



Health & Safety Plan

2018 NATIONAL SECONDARY SCHOOLS WAKA AMA REGATTA

The National Secondary Schools Waka Ama Regatta is organized by Te Waiariki Pūrea Trust, Rotorua, in partnership with Nga Kai Hoe o Aotearoa and with the support of other Rotorua businesses/organizations and members/volunteers in the community.

The intent of this event is to promote the Sport of Waka Ama as a number one Sport of choice for Rangatahi, and to provide a space for all Secondary Schools to compete in a safe and welcoming environment.

Event Responsibilities: **Laurie Durand – Te Waiariki Pūrea Trust Manager**

Event Managers:

Lara Collins (Race Director)
Kelley Korau (Co-ordinator and Fire Warden)

Media Representative/Kaumātua/Safety Consultant

Paraone Pirika

Site Manager:

Kelley Korau

Safety Boat/Water Support Supervisor:

Ray Timihou

Volunteer Supervisor

Joquita O'Brien

Administration Support

Waka Ama NZ

Photo Finish

Dave Duckworth

Online Registrations/Timing

Alex Ryder/TBC

Venue

Lake Tikitapu, Doc and Rotorua Lakes Council
Tikitapu Reserve (DOC & RLC)

Event Management Commitment

The Lake Tikitapu/Blue Lake is surrounded by natural hazards. Te Waiariki Pura Trust undertakes to take all practicable steps to appropriately manage risks and hazards and wherever possible implement the mitigation strategies identified in this document. **(see Hazard Register)**

As the main organiser Te Waiariki Pura Trust undertakes to provide a fun and safe event and expects all those volunteering, participating, and supervising throughout the four day event, to undertake the same responsibility.

Management & Procedures

Fire

- No smoking is permitted on the site or open fires.
- Fire extinguishers are located in the administration area
- A hose is located in the toilet block areas nearest the terraces and administration area.
- BBQ's/ cookers will need to be placed on a cleared site, away from any flammable materials.

Waste

- 15/20 wheelie bins (with lids) will be located around the site.
- All Schools and Vendors are asked to clear the site at the conclusion of each day's events.
- 3 x existing toilet blocks are located on site (see site map attached)
- 2 additional toilet facilities will be placed on site.
- Sanitary items must be placed in the receptacles provided in the toilet block area.

Health & Safety

- A site safety officer will be on site throughout the event.
- 3 x First Aid Officers are also on site. A direct line to Emergency services will be provided through admin
- All official staff will be wearing Hi-Vis vests and be in radio contact.
- An Event Information Desk and First Aid location will be identified on site.
- All organisers/providers/supervisors/volunteers will be advised of the hazard register and it will be accessible in the Administration building on the day.
- Notices informing the public of any health & safety issues, during the event will be made via the announcer cabin, situated in front of the terraces. All notices must be first handed to the Event Co-ordinator (Kelley Korau) situated in the main administration area.
- Food providers have been advised to seek a permit from Council
- The road down to the lake front will be closed to vehicle traffic during the event. Only Emergency Vehicles and Loading Bay vehicles will be permitted.
- Appropriate signage will be in place to advise the public of the event, direct traffic and navigate around the event. Prior to the event, a map of the site will be available in the event handbook.
- Pedestrians crossing Tarawera and from the DOC reserve to the regatta site will be controlled by Māori Wardens

National Secondary Schools Waka Ama Regatta 2017

Staff				
Groups	Risk Identification	Risk Management	Coping with Emergencies	Responsibility
	<ul style="list-style-type: none"> Personal injury during event 	<ul style="list-style-type: none"> Ensure that all staff are aware of the correct procedures when operating equipment Safety Boats: <ul style="list-style-type: none"> All staff are suitably qualified and that all safety equipment is operational. Cherry Picker: <ul style="list-style-type: none"> All staff are suitably qualified and that all safety equipment is operational. Ensure that all foreseeable risks are identified and where possible, eliminated. 	<ul style="list-style-type: none"> Ensure suitably age appropriate users are using equipment Ensure there is an emergency boat/outboard available in case of breakdowns. Ensure the Cherry Picker area is taped off Lakes Medical First Aid representatives will be present at the designated area on the attached map. If there is an emergency the Ambulance will be called for by Kelley at the Administration building. 	Kelley Site manager
	<ul style="list-style-type: none"> Medical reaction/preexisting medical condition. 	<ul style="list-style-type: none"> Inform all staff prior to the event of their tasks during the event. Check to see if there are any conditions that may be aggravated whilst working at the event. 	<ul style="list-style-type: none"> Lakes Medical first aid representative will be present. Have staff disclose what conditions they may have. 	Individual Lakes Medical Services

	<ul style="list-style-type: none"> Over exposure to sunlight and heat. 	<ul style="list-style-type: none"> Contact staff prior to the event to bring water, sunscreen and a hat. Allow rotations so staff can have turns in the volunteer staff locations under shaded areas. Have sun-hats available for staff and loaned Sunscreen from the cancer society will be allocated around the venue. 	<ul style="list-style-type: none"> Remove staff member to the volunteer tent to sit and consult with Lakes Medical representative. Call emergency services if needed. 	Lakes Medical Services
	<ul style="list-style-type: none"> Fire at the event outdoors. 	<ul style="list-style-type: none"> Notify Fire Service of the event. Have a Fire Extinguisher available at the Event Ensure all generators and power cords are checked by a registered electrician and evidence of check has been completed and viewed. 	<ul style="list-style-type: none"> Put fire out if possible. Notify Fire Service if unable to control fire. Advise all users of generators via the panui to ensure they have the appropriate safety equipment (extinguishers) available 	Site Officer Kelley
	<ul style="list-style-type: none"> Fire at the event if in doors. 	<ul style="list-style-type: none"> Notify Fire Service of the event. Before event starts, inform wardens where all fire extinguishers and emergency exits are. 	<ul style="list-style-type: none"> Put fire out if possible. Notify Fire Service if unable to control fire. Have security and wardens assist spectators in calmly exiting the building. 	Site Manager or Security representative Kelley

	<ul style="list-style-type: none"> In the case of wet weather or high winds. 	<ul style="list-style-type: none"> Review Weather forecasts in the week leading up to the event. On the morning of the Event, check with weather service for full report on local weather. 	<ul style="list-style-type: none"> Daily meetings will be held with the Race Director and Managers of teams to notify them of cancelations prior to racing and weather warnings. In the event of high winds or extreme wet weather the event will be cancelled. This information will be sent out to all staff and it will be their responsibility to ensure that all participants and equipment are safe/safely secured to minimize injuries and risks. 	Race Director All Staff
	<ul style="list-style-type: none"> Car parking unavailable to staff members. 	<ul style="list-style-type: none"> Develop parking plan and list of those permitted to park in the designated area. Issue Parking passes to designated staff. 	<ul style="list-style-type: none"> Inform Staff that if they do not have a Parking Pass they will not be permitted entry. Cordone off the Parking Area 	Site Manager Kelley Maori Wardens
	<ul style="list-style-type: none"> Lost stolen property. 	<ul style="list-style-type: none"> Remind staff not to bring anything they don't want to lose. Have storage in admin area. 	<ul style="list-style-type: none"> Contact wardens, security guards, and police if required. 	Site Manager Kelley Maori Wardens
	<ul style="list-style-type: none"> Unable to find event organizers in an emergency. 	<ul style="list-style-type: none"> Hand out maps as to where people should be at staff briefing. Radios will be issued to the relevant team leaders along with a Communication Plan. Get list of cell phone numbers of all staff to leave at admin area. 	<ul style="list-style-type: none"> Refer to the Communication Plan regarding Land and Water radio contact. 	Site Manager Kelley Maori Wardens All Staff

	<ul style="list-style-type: none"> • Unsure of tasks. 	<ul style="list-style-type: none"> • Brief all staff prior to the event. • Provide a basic fact sheet about their job during the event. 	<ul style="list-style-type: none"> • Event organizers to check on staff during the day. • Have copies of task lists available for staff on hand and at volunteer booth and be available to be contacted. 	Jo
	<ul style="list-style-type: none"> • Volunteer staff members not present. 	<ul style="list-style-type: none"> • Confirm all staff and times required before event. • Brief staff managers on times required. • Have access to home phone numbers of all staff. • Back up volunteer list. 	<ul style="list-style-type: none"> • Managers will try to find missing volunteers. • A backup list of volunteers will be created. 	Jo

Paddlers				
Groups	Risk Identification	Risk Management	Coping with Emergencies	Responsibility
	<ul style="list-style-type: none"> Personal injury during event. 	<ul style="list-style-type: none"> Ensure that all Schools are made aware of the location of the First Aid area. Ensure that all foreseeable risks are identified and where possible eliminated. 	<ul style="list-style-type: none"> Lakes Medical first aid rep will be at the designated area and other representatives 	Lakes Medical Managers School Managers
	<ul style="list-style-type: none"> Medical reaction/preexisting medical condition. 	<ul style="list-style-type: none"> Check if there are any conditions that may be aggravated whilst competing at the event. 	<ul style="list-style-type: none"> Contact Lakes Medical rep immediately. All Schools to have up to date information on all students. 	Lakes Medical Managers School
	<ul style="list-style-type: none"> Over exposure to sunlight and/or heat. 	<ul style="list-style-type: none"> Contact paddlers prior to the event to bring water, sunscreen and a hat via the Panui. Notify Schools that sunscreen will be available. Get sponsored water. 	<ul style="list-style-type: none"> Take paddler to First Aid area. Have them sit and consult with Lakes Medical rep immediately. Make all managers, volunteers, wardens and security aware of this procedure. Inform Schools that the Water Hub will be onsite. 	First to be informed will be responsible.
	<ul style="list-style-type: none"> Lost/stolen property. 	<ul style="list-style-type: none"> Inform all schools that students will need to be diligent at all times with their personal belongings. 	<ul style="list-style-type: none"> Contact wardens, security and police if required. Have a separate lost and found container for items found at admin area. Ensure log book is filled in. 	Managers Kelley Wardens

	<ul style="list-style-type: none"> • Unable to find event organizers in an emergency 	<ul style="list-style-type: none"> • Organizers will have vests and orange T Shirts • Provide Schools with cell phone numbers of key personnel 	<ul style="list-style-type: none"> • Use radios. • Use cell number • Make announcement on PA 	Kelley
	<ul style="list-style-type: none"> • Paddler area over crowded. 	<ul style="list-style-type: none"> • Clearly identify and limit access to paddling area. • Have a security guard within the immediate area of the paddlers. 	<ul style="list-style-type: none"> • Signage to be erected to read only paddlers past this point. 	Kelley Site Manager Wardens

Vendors

Groups	Risk Identification	Risk Management	Coping with Emergencies	Responsibility
	<ul style="list-style-type: none"> Personal injury during event. 	<ul style="list-style-type: none"> Ensure that all foreseeable risks are identified and where possible eliminated within the stall area. Licenses to be checked to see that they are current to ensure that food is safe to sell and eat. 	<ul style="list-style-type: none"> Contact Lakes Medical rep immediately. Make all managers, volunteers, wardens and security aware of this procedure. First to be informed will be responsible. Site Manager to check for licenses upon arrival. 	Site Manager
	<ul style="list-style-type: none"> Medical reaction/preexisting medical condition. 	<ul style="list-style-type: none"> Individual can be taken to see Lake Medical rep in volunteer tent. 	<ul style="list-style-type: none"> Lakes Medical rep in volunteer tent. Site manager wardens and security to be made aware of this procedure. First to be informed will be responsible. 	Site Manager Kelley
	<ul style="list-style-type: none"> Over exposure to sunlight and heat. 	<ul style="list-style-type: none"> Contact stallholders prior to the event to bring water, sunscreen and a hat. Cancer trailer, with umbrellas available. 	<ul style="list-style-type: none"> Remove individual to the First Aid tent to sit and consult with Lakes Medical rep. Make all managers, volunteers, wardens and security aware of this procedure. First to be informed will be responsible. 	Individual Teachers First Aid
	<ul style="list-style-type: none"> Lost/Stolen property 	<ul style="list-style-type: none"> Inform stall holders that they are in charge of their own security. 	<ul style="list-style-type: none"> Contact Wardens, security and police if required. 	Site manager Wardens

	<ul style="list-style-type: none"> Stall area not big enough. 	<ul style="list-style-type: none"> Contact stallholders with details on where they will set up, site plan, where they can't set up, etc, be prepared for out doors. 	<ul style="list-style-type: none"> Site Manager to ensure they are in their correct areas. 	Site manager
	<ul style="list-style-type: none"> Event cancelled due to weather. 	<ul style="list-style-type: none"> On the morning of the event, check with weather service for full report on local weather Contact radio station with change. Contact vendors. 	<ul style="list-style-type: none"> Contact radio station, vendors with change info asap. 	Lara Kelley
	<ul style="list-style-type: none"> Unable to find event organizers in an emergency 	<ul style="list-style-type: none"> Identify who is responsible if neither can be found. 	<ul style="list-style-type: none"> Make announcement on PA. Go to next responsible person. Talk to someone in the administration building 	Individual
	<ul style="list-style-type: none"> Car parking unavailable to stall holders. 	<ul style="list-style-type: none"> Inform all stallholders that parking will be an issue. Ensure all stallholders have passes and maps. 	<ul style="list-style-type: none"> Ensure all stallholders can contact and know where the site manager can be found before, during and after the event. 	Vendors Site manager
	<ul style="list-style-type: none"> Time for set up/pack down unsuitable 	<ul style="list-style-type: none"> Inform vendors setup starts at 8 am, pack down at 4pm. 	<ul style="list-style-type: none"> Use other vendors to fill out space as required. 	Vendor Co-Ordinator
	<ul style="list-style-type: none"> Food preparation not to required standard 	<ul style="list-style-type: none"> Send out info provided by council on food preparation/hygiene prior to event. 	<ul style="list-style-type: none"> Notify regulatory service. Shut down food preparation aspect of the stall. 	Site Manager Vendor

Spectators

Groups	Risk Identification	Risk Management	Coping with Emergencies	Responsibility
	<ul style="list-style-type: none"> Personal injury during the event. 	<ul style="list-style-type: none"> Ensure that all foreseeable risks are identified and where possible eliminated within the venue. 	<ul style="list-style-type: none"> Lakes Medical rep will be present. 	Individual Teachers
	<ul style="list-style-type: none"> Medical reaction/preexisting medical condition. 	<ul style="list-style-type: none"> Lakes Medical rep in First Aid Area. 	<ul style="list-style-type: none"> Remove spectator to volunteer tent to consult with Lakes Medical rep immediately. Make all managers, volunteers, wardens and security are aware of this procedure. First to be informed will be responsible. 	Individual Teachers
	<ul style="list-style-type: none"> Over exposure to sunlight/heat. 	<ul style="list-style-type: none"> Cancer trailer and supplies will be present. Water will be available via the Hub. 	<ul style="list-style-type: none"> Remove spectator to volunteer tent to consult with Lakes Medical rep immediately. Make all managers, volunteers, wardens and security are aware of this procedure. First to be informed will be responsible. 	Individual Teachers

	<ul style="list-style-type: none"> Event venue changed due to weather. 	<ul style="list-style-type: none"> Review weather forecasts in the week leading up to the event. On the morning of the event, check with weather service for full report on local weather. Make final call on event at 7:30 am. Contact radio station, performers, staff, wardens and security with change. 	<ul style="list-style-type: none"> Contact radio station, performers, managers, wardens and security asap. 	Lara Co-ordinator
	<ul style="list-style-type: none"> Unable to access venue. 	<ul style="list-style-type: none"> Parking all around the area available. Provide specially designated drop off area for disabled. 	<ul style="list-style-type: none"> In the event of good weather, encourage spectators to walk as a healthy transportation option. 	
	<ul style="list-style-type: none"> Lost/stolen property. 	<ul style="list-style-type: none"> Allow an area within admin area for lost or stolen property. 	<ul style="list-style-type: none"> Contact wardens, security guards and if required Police When property is claimed, take a picture of the claimer and the property. 	Co-ordinator
	<ul style="list-style-type: none"> Spectators have no knowledge of the venue. 	<ul style="list-style-type: none"> Brief volunteers on area. MC announce blurb on locations of toilets, lost property, vendors, etc 	<ul style="list-style-type: none"> Special announcements during breaks in performances. 	Co-ordinator
	<ul style="list-style-type: none"> Volume to loud/quiet. 	<ul style="list-style-type: none"> Watch audience reactions to gauge requirements. 	<ul style="list-style-type: none"> Liase with PA/radio performers to rectify problem. Sound check before event begins. 	Co-ordinator Site Manager

	<ul style="list-style-type: none"> • Drunk/disorderly/disruptive behavior affecting other spectators. 	<ul style="list-style-type: none"> • Have wardens monitoring crowd behavior during event. 	<ul style="list-style-type: none"> • Security guard to immediately contact the Co-ordinator or Site Manager • Contact police. • Evict any drunk/disorderly people. 	Co-ordinator or Site Manager
	<ul style="list-style-type: none"> • Lost children found by staff. 	<ul style="list-style-type: none"> • Managers and volunteers to wear matching t-shirts or vests. • MC to inform spectators of who is staff and security. • Contact MC with name of lost child. 	<ul style="list-style-type: none"> • MC to make announcement about lost child during breaks. • Bring lost child to admin area, where they will stay until claimed with at least 2 volunteers, at least one should stay with the child the whole time. • Get guardian description from child (best as possible). • When child is claimed, take picture with guardian. 	Wardens Co-ordinator or Site Manager
	<ul style="list-style-type: none"> • Lost children (not found yet) 	<ul style="list-style-type: none"> • Event staff to wear bright colorful clothing • Contact MC with info on lost child. 	<ul style="list-style-type: none"> • An announcement to be made during breaks by MC. • First person to find out about lost child to contact site manager who will contact MC. 	Wardens Co-ordinator or Site Manager
	<ul style="list-style-type: none"> • Fights/ Riot 	<ul style="list-style-type: none"> • Contact Police. 	<ul style="list-style-type: none"> • Call police 	Wardens Co-ordinator or Site Manager

Venue & Equipment

Groups	Risk Identification	Risk Management	Coping with Emergencies	Responsibility
	<ul style="list-style-type: none"> • Theft/missing equipment. 	<ul style="list-style-type: none"> • Have all tables numbered and allocated to groups recorded on a master list. • Check off equipment as it is returned. • Have all groups understand that there will be a cost involved if equipment is damaged or not returned. 	<ul style="list-style-type: none"> • Missing equipment to be charged out to associated club. 	Co-ordinator or Site Manager
	<ul style="list-style-type: none"> • Sound equipment failure. 	<ul style="list-style-type: none"> • Have radio people located near PA system. • Have an emergency number available for PA hirer. 	<ul style="list-style-type: none"> • Phone emergency number immediately. 	Co-ordinator or Site Manager
	<ul style="list-style-type: none"> • Sound equipment system not suitable for event. 	<ul style="list-style-type: none"> • Contact and confirm equipment required for event. • Provide a list of equipment supplied. • Have the PA provider available to be contactedTest PA. 	<ul style="list-style-type: none"> • Have an emergency contact number of the PA hirer. • Will be present to set up PA. 	Site Manager
	<ul style="list-style-type: none"> • Tables not arriving 	<ul style="list-style-type: none"> • Get exact number of how many tables we need. • Have organizing committee managers bring tables. 	<ul style="list-style-type: none"> • Get tables from other organizing committee members. 	Co-ordinator or Site Manager

	<ul style="list-style-type: none"> Power failure. 	<ul style="list-style-type: none"> Check operation of power with RLC. Have a number of electrician via RLC 	<ul style="list-style-type: none"> Contact RLC 	Co-ordinator or Site Manager
	<ul style="list-style-type: none"> Damage to equipment, vandalism/graffiti. 	<ul style="list-style-type: none"> Wardens and security to roam event. 	<ul style="list-style-type: none"> Isolate area form public/participants. Inform E & I manager, call parks and recreation: 	Co-ordinator or Site Manager
	<ul style="list-style-type: none"> Run out of resources, ie: toilet paper 	<ul style="list-style-type: none"> Ensure through parks and rec that toilets are well stocked. Check every 2 hours 	<ul style="list-style-type: none"> Contact parks and rec: Call Hire Pool. 	Co-ordinator or Site
	<ul style="list-style-type: none"> Broken glass/sharp objects on the green. 	<ul style="list-style-type: none"> Have Wardens and Site Manager on the lookout for dangerous objects. 	<ul style="list-style-type: none"> Isolate area immediately upon identification. Remove objects to nearest rubbish bin. 	Wardens and Site Manager Schools
	<ul style="list-style-type: none"> Rubbish 	<ul style="list-style-type: none"> Rubbish bins – Infra Care Have MC encourage people to use rubbish bins. 	<ul style="list-style-type: none"> Ensure bins are emptied regularly by volunteers. 	Wardens and Site Manager Schools
	<ul style="list-style-type: none"> Rubbish bins full. 	<ul style="list-style-type: none"> Book extra rubbish bins. Have extra rubbish bins available. 	<ul style="list-style-type: none"> Remove full bin bag and replace with new bin bag. 	Wardens and Site Manager Schools
	<ul style="list-style-type: none"> Clean-up at the end of the day 	<ul style="list-style-type: none"> Use rubbish bins provided 		Everyone
	<ul style="list-style-type: none"> Overnight security 	<ul style="list-style-type: none"> Ensure gates are lock each night to keep onsite gear safe 	<ul style="list-style-type: none"> Contact Police and/or event coordinator and/or site manager 	