



Health and Safety Manual 2021-2022



Health and Safety Manual

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Masterton A&P Association

Health and Safety Policy

The Masterton A&P Association recognises their responsibilities to maintain the health, safety, and well-being of everyone involved in their activities, attending their competitions, and who uses their Showgrounds and facilities. They are committed to the management of hazards and risks and ensuring positive safety outcomes for all. The Board will:

- Aim to prevent and manage harm.
- Continually learn and improve their practices.
- Ensure appropriate policies and procedures are in place and implemented.
- Ensure that hazards and risks are identified, documented, and controlled.
- Review incidents and investigate them where appropriate.
- Apply emergency management processes.
- Prepare a Show or Event Plan
- Ensure chemicals, plant and equipment are purchased, used, and maintained in line with manufacturer's instructions and best practise.
- Ensure buildings and facilities are designed, built, used, maintained, and disassembled with due regard for safety.
- Ensure all workers are informed and confident in health and safety.
- Liaise with other Showground users to ensure health and safety is a priority at all times.

Signed: President



The Masterton A&P Association health and safety programme aims to:

- Promote excellence in health and safety management.
- Continually improve health and safety performance.
- Provide a safe and healthy Showgrounds and show space.
- Identify and control actual and potential hazards and risks.
- Establish and maintain communication on health and safety, including with contractors, hirers, and the general public.
- Support participation in health and safety matters.
- Identify needs and provide training on health and safety for workers.
- Demonstrate a commitment to the accurate reporting and recording of health and safety matters.
- Comply with legal and organisational obligations.
- Ensure the Board and any workers are informed and active in all health and safety matters relating to the Masterton A&P Association.

The above objectives will be met by:

- Both the Board's and workers support and commitment to health and safety.
- Implementation of relevant policies and procedures.
- Implementation of an annual Show Plan.
- Obtaining health and safety plans from any showground hirers.
- Worker and volunteer education and participation.
- Implementation of a thorough documented induction system.
- Minimum annual reviews and evaluations of health and safety documentation using an outside body from within the health and safety sector.



The Health and Safety at Work Act 2015 – Outline

Purpose of the Health and Safety at Work Act 2015

A guiding principle of the Health and Safety at Work Act 2015 (HSWA) is that workers and all other persons should be given the highest level of protection against harm to their health, safety, and welfare from work risks as is reasonably practicable.

The main purpose of HSWA is to provide a balanced framework to secure the health and safety of workers and workplaces.

Other people who have duties under the Act include persons in control of places of work; self-employed people; principals to a contract; contractors and subcontractors; and staff members.

Duty Holders under HSWA

A duty holder is a person who has a duty under HSWA. There are four types of duty holders – PCBUs, officers, workers, and other persons at workplaces.

PCBU

A PCBU is a ‘person conducting a business or undertaking’. A PCBU may be an individual person or an organisation.

A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the ‘primary duty of care’.

Officer

An officer is a person who occupies a specified position or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking. This includes for example, the boss of a company.

Officers must exercise due diligence to ensure the PCBU meets its health and safety obligations.

Worker

A worker is an individual who carries out work in any capacity for a PCBU. A worker may be an employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker. Workers can be at any level (e.g., managers are workers too).



Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.

Other persons at workplace

Examples of other persons at workplaces include workplace visitors and casual volunteers at workplaces.

Other persons have their own health and safety duty to take reasonable care to keep themselves and others safe at a workplace.

Showground Rules

This section identifies the “non-negotiable” rules of Masterton A&P Association that help ensure our Showgrounds and show are safe, and to set clear expectations for ground hirers and users.

Watch out for each other — speak up if you think something is dangerous.

No untrained people to drive the show tractor.

Show speed limit is 10kph — no exceptions.

No horses or livestock in ‘no-go’ zones.

No children under 14 years old to drive quad bikes.

If its broken, fix or replace it (do not use it broken).

Any new risk or hazard must be report to Management immediately.

Wear helmets, earmuffs and chaps when using a chain saw.

Any person/s bringing a quad bike onto the grounds must be suitably trained or experienced in the use of and be always wearing an approved and current safety helmet.

Any horse rider participating in showjumping at ANY time must be accompanied by a second support person in case of accident, be wearing approved footwear and current back protector and safety helmet.



Only contractors with the appropriate skills, PPE and equipment are engaged.

All near-misses, incidents or accidents must be reported to Management.

No persons are permitted on-site without having signed in with Management.

Definitions

This section lists terms used in this manual and clarifies their meaning, in relation to this document. Note an individual person or organisation may fit more than one category:

Staff - A person or persons employed by Masterton A&P Association, with a signed employment agreement and paid for their work.

Volunteer - Any person/s involved in the management, organisation, preparation and conduct of the show and/or Showgrounds directly on behalf of Masterton A&P Association, for no compensation in the form of salary or wages. A volunteer acts on a voluntary basis (whether the person receives out-of-pocket expenses).

Contractor - Any person, business or organisation providing service or services to Masterton A&P Association, for payment on the basis of a contract for service, quote, agreement etc.

Visitor - Any person visiting a staff member, a volunteer, or a contractor on site. They need to be escorted by the individual they are visiting at all times and advised of hazards and risks in the areas they visit.

Unauthorised Visitor – any person/s deemed to have entered the Showground property at any time, without having given prior notification to Management, or having followed the sign in-out process.

Competitor - Any person or persons who have entered a show or event for the purposes of competition.

Trade Stall Holder; Entertainment Provider; Food Outlet -

Any person, business or organisation at the show who has:

- taken a trade site (Trade Stall Holder).
- provides entertainment or amusements for the public either as a performer or by providing activities or amusements (Entertainment Provider).
- provides food (Food Outlet).

The above may / may not have a formal contract with {Organisation's Name} and may / may not make a payment to or receive a payment from {Organisation's Name} (or via a charge to the



public). They may / may not have paid staff at the show. Note they may also meet the definition of a contractor.

Public - Any person or persons otherwise attending a show or event held on the Showgrounds of Masterton A&P Association. Members of the public must be assumed to have limited if any understanding of the hazards and risks they may encounter. Note a person may be a competitor in one section but meet the definition of a member of the public elsewhere on the showgrounds.

Hirer - Any person or organisation who hires, borrows, or uses with permission (whether or not payment is exchanged) the Showgrounds or other property of the Masterton A&P Association.

Hazard - An actual or potential cause or source of harm or damage, including adverse health effects. A threat.

Risk - The potential impact of a given hazard. A combination of the potential likelihood and consequences of interacting with the threat.

Incident - An accident (where someone was harmed) or near miss (where no harm occurred).

Hierarchy of Controls - A list of control measures, to be considered in priority order, that is used to identify ways to eliminate or minimise exposure to the risk.

Showgrounds - The site of Masterton A&P Association's owned property and location of office. This refers to any/all areas used by the Association to host the annual show, and also any/all area/s used for hire for third party events, third party use/hirage, on their privately owned land. It also encompasses all buildings and fixtures on this property.



Health and Safety Responsibilities

This section is to ensure all parties have clear, defined expectations around health and safety requirements.

The Masterton A&P Association Board (PCBU's / Officers):

- Must exercise a due diligence to make sure that the Masterton A&P Association complies with its health and safety duties.
- Must exercise the care, diligence, and skill a reasonable officer would exercise in the same circumstances, considering matters including the nature of the business or undertaking.
- Acquire, and keep up to date, knowledge of work health and safety matters.
- Gain an understanding of the nature of the business, and generally of the hazards and risks associated with those operations.
- Ensure that the Masterton A&P Association has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business.
- Ensure the Manager is supported in their work in health and safety.
- Ensure the Manager has, and implements, processes for complying with any duty or obligation of the Masterton A&P Association under the HSWA.
- Ensure that there are appropriate processes for receiving and considering information regarding incidents, hazards, and risks for responding in a timely way to that information.
- Verify the provision and use of the resources and processes referred to above.

The Masterton A&P Manager:

- Overseeing all health and safety on-site.
- Conducting site safety inspections.
- Maintaining the hazard register, including identification and risk analysis.
- Working with other workers, volunteers and relevant contractors, hirers, trade stall holders, entertainment providers and food outlets to control identified hazards and risks.
- Ensuring policy and process is being followed at all times.
- Efficiently and effectively recording and reporting all accident, incidents and near misses.
- Contract specialists where available competency is insufficient to identify, eliminate or minimise hazards and risks.
- Reporting directly to the Board on all matter's health and safety on a monthly basis, or earlier if deemed necessary.
- Liaise with independent advisor to ensure compliance.



Workers and Volunteers:

- Assist in maintaining a healthy and safe working environment wherever work is being performed.
- Work in a manner that will not endanger themselves or others.

- Ask for additional training if required and follow SOP's.
- To report, and rectify if safe to do so, any unsafe work conditions or equipment.
- Identify the hazards and assess the risks of tasks before work commences, using Hazard Identification forms, and job hazard analysis forms.
- Comply with all health and safety instructions.
- Take action to control hazards where appropriate and report all hazards that are beyond the workers control to Management immediately.
- Make proper use of all safety devices and personal protective equipment (PPE) provided and ensure that it is maintained in its proper working order.
- Not to remove or interfere with anything that has been provided in the interest of health and safety in the workplace.
- Seek information or advice where necessary before carrying out new or unfamiliar work.
- Have the right to refuse to do any work they deem to be unsafe, as far as reasonably practicable.
- Be familiar with emergency procedures and the location and use of emergency equipment.
- Report all incidents and injuries to Management immediately.
- Liaise with Management on matters relating to health and safety that affect their work area.
- Actively co-operate with any rehabilitation program that is arranged to assist recovery from injury for themselves.
- To work within and take responsibility to understand the Health and Safety at Work Act 2015, the Hazardous Substances and New Organisms Act (HSNO) 1996, and any other relevant governing legislation, regulations, and by-laws.

Contractors, Hirers, trade stall holders; entertainment providers and food outlets are responsible for:

- Implementing hazard and risk management procedures, including following safety rules and instructions.
- Taking all practicable steps to ensure that hazards and risks identified are eliminated or minimised in line with the hierarchy of controls, including any they introduce.
- Notifying the Masterton, A&P Manager of any hazard or risk they identify.
- Informing others of any hazards and risks to health and safety which are known to be associated with the work they perform and the steps to be taken to control any such hazard.
- Ensuring unsafe acts and unsafe conditions are appropriately addressed.



Hazard and Risk Management

The purpose of this section is to clearly outline and define hazard and risk management within the Masterton A&P Association, and the correct processes to be followed.

Hazard management steps include:

1. Identification – describe the hazard and state its location
2. Risk analysis – rate the risk the hazard poses
3. Control – recommend the control measure (eliminate or minimise as per the hierarchy of controls)

If difficulties are experienced in identifying, eliminating, or controlling hazards, the Manager will engage an outside contractor with appropriate experience.

Hazard and Risk Management is the responsibility for all users of the Showgrounds.



Step 1 – Identify hazards and their risks.

Hazard and risk identification and management will be reviewed at least once per year!

Identify the actual or potential causes or sources of harm or damage on the Showgrounds, including those with adverse health effects – the hazards. Any new hazard identified must be reported on a 'Hazard Identification' form.

Once a hazard is identified determine how people might interact with it and the potential impact of an incident involving that hazard – the risk the hazard poses. One hazard may have several risks as there may be several ways to interact with it.

Hazards and the risks they pose are best identified by walking around the Showground, including inside all buildings, looking up, down and around. Hazards and risks may also be identified in:

- Incident reports and investigations findings.
- Reviews and audits.
- Suggestions for improvement (observations).
- Consideration of the hazards introduced by new structures, chemicals, plant, or equipment. This assessment should be undertaken as part of the design process for any structures and purchase decisions. It should be reviewed again prior to initial use.
- Consideration of all the activities involved in setting up, running, and disestablishing the Showgrounds for the show, or any other event.
- The introduction of new competitions (including sections, classes, new types of animal); trade stalls; food outlets or entertainment providers. These must be reviewed for new hazards and risks, and how they may be controlled, before confirming the decision to include them in the show.
- The activities of contractors, hirers, trade stalls, food outlets or entertainment providers to undertake work on the Showgrounds.
- Feedback from the hirers of the Showgrounds, facilities, plant, or equipment.

Identified hazards are marked on a map, drawing or aerial photograph of the Showgrounds known as the Hazard Map, and all hazards are recorded in a current Hazard Register, where they are given a risk rating, and controls are identified.

Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following Risk Matrix table is used to establish risk, using the likelihood and severity scales below:

The below Risk Matrix classifies risk impact as:

High Risk	implement controls now
Moderate Risk	should be controlled
Low Risk	controls may not be needed or are a low priority

		Risk Matrix		
		Consequence		
		Slight <i>Bruising, scratches</i>	Medium <i>Cuts, strains, sprains</i>	Serious <i>Breaks, crushing, fatality</i>
Likelihood	Highly likely <i>Every 6 months</i>	Moderate	High	High
	Likely but not frequent <i>Every couple of years</i>	Low	Moderate	High
	Highly unlikely <i>Once in 10 years</i>	Low	Low	Moderate

Step 3 – Risk Control

All identified hazards can either be minimised, isolated, or eliminated.

Where a hazard is to be controlled, this must, if practicable, be by elimination.

Think about the risk and what you can do to prevent the chance of injury and ill-health.

Eliminate

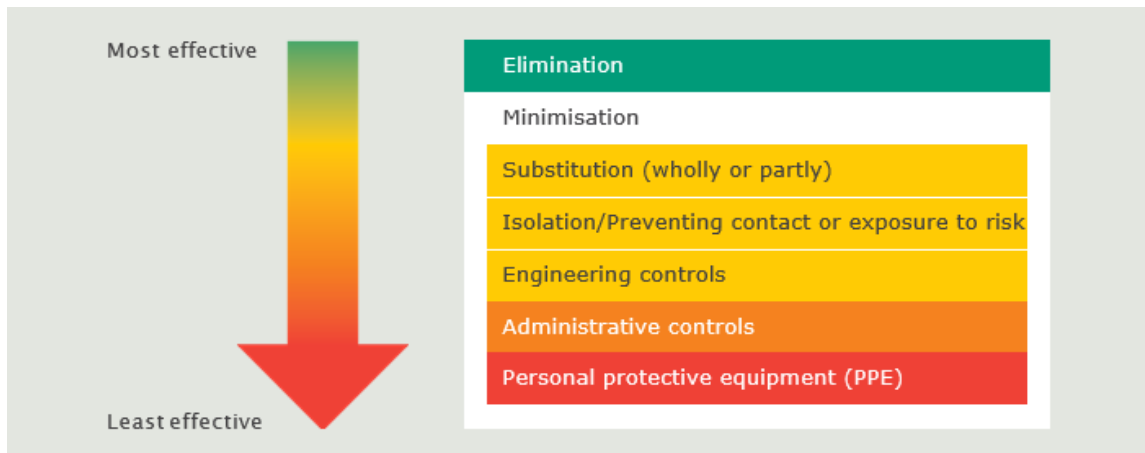
Can you eliminate this risk? If it is reasonably practicable.

Minimise

How can you effectively minimise the risk to people?

If a risk cannot be eliminated, it must be minimized so far as is reasonably practicable. Risk management must be by the application of the hierarchy of controls, which MUST be considered in descending order. Not every control can be applied to every risk but in some cases more than one control will be selected for a risk (particularly at the bottom of the hierarchy). This is all documented in the Hazard Register.

Hierarchy of Controls



Controls should be determined considering the input of a selection of people who interact with the hazard.

Select the relevant control(s) to apply to the risk. Examples of the application of the hierarchy of control are:

ACTION	WHAT IS THIS?	EXAMPLES
Eliminating	Avoiding the sources of harm (e.g., equipment, substances, or work processes)	Removing a trip hazard or getting faulty equipment repaired. Removing the need to climb the stairs by meeting downstairs. Deciding not to have a helicopter on display in the Showgrounds.
Minimise	Substituting	Using a less hazardous thing, substance, or work practice Using non-toxic glue instead of a toxic glue. Relocating overhead cables underground. N.B Take care this does not create a new risk.
	Isolating/ preventing contact or exposure to risk	Separating people from the hazard/preventing people being exposed to the risk Marking the hazardous area, fitting screens or putting up safety barriers around the hazard for example: > barriers to separate areas where horses or livestock move through the public to enter the arena or between the pub and amusements. > Keep gates on the arena closed. > Keep livestock in pens.
	Imposing engineering controls	Using physical control measures (e.g., mechanical devices, structural designs) Appropriately designed, maintained, used, and guarded amusements. Designing new buildings or yards taking safety into account e.g., the gate location.

<p>Imposing administrative controls</p>	<p>Using safe methods of work, processes or procedures designed to minimise risk</p>	<p>Requiring the public to keep out of the horse parking area (signage).</p> <p>Having emergency plans and evacuation procedures in place.</p> <p>Applying rules such as a fall results in elimination.</p> <p>Food outlets have appropriate certifications.</p>
<p>Using personal protective equipment (PPE)</p>	<p>Using safety equipment to protect against harm. PPE acts by reducing exposure if an incident occurs</p>	<p>Using safety glasses, overalls, gloves, helmets, respiratory gear, and earmuffs.</p> <p>Riding helmets and other safety equipment.</p>

Recording, Monitoring and Review

The hazards, risks and controls are recorded in a register and monitored for ongoing suitability and effectiveness. New control options may become available or appropriate, or controls may fail over time.

The Hazard Register, and listed controls, must be reviewed formally at least annually, or earlier if deemed necessary.



Incident Reporting and Investigation

Whenever a person is or could have been harmed (or damage could have or did occur), the Masterton A&P Association expects the incident to be reported. Incidents that result in injury, and near misses that could have had serious implications, should be investigated. The purpose is to provide procedures for recording and investigating incidents, to ensure they are effectively managed, and any lessons are learnt from them.

Responsibilities

To assist Masterton A&P Association in meeting its aims in the prevention of harm, the following people have responsibilities.

The Association Manager is responsible for:

- Preventing harm by providing a safe and healthy Showgrounds and show.
- Taking all practicable steps to see that all workers, volunteers, contractors, hirers, trade stall holders, entertainment providers and food outlets are aware of the incident reporting system, know where to obtain the appropriate form, and report such events when they occur and report incidents as appropriate to the Masterton A&P Association.
- Arranging for appropriate first aid and emergency care (or other assistance) where required.
- The completion of appropriate investigations of incidents that occur, and documenting in the Incident Register.
- Updating the hazard register accordingly, if required.

Workers and volunteers:

Every worker and volunteer are responsible for:

- Observing any established health and safety procedure that relates to the activity.
- Participating in relevant health and safety training, e.g., manual handling, use of equipment, Induction, reviews.
- Accurately reporting and documenting all incidents and observed hazards.

Judges, Show-day Volunteers and Officials:

Specifically, judges, show day volunteers and officials shall:

- Report any incident that occurs in their area of responsibility and participate in any investigations required.
- Manage hazards and risks in line with the Show Plan.
- Report any areas of safety improvement they identify.
- Eliminate or ask to leave any competitors who might reasonably be considered to be



unsafe to continue.

Competitors:

Competitors shall:

- Adhere to the terms and conditions of entry and all instructions and signage.
- Only enter exhibits they can control safely and remove any exhibits quietly and promptly where they create an unacceptable risk to themselves or others.
- Ultimately be responsible for their own health and safety as a 'visitor' to our grounds.

Public:

The public are expected to obey signage and instructions from officials and report any incidents that occur.

Hirers, Contractors, trade stall holders, entertainment providers and food outlets:

These parties are expected to obey signage (and instructions from officials); report any incidents that occur; consider the hazards identified to them and created by them; and implement relevant controls.

Procedures

When Harm Occurs

Make sure anyone injured or suspected of injury has received appropriate first aid and medical attention if necessary. Call 111 for an Ambulance if required.

If an incident may be notifiable do not interfere with the accident scene without the permission of a Worksafe Inspector.

In the event of this occurring, the Association Manager is the first person to take over scene control once reported – if the Association Manager is unavailable, then the Event Overseer takes this position.

Record of Incident

All incidents are to be reported as soon as practical to the Association Manager (but within 24 hours) using the Incident Report form. Copies of the form are provided to show officials, to hirers in induction packs, and also available at the main office at all times.

Incident reports are filed by the Association Manager, where they are assessed by the Board at the following meeting (or soon at a special meeting if deemed to be of a serious, damaging nature), with outcomes documented. Any incident is then added to the incident register, and all documents are held at the main office on grounds.

Notification

Worksafe must be notified when certain work-related events occur. Greater detail on the definitions and processes can be found at <http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events>.

A notifiable event is when any of the following occurs because of **work**:

- *a death* - If someone has been killed as a result of work, notify Worksafe **immediately** on **0800 030 040 (24/7)** or complete the [online notification form](#) or complete the [Notifiable Death, Injury or Illness form \[PDF 343KB\]](#).
- *notifiable illness or injury* – includes amputation; serious head injury, eye injury or burn; spinal injury; loss of bodily functions; serious lacerations; skin separation or any injury that requires (or would usually require) the person to be admitted to hospital for immediate treatment.
- *a notifiable incident* - an unplanned or uncontrolled incident in relation to a workplace that exposes the health and safety of workers or others to a serious risk arising from immediate or imminent exposure to any of the following:
 - a substance escaping, spilling, or leaking.
 - an implosion, explosion, or fire
 - gas or steam escaping
 - a pressurised substance escaping.
 - electric shock (from anything that could cause a lethal shock, for example it would not include shocks due to static electricity, from extra low voltage equipment or from defibrillators used for medical reasons)
 - the fall or release from height of any plant, substance, or thing
 - damage to or collapse, overturning, failing, or malfunctioning of any plant that is required to be authorised for use under regulations.
 - the collapse or partial collapse of a structure
 - the collapse or failure of an excavation or any shoring supporting an excavation.
 - the inrush of water, mud, or gas in workings in an underground excavation or tunnel
 - the interruption of the main system of ventilation in an underground excavation or tunnel



A notifiable incident also covers the incidents specified above which may have only resulted in minor (non-notifiable) injuries but had the potential to cause serious injury, illness or death and any injury that requires (or would usually require) the person to receive medical treatment within 48 hours of exposure to a substance.

Notifications are completed online via the www.worksafe.govt.nz

Investigations

All notifiable events and all incidents rated as “high potential” when the Risk Matrix (see Hazard and Risk Management) is applied and the worst credible scenario considered, will result in an investigation.

Investigators will be appointed by the Masterton A&P Association Board and should have appropriate skills to enable them to identify the lessons from the incident.

In the event of an incident that results in an injury requiring emergency medical attention the Association Manager is to be advised immediately.

The Association Manager should:

- initiate and carry out an investigation. This should commence within 24 hours of the event concerned and:
 - find out what happened.
 - identify the causes including:
 - decisions, that while they made sense at the time, in hindsight contributed to the outcome.
 - environmental, equipment and design factors.
 - processes that did not work effectively.
 - identify and implement measures to prevent a reoccurrence.
 - communicate the changes to anyone who needs to know.
- Ensure any hazard that is identified as the cause of the event is eliminated or minimised in accordance with the hierarchy of controls.
- Ensure all corrective actions that have been identified are carried out within the specified timeframes.
- Ensure the investigation report will be reviewed by the Board to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled appropriately – this is to be done and documented at the following Board meeting.

The reports of investigations conducted by contractors, hirers, trade stall holders, entertainment providers or food outlets will be provided to the Association, no longer than 24 hours if deemed ‘notifiable’, otherwise 7 days.



Emergency Management

The Masterton A&P Association recognises the need to be prepared for emergency situations that may be encountered.

Responsibilities

The Masterton A&P Association Manager is responsible for:

- Acting as the warden.
- Ensuring all workers and volunteers know what to do in an emergency, and where to find this information.
- Holding a 6 monthly emergency evacuation drill.
- Maintaining a register of anyone who may require special assistance in the case of an emergency requiring evacuation

All workers, volunteers, trade stall holders, entertainment providers and food outlets are responsible for:

- Maintaining familiarity with emergency responses and following procedures
- advising the {Show Manager or Committee member responsible for health and safety} of any special assistance that may be required in case of an emergency requiring evacuation (e.g., in case of deafness, physical disability)
- ensuring their own safety if working alone

Hirers and contractors are responsible for:

- ensuring they have a site warden
- ensuring all their people are familiar with emergency responses
- following these procedures or implementing their own that apply to emergencies specific to their use of or work on the Showgrounds

1. General Emergency procedure

- For emergency services dial 111 and ask for the service you require:

FIRE

AMBULANCE (Noting that on show day first aid support is available from {St John's Ambulance} located at {Location on grounds}).

POLICE

- Stay calm, give your name, details of the emergency and street address - which is {Enter in organisation address here}

PHONE NUMBER {Enter in organisation phone number here}.

- The public and visitors

On show day first aid support is available from {St John's Ambulance} located at {Location on grounds}.

Other public assistance is available from the {Show Office} located at {Location on grounds}

Visitors are the responsibility of the person they have called to see.

2. Fire

If you discover a fire:

- Activate the alarm and dial 111 and advise Association Manager or official.
- Alert people in your area and the warden, or an official in their absence.
- Do not extinguish the fire unless there is no personal danger to you or anyone else.
- If time permits and there is no danger, close all doors and windows.
- Evacuate the building following the evacuation procedure.
- After evacuation meet at the assembly point.

3. Earthquake

- Move away from windows, equipment, shelves, and trees that may fall.
- If inside, take cover under solid furniture such as tables and desks.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- Keep calm and help those who need assistance.
- Wait for orders from your warden.
- Check for hazards and extinguish any fires if safe to do so.
- Evacuate buildings if instructed to do so.
- Listen to the radio for civil defence instructions.
- Ensure the electrical power supply is turned off at the mains supply to the show – use only generator power.
- During a show or event close down **all** activities starting with amusement devices and children's activities.
- During a show or event, it may be appropriate to evacuate all people to designated safe areas (likely to include the carpark) e.g., from temporary structures and dangerous areas such as hot food appliances and electrically operated equipment.
- Secure animals.

4. Flood (Natural Disaster)

- Shut off the power and water and turn off electrical appliances if there is no personal danger in doing so.
- Move vital records to highest accessible point if safe to do so.
- Notify emergency services.

5. Unwanted or aggressive person

- Keep calm, make no sudden movements - try to avoid escalation.
- If you have an opportunity to do so, have another person with you or discretely get someone's attention.
- Try to memorise as many details about the person and the interaction as possible.
- Notify police as soon as it is safe to do so - leave the phone line open until police arrive.

6. Bomb threat

When a bomb threat is received, or a suspicious object is discovered, it must be treated as genuine until proven otherwise.

Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything. The Police will determine the action to take with the object.

- Keep calm.
- Keep the person talking – do not interrupt.
- Let them feel in charge – keep the person on the line, do not hang up.
- Do not operate the manual alarm points or electrical switches or use a mobile telephone.
- Attract assistance if possible and have this person alert staff and notify Police on 111.
- Evacuate the building if directed to do so by the Police (but do not hang the phone up on the caller).

7. Chemical spill or explosion

Contact the Association Manager, who will contact emergency services and activate emergency evacuation procedures, as necessary. There is a chemical spill kit available at the main office.

8. Animal escape or out of control

- Ask the competitor to remove an unsafe animal.
- Close boundary, arena, or other gates - try to contain the animal if possible, without putting people at risk.



- Consider animal control options.
- Evacuate relevant areas and consider public safety and vulnerable competitors e.g., first ridden exhibitors.
- Only experienced handlers attempt capture.

ALL EVACUATION AREAS AT THE SHOWGROUNDS ARE SIGNPOSTED

ALL FIRST AID KIT LOCATIONS ARE SIGNPOSTED

ALL FIRE EXTINGUISHER LOCATIONS ARE SIGNPOSTED

HAZARD MAPS OF THE GROUNDS ARE DISPLAYED AT:

First Aid Management

Masterton A&P Association will ensure safe and consistent care is taken when first aid may be required. The Board will ensure appropriate first aid supplies are provided at the Masterton A&P Association's Showgrounds and is appropriate to the public and competitors at all times.

The A&P Manager will ensure that first aid supplies at the Main Office, and also around the Showgrounds as sign-posted, are accessible and checked 6 monthlies for restocking. The Masterton A&P Manager will retain a current first aid certificate at all times. On Show day, a minimum of 5 people on-site must be first aid trained, and a St John ambulance must be on-site for the duration of the event.

Any person/s hiring the Showgrounds must also have, and provide evidence of, the same standards in regard to the first aid they will be providing for their event, as a part of their event plan, including:

Names, and certifications of the first aiders on-site.

Location of first aid kits.

Details of any other first aid provider on day (e.g., St Johns).



Show/Event Planning

Prior to any Show or Event held by The Masterton A&P Association, or any hirer of the showgrounds, a health and safety Show Plan (or Event Plan) for that competition will be developed which will be applied. This is to ensure that all hazards and risks are identified, appropriately managed, and monitored (including new ones relating to specific competitions, trade stalls, entertainments, food outlets or expected weather conditions), and the preparation, running and disassembly of the competition are all considered to be as safe and healthy as reasonably practicable.

Responsibilities

The Association Manager is responsible for ensuring that:

- The Showground layout, including identified hazards and risks, are reviewed in consideration to the show or event planned and any changes that may have been made or occurred to the Showgrounds.
- A Show or Event Plan is developed, taking into account fixed hazards (present at all times) and introduced hazards (only present for a specified period or created by the competition held).
- Reviewing the effectiveness of the plan after the show or event.
- Appropriate first aid providers are on the Showgrounds for the show or event and veterinary assistance identified.
- Provide the plan to the Masterton A&P Association, and inform workers of any plans for upcoming events, briefing them on it.

Workers and volunteers are responsible for:

- Abiding by the show plan and reporting any issues they experience that indicate changes are needed or improvements possible.

Participation and Leadership

The Masterton A&P Association recognises that to achieve good safety outcomes, the people doing the tasks should be consulted about the safety of those tasks. They also recognise the need for leadership in health and safety.

Everyone is encouraged to actively participate in health and safety discussions and meetings.

Where changes to existing policies are being considered workers, volunteers and relevant contractors, and regular hirers, will be invited to comment and participate in the consultation



process prior to implementation of changes.

Purpose

To ensure that everyone relevant has an opportunity to be included in safety decisions.

Leadership

The Masterton A&P Association identifies a Board member to champion and co-ordinate health and safety activities – this will be their main role. This does not take responsibility from the Board overall, or the Association Manager, but enables others to seek their support on relevant matters and to co-ordinate meetings, solutions, and investigations.

Responsibilities

The nominated Board H&S Rep, and the Association Manager are responsible for ensuring that:

- Everyone who does or is affected by a specific activity e.g., the management of poultry and livestock, has the opportunity to be heard in relation to safety related decisions affecting that activity.
- Ensuring that health and safety matters are regularly discussed at meetings, including the committee meeting, where it should be a standing agenda item.
- Changes that affect workers or volunteers are discussed with them and decisions are communicated to them.
- The health and safety manual will be reviewed annually by the Association Manager in consultation with Summit Safety Ltd, but also in consultation with workers, volunteers, and relevant contractors.

Workers, contractors, hirers, trade stall holders, entertainment providers, food outlets and volunteers are responsible for:

- Speaking up about their health and safety concerns.
- Participating in discussions and help find solutions for health and safety issues that affect them.
- Correctly following procedure, filling in forms to communicate information to the Board around any health and safety concerns or issues at the Showgrounds.

Health and Safety Meetings

If it is requested, a health and safety committee is formed to regularly discuss health and safety matters. These meetings are not compulsory.

Health and Safety Committee Meetings:



- Health and Safety Committee meetings are held at least twice per year (up to quarterly), including one shortly before the Show and another shortly after.
- All workers and volunteers are invited to participate.
- Meeting's agendas will cover hazards and risks; incidents and investigations; any proposed structural additions to the grounds or equipment purchases; and any upcoming or recently held events.
- An extraordinary meeting will be held in the event of a notifiable event being investigated.

Information, Training and Supervision

The Masterton A&P Association recognises their responsibility to promote a safe and healthy show and Showgrounds. Everyone needs to actively participate in health and safety and requires information, training, and supervision to support safe practices.

The Masterton A&P Association Board is responsible for ensuring, via the Manager, that all newly appointed workers and volunteers receive:

- An induction to health and safety on site.
- Any additional training that is required as a result of specific activities they undertake.
- Any protective clothing or equipment required for the tasks.
- Adequate supervision to ensure a safe environment.
- Support the Manager to be trained and informed.

The Masterton A&P Association Manager is responsible for ensuring that workers and volunteers:

- Are fully briefed and inducted, with documented evidence.
- Have opportunities to contribute to health and safety improvements, meetings, and discussions.
- Have opportunities to receive appropriate training relevant to the tasks they do.
- Have copies of relevant material safety data sheets for chemicals they use.
- Are supplied with vehicles and equipment that are suitable, safe, and well maintained – and are trained in their use.
- Are adequately supervised, or 'buddied' if necessary.

Workers and volunteers are responsible for:

- Following instructions where provided, including the use of plant, equipment, and personal protective equipment.



- Completing the induction process including reading the health and safety manual and undertaking training as directed.
- Reporting and co-operating with the management and monitoring of hazards and risks.
- Using and caring for protective equipment or clothing provided.
- Reporting incidents and near misses, including those that result in injuries or ill health.
- Not undertaking work that is unsafe.
- Not interfering with an accident scene.
- Driving to the speed limits and conditions, including on Showgrounds, and wearing provided seatbelts.
- Undertaking any relevant health monitoring as directed.

Hirer, contractor, trade stall holder, entertainment provider and food outlets are responsible for:

- Ensuring only people with the appropriate skills, instructions, supervision, and personal protective equipment operate equipment and undertake tasks.

Smoke-Free Working Environment Policy

It is a requirement of the Smoke-free Environments Act 1990 that all employers have a written policy on smoking for all areas occupied by the employer and frequented by workers.

This policy meets the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

1. Everyone is entitled to a smoke-free environment in all the areas normally used for work.
2. Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
3. The implementation of this policy depends on everyone responding courteously to the desire for a smoke-free environment.

Smoke-free buildings:

Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment, and causes damage to property.

In the event that an employee chooses to smoke, a designated area, such as a sheltered balcony outside of the premises, should be used.

Passive smoking:

Smoking is permitted in outside areas, provided others are protected from smoke drift and passive smoking by the smoker keeping their distance from people, and opening windows and



doors within their close proximity.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the Masterton A&P Manager.

Review and Audit

The Masterton A&P Association will regularly review and audit their policies, procedures, hazards, risk, and incidents. It will organise itself in a manner to ensure all these activities are undertaken appropriately. This will involve Summit Safety Ltd as an outside party.

To ensure that all the policies and procedures remain effective, implemented, and relevant, hazards and risks are identified, appropriately managed, and monitored, incidents and near misses that occur are reviewed and the lessons they offer are learnt and applied.

Responsibilities

The Association Manager is responsible for ensuring that:

- The health and safety manual are applied as a living, useful document.
- This health and safety policy and manual is reviewed annually (prior to the show) and improvements that are identified are made.
- A post-show review is conducted and any new hazards and risks that came to light are noted; any ineffective hazard and risk controls revised; and any incidents reported are reviewed. In all cases any learnings from the show are captured and recorded for improvement at the next show.
- Incidents and near misses are reported and investigated where appropriate.

Workers, volunteers, contractors, hirers are responsible for:

- Continually considering practical, safer ways to achieve results.
- Identifying new hazards and risks (and controls) and ensuring they are reported.
- Reporting incidents and near misses that occur and suggest improvements.
- Co-operating with reviews and audits.

Board responsibilities:

- The Showgrounds are safe for all people that use them, and the show is run in a manner that limits the hazards and risks that attendees are exposed to.
- Commissioning reviews and audits.
- Offer the resources and support needed for the Association Manager to do this



effectively.