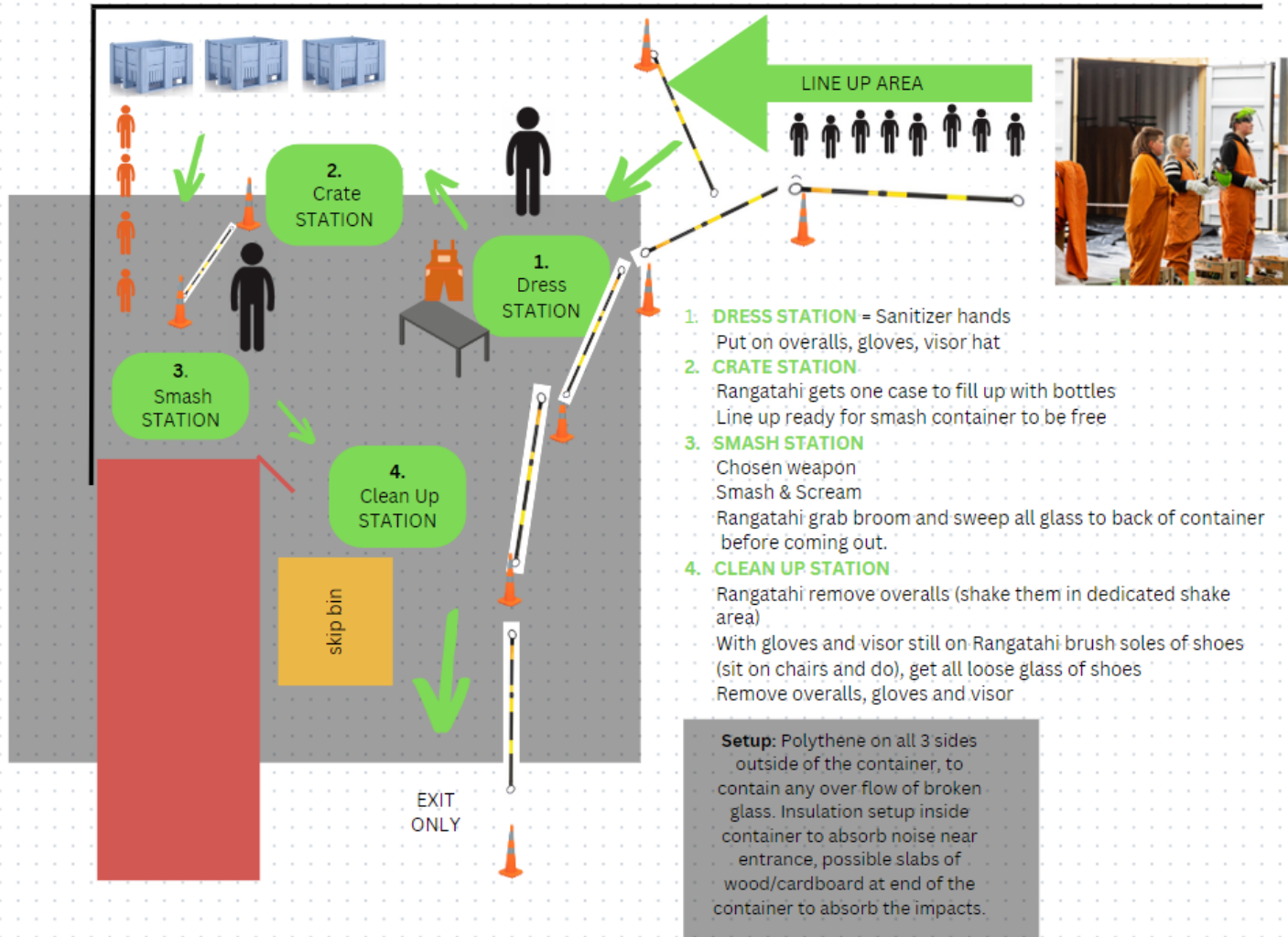
\* Spear axes to be placed in container, no access for Rangatahi, must be watched at all times.

# Appendix 7 – High Risk Activities PROCEEDURE – Smash it room

SOUTH WALL OYSTER SHED

## Smash It Procedure

EAST WALL OYSTER SHED



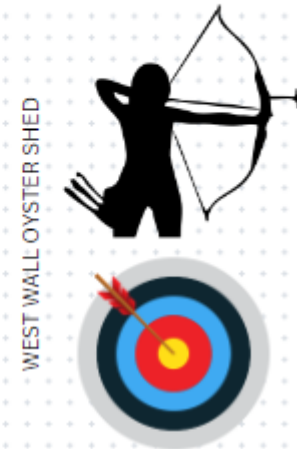
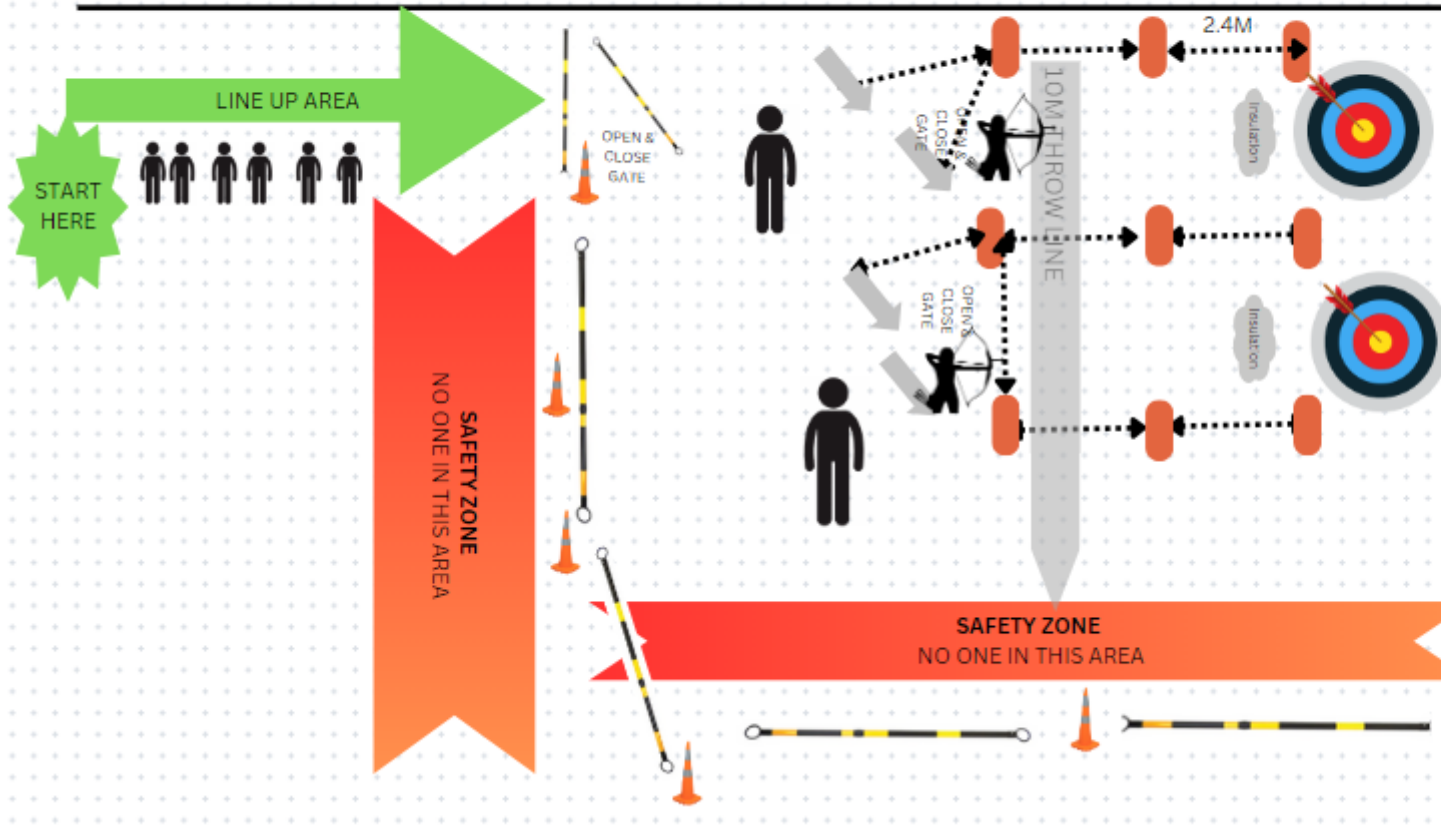
1. **DRESS STATION** = Sanitizer hands  
Put on overalls, gloves, visor hat
2. **CRATE STATION**  
Rangatahi gets one case to fill up with bottles  
Line up ready for smash container to be free
3. **SMASH STATION**  
Chosen weapon  
Smash & Scream  
Rangatahi grab broom and sweep all glass to back of container before coming out.
4. **CLEAN UP STATION**  
Rangatahi remove overalls (shake them in dedicated shake area)  
With gloves and visor still on Rangatahi brush soles of shoes (sit on chairs and do), get all loose glass of shoes  
Remove overalls, gloves and visor

**Setup:** Polythene on all 3 sides outside of the container, to contain any over flow of broken glass. Insulation setup inside container to absorb noise near entrance, possible slabs of wood/cardboard at end of the container to absorb the impacts.

# Appendix 7 – High Risk Activities PROCEEDURE – Archery

## Archery Procedure

(Axe Throwing located here) SOUTH WALL OYSTER SHED



**Setup:** Two lanes, target board with line for Rangatahi to stand by. All encaged, sides, ceiling and entrance, with a closing and open fence entrance. Two kaimahi required at all times. One on the lanes and one controlling the crowd and queues.