



NEC Christchurch

NATIONAL EQUESTRIAN CENTRE – CHRISTCHURCH

Safety Plan

Valid from 2020

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Introduction

We wish to take all practicable steps to manage the safety of our employees, contractors, organizing committees and volunteers on NEC grounds as required under the Health and Safety Act 2015.

The NEC Safety Plan is based on the “ESNZ Health and Safety Guidelines 2020”.

This Safety Plan sets out the health and safety procedures that we will use at NEC.

These procedures are to be implemented by ESNZ groups, NZPCA, all employees, committee members, private organizing committees and contractors that use or hire NEC for competitions, clinics, camps or other – these will be called OC’s.

We will use this Safety Plan, continue to review safety practices on site by means of meetings and regular communication and feedback with OC’s.

NEC DISCLAIMER:

NEC and its Safety Officer or staff work in accordance of ESNZ and NEC Committee Guidelines, all safety hazards and plans are done so as a committee with input from ESNZ and Disciplines, no personal liability for safety documents and its contents or lack thereof will be entered into.

Once accepted this Safety Plan will be revised annually or whenever needed, to ensure it is a living document.

Obligations

The following is a summary of the main legal obligations contained in the Health and Safety in Employment act 2015 and subsequent amendments. Definitions of relevant terms contained in the Act are also included.

Every Employer and principal must comply with health and safety legislations. You are legally required to protect employees including contractors and any other persons who enter your place of work.

As an employer or principal you are required to take practicable steps to make that workplace safe.

The most important part of this process involves the creation and use of a system that identifies and manages significant hazards.

Management of significant hazards involves taking all practicable steps to eliminate, isolate or minimize those hazards. You must first look to eliminate any hazards that exist – if you cannot you must isolate the hazards. If you cannot isolate, you must decide how the risk of injury can be minimized.

Employers and principals must notify a worksafe group of incidents involving serious harm.

Contractors are legally required to inform their employer or principal of any hazards that arise from their work. Contractors should ensure they have received all the necessary health and safety information from the employer or principal.

The NEC cannot contract out of Health and Safety obligations.

Definitions

All practicable steps – means what is reasonable and practical given the circumstances. Whether a safety measure is reasonable will largely depend on how much harm could be done, how much is known about the hazards and how difficult or expensive it is to put protections in place.

Accident/Incident- means an event that causes any person to be harmed; or in different circumstances, might have caused any person to be harmed.

NEC or Workplace/worksites – means a place (whether or not forming part of a building, structure or vehicle) where any person is to work, is working for the time being works, or customarily works, for gain or reward this may not be personal but for a committee or group.

Hazard – means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm.

Significant hazards – means a hazard that is an actual or potential cause or source of serious harm.

Harm – means illness, injury, or both; and includes physical or mental harm caused by work related stress.

Serious Harm – means irreversible effect on a person's health, or death, or harm of a kind or description set out in the first schedules to the Act, or declared by regulation to be serious for the purpose of this Act.

Hazard Control – means managing a significant hazard through elimination, isolation or minimization and monitoring.

NEC – the National Equestrian Centre grounds.

Clients and Members – Any person paying to be on the grounds at any time.

(OCs) Organising Committees – all those who hire the grounds for gain or reward including ESNZ groups, NZPCA, school groups, private hire groups, clinics, camps, volunteers and those on site for working bees.

ESNZ Officials – Officials listed by ESNZ.

Contractor – means a person or company engaged by any person to perform any work for gain or reward.

Hazard Identification

Common and significant hazards are usually present or have potential to occur at some stage during our practice:

- Clients and OC's
- Chemical/ Hazardous substances
- Motorised transport
- Trips and Slips
- Electricity and Services
- Hand and Power tools
- Fall from Heights
- Ladders
- Heavy Machinery (tractors)
- Noise
- Sun/ Extreme Weather
- Traffic
- Open Waterways
- Manual Handling
- Terrain

These hazards and others are listed in the Hazard Register which is located in the main NEC office as well as listed at the entrance of NEC and on our website.

Hazard Identification is a major component of our Health and Safety programme.

We use one or more of the following methods to identify significant hazards prior to commencement of any Hire to OC's

Audit

Annually after the AGM the Committee delegate at NEC will read through the Hazard Identification register, and carry out visual inspections of the NEC. Update and list all work carried out to Minimise, Isolate or Eliminate any hazards as well as carry out an onsite inspection recording any significant hazards on the Hazard Identification folder.

Feedback from OC's

All feedback from incidents reported from members and users, OC's, ESNZ, committee and staff will contribute to the Hazard Identification sheet wherever appropriate.

Task Analysis

Prior to commencement of each hire to any OC, the Facilities Administrator will forward the hazard list to that OC. They are to read through the task steps and the listed hazards that relate to the Style of Hire they are performing and relay these to all volunteers, users and members that are coming onto NEC grounds for the purpose of their event.

Hazard Management

Once the hazards have been identified they will be assessed and controlled using the required hierarchy of:

Eliminate - If we can remove the hazard completely.

Isolate - If the hazard is unable to be removed, we will separate the hazard from those around it.

Minimise — If we are unable to eliminate or isolate the hazard, we will see how we can prevent it from harming anyone.

If the hazard has the potential to cause injury or serious harm, or has a delayed or cumulative effects, then it will be classified as a significant hazard and will control it (ie Eliminate, Isolate or Minimise).

The appropriate action to manage each of the significant hazards will be determined and implemented on the worksite. Significant hazards and their controls are shown visually and listed in the following resources:

The Hazard Register is located in the Main NEC Office and on the Notice board at the entry to the grounds

Listed on our website under 'Health and Safety management tools' (To be done when this is Accepted)

Where PPE is identified as the main hazard control, this will be supplied to all NEC Staff. PPE for OC's and their volunteers will be supplied as per their hazard plan.

The identified hazards that could affect members, users and volunteers to NEC will be listed where practicable on the hazard board at the entrance of NEC.

The NEC delegate will be responsible for ensuring the hazard controls are in place and listed on the Hazard Identification Register and ensuring all PPE for use of NEC Employees is in good condition and appropriate for the task and correctly worn.

The NEC are responsible for informing other users- Clients, Members, OC's and ESNZ of the existing hazards, the required controls and their requirement to identify and report any potential hazards back to the NEC.

Other Venues that are open to members via NEC do not fall under the NEC Health and Safety and have their own Safety Hazard ID checklist- when riding or exiting NEC grounds users need to follow the guidelines set out by them.

Organising Committees

Upon acceptance of your application to hold an event at NEC, you are required to appoint a safety officer, produce a safety plan for your event, or series of events. This must be available to the NEC before any of your volunteers, or appointed people come onto site to carry out any work. (Allow two weeks prior to your event.)

All persons operating on site for the purpose of your event do so under your safety plan, and all volunteers should sign into the grounds. Carrying out any work that compromises that safety plan will be dealt with by written correspondence.

All tasks undertaken using equipment from NEC, must be carried out by a person capable of using this equipment in manner safe to themselves and any other person on site. Ideally work should not be carried out without sufficient training and supervision.

Your event accident reports are to be passed onto to NEC only if they require intervention or action by the NEC.

All other health and safety policies and procedures will be as per your Safety submitted to NEC prior to your event.

Once the NEC is hired to an OC's the responsibility for all users, members and volunteers entering NEC fall under that OC's event Safety Plan.

Induction and Training

We will ensure all NEC staff are either sufficiently experienced to do their task safely or are offered training or the option to have a suitably experienced person on site. Employees will be trained to a suitable standard in the safe use of equipment, including the use and maintenance of PPE, the use of power tools, ladders, chemicals, heavy equipment etc..

Each OC will ensure they are either sufficiently experienced or MUST ensure they have taken steps to become trained in the operations they are undertaking. Visitors on site for the purpose of equipment maintenance and volunteer machinery work, planning and event activities, using ESNZ staff must adhere to ESNZ or NZPCA regulations where required to do so.

Each OC must ensure their Safety plan includes induction and training of all volunteers and machinery users (including tractors, mules, harrowing, mower (NEC equipment)).

All OC working bees will be on site under the safety plan of their individual group.

Monitoring and Review

The NEC will ensure all OC's are meeting the required standards of Health and Safety by conducting regular safety audits to ensure all significant hazards are identified and controlled.

The audit findings will be discussed at a safety meeting (held at each NEC committee meeting) immediately after the safety audit. These will be recorded in the committee minutes.

Reviews will be carried out annually unless required by an incident that requires immediate action to be taken.

Accidents/Incidents

In the event of an accident where a person appears to be injured, our priority is to preserve life by providing first aid and calling emergency services on 111, a defibrillator is situated in Glynn East Hall.

A First Aid Kit will be on site at all times. Staff are encouraged to be first aid qualified. OC's are required to meet ESNZ requirements for Medical cover at events or training days.

The NEC will ensure that, if there is serious harm in relation to a site injury to staff or any visitor onsite, that the area will be preserved leaving everything as is until we have sought advice and permission from relevant authorities. We will also take photos of the accident site as a record of what has happened. These are not to be used in any social media.

All accidents and near miss incidents will be recorded and investigated using the process outlined below. Members and casual riders are required to report any hazard or damage that may cause harm to other persons.

Injury/Incident reporting and recording

All injuries in regard to rider falls and horse falls, must be reported. In the case of ESNZ events report to ESNZ. FEI events report to the FEI. Pony Clubs must report to NZPCA. Schools must report to their own School Board. All reports remain the property of your OC. Accidents pertaining to your event stay within your event safety plan and required actions from these incidents incorporated in to your safety plan.

Any damage to NEC facilities or any New Hazard to be should be notified immediately to the NEC committee. When NEC representatives are not on site the OC must carry out the Hazard Management Plan by Eliminating, Isolating or Minimising the Hazard.

All injuries, incident or near misses to staff, users because of lack of Facilities Management, or unfit items on site, should be reported to the NEC, added the hazard register for action. The incident will then be discussed at the NEC committee meeting and solutions actioned.

Investigating Accidents and Incidents

We will investigate all NEC site accidents, incidents and near misses to determine whether they were caused by significant hazards. Where applicable, we will also find out what controls were absent and should be put in place to manage hazards and prevent a repeat of the same occurrence.

All persons present at the time of the accident/incident are expected to assist in any investigation. Relevant contact details must be recorded.

The NEC are responsible for investigating facility accidents and documenting their findings in the Hazard Report form for usual work practices.

In the event of an accident or incident at NEC, occurring during the control of an OC, which involve NEC facilities, need to be reported to the NEC. All other reports are the responsibility of your OC. Actions as directed by the OC Safety Plan would need to be implemented.

Safe Plant and Equipment

We will ensure all plant and equipment supplied to any employee or OC is of the required standard and is in good working order with all safety mechanisms intact. If any equipment is not in safe working order it will be removed from service and repaired by a competent person before use. The process will be documented in the Hazard register.

For this reason all equipment and machinery used by any OC must be authorized by the NEC.

Any equipment deemed to be misused or used in an unsafe manner will be removed from use by the OC, until they can refer to their own safety plan and remediate the incident.

PPE Equipment for OCs and Volunteers will need to be provided by OCs. Volunteers must provide their own PPE gear or ask whether the OC or the NEC has available PPE.

Volunteers on site MUST NOT do the work onsite without sufficient supervision or training.

PPE Equipment will be provided for all NEC staff.

Site Safety representatives

ESNZ Health and Safety representative – Heidi Bulfin, heidi@nzquestrian.org.nz

NEC Christchurch – NEC administrator, administrator@nec-chch.co.nz

NEC Taupo – Kelly Newby, nec.taupo@gmail.com

Each OC must have a Site Safety representative for each activity on site and this must be communicated to the representative above.

Communication

Appropriate communication will be established with all persons utilizing our site to ensure information is passed on. This will include the notification of hazards brought onto NEC or created during the course of any events.

This information will be distributed during the process of application to hold an event. The information will be updated annually after the NEC AGM. The aim is to ensure that all OC's and visitors to the site are aware of the hazards as they arise and equally be advised when they no longer exist.

Information will be both emailed to the OCs, held on our website <http://nzquestrian.org.nz> and available on request to administrator@nec-chch.co.nz. A hard copy will be printed and added to the Hazard Folder in the NEC office.

If English is a second language of any member, user or volunteer, then we will ensure hazards and controls are effectively communicated to them using visual aids and or translation via a representative where possible.

Contractor Management

When engaged as the principal to a contract, we will take all practicable steps to manage the safety of our employees and contractors whilst working under that contract.

As part of this we will ensure new contractors are qualified to ensure they meet our minimum standards of health and safety compliance and existing contractors have a system that also meets this standard.

The minimum required standard for any contractor working for us is outlined below. They must provide evidence of an active on-site health and safety system that contains the following elements:

- An inductions process for visitors and contractors
- A hazards identification and management process
- Relevant training record for staff and supervisions for inexperienced staff
- An accident/incident and investigation reporting process
- A monitoring and review process
- An Emergency Procedure
- Contractor Management process (where applicable)
- Sign in process

Hazardous substances

As required by the Health and Safety at Work requirements, we will ensure that when using hazardous substances, no action or inactions of our employees or contractors causes an adverse effect to the environment or harm to any person coming in contact with that substance.

We will ensure that correct and safe use, handling, storage and transportation of the hazardous substances. Where required, our employees and contractors will have correct handling or storage licenses. When hazardous substances are used in our site, we will ensure that the safety data sheets are held on site and are readily available in the event of an emergency.