

# 2019 NZCAF National Schools Aerobics & Hip Hop Championships

## Safety Management Plan

### Table of Contents

<b>Introduction</b> .....	<b>2</b>
1.1 About this Guide.....	2
<b>Safety Commitment</b> .....	<b>2</b>
2.1 NZCAF Facilities Commitment .....	2
2.2 Participants Commitment .....	2
<b>Legislation, Policy and Procedures</b> .....	<b>2</b>
3.1 Legislation.....	2
3.2 NZCAF Safety Policy.....	2
3.3 Safe Work Methods.....	3
3.4 General on Site Safety .....	3
3.5 Housekeeping and Waste.....	3
3.6 Risk Management.....	3
3.7 Emergency Procedures.....	3
3.8 First Aid Procedures .....	3
3.9 Smoke Free Policy .....	4
3.10 Alcohol & Drugs.....	4
3.11 Traffic Safety and Parking.....	4
3.12 Damage to Venue, Equipment or Property.....	4
<b>Risk Management</b> .....	<b>4</b>
4.1 Restricted Areas .....	4
4.2 Manual Handling .....	4
4.3 Working with Electricity .....	5
4.4 Electrical Isolation .....	5
4.5 Residual Current devices (RCD).....	5
4.6 Electrical Testing and Tagging .....	5
4.7 Hazardous Substances.....	5
4.9 Working at Heights.....	5
4.10 Edge protection, guards or railings .....	5
4.11 Slips, Trips and Falls.....	5
4.12 Crowd Control .....	5
4.13 Directional signage to be used .....	5
<b>Additional Risks</b> .....	<b>6</b>

## Introduction

### 1.1 About this Guide

This guide has been prepared to provide contractors, subcontractors, athletes, teacher, students, coaches volunteers and attendees relevant safety information whilst attending or working at NZCAF events.

Creating and delivering a safe environment can only be achieved by having a comprehensive safety management system in place, and one that can be clearly understood by all working and attending NZCAF events – Specific to Queenstown Event Centre National Championships.

Prepared by Gemma Lowther, NZCAF Head of Technical committee. Date: 1/4/18

## Safety Commitment

### 2.1 NZCAF Facilities Commitment

NZCAF is committed to providing a safe environment for all volunteers, students, teachers, officials, spectators, guests, visitors and contractors. To achieve this, NZCAF will take every practicable step to prevent accidents and injuries by identifying, eliminating or controlling potential hazards. NZCAF will use sound risk management practices to ensure that our safety programs function effectively.

As managers of this National Sport Aerobics and Hip Hop Championships, we strive at all times to ensure that safety and a safe workplace is provided for all our staff and visitors.

The success of our health & safety program ultimately rests on the commitment of everyone to co- operate and work collectively with a “team spirit”. To ensure that our goal is achieved all parties must understand their responsibilities and obligations.

### 2.2 Participants Commitment

Along with NZCAF you have a responsibility (duty of care) to ensure your health, safety and welfare whilst participating in our events. In fulfilling that “duty of care” both yourself and NZCAF should pursue a vigilant, systematic approach to reducing the risk of injury by maintaining a safe environment.

Anyone engaged by the hirer to perform or work at NZCAF events are required to comply with Council’s health & safety policies, procedures, programs and other initiatives and to observe directions on health & safety from designated NZCAF representatives

All contractors performing work at NZCAF events are responsible for their own health & safety and that of others onsite and must report any incidents, accidents, injuries or hazards in the work place to an NZCAF official as well as their employer. Contractors will ensure that no task will be undertaken if health and safety standards may be compromised.

NZCAF requires all contractors, subcontractors and employees to fulfil their duty of care responsibilities by:

- Providing a safe place of work
- Providing safe systems of work
- Providing safe plant and equipment
- Encouraging safe practices in the workplace
- Complying with the Health & Safety at Work act 2015 and it’s amendments

## Legislation, Policy and Procedures

### 3.1 Legislation

In New Zealand there is health & safety legislation (Health & Safety at Work act 2015) that applies to all workplace practices. All work carried out at NZCAF events must comply with this legislation and any person working outside of these requirements may be subject to legal action.

NZCAF requires all hirers/contractors involved in carrying out work at any of its events to:

- Have policies and procedures that aim to protect the health and safety of all
- Ensure policies and procedures are documented and available to all employees, volunteers
- Ensure policies and procedures are implemented
- Undertake risk assessments to identify risks and implement appropriate control measures in consultation with Queenstown Event Centre venue management

### 3.2 NZCAF Safety Policy

In accordance with the Health and Safety Policy, it is a requirement of NZCAF that:

- Practice safe work methods at all times to prevent injuries to themselves or others
- Use appropriate Personal Protection Equipment (PPE)
- Report all accidents, incidents and discomfort in an accurate and timely manner

- Actively participate to identify and record hazards, and to ensure controls for all hazards are effectively implemented
- Undertake appropriate training to ensure that they understand Health & Safety requirements and can perform all tasks safely
- Read the Health and Safety Policy

In addition the Event Manager will:

Assist with the overall objective of continually improving Health & Safety via processes for consultation and participation. Report any health and safety concerns immediately to the Hirer/Contractor.

### 3.3 Safe Work Methods

Safe work methods are only effective when each work process is properly planned and the staff are trained in the safety measures required for each job to be carried out. It is the responsibility of all hirer's and contractors to ensure that where there is a possible risk of injury and or death that they conduct themselves and their staff according to safe work methods.

### 3.4 General on Site Safety

In order to have a safe workplace and event it is vital that everyone who performs or attends an NZCAF event has not only read and understood this Venue Safety Guide but is also familiar with the following rules:

1. Always conduct yourself safely
2. Never endanger anyone else with what you do
3. Always wear sports footwear when competing
4. Wear suitable clothing appropriate for aerobics or hip hop as per rules and guidelines
5. No drugs or alcohol are to be consumed throughout the event
6. Obey the no smoking signs
7. Obey instructions from your supervisor, teacher, coach or officials
8. Always report risks to your supervisor, teacher, coach, official or Event Facilities staff

### 3.5 Housekeeping and Waste

All Schools are responsible for keeping their designated areas clean, tidy, free and clear of hazards at all times, this is of upmost importance in public access areas, thoroughfares and fire exits must be kept clear at all times at the venue. Teachers in charge of school groups will be briefed on health and safety for the event. All rubbish and debris must be removed prior to leaving the site – cleaners of the venue will be in charge of final clean up.

### 3.6 Risk Management

All hirers and/or contractors must identify any foreseeable risks, assess the risk and take action to eliminate or control that risk. Risk management is a regulatory requirement. The risk assessment process is a problem solving process that when taken step by step will lead to informed decisions about how best to avoid or control the impact of the risks identified.

There are 4 basic steps:

1. Identify the problem (Risk identification)
2. Determine how serious a problem it is (assess the risks)
3. Decide on what actions are to be taken to solve the problem (eliminate or control the risks)
4. Review the process and control measures to ensure that the risks are adequately addressed

An Event Risk Assessment (risk identification) must be undertaken which considers every aspect of the work to be carried out. Please see risk assessment guide (RAMS form)

### 3.7 Emergency Procedures

The following general emergency procedures apply:

1. All participants, teachers, coaches and officials are expected to familiarise themselves with the location of all, emergency procedures, exit pathways, assembly points,
2. If the fire alarm system has been activated then there is an emergency situation and all persons should evacuate the venue immediately.
3. In the event of an emergency everyone must follow Queenstown Event Centre staff, fire wardens, security personnel or emergency services instructions.
4. Assist mobility impaired persons where possible.
5. Proceed immediately to the designated assembly areas.
6. The buildings / areas may not be re-entered until the all clear is given by the fire warden or emergency service personnel.
7. If there is a fire, fight the fire only if it is safe to do so.

### 3.8 First Aid Procedures

The following procedures apply when first aid is required:

- All first aid accidents no matter how small must be reported to an NZCAF first aid volunteer

- NZCAF volunteer will complete an Incident Report and retain copies on file.
- Hirers and contractors are required to provide their own first aid kits, however basic kits are available if required at events.
- First aid volunteer will have a current first aid certificate

### 3.9 Smoke Free Policy

NZCAF recognises that smoking is hazardous to health and that non-smokers should be protected from involuntary inhalation of tobacco smoke.

NZCAF events are designated as non smoking. All students, teachers, volunteers and officials are expected to comply.

### 3.10 Alcohol & Drugs

All teachers and coaches must ensure their students, volunteers, are not affected by the consumption of alcohol or drugs (this includes prescription drugs) that may endanger their own safety or the safety of others at the event.

All NZCAF contractors and subcontractors must ensure they are not affected by the consumption of alcohol or drugs (this includes prescription drugs) that may endanger their own safety or the safety of others in the workplace.

If any person is considered to be intoxicated or under the influence of any drug to the extent that NZCAF venue management considers that person poses a risk to themselves or others, then they will be asked to leave the venue.

### 3.11 Traffic Safety and Parking

A person driving any vehicle on site must be the holder of the relevant NZ driver's license, proof of this license can be asked for by NZCAF event management team at any time.

### 3.12 Damage to Venue, Equipment or Property

Hirers will ensure that their contractors shall take such steps as necessary that the premises, including all floor coverings, furniture and fittings, are not stained, marked or otherwise damaged during any work undertaken. Any damage caused to venues, equipment or property as a result of the hirers/ contractors operations should be reported immediately and the contractor will be liable for the cost of repairs.

## Risk Management

Below are a number of general guidelines for safe operations and the safe management of work hazards. This is not an exhaustive list and not all aspects of the information will apply in every situation. Included below are the most common hazards or those that pose greater levels of risk at competition venues. For further information about risk management procedures, refer to point 3.6 of this guide.

### 4.1 Restricted Areas

All hirers and their contractors, sub-contractors, employees, students, teachers or volunteers are not permitted to enter any areas marked as restricted unless specifically authorised by NZCAF or Queenstown Events Centre venue management to do so.

### 4.2 Manual Handling

Manual Handling is any activity that requires a person to use bodily force in order to lift, lower, push, carry or in some other way move, hold or restrain an object, animal or person.

MANUAL HANDLING IS ONE OF THE BIGGEST CAUSES OF INJURY IN THE WORKPLACE

All personnel are required to identify, assess and eliminate or control the risks associated with manual handling.

In eliminating risks, personnel must ensure that:

As far as reasonably practicable, work practices should be planned, designed, constructed so as to eliminate risks from manual handling

In controlling risks, personnel must:

- Provide mechanical aids, or make arrangements for team lifting, or both
- Ensure that their staff are trained in manual handling techniques, and team lifting procedures appropriate to the activity.
- Officials ensure athlete follow the rules and guidelines for lifts and supports allowed in Dance performances.
- Contractors and their employees should have the skills and experience required to perform the task. Special care should be taken when:
  - Lifting weights of more than 4.5kg while seated
  - Lifting weights above the range of 16 – 20kgs
  - Pushing, pulling and sliding objects that are difficult to move

Factors to be considered for reducing risks associated with manual handling are:

- Minimise the lifting and lowering forces exerted
- Avoid the need for excessive bending, twisting and reaching movements

- Reduce pushing, pulling, carrying and holding as much as possible
- Use aids such as trolleys, pallet jacks etc
- Train staff in team lifting, stretching and warm up techniques

### 4.3 Working with Electricity

The safe usage and protection of electrical equipment and cabling is a priority.

### 4.4 Electrical Isolation

Only the Queenstown Event Centre management can isolate the electrical supply on the main switchboards and must have authorization from Events Centre management.

### 4.5 Residual Current devices (RCD)

Any portable electrical device, to be used at our events MUST be protected by a RCD. All portable RCD's shall comply and be tested in accordance with AS3190 – Approval and Test specification – Residual Current Devices (current operated earth leak devices).

### 4.6 Electrical Testing and Tagging

All electrical equipment used at our events for commercial use must be tested and tagged in accordance with AS/NZS3760:2010 before being used. Untagged equipment may not be used and must either be tested and tagged by a suitably qualified person or it will be removed.

### 4.7 Hazardous Substances

No hazardous should be present at our events. However if a contractor deems it necessary they must provide a list of all hazardous substances that they will bring to the venue and state why they are necessary.

### 4.9 Working at Heights

Falls from height are a significant problem in New Zealand resulting in serious injury or even death. All work at height should be subject to detailed risk planning and assessments.

### 4.10 Edge protection, guards or railings

Scaffolding erected by a licensed, competent company complying with Worksafe publications for scaffolding and have the appropriate certification

An elevated work platform to be operated by a person with suitable qualifications

Only ladders designed in accordance with New Zealand standards NZS/AS 1657:1992 Fixed platforms, walkways, stairways and ladders should be used in our venues.

All rigging and suspended load work must be subject to a detailed risk plan/assessment approved by Queenstown Events Centre.

### 4.11 Slips, Trips and Falls

In order to prevent slips, trips and falls, the following rules apply:

Regular inspections of warm up areas to ensure its clear of athlete gear and rubbish.

Warning signs placed where appropriate(e.g. wet floor)

Barriers/cones used to block off any hazard areas as required

Adequate lighting to be used in work areas

Best practice for the use of PPE involves:

- Choosing PPE that is appropriate to the task and level of risk
- Using PPE in every situation where the need has been identified
- Ensuring that all PPE complies with the relevant New Zealand standards
- Selecting and fitting PPE to each individual user

Typical PPE used includes items such as hi viz vests, hardhats, eyewear, gloves

### 4.12 Crowd Control

To ensure safety when large numbers of people are present at an event, the following guidelines should be assessed and applied as required.

### 4.13 Directional signage to be used

Ensure all pathways are clear

All staff to be briefed on the layout of the venue, nature of the crowd and entry and exit procedures

All teachers, coaches and students to be briefed on the layout of the venue, nature of the crowd and entry and exit procedures

## Additional Risks

Whilst this book is a valuable tool it is not exhaustive. There are many other event risks that may be specific to the work being carried out. These will become evident during the planning of the work.

The Hirer/Contractor must make sure that they and their volunteers are aware of all the risks and the specific controls being put in place to manage the risks associated with the work being carried out.