**Health & Safety Plan**

[SEE BELOW FOR THE ITEMS YOU NEED TO HAVE COVERED IN YOUR POLICY DOCUMENT]

|  |  |
| --- | --- |
| Introduction | 3 |
| Key Contacts List | 3 |
| Health & Safety Policy | 4 |
| Management Overview | 5 |
| * Event Overview
 | 5 |
| * Management Structure
 | 5 |
| Safety Management Team | 6 |
| Operations | 7 |
| * Base Operating procedures – Police, Security & Communication
 | 7 |
| * Bullying and harassment
 | 8 |
| * Media Policy
 | 8 |
| * Vehicle Movement Policy
 | 8 |
| * Stable Management Policy
 | 9 |
| * Contractors Management Policy
 | 9 |
| * Medical & Injury Policy
 | 9 |
| * Contingency/Weather Policy
 | 9 |
| * Concession and Stall Holders Management Policy
 | 9 |
| Hazard and Safety Management | 10 |
| * Health and Safety General
 | 10 |
| * Hazard Identification Policy
 | 11 |
| * New Hazards
 | 11 |
| * Accident & Injury Reporting Policy
 | 11 |
| Staff Management | 12 |
| * Staff Training & Briefing
 | 12 |
| * Volunteer Management
 | 12 |
| Underground Services | 13 |
| Emergency Planning | 13 |
| Incident on the course | 14 |
| Serious Harm Accident | 15 |
| Vehicle Incident | 16 |
| Fire Safety Plan | 17 |
| Medical | 18 |
| Post Event Operation/Debrief | 18 |
| Health and Safety Forms List | 20 |
| **Appendices** |  |
| Cross Country Operational Plan |  |
| Site Plans |  |
| Traffic management Plan (IF APPLICABLE) |  |

Introduction

This Health and Safety plan has been developed to create a safe environment to all competitors, volunteers, contractors and public at the [ENTER YOUR EVENT NAME] Show. The event takes its obligatons to Health and Safety very seriously and encourages anyone who sees anything that is dangerous or unsafe to report it to the [ENTER THE NAME OF YOUR EVENT]. Every person can help safety at the event is you, so make sure you keep yourself safe at all times

Throughout the manual, wherever the word ***“event”*** is used, this refers to all that happens within the framework of the [ENTER YOUR EVENT NAME] including, activity that happens pre, during and post event at any location that has obligations to [ENTER YOUR EVENT NAME].

If you have any concerns throughout this Health and Safety plan, please contact [ENTER YOUR EVENT NAME] Health &Safety Manager [ENTER NAME OF YOUR HEALTH AND SAFETY OFFICER]

KEY CONTACT LIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **Mobile Phone** | **RT number if applicable** | **Key area of responsibility** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**HEALTH & SAFETY POLICY**

[ENTER YOUR EVENT NAME] 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, co-operating and co-ordinating 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 minimise the risk of any trips and falls.
* Ensuring all equipment is put away correctly

**Safety Management Team (for larger events – may not be required for smaller events)**

A key strategy for the safe conduct of the event is the formation of a Safety Management Team (“SMT”) to act as a focal point for all matters relating to Health and Safety at the event.

The SMT’s responsibilities included (but not limited to):

* Ensuring the site is safe and advise the Event Manager on any issue that arises.
* Make recommendations to the Event Manager on any matters relating to safety
* Meet regularly before and during the event to consider all aspects of safety.
* Maintain a Hazards Register, including management strategies of eliminate, isolate or minimising the hazard.
* Assess all hazards in terms of severity and impact, and recommend appropriate courses of action to the Event Manager. *Where immediate safety is at stake, SMT will make and act upon their decision immediately to mitigate the danger, then inform the Event Manager as soon as possible.*

In all cases where possible SMT will inform the Event Manager of the situation prior to taking action.

Safety Management Team members are *(Contact details are listed in the Key Personnel index on page?)*

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

OPERATIONS:

Base Operating Procedures:

Base of operations and headquarters is situated [ENTER WHERE THE MAIN OFFICE IS FOR ALL REPORTING AND INFORMATION].

At all times there will be a central communications person. From [EXAMPLE 7am-8pm], this person will be located under [ENTER LOCATION], and will act as a central person for all communications. They will also record all incidents that go through them for review at the end of the event.

Police:

[The Police are maintaining a 24/7 presence throughout the event with 2 to 3 staff on site at any one time].

Security:

Event Security is provided by [ADD NAME OF SECURITY FIRM] their base of operations is situated [LOCATION] (refer site map) staff will patrol during the day and 5 through the night.

Communications:

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

Staff issued with radios are listed on the contact list on page 3:

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 Base of Operations. All staff are reminded to begin work with a fully charged mobile phone.

**SPECIFIC POLICIES APPLICABLE TO THE EVENT**

Drug and Alcohol Policy

No person working at [YOUR EVENT NAME] must 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.

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. (*Remember that 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 [ENTER NAME]

All media inquiries of **ANY TYPE** must be politely declined and referred to [ENTER NAME]. This is particularly important following any incident, and this policy will be discussed at the time of staff induction.

Vehicle Movement Policy

All road rules apply to all vehicles while operating on [ENTER NAME OF SITE].

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 resupply and other logistical vehicles are restricted to operating prior to 0700hrs each day
* All vehicles must activate hazard lights at all times and restrict speed to no more that 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.
	+ Drivers must activate hazards lights and or headlights at all times where fitted.
	+ 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. *Signage must be put in place advising of this policy.*

Each block of stables will have a fire extinguisher on hand should a fire break out.

Contractor Management Policy:

Each contractor involved in the event, must submit a copy of their H&S Plan to [NAME OF ORGANISING COMMITTEE]. Acceptance of Contractors H&S Plans will be entirely at [NAME OF ORGANISING COMMMITTEE] discretion.

Medical and Injury Policy

Qualified medical providers and paramedics will be on site during [ENTER HOURS] and will be located [ENTER LOCATION]. When required the medical providers will be reached via [2 way radio and shall be called through Central Communications].

Contingency/Weather Policy

Outdoor events are subject to and affected by weather conditions. This is challenging to all participants and this must be taken into consideration.

Decisions relating to contingency or weather will be gathered by the [ORGANISING COMMITTEE] and relayed to Event Director. If the prevailing weather is not considered safe and appropriate for the running of the event it may be cancelled. Any decision to cancel will be made by the Event Director in consultation with [ORGANISING COMMITTEE]. In such circumstances [ YOUR EVENT NAME] will do everything in its power to provide a safe alternative to the event as published, however safety will always remain the overriding factor when making any contingency decisions.

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.

**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.

[YOUR EVENT NAME] supports these aims unreservedly, and will make every effort to include both employees and contractors in the health & safety decision-making process.

Safety is the responsibility of every person inclusive of management and any employees, volunteers or contractors.

However **The Event Director is responsible for the overall safe management of the event.** This includes the contents of the Safety Plan, and any reviews thereof.

All staff and contractors where possible receive an induction before commencing duties, at the completion of induction, Managers/Supervisors are required to sit a test to access their level of understanding of the Act and its provisions as relate.

The Company Health and Safety Policy is displayed on site in the Operations HQ.

The Company Health and Safety policy, and the entire Safety and Operations Plan are available to staff, contractors and participants to view.

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 minimised. [SEE ATTACHED HAZARD ID FORMS]

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 [ENTER YOUR EVENT NAME] 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. On event days where possible the Safety Manager, Operations Manager or the Event Directors to be notified as soon as possible to authorise these changes. In some cases staff may have to use common sense to deal with a given situation on the spot.

Accident & Injury Reporting Policy

All accidents and injuries must be reported and notified to the [ADD NAME OF SAFETY MANAGER] who will provide guidance to the Event Manager and [ YOUR EVENT NAME] of how to deal with the issue.

All incidents, including near misses, will be recorded, investigated and reported as per statutory requirements. Accident and Incident Reporting forms are included in the appendices

OFFICIALS, CASUAL WORKER AND VOLUNTEER MANAGEMENT:

Training & Briefing

All key event staff will receive a comprehensive briefing inclusive of both event and safety information. This should take the form of a meeting prior to the show beginning and then each morning of the show to identify any issues. It will conclude with a debrief at the close of the show to review any incidents, any issues and what needs to be considered for the future.

Volunteer Management

The success of the event is dependent on the use of volunteers.

Due to the nature of volunteers coming from different parts of New Zealand and standing work commitments it is sometimes not possible to conduct formal training or inductions with them.

The [ENTER NAME OF ORGANISING COMMITTEE] understands that it has a duty to ensure all volunteers and casual workers and officials are briefed and understand safety procedures.

• The event organizer will ensure it is responsible for its volunteers and officials

• Volunteers and officials will ensure they understand they need to be safe and not cause harm to anyone else.

To meet these obligations the event will provide sufficient information and training for the volunteers to perform the duties required of them. In some cases this may be in the form of a **verbal briefing** and in some cases it is by way of **written instructions**. [AS AN ORGANISING COMMITTEE YOU WILL NEED TO PROVIDE EVIDENCE THAT YOU HAVE DONE THIS]

We will:

* ***Consult, co-operate and co-ordinate*** with the partners in our event such as the facility manager and ESNZ.
* ***We will systematically*** identify hazards
* ***Systematically*** manage hazards by eliminating them, isolating them or minimising them, in that order of preference
* ***Provide*** suitable protective clothing and equipment
* ***Provide*** safety information, training or supervision so that work is done safely.

We are required to take “all practicable steps” to prevent harm to officials, volunteers, visitors, competitors and passers-by.

“All practicable steps” means doing everything that is reasonable in the circumstances, having regard to the harm that might occur, available knowledge about what can be done to eliminate or reduce the hazard, and the cost of doing something relative to the harm that could occur if you do nothing. Cost alone is not an excuse for failing to take action. But the Act makes it clear that you are required only to manage hazards that you know about, or that it is reasonable to expect you to know about.

We will record all work-related injuries, illnesses 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.

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.

*# NOTE: The venue has agreed to mark all underground electrical cables*

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 or fence 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:**

**[**A crisis management team is to be selected prior to the start of the competition. The CMT should all meet prior to the start of the event or at least prior to the start of XC so that everyone is clear about their role and the proceedure that will be followed.]

 [ADD IN NAME OF CRISIS MANAGEMENT TEAM CONTACTS AND HOW TO CONTACT THEM ON THE DAY OF THE EVENT]

**Crisis Team Manager:** An experienced member of the OC who is not otherwise committed – not necessarily the Event Convenor/Director).

**TD:** (National classes this will be the senior TD; at FEI competitions the President of the Ground Jury)
**Assistant TDs:** Maybe required to remain at location of incident in first instance.

**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/Chief Cross Country Judge of Class:**

**Cross Country/Show jumping Convenor:**

**Secretary:** Required to minute any meetings

**Repair Crew :** If apprpriate – must know location of screens

**Runner:**

**Veterinarian/FEI Veterinary Delegate:** Care of horse involved, and care of other horses rider may have at event.

**Chief Steward:** or their representative

**Familiy Support Person:** To act as hospital liason person together with CTM and to support family and arrange transport to hosptial 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 :
	1. The event should continue or be cancelled
	2. 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
	3. The competition should resume as soon as practicable.
3. Screens around the accident while treatment is taking place – [WHERE ARE THESE AVAILABLE FROM]
4. The fence must not be repaired or altered in any way until examined by police (after a very serious injury or fatality).
5. Prevent public from taking photographs of the incident by request and keeping them at a distance.
6. Arrange professional photographing of the fence prior to any repairs (cross country, show jumping or event convenor to organise depending on location of incident).
7. Take rider into ambulance as soon as possible to get the course cleared and competition resumed if appropriate.
8. Chief Cross Country Judge and Control Centre to control the course in terms of stopped riders etc
9. Fence Judges 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 police liason 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. A single nominated person ( e.g.Event Convenor, CTM, TD) 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. Cross Country Convenor to arrange for replacement of fence judges. Make necessary arrangements for deletion of obstacle from course if advised to do so by Cross Country Judge.
5. Chief Medical Officer to control treatment of rider at the fence.
6. 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 embarassment.

**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 adivse 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 /ACCIDENT**

**Ensure safety of self and others in the immediate vicinity. Check for potential hazards and secure the area. Assess whether injury or harm has been done**

**No harm done**

**Notify Comms, make notes if possible for Safety Manager**

**Yes harm done**

**Comfort patient until medical support arrives**

**If possible address injury and apply basic first aid**

**Notify Comms immediately so that Medical/Veterinary support can be dispatched**

**See person safely on their way**

**All completed accident forms to returned to the main office within 24 hours**

Serious Harm Accident

**SERIOUS HARM INJURY**

**Ensure safety of self and others in the immediate vicinity. Check for potential hazards and secure the area.**

**Debrief Incident**

**Call Comms immediately, advise of situation and Medical support will be dispatched**

**If no response call 111**

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

**Event Director**

**To arrange critical incident stress debrief and or counselling as appropriate**

**Safety Manager**

**To notify OSH is serious harm injury**

**Amend Ops/Safety Plan as appropriate**

Vehicle Incident

**VEHICLE INCIDENT**

**Ensure safety of self and others in the immediate vicinity.**

**Assign guards to alert other motorists**

**Debrief Incident**

**Call Comms immediately, advise of situation and Medical support will be dispatched**

**If no response call 111**

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

**Event Director**

**To arrange critical incident stress debrief and or counselling as appropriate**

**Safety Manager**

**To notify OSH is serious harm injury**

**Amend Ops/Safety Plan as appropriate**

Fire Safety Plan

**FIRE**

**IF YOU DISCOVER A FIRE**

**Ensure Comms are notified so that the Safety Management Team can be brought into play.**

**Account for all staff, participants and spectators ensuring an orderly evacuation from the site and away from danger.**

**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.**

**R**

**Remove people from immediate danger**

**A**

**Alert emergency services – DIAL 111**

**C**

**Confine the fire if possible to do so safely**

**E**

**Extinguish the fire if you can do so safely**

Medical Plan:

Add in how to locate and activate emergency care.

Notification of injury to participants support crew and family

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.

POST EVENT OPERATIONS::

**Event Debrief**

A comprehensive event debrief will be conducted as soon after 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.

**Incident Severity Scale**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Severity Ranking**  | **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.  | >$100  | Scorched campsite, plant damage  |
| **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** |
| **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.  | >$8,000  | Destroyed / killed some example of flora/fauna  |
| **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.  |

|  |
| --- |
| **Health and Safety Forms**  |
| **1** | Health and Safety Policy |
| **2** | Missing Person Initial Report Form |
| **3** | Hazard Forms |
| **4** | Hazard Notice |
| **5** | Standard Hazard Identification and Control Forms |
| **6** | Injury/Accident Forms |
| **7** | Near Miss Form |
| **8** | Serious Accident/Harm Notification Form |
|  |  |