

2024

Health and Safety Management Plan for Equifest – Event

18th- 20th October 2024, FIBER FRESH NATIONAL EQUESTRIAN CENTRE TAUPO
CORE EVENTS



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PURPOSE

This document outlines how Core Events Ltd plans to take all practicable steps to deliver a safe and therefore enjoyable event experience at Equifest Event, 18th-20th October 2024, National Equestrian Centre, Taupo.

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

Name: Ammie Hardie

Role: Event Director

Date: 15/8/2024

Signature:



1. EVENT HEALTH AND SAFETY COMMITMENT

As the management team of Equifest, Endeas Investments trading as Core Events will deliver a safe and healthy event environment for all people associated with the event, and anyone who may be affected by our activities. We will deliver this by:

- a) Having a risk management process in place for identifying, documenting, assessing, managing, and reviewing event risks;
- b) Providing event health and safety information to all event stakeholders through pre- planning meetings, site inductions, event signage, event day briefings and event day incident reporting;
- c) Having clear health and safety roles and responsibilities for the event's delivery team (including contractors, volunteers, delivery partners);
- d) Having clear lines of communication and consultation with contractors (PCBUs¹)
- e) Having an agreed process for reporting and investigating incidents;
- f) Conducting event day site checks and monitoring, that feeds into daily/end of event debriefs to ensure continuous improvement; and
- g) Complying with all relevant legislation, regulations, codes of practice and industry standards.

¹ PCBU – Person conducting a business or undertaking ref Health and Safety at Work Act 2015

2. EVENT DETAILS

Event name:	Equifest 2024 Event
Event location :	National Equestrian Centre, Taupo
Brief description of event:	Three day equine event comprising of competitions, education, shopping and entertainment

Total Anticipated crowd numbers:	Spectators	15000	Participants	400
	Exhibitors	500		

Pack in date	14th- 17th October 2024	Times	8.00 am	to	9.30pm
Event date	18 October 2024		7.30 am	to	10.30pm
	19 October 2024		7.30am	to	10.30 pm
Pack out date	20 October 2024		7.30 am	to	8.00pm
	21 October 2024	8.30 am	to	4.00 pm	

KEY PERSONNEL

Event organiser: Ammie Hardie Core Events Ltd

Mobile number: 021 805 667 | Email: ammie@coreevents.co.nz

Alternate contact: Janine Hill

Mobile number: 021 378 433 | Email: janine@coreevents.co.nz

Safety co-ordinator: Mat Whibley

Mobile number: 021 796 776 | Email:

First aid co-ordinator: Peak Safety Lanna Luxford

Mobile number: 07 349 0903 | Email address: ops@peaksafety.co.nz

Key event features detailed in this plan	Yes	No	Notes
Amusement Devices		x	
Exhibitors	x		
Riders / Competitors	x		
Accessibility needs	x		
Working at heights	x		
Presence of alcohol	x		
Involvement of children and/or vulnerable	x		
Involvement of animals	x		
Traffic management	x		
Vehicles e.g. parade, vehicle access	x		
Special effects & use of pyrotechnics/fireworks		x	
Lasers and lighting	x		
Smoke machines or strobe lighting	x		
Naked flames	x		
Noise (e.g. drumming, amplified noise)	x		
Drones/UAVs	x		
Temporary structures (e.g. scaffolding, stages, marquees etc.)	x		
Ground penetration (e.g. pegging marquee or structures)	x		
Usage of liquefied petroleum gas (LPG) (e.g. food stalls)	x		
Electrical installations/generators	x		
Maritime event/water involved		x	
Horses	x		

2.1 Site map







2.2 Nightshow production schedule and run sheet

Refer to 2.3 - Timetable

Friday, Saturday Night Show and Sunday Masterclass

Friday Nightshow – Festival of Speed

Competitive fast paced night show featuring two speed Show Jumping and then Barrel Racing

Doors open 6pm (Band)

9.15pm – If required band plays till advertised finish time of 9.30pm

Saturday Nightshow – Festival of Magic

Entertainment night show featuring Horsemanship, Liberty & performers

Doors open 6pm (Band)

9.15pm – If required band plays till advertised finish time of 9.30pm

Sunday Masterclass- TBC

Doors open 4pm

4.15pm- Finish

Exhibitor pack in and out times:

Set up: Wednesday 16th October 8am - 5pm (Outdoor Sites ONLY) Thursday 17th October 8am - 7pm (All Sites)

Restocking During Event: 7.30am - 8.30am and 6pm - 7pm (excluding Indoor who need to be out by 6pm)

Breakdown: Sunday 20th October - Indoor sites 3pm- 4pm, Outdoor sites- 3pm -7pm Monday 21st October –

8.30am - 4pm All sites MUST be cleared by Monday 21st October, including all freight/containers.

Sunday 20th October. Pack out - Indoor arena between 3pm- 4pm. After 4pm pack out can continue with no vehicles in the indoor arena and minimal noise. Outdoor exhibitors, visitors waiting for the masterclass will be moved by security to the bar arena from 3pm. **Pack up must start after 3pm**

3. KEY CONTACTS, ROLES AND RESPONSIBILITIES

The key contacts and their role/service are as follows. (After-hours contacts are required in case of an incident that needs to be communicated i.e. postponement.)

Responsibility	Name of contact	Contact number (during event and after hours)	Company/organisation
Event controller/manager (24/7)	Ammie Hardie	021 805 667	Core Events
2IC event manager (24/7)	Janine Hill	021 378 433	Core Events
Event H&S representative (prior/during and post)	Mat Whibley	021 796 776	Core Events
Liquor licensee	Dorothy Witham	021 733 288	The Cocktail Cart
Exhibitor Manager	Natalie Murray	027 334 5391	Core Events
Event day operations centre	Janine Hill	021 378 433	On-site Event Office
Operations Manager	Sam Kirkpatrick	027 498 3332	Core Events
First aid on site	Peak Safety	021 456 682	
Event medical assistance provider	Peak Safety	021 456 682	
Local hospital/A&E	Rotorua Hospital	0800 776 2273	
Local after hours medical centre		07 378 4080	Taupo Medical Centre
NZ Police (local station or officer in charge)		07 378 6060	Taupo Police Station
Security manager	Quintin Bigwood	027 544 6007	Aegis Security
Waste management			Waste Management
Lost children	Susan Whibley	021 796 766	Event Office
Council contact		07 376 0899	

4. CONTRACTOR MANAGEMENT

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

4.1 *Core Events Ltd Contractor Responsibilities*

Core Events Ltd commits to undertaking the following actions at Equifest 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)

Core Events Ltd will monitor contractors when on site and will provide post event feedback to inform future planning and documentation.

4.2 *Contractor responsibilities*

To support the delivery of a safe and successful event environment and to meet current legislation Equifest /Core Events Ltd 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) is 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.

4.3 Contractor list

The following contractors have been engaged for the event.

Type of service	Contractor/Organisation	Description of services	Contact number and email	Event specific safety plan received	Event site induction completed/date
Electrical, Sound, Special Effects	SBI Productions	Sound, lighting and power	027 201 2814		
Food stalls	Unique Food Geeks	Café	022 641 7038		
Marquee	Carlton Hire	Big marquee + couple of exhibitor marquees	021 547 608		
Fencing, Traffic	Core Events				
Security	Aegis Security	Security & ticketing	027 544 6007		
LP Gas	Provided by venue				
Cleaning	My Domestic Goddess	Cleaning	027 450 9589		
Waste	Waste Management	Skip & rubbish bins			
Drinking water	Provided by venue				
Toilet facilities	Provided by venue				
	Taupo Hire	Portaloo	07 378 7251		

5. EXHIBITORS

All exhibitors must be made aware of the hazards and risk they are likely to be exposed to during all phases of the event and understand how to manage their exhibit space, so they do not pose a risk to either themselves or others.

5.1 Core Events Exhibitor Responsibilities

Core Events Ltd commits to undertaking the following actions at Equifest to support delivery of a safe event environment; or where harm occurs, effective management of the occurring incident by:

- Ensuring all Exhibitors understand the event pack in and pack out rules and procedures.
- Site inductions for all Exhibitors including event overview, on site hazards, H&S reporting and investigation processes, location of facilities (toilets, water) (refer to induction check list) and emergency procedures.

Core Events Ltd will monitor Exhibitors when on site and will provide during and post event feedback to inform future planning and documentation.

5.2 Exhibitor responsibilities

To support the delivery of a safe and successful event environment and to meet current legislation Equifest / Core Events Ltd requires exhibitors to complete event specific H&S documentation; or where harm occurs, effective management of the incident, evidenced as follows:

- Where any medium to critical risk activities are offered by the exhibitor.
- Risk created by an exhibitor is clearly identified, documented and managed by the exhibitor 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.

6. INDUCTIONS

All exhibitors and contractors must complete an induction prior to arrival or on arrival at the venue, before they access their site. The induction information will be distributed to all Exhibitors and Contractors prior to the event and acknowledgement of the H&S policy must be signed prior to commencement of set up. The induction will notify you of the hazards, regulations and emergency procedures for this venue. Every person entering site will be required to sign and acknowledge confirmation of your induction. They will then be given a wristband to confirm induction has been completed in full.

Inductions will be carried out by Core Events online prior to the event or manually on arrival at the site.

7. RISK MANAGEMENT

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 Core Events Ltd 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,
- Assessing the likelihood vs Consequence of each known risk resulting in an overall risk rating
- 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.

7.1 Risk Register for Equifest 202 Event

Risk / Hazard	Potential Harm	Level of potential harm	Likelihood of it occurring	Overall Risk Rating	Controls What has been put in place to manage this risk / hazard?	Person Responsible
Horse movement	Injury to person or Horse	Catastrophic	Possibly Could,	High	Horse lanes, managed crossings, fenced arenas, required helmets, appropriate footwear	
Spectators hurt by horses	Injury	Minor	Unlikely	Low	Marshals in strategic positions, course marking and vigilance by both spectators and riders. Spectators reminded to be mindful of horses at all times. Fencing and barriers and Signage	
Spectators and horses (premier arena, dressage arena and spectators cross)	Injury	Minor	Unlikely	Low	Place gates in key area or provide written instructions to wardens No spectators crossing arenas	
Grandstand overloading and isle access	Injury in event of "rush"	Moderate	Possibly	Moderate	Limited Ticket numbers All aisles are a minimum of 3m wide to ease evacuation if required. All fire exits have a clear egress. Security is onsite after hours. Provisions made for wheelchair access to all areas of the site. Signage to encourage people to not sit in isles and visual checks at peak times	

Injured Rider / Persons	Injury	Catastrophic	Likely	Critical	St John on site, compulsory helmets and rider PPE	
Lack of medical support	Inability to deal with situations in an appropriate manner, injury or death	Minor	Unlikely	Low	First Aid situated on site. Vet onsite	
Exposure to sun	Sunburn	Major	Likely	High	Outside event, Participants own responsibility to "slip slop slap". Sunscreen will be made available to staff and volunteers working at the Event.	
Vehicle movements, including cars, trucks, quad bikes	Injury	Catastrophic	Unlikely	Moderate	Strictly enforce speed limit of 15kmh, quad bike riders to wear helmets at all times, trucks to have reversing beepers. Trained and experienced operators. Passengers are only allowed where the equipment used has been designed for such purpose.	
Communications failure	- Places employees and clients at risk.	Superficial	Unlikely	Very low	-Key staff issued with two-way radios as primary communication. -Cell phones are used as Secondary communication and for general staff. -Staff urged to arrive at work with a fully charged cell phone.	
Fire and other emergencies	- Injuries during evacuation. - Burns	Minor	Unlikely	low	- Follow Emergency and safety procedures - If evacuation is required, ensure it is done so in an orderly fashion - Staff familiar with the use and safe operation of emergency equipment. -St john on site	
Unsafe actions of employees	- Event injuries	Minor	Possibly	Moderate	- Accident register in place, - Encourage open door policy allowing reporting of unsafe actions. -Trained event staff -Open tool box training	
Actions of Contractors or Sub-contractors	- Injury or harm to themselves and others in the event	Moderate	Possibly	Moderate	- Contractors complete Induction and specific questionnaire. Experienced contractors in event industry - Ensure contractors maintain Health and Safety Standards.	
Bullying or harassment	- Stress and fatigue	Minor	Unlikely	low	- Zero tolerance to bullying and harassment, potential to remove offenders from the Event.	

Electrical equipment	- Electrocution - Equipment failure - Creating Trip Hazard	Moderate	Unlikely	Moderate	Visually inspect all items before use. All electrical equipment to be tagged and tested. All repairs to be carried out by a qualified electrician. All exhibitors to be notified that ALL electrical equipment is to be tested and tagged before bringing on site. Report all incidents or injuries to event staff. Seek medical assistance if required. All leads must be located so they do not cause a trip hazard	
Vehicle Safety	- injury or death	Catastrophic	Unlikely	Moderate	- All vehicles to be fully compliant with the laws of the land. - Vehicles to be maintained to a high standard.	
Riders/spectators being struck by vehicle	- Potential injury and loss of life	Catastrophic	- Unlikely	- Moderate	- Onsite vehicle movements restricted as much as possible - Speed restriction of 15kms in force - Hazard lights must be activated - Drivers/riders must be licensed	
Setting up arenas	Transporting of equipment. Lifting/back injuries	Moderate	Possibly	Moderate	Licensed drivers used to operate vehicles moving equipment. Two person lift to be used with all heavy objects	
Overhead power lines	Electrocution	Catastrophic	Very Unlikely	Moderate	Visual check of area to be completed prior to commencing operations All staff and contractors to remain vigilant when working with swing/height equipment	
Parking of vehicles	Serious injury potential	Moderate	Possibly	Moderate	Marshals present in all major parking areas. Speed restriction applies	
Toilet hygiene	Disease/illness	Very Unlikely	Moderate	Low	Toilets checked regularly for cleanliness	
Stable fire	Injury or death	Catastrophic	Unlikely	Moderate	No naked flames or smoking in stable areas Fire extinguishers in place	
Failure of horse tack	Fall from horse resulting in possible injury	Major	Possibly	Moderate	All riders are seasoned and responsible for their own pre ride tack checks	

General Egress	Injury/death	Catastrophic	Unlikely	Moderate	No vehicles to be parked in access ways. Signage to be displayed and any vehicle found will be towed	
Chemicals onsite	Injury/death	Minor	Unlikely	Low	Material Safety Data Sheet attached to all relevant chemical. All chemicals are used by private contractors. Covered under their own health and safety procedures.	
Intoxication /Licence Premises	Alcohol poisonings & impaired judgement	Minor	Unlikely	Moderate	All licensed premises have agreed to abide by the alcohol regulations and take responsibility of their premises.	
Intoxicated Campers	Injury, alcohol poisoning, harm to self and others	Minor	Possibly	Moderate	Campers are urged to drink responsibly and to look after each other	
Stable Fires	Injury/death	Catastrophic	Unlikely	Moderate	Fire extinguisher to be at every stable/yard block with one designated warden to each block.	
Horse bolting	Injury/death, property damage	Catastrophic	Unlikely	Moderate	Generally advised that people with horse knowledge to only be around the stabling areas and to be responsible for their own safety if not of equine knowledge.	
Horse injury/death	1.Rider injury/death horse injury/death, 2.Spectator distress	Catastrophic	Unlikely	Moderate	1. Medical support (St. John and Vets) is stationed onsite to deal with the medical side of the situation. 2. Screens erected around injured animal. Vet on site	
Waste Disposal (people)	Disease	Moderate	Very Unlikely	Low	Portaloos and toilets cleaned on a regular basis and septic tanks are regularly pumped. Waste Management manages the rubbish on site and arranges the emptying of wheelie bins and skip bins. All grey water disposal will be monitored and managed by Waste Management Staff.	
Waste Disposal (General)	Disease Full bins Smell Attract pests	Moderate	Unlikely	Moderate	Rubbish and recycling bins are emptied regularly by Waste Management.	
Construction of temporary and permanent infrastructure	Injury/death	Catastrophic	Unlikely	Moderate	Signage of construction site/multi-hazard site are at the entrances of the showgrounds. All contractors agree to the safe practice of PPE.	

Unsecured Gazebo's/ Tents	Injury, Spook horses	Moderate	Unlikely	Moderate	All gazebo's/tents to be secured properly	
Aged/ disabled persons	Exhaustion, access	Moderate	Very unlikely	Low	Have seats, water and food stations. All access' are signposted and have able entry	
Children and young people	Lost, injury	Minor	Possibly	Moderate	Refer to lost child procedure	
Contractors	Injury, death	Catastrophic	Unlikely	Moderate	<p>Only competent contractors to be employed.</p> <p>Contractors engaged by the event organisers are their responsibility.</p> <p>Anyone observing contractors unsafe work must report to event team immediately. They are not to approach directly.</p> <p>Do not loan any equipment to contractors without full briefing.</p> <p>Report all incidents and accidents.</p> <p>Inductions and all contractors to supply a hazard Id statement or SSSP.</p>	
Volunteers	Injury, death	Catastrophic	Unlikely	Moderate	Ensure all volunteers or temporary staff are briefed adequately around their duties and the H&S expectations.	
Cash Handling	Assault Robbery	Catastrophic	Very Unlikely	Moderate	<p>If threatened, do not offer violence or get abusive.</p> <p>Keep cash float to a minimum, and secure excess cash away from public.</p> <p>If you think your well-being is in danger – hand over cash.</p> <p>Attempt to remember as many details as possible about the persons involved.</p> <p>Report all incidents to Police and Event staff.</p> <p>Staff handling or transporting cash will be accompanied at all times.</p>	

Fuel and Gas and Hazardous Substances onsite	Explosion, Exposure or chemical burns/ poisoning.	Catastrophic	Unlikely	Moderate	<p>All flammables to be in approved containers,</p> <p>Equipment relying on gas or other fuels to be in excellent working order.</p> <p>Not to exceed to venue limits of gas bottles or fuel.</p> <p>Large amounts to be kept off site.</p> <p>Operation of the equipment to be undertaken by competent operators</p> <p>All Hazardous substances on site must be approved by management</p>	
Vehicle Movements	Crash or collision with equipment, persons or other vehicle on site Congestion	Minor	Possibly	Moderate	<p>Traffic Management for exhibitor build up.</p> <p>Have a drop off system and designated area well signed.</p> <p>Adhere to the limited site access times and vacate the site promptly outside these hours.</p> <p>15km speed limit on site to be obeyed.</p>	
Vehicle & Equipment Operation	Crash or collision, injury	Moderate	Unlikely	Moderate	<p>Ensure that operators of vehicles and equipment are licenced to carry out the operation.</p> <p>Appropriate footwear required for all persons on site during pack-in and pack-out.</p> <p>Hi-Viz vests to be worn during pack-in and pack-out by all event staff, volunteers, and exhibitors.</p>	

Lifting and Carrying	Injury, overloading	Moderate	Possibly	Moderate	<p>Maintain appropriate lifting procedures (examples of which are available on ACC website).</p> <p>Do not lift items while twisting or stretching.</p> <p>Maintain awareness of surroundings, other persons, ground conditions etc.</p> <p>Do not lift or carry if a medical condition does not allow.</p> <p>Seek assistance if you need to lift.</p> <p>Report all accidents and incidents.</p>	
Loading Vehicles	Injury and harm from falling loads	Moderate	Unlikely	Moderate	<p>All loads must be secured.</p> <p>The driver is responsible for all loads to be secured.</p> <p>Any moving vehicle or lift is not to be overloaded.</p> <p>Any incidents are to be reported</p>	
Temporary Structures	Overloading or instability. Blown away by wind / damaged by weather	Moderate	Unlikely	Moderate	<p>Use qualified contractors.</p> <p>Gain building consents if required.</p> <p>Visually inspect frequently and report anything that is of concern.</p> <p>Do not attempt to fix problems – always go back to the contractor.</p> <p>If structure is deemed unsafe, isolate the area until the contractor arrives.</p> <p>Investigate all accidents to prevent happening again.</p>	
Underground Services (outside areas)	Electrocution	Catastrophic	Unlikely	Moderate	<p>There are underground services at National Equestrian Centre. ANY ground penetration is prohibited without venue sign off.</p>	

Ventilation Indoor arena and marquee	Lack of circulation, heat and condensation	Minor	Very Unlikely	Very Low	<p>Ventilation will be monitored at all times.</p> <p>Condensation will be monitored and rectified where possible.</p> <p>Heat and temperature will be monitored and doors opened/closed if necessary. Show staff will liaise with event staff for requests.</p>	
Over Crowding	Crushing Evacuation	Moderate	Very Unlikely	Low	<p>All aisles are a minimum of 2m wide to ease evacuation if required.</p> <p>All fire exits have a clear egress.</p> <p>Security is onsite after hours.</p> <p>Dedicated wheelchair area has been provided.</p>	
Equipment	Failure, injury	Major	Unlikely	Moderate	<p>All equipment well maintained.</p> <p>Any hazardous or unsafe equipment is removed from use.</p> <p>All equipment is used with advised PPE.</p>	
Environmental / Weather	Injury	Minor	Possibly	Moderate	<p>All areas inspected prior to the event and planning of areas manage potential wet surfaces and issues with condensation, water pooling, muddy areas, slippery surfaces.</p> <p>Matting and suitable surface materials to be used at entry and exit points.</p>	

Pack in and out	Injury	Moderate	Unlikely	Moderate	<p>All exhibitors and associated sub-contractors to complete a site specific induction prior to entering the venue.</p> <p>Appropriate footwear required to be worn during pack-in and pack-out.</p> <p>Hi-Viz vest to be worn during pack-in and pack-out by all event team, exhibitors and volunteers.</p> <p>Children under 16 years are discouraged from attending during pack-in and pack-out. If on site, they must be actively supervised by their parent or guardian.</p> <p>Ensure that all exhibitors and their nominated staff are aware of these procedures.</p> <p>Vehicle access for exhibitors to the exhibition area to be planned and managed by event team.</p>	
Food safety – poisoning	Poisoning	Moderate	Unlikely	Moderate	<p>Safe food hygiene practices are advocated at all times.</p> <p>Food hygiene practices will be monitored periodically.</p> <p>Refrigerators and freezers to be maintained to the correct and advised temperatures, with ongoing checks to be carried out by the vendor.</p> <p>Any spoiled, un-refrigerated or expired food to be disposed of.</p>	
Physical or Verbal Assault	Accident, injury or assault when confronted	Minor	Very Unlikely	Very Low	<p>Endeavour to remain calm.</p> <p>Carry mobile phone and call for help if required.</p> <p>Be aware of the venue layout and where your nearest exit points are.</p> <p>See medical or counselling help if required.</p> <p>Report all accidents or incidents.</p>	

Slippery Surfaces - Particularly floors	Fall / injury	Moderate	Very Unlikely	Low	<p>Reporting of any spills to event team.</p> <p>Bring the spill to the attention of the cleaners and/or event manager if required.</p> <p>Deployment of "Wet Floor" signs to the area until it has been cleared.</p> <p>Mats to be employed where appropriate, in order to avoid slips, e.g. Kitchen areas and external doorways during inclement weather.</p>	
Tripping Hazards	Injury, accident	Moderate	Unlikely	Moderate	<p>Ensure all cables are run along walls, where possible, or along tops of panels.</p> <p>Power cords to be covered by tape or yellow jacket.</p> <p>Any steps, stage edges, or carpets to be securely installed and/or taped where appropriate.</p> <p>All areas to be devoid of refuse.</p> <p>Any holes in the ground to be identified and filled.</p>	
Event Park & Stay / Campers	Injury, harm	Moderate	Very Unlikely	Low	<p>Ensure all campers arriving prior to event days undertake a site specific induction which outlines the use of the camping facilities.</p> <p>Campers managed by Main Events co-ordinator who will be on site during specified times.</p> <p>Camping area to be secured from the rest of the venue.</p> <p>Security provided to monitor after hours activities, particularly around any other external functions at the venue.</p> <p>Fire Warden appointed for afterhours monitoring of camping area and to implement any emergency evacuation procedures.</p> <p>Information sheet made available in particular to each vehicle outlining all services and procedures.</p>	

Camping Vehicle movement	Injury/death	Catastrophic	Very Unlikely	Moderate	Set access ways within camping areas	
Camping Fire & Egress	Potential injury/death	Catastrophic	Unlikely	Moderate	Marking out camp sites, no parking areas and allowing for clear laneways and egress	
Camping trip hazards	Injury	Moderate	Unlikely	Moderate	Marking out camp sites, no parking areas and allowing for clear laneways and egress	
Broken Glass	Injury	Minor	Unlikely	Low	Adopt a no glad policy for the event	
Covid 19	Illness	Moderate	Very Unlikely	Low	As per our Covid 19 Procedure attached.	

Risk register for the Night Shows

Crowds	Crushing, Evacuation	Moderate	Very Unlikely	Low	All aisles are a minimum of 2m wide to ease evacuation if required. All fire exits have a clear egress. Security is onsite after hours. Dedicated wheelchair area has been provided.	
Grand stands / spectator seating	Failure, injury	Major	Very unlikely	Low	Ensure all safety braces in place. All equipment secured properly	
Performances	Injury, fall	Moderate	Unlikely	Moderate	Medical support (St. John and Vets) is stationed onsite to deal with the medical side of the situation.	
Intoxication /Licence Premises	Alcohol poisonings & impaired judgement	Minor	Unlikely	Moderate	All licensed premises have agreed to abide by the alcohol regulations and take responsibility of their premises.	

Food safety – poisoning	Poisoning	Moderate	Unlikely	Moderate	<p>Safe food hygiene practices are advocated at all times.</p> <p>Food hygiene practices will be monitored periodically.</p> <p>Refrigerators and freezers to be maintained to the correct and advised temperatures, with ongoing checks to be carried out by the vendor.</p> <p>Any spoiled, un-refrigerated or expired food to be disposed of.</p>	
Special Effects	Epileptic fit, loss of sight, hearing loss	Major	Very Unlikely	Low		
Emergencies	death, injury, fire	Catastrophic	Unlikely	Moderate	Follow specific emergency management plan & performer has own Fire Management Plan	

7.1 Lost Child/ Person Procedure

Lost children management plan

All children will be held at the Event Office.

Lost child centre

The Event Office located on bottom floor of the Indoor Arena is where lost persons are to be reported or accompanied to.

Staffing

Event Office staff to be briefed on lost child/person procedure as below. Written copy of procedure to be kept in Event Office in event of change of staffing.

Procedure

All staff will be briefed on the following procedure:

1. If approached by someone who has lost a child/person, staff will ask the following:
 - a) ID of the person
 - b) Description – sex, age, ethnic group, hair colour, clothing description, name (and if they know their name).
 - c) Location last seen/found
 - d) Approximate time missing/lost
2. Contact the Event Office with details. If the Event Office cannot be contacted, contact the Event Manager.
3. Children/persons found by staff, volunteer or by a third party to be taken to the Event Office by the staff member/volunteer who finds or receives the child/person. Do not let the dependent go alone with another member of the public to the Event Office.
4. The lost child/person is looked after by Event Office staff, who add details (a,b,c above) to register
5. Event Office to confirm details over radio/mobile with event staff and arrange an announcement over PA to be repeated every 10 minutes until the child/person is found. NO NAMES TO BE USED only a description of the child/person.
6. If after 30 minutes the child/person 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 Event Office should ensure all staff/volunteers are aware of the missing child/person e.g. stage manager and Police are notified and to stop the search.
8. Staff/volunteers at Event Office to ensure correct person collects dependent.
 - Children/persons 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/person form (ID REQUIRED) See forms appendix.
 - Check child's/persons reaction. If child/person becomes distressed or seemingly fearful staff MUST contact Police and pass on your concerns.
9. At the end of the event, if children/persons are still present, Police to assist in repatriation.

7.2 Security

Security Contractors: Quintin Bigwood – AEGIS SECURITY (refer to key contracts for details)

Security base: Located at Gate entrances

High level security schedule

	Date & Time to – from	Role	Key onsite contact/mobile
Pack in	8am 26/10	Whole site security	027 544 6007
Event	24 hours		
Pack out	8.30- 4pm 1/11		

7.3 Special Effects & Pyrotechnics

Contractor name: SBI Productions

Description of activity: All electrical, special effects and lighting requirements

Location of activity/exclusion zone: on file

Schedule of activity pack in/event/out: on file

Certification/license number SBI holds

7.4 Event Waste

Waste management provider: Waste Management

Portaloo provider: Taupo Hire

7.5 Noise

We are following the Venue noise ruling.

7.6 Volunteers

Volunteer manager: Kylie Seator

Volunteer meeting point/rest area: Upstairs in main green building

Volunteers will have information on the event, their roles and H&S communicated by:

- a pre-briefing 12th Oct at 7pm (and hard copies of event documentation where required is provided) specific to their role, in addition to the pre-briefing information given to all contractors/services delivering to the event as mentioned above.
- Be inducted to site as per site induction checklist
- Recorded on the Volunteer event day check in/out sheet (refer forms).

7.7 Alcohol Management

Confirmed Food Exhibitors	Typed of Food	Special licence
Smashed Strawbs Limited	Ice cream/ Waffles	
Vege Pulse	Vegi Wraps	
Loco Mexicano	Mexican	
Ridvik Co Ltd T/A Fritz's Wieners - Hamilton	Sausages	
Roam Food Caravan	Hawker rolls salads	
The little canteen	Hot chips	
Nz Crepes	Crepes	
BBQ Pitstop	Slow cooked meat	
Mommy in House Ltd (Coffee)	Coffee	
Black and Orange	Meat and rolls	
Pita Pit	Salads and wraps	
El Cartel Limited	Mexican	
Consana	Wraps/ Hawker rolls	
HillBilly Hotdogs	Hotdogs	
Thai Royal	Thai Food	
Cocktail Cart	Cock tails/ wine/ Beer	Yes
Deejays Gourmet Griller	Burgers/ chips	
Real Fruit Ice cream	Ice cream	
Waffle It	Waffles	
Coffee Bug	Coffee	

The Cocktail Cart hold the alcohol management plan.

7.8 Amusement Devices

Not Applicable

7.9 Power / Electricity

Contractor: SBI Productions

All electricity cables have been tagged appropriately.

7.10 Lighting

Contractor: as above

7.11 Traffic And Transport

7.14.1 Vehicle site access

During setup and backdown vehicle access will only be at Gate 2. During the event vehicle access/parking will be at Gate 1.

7.14.2 Traffic Management Plan

The event traffic management plan has been reviewed and approved by Your Local District Council's transport department.

Overview of traffic management: Explain why and what, and who the contractor is.

Road closures: n/a

Parking restrictions: n/a

7.14.3 Public Transport

Uber or taxi

7.14.4 Parking

Parking is provided at:

Who	Location	Duration (date/ time)	Number of car parks
Event crew	On site	24 hours a day	lots
Volunteers	Gate 2		
Emergency services	On site	All day	
Entertainment	On site	5pm – 10pm	
Attendees (participant/spectators)	Gate 1	7am – 10pm	
Contingency sites			

Suppliers/contractors	Gate 2	All day	
Exhibitors	Gate 2	All day	

If the parking options are full, this will be communicated by the event manager by Ammie Hardie.

7.12 Marquees

Contractor: Carlton Hire

Main shopping marquees, some

exhibitors marquees

7.13 Fencing

Contractor: Central Rent a Fence

Security temporary fencing surrounding the area. All has appropriate weights etc needed.

7.14 Sound/Av

Contractor: SBI Production

Sound system and microphones all appropriate testing and tagging done.

7.15 Staging

Provided by venue.

7.16 Food Vendors

The following food vendors will provide the current certificate, insurances and relevant food safety documentation. All Vendors will be inducted before arrival on site or at gate on arrival.

Confirmed Food Exhibitors	Typed of Food	Special licence
Smashed Strawbs Limited	Ice cream/ Waffles	
Vege Pulse	Vegi Wraps	
Loco Mexicano	Mexican	
Ridvik Co Ltd T/A Fritz's Wieners - Hamilton	Sausages	
Roam Food Caravan	Hawker rolls salads	
The little canteen	Hot chips	
Nz Crepes	Crepes	
BBQ Pitstop	Slow cooked meat	
Mommy in House Ltd (Coffee)	Coffee	
Black and Orange	Meat and rolls	
Pita Pit	Salads and wraps	
El Cartel Limited	Mexican	
Consana	Wraps/ Hawker rolls	
HillBilly Hotdogs	Hotdogs	
Thai Royal	Thai Food	
Cocktail Cart	Cock tails/ wine/ Beer	Yes
Deejays Gourmet Griller	Burgers/ chips	
Real Fruit Ice cream	Ice cream	
Waffle It	Waffles	
Coffee Bug	Coffee	

7.17 Information Tent / Site Office

Location: In the big central green building

Staffing: We have several trained event staff who will work a roster over the event. These will include Monique Webb, Janine Hill, Natalie Murray, Susan Whibley, Kylie Seator

Provides: All site, event and general enquiries, merchandise selling, map and scheduling information.

Communications: RT and mobile phone

7.18 Accessibility

Disabled toilets available, arena area allocated.

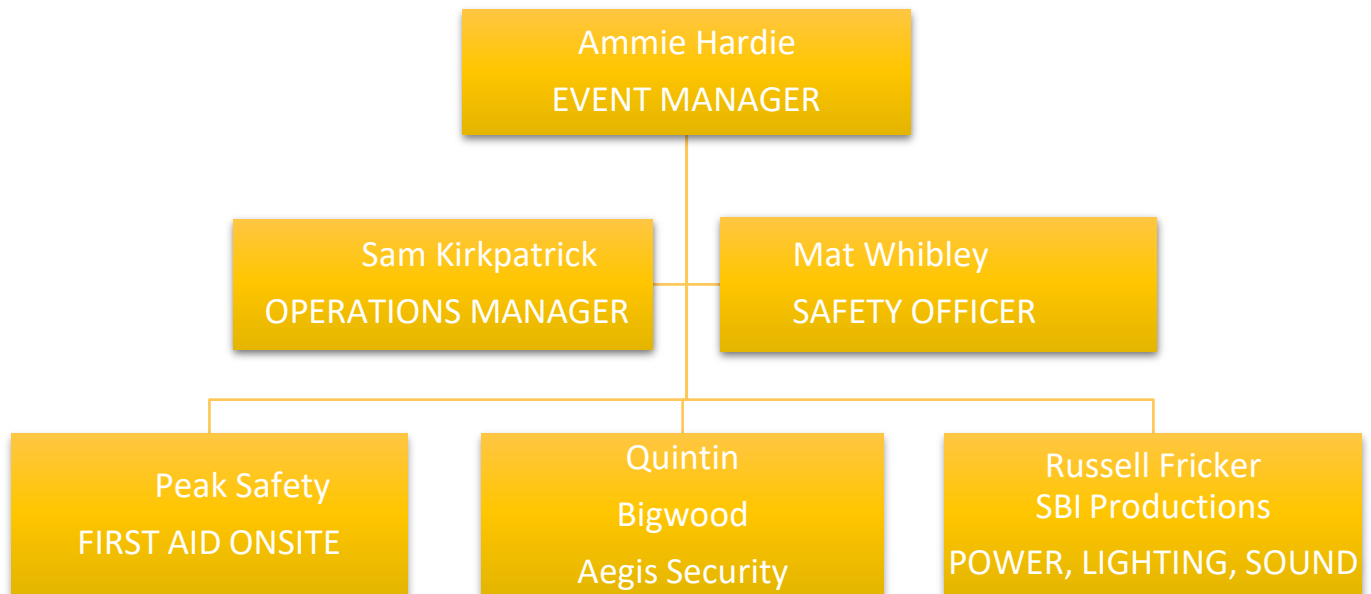
7.24 Animal Control

No dogs allowed on site within the event zone.

8. ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

8.1 *Command, Control and Communication*

The below personnel chart shows the event structure and who will communicate with whom in the case of an incident, where 111 is not the first point of call.



In the case of an incident all event stakeholders are briefed to meet at the **Event Office** to get a detailed report on the incident, and develop the action plan to manage safety of those on site.

8.2 Event day reporting and incident management

The event day log will record all key event information (weather, crowd levels, and operational issues) and incidents/accidents/near misses (minor or major).

All accidents and near misses must be reported and recorded in the accident and incident register (see appendices).

All reported accident must be investigated immediately by the Health and safety Manager and controls **must** be put in place **immediately** to prevent a similar accident from occurring again.

The investigation and reporting will be performed by Equifest.

(Refer to Section 11 for the Accident and Incident Report Forms).

8.2.1 Event day incident procedure



8.3 Notifiable Accidents Reporting Procedure (WorkSafe)

The event site is a workplace. Any incident that occurs within the event footprint or area of control will follow the below WorkSafe procedures.

Source: <http://www.business.govt.nz/worksafe/tools-resources>

8.3.1 Reporting notifiable events

All notifiable events must be reported to WorkSafe New Zealand and key stakeholders (i.e. the land owner e.g.: local Council)

Notification to WorkSafe and any land owners (e.g. Council) will be done if a work-related event (notifiable event) occurs.

Under HSWA, the Core Events Ltd is required to:

- Notify WorkSafe as soon as possible, when a notifiable event occurs.
- Preserve the site of the incident until a WorkSafe inspector arrives, or you are otherwise directed.
- Keep records of all notifiable events.

A notifiable event is a:

- Death,
- Notifiable illness or injury, or
- Notifiable incident occurring as a result of work.

Only serious events are intended to be notified.

To find out if the event requires to be notified use Work safe's Tool:

<https://worksafe.govt.nz/notify-worksafe/>

8.3.2 Notifiable event procedure

Preserve the site

The person who manages or controls the event site (workplace) must take all reasonable steps to ensure that the site of the notifiable event is preserved and not disturbed until a WorkSafe inspector authorises you to do so.

The site may only be disturbed if:

- You need to assist the injured person,
- It's essential to make the site safe or minimise the risk of someone else being hurt or killed,
- Directed to do so by the Police, and/or
- Permitted by WorkSafe.

To ensure the site is not disturbed:

- The work set-up should not be changed,
- Any plant, substances or other things involved in the event should stay where they are,
- Work that could interfere with the site should stop; work may continue in other parts of the workplace, and/or
- No alterations should be made to the plant, vehicles, or structures involved.

Note:

If you are reporting a hazardous substances emergency, please call 111 and request New Zealand Fire Service and then the WorkSafe response team directly on 0800 030 040.

8.3.2.1 Notify WorkSafe

If someone is seriously injured as a result of the event activity, then the process will be:

- Notify WorkSafe as soon as the Core Events (or representative) is aware that someone has been seriously injured (notifiable).
- The notification will be made even if emergency services attend.
- Only one notification is required for each notifiable event.

If there are multiple businesses involved with the work, then one of the businesses/contractors will be nominated to notify WorkSafe.

Note: that all businesses involved with the work are responsible for making sure that the notification is made by the nominated business.

How to notify WorkSafe:

1. Phone: 0800 030 040
2. Online: <http://forms.worksafe.govt.nz/notifiable-event-notification>
3. Form: Refer to appendices

8.3.2.2 Keep records

Records of all notifiable events will be kept for at least five years from the date of the event. (Refer to forms section in appendices)

9. EMERGENCY MANAGEMENT PLAN

In the case of a civil defence or emergency outside the event site/organisers control, the event will follow the instructions of the lead emergency agency (NZ Police/Fire Service). The event evacuation plan will be implemented if required, and event day incident procedure (as above) followed.

9.1 Emergency Access

The site will be set up to ensure that there are no restrictions for emergency service vehicles or personnel.

A minimum of 3 meters will be maintained along site access points and pathway/roads to allow for Fire Service and Ambulance access.

9.2 Emergency Response Plan



EMERGENCY RESPONSE PLAN

General Emergency Response Plan

MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical).
Complete Incident Log:	<ul style="list-style-type: none"> Record time; date; informant details; arrival of additional support; any treatment provided; patient information.
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)?
At scene	
Actions:	<ul style="list-style-type: none"> DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).
At completion	
Debrief:	<ul style="list-style-type: none"> In serious/critical incident trauma and medical cases, the Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded. The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. In a critical incident such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.

9.3 Evacuation Plan

If an incident occurs that is significant, the evacuation of the event site will be agreed between the event manager, event H&S and Police/security refer to event day incident procedure section 6.



Evacuation Plan

Aim

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly, and decisively should the need to evacuate the event site be required.

Initiation of evacuation

An evacuation will be signalled by an announcement over the PA system. The following people are authorised to initiate an evacuation:

- Ammie Hardie, Event Manager

Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility:

- Arenas – volunteers in each arena
- Event Office
- Ammie Hardie
- Janine Hill
- Brooke Cawte
- Monique Webb
- Natalie Murray
- Kylie Seator

Please refer to the emergency management plan of the National Equestrian Centre, Taupo in section 11 of this document

9.4 Emergency Services

NZ Police

NZ Fire Service

9.4 First Aid Provision

The following first aid provisions are in place:

First aid register – refer to section 11

	Describe services/provider	Services location onsite and duration	Contact name/mobile number/radio channel	Who is responsible for updating the First Aid Register?
Pack in	First aid kit	Located in Event Office	021 378 433	
Event day	Peak Safety	Located onsite at event		
Event day	Peak Safety	Located onsite at event		
Event day	Peak Safety	Located onsite at event		
Pack out	First Aid kit	Located in Event Office	021 378 433	

10. FORMS and Additional information

Lost Child Form

<i>Equifest 2024 Event</i>		
<u>Date:</u>	Time in:	
Report written by:	Name & job title:	
Person who delivered child:	Name:	
	Mobile:	Address:
	Phone:	
	Email:	
Location where child was found:		
Child details:	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>
Caregiver/parent details:	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>

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:

<https://worksafe.govt.nz/dmsdocument/1981-accident-investigation>

First Aid Register

Use this form to record details when first aid treatment is given for a worker.

Persons name	
Location	
Date of treatment	
Time of treatment	
First aider	
Description of injury	
Treatment provided	
First aid items used	

Volunteer Briefing Sheet

Sample headings:

- Welcome comment
- Event details: Event dates and times
- Key contacts
- Role and responsibilities
- Volunteer sign in/out – when, where
- Clothing i.e. uniform
- Food/water
- Volunteer transport/parking
- Medical Services
- Lost children
- Lost/found property
- Incident/hazard communication
- Media
- Security
- Site plan
- Entertainment schedule
- ...

Volunteer event day check in and out sheet

By signing the below form, volunteers confirm they have been inducted to the event site and operation, understand their role, key event hazards and who to contact if assistance is required.

Name	Signature	Date	Time in	Time out

NEC Health and Safety Policy



NEC HEALTH AND SAFETY POLICY 2020.pdf

Keeping Safe at Our Event

The safety of your staff and volunteers working or visiting our event is of the utmost importance to us. Due to COVID-19 there is a strong emphasis on you and your staff's personal hygiene and sickness.

It is still very important that the latest MOH guidelines around keeping up personal hygiene with hand washing, and the practicing of good sneeze and cough etiquette are adhered to. It is imperative that if you or your staff are unwell, they should not attend the event and should leave immediately if they become unwell.

We appreciate your assistance in ensuring your site is always safe. Our security provider has a 'qualified first aider to workplace' staff member on site for the duration of the show, but please adhere to the following:

Emergency Services:

In case of Emergency dial 111. Advise emergency Address: 114 Rapids Road, Taupo, access via Gate 1. For both emergency and non-emergency assistance visit the event show office, located at the entrance of the Indoor Arena, or call a staff member on 021 805 667.

Safety before the Event:

Hazard ID and Management – as part of your planning, you need to assess your site setup, along with your display area (during the event), and site breakdown to determine any potential risks and advise how you will manage these.

If you have any hazards to report, please complete the Hazard Identification and Management Form and return by **1st October 2024** – Natalie@coreevents.co.nz.

SET UP

As per the setup instructions in your Exhibitor Manual, setup will occur for outdoor sites only from 8.00am Wednesday 17th October, and all sites from 8.00am Thursday 18th October (unless otherwise specified by Core Events Ltd Ltd).

Health & Safety Induction

All exhibitors and contractors must complete an online induction before they can access their site. On arrival to the Venue via Gate 2. You must show confirmation of your completed online induction (provide either a copy of your induction certificate or the 'invite' email). If you haven't completed the online induction, then you will be required to complete a manual induction at the Gate 2 entrance on Rapids Road. The induction will take approximately 10 minutes. You will be required to sign a confirmation of your induction. Inductions will be performed by Security.

Hi-Visibility clothing (Hi-Viz)

Hi-Viz clothing or vest is **compulsory** for everyone during setup and breakdown of the event. Please ensure you bring your own Hi-Viz items as there are no extra vests available on site. Anyone without a Hi-Viz vest or clothing item will not be permitted on to the site.

PACK DOWN

Pack down occurs between 3.00pm and 4.00pm on Sunday 20th October for indoor sites and 3.00pm- 7.30pm outdoor and 8.30am - 4pm Monday 21th October 2024. Ensure all staff and volunteers also wear Hi-Viz clothing during pack down.

- There is always a 15kph speed limit on site and during pack in and pack out.
- Please be aware of other exhibitor's movements at this busy time.
- Core Events Ltd staff and the National Equestrian Centre Manager will be monitoring movements.