

This set of documents has been put together specifically for Skills Days.

If you include a social function alongside the skills day you will need to complete the 'Functions Check List' as well.

While we have endeavoured to include everything you will need to run your event, in this one handy pack, be mindful that every event is different so you might need more or less paperwork. All resources are available on the website

<http://www.youngfarmers.co.nz/club-resources-and-templates/health-and-safety/>

When managing H&S at any event you need to be sure to cover the 6 main principles

- Hazard Management – minimising and eliminating hazards
- Incident Reporting – reporting any accidents or near misses
- Inductions – ensuring everyone is inducted correctly
- Contractor Management – ensuring those who help are qualified/experienced
- Worker Engagement – get everyone involved in H&S. It's not one person's role
- Wellbeing – ensure everyone is happy and healthy

There is a great group of people here to help you manage H&S at your event so please just give them a call if you have a question

- Casey | 027 213 0043 | [casey.huffstutler@youngfarmers.co.nz](mailto:casey.huffstutler@youngfarmers.co.nz)
- OR contact your Regional H&S Officer

## 1. Event Description

<b>Event Name:</b>	
<b>Event Address/Location:</b> (including GPS coordinates)	
<b>Event Description:</b> e.g. club social event, regional final, fencing competition	
<b>Event Date:</b>	
<b>Total Anticipated Attendees:</b>	Participants:  Spectators:

## 2. Event Contacts

<b>Event Host:</b>	
<b>Event Emergency Controller:</b>	
<b>Event First Aiders:</b>	

### 3. Emergency Contact List

Event Name:

Event Location (including GPS coordinates):

Event Host Name & Number:

Evacuation Point:

First aid kits are located:

Fire extinguishers are located:

	Contact Name	Phone
<b>EMERGENCY CONTROLLER</b>		

	Contact Name	Phone
<b>First aiders</b> (each event must have at least 2 personnel with up-to-date first aid certificates)		
<b>Police</b>		111 or
<b>Fire Service</b>		111 or
<b>Ambulance</b>		111 or
<b>Local Medical Centre / Hospital</b>		
<b>NZYF National Office</b>		
<b>Worksafe</b>		

Please ensure this document is printed and displayed at key locations around your event

#### 4. Event Rules:

The following requirements are intended to ensure your safety when participating or volunteering at this Event. Any breach of these rules could result in you or someone else being seriously harmed.

**The following rules must be followed whilst at our event:**

1. Have fun, but be safe
2. All safety instructions given must be complied with.
3. When operating a vehicle, the speed must not exceed 15km/h.
4. Only one person to travel on a quad or motor bike (no passengers allowed).
5. All drivers must wear helmets and appropriate footwear when on quad bikes.
6. All vehicles must be operated within the vehicle capabilities.
7. All vehicles will be operated within the specific boundaries outlined.
8. Drivers are responsible to ensure their passengers are safely seated, prior to moving.
9. Vehicles must be stationary whilst loading/unloading passengers.
10. Seat belts must be used where available.
11. No vehicle is to be used if operator is effected by drugs or alcohol.
12. When operating a vehicle, the drive must not use their cell phone unless talking on a hands free device.
13. If requested, vehicles will be shut down and/or stopped immediately.
14. Use of vehicles is to be limited during event time to ensure the safety of all spectators.
15. Do not complete any tasks that you are not skilled and competent in.
16. Time pressures should not exceed safe practices at any time.
17. Fenced off areas are for restricted access only.

Add additional rules here:

## 5. Hazard & Environmental Management:

The following outlines the significant hazards that may be present at some stage during the event. There is always going to be hazards/risks associated with any event, which cannot be reduced to zero.

Identifying the hazards prior to the event, will give you and/or the host time to adequately plan to eliminate the hazards, if that's possible. If they cannot be eliminated, the appropriate isolation or minimising controls will need to be put in place, prior to the event.

**The identification of hazards does not mean that the event cannot take place. Identifying the hazards will ensure the attendees are aware of any significant risks to themselves and others, so that the appropriate controls are put in place and adhered to during the event.**

### LOCATION SPECIFIC HAZARDS

PROPERTY ACCESS		
Can the attendees get off/on the property safely, with clear sight of the road both ways? Is there anything to impede the entrance?		
Yes	No	Comments: (provide description, location and controls required:
Are all tracks/gates the attendees have access to, in good condition and wide enough for all attendees vehicles?		
Yes	No	Comments: (provide description, location and controls required:
Are all culverts and bridges safe and in good condition to hand all attendees' vehicles?		
Yes	No	Comments: (provide description, location and controls required:

GENERAL		
Will any electric fences be activated, in the areas the event will be using?		
Yes	No	Comments: (provide description, location and controls required:
Are there any fixed hazards the attendees need to be aware of in the paddocks or tracks the event will be using? (e.g. troughs, boulders/rocks, trees or tree stumps, bull holes, gullies, creeks, irrigation ruts etc)		
Yes	No	Comments: (provide description, location and controls required:

Are there any open water ways, streams, creeks and wells around the venue and in the paddocks we will be using?		
Yes	No	Comments: (provide description, location and controls required:
Are there any significant slopes in the paddocks or on the tracks we will be using that drivers should be prepared for?		
Yes	No	Comments: (provide description, location and controls required:
Are there any dangerous animals on the property that we need to be aware of?		
Yes	No	Comments: (provide description, location and controls required:
Are there any hazardous substances, dangerous goods or other hazardous equipment on the property?		
Yes	No	Comments: (provide description, location and controls required:
For the expected number of attendees, is there sufficient facilities around toilets and running water?		
Yes	No	Comments: (provide description, location and controls required:
Have all appropriate people have been informed (farm staff/neighbours etc) that this event is happening on the property, so that they can watch out for additional people and vehicle movement?		
Yes	No	Comments: (provide description, location and controls required:
Have you implemented a plan to separate the public (spectators) from the event/competition? If children are present please outline what controls you have in place to protect them.		
Yes	No	Comments: (provide description, location and controls required:
If using machinery, have you ensured the equipment has been serviced and is will maintained and fit for purpose		
Yes	No	Comments: (provide description, location and controls required:

## MODULE SPECIFIC HAZARDS

You will need to review each module you are running to look at what hazards are involved. Definition of a hazard:

A "HAZARD" means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance that is an actual or potential cause of sources of harm.

Refer to the Hazard Register on the website for guidance. This has been created in excel so you can delete all those not relevant to your event and attach to this document.

<http://www.youngfarmers.co.nz/club-resources-and-templates/health-and-safety/>

**If competitors are bringing their own gear, ensure you check it is up to standard.**

## 6. Event Inductions:

Prior to anybody competing or volunteering with any event an induction must be completed by the event host, event organiser or emergency controller. The purpose of inductions is to educate everybody involved about hazards and the safety measures in place and also in regards to reporting accidents, incidents and near misses.

Your induction should cover

<input type="checkbox"/>	Event Safety Plan (this document)
<input type="checkbox"/>	Significant hazards (reiterate any significant hazards outlined in safety plan)
<input type="checkbox"/>	Emergency Procedures
<input type="checkbox"/>	Event Rules/PPE
<input type="checkbox"/>	Site Amenities
<input type="checkbox"/>	Any restrictions
<input type="checkbox"/>	Any other additional safety information

### Induction Forms to complete:

- Volunteer Declaration Form – all those helping to run the event
- Participants Declaration Form – complete a separate form for each competition

*Spectators do not need to complete induction forms unless they are asked to help with the event.*





## VOLUNTEER DECLARATION FORM

NZYF/HS/006  
11/03/2016

**Event:** \_\_\_\_\_

Thank you for volunteering your services for this event. We are committed to ensuring that the event is safe and accident free and we hope to make it an enjoyable day for all involved. If you have any problems throughout the day please direct these to the NZYF official running the event.

- As an attendee to this event, I understand that there may be risks associated with the event and that these risks cannot be reduced to zero.
- I also understand that the management of risk is a shared responsibility between all parties at the event including the host and all attendees.
- I have read the Event Safety Plan and Event Rules and agree that it is our responsibility to follow any rules, procedures or reasonable instructions provided by the Event Host to prevent any harm to ourselves or others during the event.
- I understand that I am able to ask any questions during the event to gain a better understanding of any potential risks.
- I recognise that participation in this event is voluntary on my part and is not a required or mandatory activity. If I feel I am at risk at any stage, I understand I am expected to stop the activity and inform the Event Team/Emergency Controller/Module Judge.
- I understand that the Event Team has identified a list of potential hazards that may arise during the event, have informed me of those hazards and the controls put in place to *Eliminate or Minimise* these hazards.
- **Reporting Hazards** - Please report any hazards that are not being controlled (eliminate or minimised) to a NZYF official immediately.
- **Reporting Incidents/Accidents** - Please report any incidents, accidents or near misses that occur on site at the event to the NZYF official. The NZYF official will ensure that the necessary paperwork is completed. (*Refer to appendices 1.3 & 1.4 - Injury Reporting & Accident/Incident Report forms.*)
- **First Aid Facilities** - If you or anyone else needs first aid attention, please proceed to the designated first aid area immediately.



**I acknowledge that by signing this Volunteer Declaration Form, that I have read and understand the event Health and Safety Plan and Event Rules**

Yes (tick below)	NAME	SIGNATURE



PARTICIPANTS DECLARATION FORM

**Event:** \_\_\_\_\_

Thank you for participating at this Young Farmers event. We are committed to ensuring that the event is safe and accident free and we hope to make it an enjoyable day for all involved. If you have any problems throughout the day please direct these to the NZYF official running the event.

- As a participant at this event, I understand that there may be risks associated with the event and that these risks cannot be reduced to zero.
- I also understand that the management of risk is a shared responsibility between all parties at the event including the host, all attendees and participants.
- I have read the Event Safety Plan and Event Rules and agree that it is our responsibility to follow any rules, procedures or reasonable instructions provided by the Event Host to prevent any harm to ourselves or others during the event.
- I understand that I am able to ask any questions during and prior to the event to gain a better understanding of any potential risks.
- I recognise that participation in this event is voluntary on my part and is not a required or mandatory activity. If I feel I am at risk at any stage, I understand I am expected to stop the activity and inform the Event Team/Emergency Controller/Module Judge.
- I understand that the Event Team has identified a list of potential hazards that may arise during the event, have informed me of those hazards and the controls put in place to *Eliminate or Minimise* these hazards.
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- **First Aid Facilities** - If you or anyone else needs first aid attention, please proceed to the designated first aid area immediately.



## 7. Emergency Procedures:

An emergency plan must be completed and available to everyone at the event. This is to be discussed at the induction.

	Emergency Contact List
	Location of first aid kit(s): _____
	Emergency evacuation point: _____

## 8. Accident Reporting Procedures:

Attendees are to report any accidents/incidents or near misses to the Emergency Controller immediately. The Emergency Controller will record the incident using the Injury report (NZYF\_HS\_003). If this accident/incident requires more than first aid treatment and could cause harm to more people the Emergency Controller will contact NZYF National Office on 021 913 035 as soon as possible after the incident and to ensure any legal obligations for reporting a notifiable event are met.

All notifiable event\* accidents will be reported to WorkSafe NZ "as soon as possible" and "in writing within 7 days". All accidents/incidents and near misses will be documented and investigated. NZYF National Office will assist with this.

**Note:** The priority in a notifiable event is to provide first aid to any injured person then to preserve the accident scene. Under no circumstances will the accident scene be cleaned or interfered with until the Emergency Controller has been informed and the scene has been released to WorkSafe NZ.

\* **Notifiable Event – death** or any injury that requires secondary medical treatment e.g. broken bones, unconsciousness, major lacerations requiring stitches, crushing, major burns, obvious internal injuries, poisoned, hospitalisation etc.

## 9. Event Health and Safety Plan Sign Off:

Emergency Controller Signature:

Date Signed:

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## 10. Other forms you might need

- Hazard Assessment Form - <http://www.youngfarmers.co.nz/assets/2016-Health-and-Safety/NZYF-HS-001-Hazard-Assessment.pdf>
- Injury Report - <http://www.youngfarmers.co.nz/assets/2016-Health-and-Safety/NZYF-HS-003-Injury-Report.pdf>
- Investigation Report - <http://www.youngfarmers.co.nz/assets/2016-Health-and-Safety/NZYF-HS-004-Investigation-Report.pdf>