



# EVENT MANAGEMENT PLAN

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EVENT: Takapoto Estate Show Jumping

VENUE: Takaptoto Estate

DATES: Tuesday 13 - Sunday 18 February 2024

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## EVENT & VENUE OVERVIEW

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Takapoto Estate Show Jumping is an event for all ages showcasing the best of New Zealand's riders in an incredible facility on the shores of Lake Karapiro. The event aims to bring a taste of European show jumping to New Zealand.

The event is to be held at "Takapoto Estate" a private equestrian arena overlooking Lake Karapiro.

The organisers of this event have a commitment to ensure the safety of all event Participants, Spectators, Contractors, Workers and Volunteers attending.

The following outlines the health and safety policy and procedures for this event.

The final decision and ultimate responsibility for participation remains with the rider. They must be sure of any limits to their performance and ability of his/her horse.

Please note that the venue does not receive Vodafone phone coverage.

## KEY PERSONNEL

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Title	Company	Name	Phone	Email
Operations Director	Takapoto Estate	Mikayla Plaw	021 300 369	<a href="mailto:mikayla@takapoto.co.nz">mikayla@takapoto.co.nz</a>
Farm General Manager	Takapoto Estate	Cliff Hendl	027 370 1877	<a href="mailto:cliff@takapoto.co.nz">cliff@takapoto.co.nz</a>
Show Director	Takapoto Estate	Kerry Willetts	027 430 3230	<a href="mailto:kerry@takapoto.co.nz">kerry@takapoto.co.nz</a>
Event Co-ordinator	Takapoto Estate	Kate Morrison	027 388 5920	<a href="mailto:kate@takapoto.co.nz">kate@takapoto.co.nz</a>
Head of Security	Takapoto Estate	Wayne Tempero	021 313 141	<a href="mailto:berakas88@gmail.com">berakas88@gmail.com</a>
Health & Safety	Takapoto Estate	Matt Jones	027 381 6136	<a href="mailto:matt@takapoto.co.nz">matt@takapoto.co.nz</a>
Show Secretary	Main Events	Victoria Martin	027 280 7369	<a href="mailto:vic@main-events.co.nz">vic@main-events.co.nz</a>
First Aid	Nems Medical LTD	Neil Thistlewaite	0273941541	<a href="mailto:nemsmedical1@gmail.com">nemsmedical1@gmail.com</a>

## EVENT RUNNING TIMES

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Tuesday 13th February - Sunday 18th February 8.00 am - 5 pm each day  
Friday 16th – GH Mumm Cocktail Party 7pm-12pm

## SET UP/BREAK DOWN DATES

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SET UP – MONDAY 12<sup>TH</sup> 8 AM-5 PM

BREAKDOWN MONDAY 19<sup>TH</sup> 9 AM-5 PM

## FIRST AID

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A local First Aid provider Nems Medical has been engaged for the event. They will be available during the below hours with an Ambulance and are the first point of contact for First Aid on site.

Tuesday 13<sup>th</sup> February  
8.00am - 5.00pm

Wednesday 14<sup>th</sup> February  
8.00am - 5.00pm

Thursday 15<sup>th</sup> February  
8.00am – 5.00pm

Friday 16<sup>th</sup> February  
9.00am – 5.00pm

Saturday 17<sup>th</sup> February  
9.00am - 3.00pm

Sunday 18<sup>th</sup> February  
8.00am – 5.00pm

The ambulance team will move around the site if you need them they are contactable via radio. Please approach any of the Takapoto estate team, event management team or the security if first aid is required.

Outside these hours staff with first aid training will be onsite. They can be reached at either the Bar, Café, or via radio. Please approach any of the Takapoto estate team, event management team or the security if first aid is required.

## EVENT SECURITY

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Takapoto Estate will provide security for the event.

Security staff will provide the detail for the event which is sufficient given the age profile and estimated attendances.

- Stables/arenas and warm-up areas – access only to riders, rider support teams
- Entrance to the event – ticket only in weekends
- Boatshed Cocktail Party – over 18 only on Friday 17th February & ticket only
- Ticket only access to GH Mumm Marquee for High Tea Brunch Saturday 17th & Grand Prix lunch Sunday 18th February
- Alcohol will only be served to 18 years and over at the bar. ID will be checked.

## SECURITY ROSTER

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### **Week 1:**

**Tuesday 13th Feb:** 2 x security guard 6.00-18.00/ 1 x security guard 18.00-6.00

**Wednesday 14th Feb:** 2 x security guard 6.00-18.00/ 1 x security guard 18.00-6.00

**Thursday 15th Feb:** 3 x security guard 6.00-18.00/ 1 x security guard 18.00-6.00

**Friday 16th Feb:** 3 x security guard 6.00-18.00/ 1 x security guard 18.00-6.00

**Saturday 17th Feb:** 3 x security guard 6.00-18.00/ 1 x security guard 18.00-6.00

**Sunday 18th Feb:** 3 x security guard 6.00-18.00/ 1 x security guard 18.00-6.00

### **Security Staff**

All security staff will be responsible for ensuring compliance with the alcohol policies.

They will be proactively monitoring and surveying the audience for signs of intoxication and following protocol should any situation arise. Security staff will also be employed to manage the traffic management plan, and form roving patrols through the audience to assist in crowd monitoring.

# TRAFFIC MANAGEMENT/ ALCOHOL POLICY

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## Traffic Management

Please see map on page 7 for locations of car parks and access points.

- Access beyond the main entry point will be blocked to the general public by cones and signage.
- Access beyond the main entry will only be provided to farm staff, riders and their teams
- Traffic light on Finlay Road to control flow of traffic and to prevent vehicles colliding on the narrow road.
- Parking attendants in place to park large horse vehicles on arrival

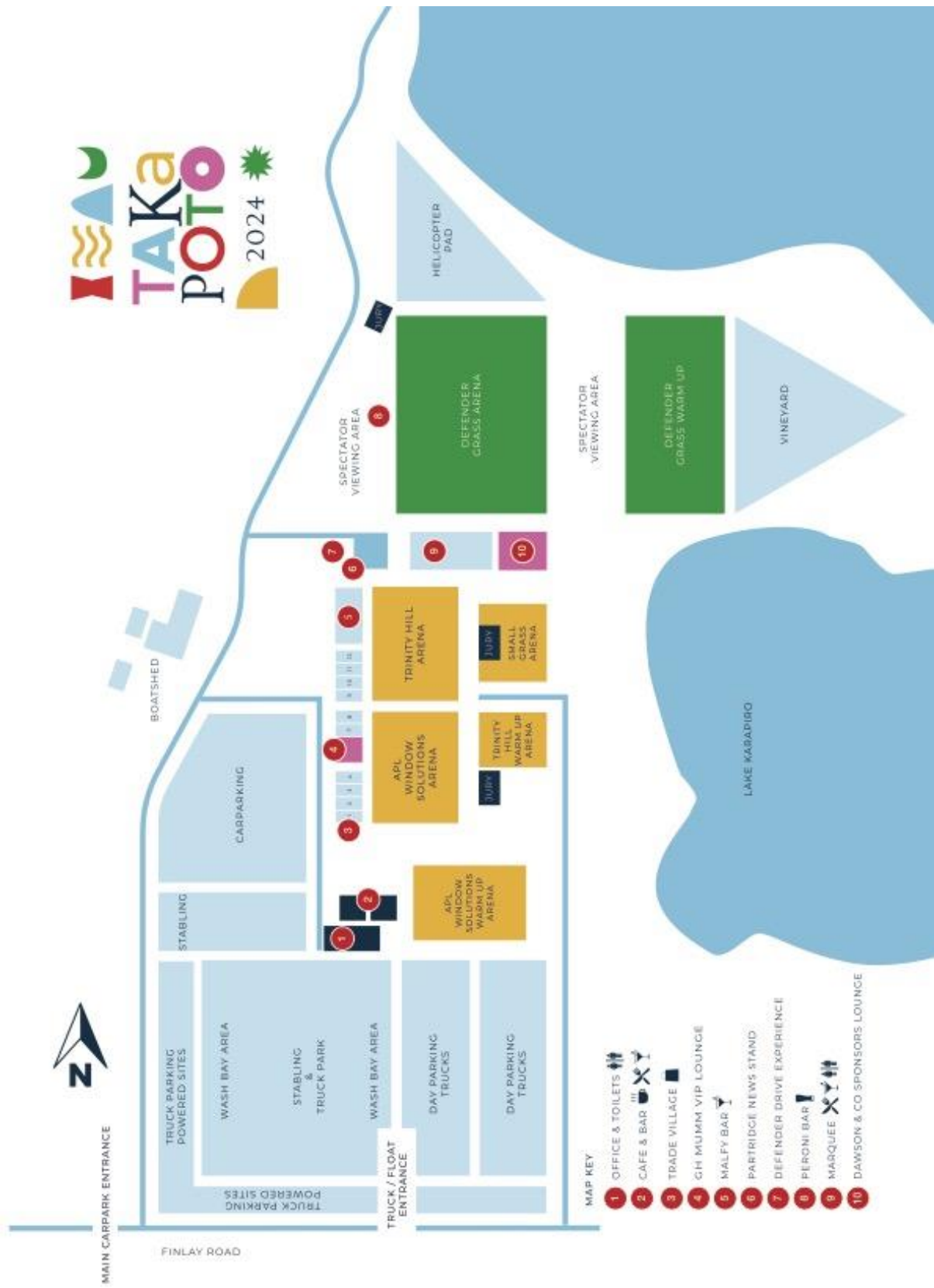
## Alcohol Policy

- No alcohol is to be brought onsite via the entrance point – main entrance next to the car park and from the riders entrance.
- Over 18's only. If a guest looks under 25 then ID will be requested
- Anyone who appears to be intoxicated will not be served alcoholic beverages
- Service from 11 am -10 pm / last orders Alcohol means any liquid being a spirit, wine or beer or any such drink that contains alcoholic beverage to which:
- All persons whether employee, contractor, subcontractor or visitor are PROHIBITED from working or conducting company business under the influence of Drugs or Alcohol.
- All persons are PROHIBITED from using, possessing, distributing or consuming drugs or alcohol on company property/site during any work time (except where you are responsible for organising or supplying alcohol for an approved social function or event)
- All persons are PROHIBITED from driving a company vehicle under the influence of drugs or alcohol at any time.
- All persons are PROHIBITED from consuming drugs or alcohol if it would result in them reporting to work or performing their normal work duties while remaining under the influence of drugs and alcohol, when off duty.
- Alcohol may be served and consumed at company social events as approved by the Directors of Takapoto Show Jumping or where prior approval was given. All persons must abide by this policy at any social event to which alcoholic beverages are served.
- All persons are responsible for ensuring that they remain in a fit and healthy condition to perform their normal work duties.
- All persons are responsible for ensuring their actions comply with this policy.
- If employees or any other person feels that a colleague is working or they suspect a person is working under the influence of drugs or alcohol then it is their responsibility to report such a matter to the Health and Safety Manager.
- Any person who is involved in an accident to which heavy machinery is involved will be required to undergo a mandatory drug and alcohol test at the nearest drug testing agency.

## Takapoto rules:

- Any athlete that tests positive for drugs at the showgrounds or is selling/distributing drugs at the showgrounds will be asked to leave and receive a 2-year ban from the show
- Any athlete that is over the legal driving requirement for alcohol will be asked to leave from the show and be banned from competing that year at the show.

EVENT SITE PLAN



View the Hospitality Schedule here below



## TICKETED EVENTS

# WHAT'S ON

VIP Grand Prix Lunch.



## SUPPLIER CONTACT LIST

Supplier	Contact Name	Contact Number
Kerr and Ladbrook	Lisa Kerr	027 4801648
Band	Chris	027 322 6114
Hamilton Caravans	Cam	021 797 192
Prestige Loos	Craig Watson	022 697 1214
Cambridge Bins	Leanne	07-827 3375
Frankie & Flora	Claudia	claudia@frankieandflora.com
The Event Company	Leanne	021 669 643
The Audio Consultant	Daniel Howard	021-825425
The Cable Guy	Simon Morrison	021 634 323
First Aid	Neil Thistle-Waits	027 394 1541
Trio Catering	Alisha	027 480 6554
Lemon Lime Butter	Julian Maddalon	022 619 0705
The AV People	Peter Clapperton	027 273 1724
Lighting ACLX	Aaron	021 241 5507
Point of Sale PosPRO	Shaun	021 143 9071

# VENUE HEALTH & SAFETY

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## **Responsibilities**

Takapoto Show Jumping is committed to the health and safety of all Workers (including Contractors and Vendors) as well as the participants, spectators and the general public in relation to this event.

As a PCBU, we will ensure we meet and/or exceed our obligations under the Health and Safety at Work Act 2015, which include:

- providing and maintaining a work environment, plant and systems of work that are without risks to health and safety
- ensuring the safe use, handling and storage of plant, structures and substances
- providing adequate facilities at work
- providing information, training, instruction or supervision necessary to protect Workers and others from risks to their health and safety
- monitoring the health of Workers and the conditions at the workplace for the purpose of preventing illness or injury.

## **Obligations to other PCBU's (Shared responsibilities)**

As part of running events, we as a PCBU, often work alongside other PCBU's. We have a duty to everyone affected by our work and workplace, not just those that work for us – therefore we will consult, co-operate and co-ordinate activities to meet the shared responsibilities between the PCBU's involved.

We expect the same of every other PCBU involved in the event, therefore we ask that all Contractors and Vendors must have completed the following:

- Read this Event Management Plan to understand our Health and Safety Policies
- Submit a Contractor Application with evidence
- Complete an onsite induction before commencing work
- Notify the organisers of any unsafe working condition or hazard immediately on discovery
- Report any incident, injury or illness immediately to the organisers

## **Workers**

The Health and Safety at Work Act 2015 takes into consideration Workers and the responsibilities they have to themselves and others in the workplace.

Examples of Workers:

- a Worker; or
- a Contractor or subcontractor; or
- a Worker of a Contractor or subcontractor; or
- a Worker of a labour-hire company who has been assigned to work in the business or undertaking; or
- an outworker (including a homeworker); or
- an apprentice or a trainee; or
- a person gaining work experience or undertaking a work trial; or
- a volunteer Worker; or
- a person of a prescribed class.

All Workers must take reasonable care of their own safety, ensuring their acts or omissions don't harm others, complying with instructions and cooperating with the policies and procedures we have in place.

### **Commitment Policy**

We are committed to providing a safe and healthy work environment for our Workers (including Contractors and Vendors) as well as the participants, spectators and general public in relation this event. This commitment extends to ensuring that the company's operations do not place members of the public at risk of injury, illness or property damage.

In fulfilling this commitment, management will:

- provide a safe and healthy workplace and systems of work
- provide information, instruction, training and supervision
- provide a safe and healthy work environment
- provide safe equipment, property and materials
- strive to Eliminate and/or Minimise all actual and potential risks and hazards
- establish and insist upon, safe methods and safe practices at all times
- meet or exceed the requirements of the Health and Safety at Work Act 2015 and its Regulations, Codes of Practice and Safe Operating Procedures
- enable effective Worker engagement practices
- ensure prompt and accurate reporting of all injuries, illnesses, incidents and events
- investigate injuries, illnesses and incidents thoroughly and strive to implement appropriate remedies to prevent recurrence
- support Workers in their rehabilitation and early return to work following injury
- continually improve the health and safety of our operations

### **Responsibilities**

All Officers are accountable for implementing this policy in their area of responsibility. Performance will be reviewed and measured at least annually as part of the company review process. Safety will take precedence over shortcuts or expediency at all times.

All Workers have a responsibility to observe safe work practices, rules and instructions relating to their work and to report all known or observed hazards and risks to their immediate supervisor or manager. Through efficient management and active Worker engagement, injuries can be prevented. Each of us is therefore required to make a positive commitment towards achieving this goal.



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Director, Mikayla Plaw

06/02/2024

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Date:

### **Hazard & Risk identification and management**

In accordance with the Health and Safety at Work Act 2015, Takapoto Show Jumping require all personnel onsite:

- to eliminate risks to health and safety, so far as is reasonably practicable; and
- if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

### **Hazard/Risk Identification, Reporting and Assessment**

Identification of Hazards and/or Risks:

- regular physical inspection of the workplace, equipment and work practices
- analysis of injuries, illnesses, incidents, and events to determine the cause, and prevent a reoccurrence of this nature in future
- analysis of tasks and how they are carried out in the workplace

### **Hazard/Risk Control**

Once a hazard has been identified it is evaluated and recorded in the Hazard/Risk Register held by the organisers.

A control plan is formulated as follows and documented in the Hazard/Risk Register – (ensure appropriate advice is sought where applicable):

- First, consider options in the control plan to eliminate the risk. Hazards can be eliminated by replacing with less hazardous material or equipment, repairs and maintenance or changing the way a task or activity is carried out.
- If the hazard cannot be eliminated, then consider options to minimise the risk. Hazards can be minimised by substituting the hazard for a lower risk option, isolating the hazard or preventing contact with people, and implementing engineering controls such as guarding equipment.
- If after taking those steps the risk still remains, administrative controls must be put in place in the form of policies, safe operating procedures, and job safety analysis.
- The last step is to ensure the appropriate personal protective equipment is identified and implemented. Personal Protective Equipment alone is not an appropriate control.

### **Hazard/Risk Maintenance**

Regular maintenance checks are conducted to ensure controls are:

- effective and maintained
- fit for purpose
- suitable for the nature and duration of the work
- installed, set up and used correctly

### **Hazard/Risk Review and Revision**

Regular reviews are conducted at various frequencies as documented in the Hazard/Risk Register, and when:

- Maintenance checks show controls aren't working
- A notifiable incident arises
- changing the workplace, environment, work, process or procedures
- a new hazard or risk is identified
- health monitoring shows exposure, illness or recommendations
- exposure monitoring reveals a concentration of a substance hazardous to health exceeding standards

- Worker engagement suggests a review
- requested by a Health and Safety Representative

### **Hazard/Risk Register**

A Hazard/Risk Register of all event hazards that have been identified and recorded will be shared with other everyone working onsite.

The Hazard/Risk Register documents all hazards/risks covering the work we do, the environments we work in, as well as the equipment and substances we use. This Register helps us to document the controls we have implemented and manage the maintenance and review process.

All Contractors, Vendors and Participants are also required to familiarise themselves with the Hazard/Risk register, and add any Hazards or Risks they are bringing onsite (additional to those identified), prior to the event commencing. Any updates to the Hazard/Risk register must be completed and reported to management immediately.

### **Incident, Injury & Illness Management**

#### **Management and Control**

We aim to foster a safe and healthy work environment where all workplace personnel combine their efforts and share the responsibility for work-related personal injury prevention and effective Incident, Injury and Illness Management.

Any Notifiable Events must be investigated using the Incident Investigation Report Form available from event organisers. These are essential as it will enable the Officers to establish patterns, or determine actual causes of an Incident/Injury/Illness and to put in place procedures and/or controls to minimise the chances of a recurrence.

All personnel onsite must know how to manage an incident and should familiarise themselves with the following steps in the event they become involved in any way:

#### **Step 1: Control and Preserve Incident Site**

- Make sure anyone injured or ill or suspected of injury or illness has received medical attention and notify emergency services if necessary.
- Ensure area is safe for emergency services and personnel are situated to meet services onsite. If an obvious hazard poses an immediate risk to others, the plant or activity involved should be shut down
- Preserve (secure and control) the site excepting to save life or major disruption to essential services. Do not interfere with the incident site without the permission of a WorkSafe Inspector.

#### **Step 2: Communicate**

- Ensure Management has been advised immediately of the Notifiable Event
- Ensure someone in authority notifies the nearest office of WorkSafe New Zealand as soon as possible. If contact is made by phone, a notification in writing is required within 48hrs of the incident.

#### **Step 3: Collect all relevant information about the incident in the Incident Notification Report:**

- Who was involved?
- What appears to have happened?
- Who should be interviewed (e.g. witnesses)
- What machinery and equipment was used?
- What may have failed?

- Take photographs as evidence

Step 4: For notifiable events:

- Management to initiate an investigation within 12 hours of the event concerned
- Complete the Incident Investigation Report. The purpose of the investigation procedure is to determine actual causes of an incident and to put in place procedures or controls to minimise the chances of a recurrence
- Analyse facts and consider all possible causes and contributing factors
- Update the Hazard/Risk Register with contributing factors and take steps to eliminate or minimise any identified hazards and risks
- Update health and safety policy and procedures if required.

Step 5: After the event

- The Act requires the company to keep a record of all Notifiable Events for 5yrs from the date Worksafe is notified, therefore a file must be collated for and must include all information relating to the investigation together with the conclusions drawn and a copy of the final report.

*Meaning of Notifiable Event*

In this Act, unless the context otherwise requires, a notifiable event means any of the following events that arise from work:

- the death of a person; or
- a notifiable injury or illness; or
- a notifiable incident.

*Meaning of Notifiable Injury or Illness*

Any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- the amputation of any part of his or her body
- a serious head injury
- a serious eye injury
- a serious burn
- the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
- a spinal injury
- the loss of a bodily function
- serious lacerations
- an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment
- An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance
- Any serious infection (including occupational zoonosis) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—
- with micro-organisms; or
- that involves providing treatment or care to a person; or
- that involves contact with human blood or bodily substances; or

- that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
- that involves handling or contact with fish or marine mammals:
- Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

#### *Meaning of notifiable incident*

In this Act, unless the context otherwise requires, a notifiable incident means an unplanned or uncontrolled incident in relation to a workplace that exposes a Worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to—

- an escape, a spillage, or a leakage of a substance; or
- an implosion, explosion, or fire; or
- an escape of gas or steam; or
- an escape of a pressurised substance; or
- an electric shock; or
- the fall or release from a height of any plant, substance, or thing; or
- the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or any shoring supporting an excavation; or
- the inrush of water, mud, or gas in workings in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- a collision between 2 vessels, a vessel capsizes, or the inrush of water into a vessel; or
- any other incident declared by regulations to be a notifiable incident for the purposes of this section.

All Incidents (including Near Misses), Injuries and Illnesses must be recorded in the Takapoto Show Jumping Incident Report. In the event of a notifiable event please request an incident investigation form from management.