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Note: The “HS301 – Templates for Event Health and Safety Plans” are supplied to be used as part of your event safety plan, they are not intended to be the event safety plan.



A Thomas

The contents of this plan are approved based on the information provided and it being a true and accurate description of the health and safety systems to be used.

Auckland Council cannot be held liable for the accuracy of the information provided or any plan produced in reliance of that information.

APPROVED
By A Thomas at 1:33 pm, Feb 12, 2014

Approved by: Health and Safety Manager

Doc: HS301

Date: November 2012

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October 2013 Rev: 7.0

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Event Health and Safety Policy

Event Name: Waitakere Rotary 11th Annual Soapbox Derby

Date: Sunday 16th March 2014

Location(s): Westgate Drive, Massey

Waitakere Rotary recognises its responsibility to protect the health, safety, and welfare of all people directly associated with the event, including members of the public, whether attending the event or not.

We are committed to provide a safe environment for everyone to the best of our abilities. The details are set out in the event specific Health and Safety Plan which complies with the requirements set out in HSE Act 1992 and other relevant legislation.

We confirm that the following requirements are part of the plan:

- A process is in place for the identification, assessment, and control of hazards
- Ongoing and systematic monitoring and review of control measures for hazards at intervals appropriate to the event
- Health and Safety responsibilities are clearly assigned to designated persons
- An accident record is kept on site and in accordance with the Ministry of Business, Innovation, and Employment [see <http://www.business.govt.nz/healthandsafetygroup> for further information and downloadable templates]
- All participants at the event possess the necessary knowledge, skills, and training that enable them to perform their job adequately
- The event location has been inspected by the designated health and safety person to ensure the venue’s safety
- Develop and provide an overall emergency plan which takes into consideration the event location, pack-in, pack-out, event activities, and any specialist procedures and instruction that may be required.

Signature		Title	Soapbox Derby Project Manager
<hr/>		<hr/>	
Printed name	Heather Pattison	Date	21/01/14
<hr/>		<hr/>	

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Doc: HS301

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A2) Event details

Event details		
Event name: Waitakere Rotary 11 th Annual Soapbox Derby		
Event location: (e.g. name of park/beach/public building including address) Westgate Drive (Don Buck Road to Fernhill Drive) – road and grass area below Leisure Centre		
Event date/s and time/s:	Event start date: Sunday 16 th March 14	Event end date: 16 th March 14
	Event start time: 9am	Event end time: 3pm
	Pack-in date: 16/3/14	Pack-out date: 16/3/14
	Pack-in time: 6am	Pack-out time: 6pm
Event organiser contact details:	Contact name: Heather Pattison	
	Mobile: 0274 719 569	Address: 367 Wairere Road Waitakere RD2 Henderson 0782
	Phone: 09 8109 589	
	Email: heather@details.co.nz	
Auckland Council Event Facilitator:	Name: Debbie Weller	
	Email: Debbie.Weller@aucklandcouncil.govt.nz	
	Phone/Mobile: DDI: (09) 8393304 Ph: 301 0101 Ext (42)7104	
	Mobile: (021) 243 4267	
Event description: (briefly outline the nature of the event) Children from our local schools race All American Soapbox Derby kit set cars down the road. It is a great event that all those who are involved thoroughly enjoy. The 6 top drivers compete again in the NZ Finals on 30 th March in Whangaparaoa – with the winner attending the AASBD Finals in Akron, Ohio in July.		

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A2) Event details

Participants and spectators	Yes	No	Expected number of persons:
Employees	<input type="checkbox"/>	x	
Contractors	<input type="checkbox"/>	x	
Volunteers	x	<input type="checkbox"/>	50
Vendors	x	<input type="checkbox"/>	2
Others – drivers and teams	x	<input type="checkbox"/>	200
Expected number of spectators			5,000
Other contributory factors	Yes	No	If “yes”, consider
Presence of alcohol	<input type="checkbox"/>	x	3.10 Security procedure
Involvement of children and vulnerable persons	x	<input type="checkbox"/>	3.6 Lost child/vulnerable persons procedure
Involvement of animals	<input type="checkbox"/>	x	3.13 Animals
Traffic management	x	<input type="checkbox"/>	3.11 Traffic management plan
Significant impacts/hazards	x	<input type="checkbox"/>	3.12 Other significant impacts/hazards
Special effects	<input type="checkbox"/>	x	3.14 Special effects
Specialist procedures/training/knowledge and contractors	<input type="checkbox"/>	x	HS262, HS263
Temporary structures	x	<input type="checkbox"/>	3.7 Temporary Structures
Ground Penetrations – gazebo/tent pegs, odd signs	x		3.8 Ground Penetrations
Use of pyrotechnics/fire	<input type="checkbox"/>	x	3.14 Special effects
Usage of Liquefied petroleum gas (LPG)	x	<input type="checkbox"/>	3.9 LP Gas

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A3) Event key responsibilities and contact details

Key responsibilities and contact details			
Responsibility	Name of contact person	Contact number	Company name
Event management	Heather Pattison	0274 719 569	Waitakere Rotary
Designated H&S person	John Riddell	0274 779 750	Waitakere Rotary
First aid		09 526 0527	St Johns
Emergency control	Kerry McMillan (Race Director)	021 416 777	Waitakere Rotary
Security	Kerry McMillan (Race Director)	021 416 777	Waitakere Rotary
Traffic management (incl. parking)	Christine Rattray (Action Traffic) Brad Carpenter (Salvation Army)	09 630 7200 027 662 5938	Action Traffic (traffic) Salvation Army (parking)
Waste management	Kerry McMillan (Race Director)	021 416 777	Waitakere Rotary
Lost children	Sheena Spittles (Teacher and Day Care owner) or Karen Nicholson (Rotarian's wife, past Brownie Leader and Girl Guide District Commissioner)	0274 582 768 027 233 3474	Waitakere Rotary
Welfare of animals			
Liaison with emergency services	Kerry McMillan (Race Director)	021 416 777	Waitakere Rotary

Note: Please provide details of key contact persons during the event and after hours.

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A4) List of contractors for the event...continued

Contractors for the event					
Type of service	Deliverables	Name of contact person and company name	Contact number	Certificate confirmed by event organiser	
				Yes	No
Amusement equipment	Street games	Scott Mackenzie - In2it street games	027 286 3997	x	<input type="checkbox"/>
Electrical	Sound system running on a generator	Cable Link (and Whangaparaoa Rotarian) – Dave Hannah	0274 963 416	x	<input type="checkbox"/>
Food stalls	BBQs, sandwiches, cakes, drinks etc	5 or 6 Local Schools - To be confirmed (usually one week before the event)		x	<input type="checkbox"/>
Coffee stall	Coffee	Peter Ellis – Espresso on the Go www.espressoonthego.co.nz	021 242 3057	x	
Ice cream stand	Ice creams	Graeme and Tina Duffy Supa Softee Icecream	021 652 188	x	
Pyrotechnics	n/a			<input type="checkbox"/>	x
Scaffolding	n/a			<input type="checkbox"/>	x
Security	n/a	Rotarian Constable Luke Wilson	022 367 5853	x	
Traffic management	Road closure and parking	Action Traffic	09 630 7200 (Action)	x	<input type="checkbox"/>

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A4) List of contractors for the event...continued

		Salvation Army paddock	027 662 5938 (Sallies)		
LP Gas	Local School BBQs	Local Schools		<input type="checkbox"/>	x
Cleaning and Waste	Removal of ALL rubbish from the site	Waitakere Rotary		x	<input type="checkbox"/>
Water	BYO water 200 litres available if reqd	Alan Pattison's motor home	0274 80 88 30	x	<input type="checkbox"/>
Ablution facilities	Portaloos	Hirepool	09 636 6189	x	<input type="checkbox"/>

The services provided on this sheet are not an exhaustive list. Please continue on next sheet where required

Contractors for the event

Type of service	Deliverables	Name of contact person and company name	Contact number	Certificate confirmed by event organiser	
				Yes	No
Special Effects				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

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A4) List of contractors for the event...continued

				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
Use a separate sheet(s) if required					

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A5) Hazard Management Plan

Pack-in / pack-out E.g. moving vehicles, work at heights, first aid etc.					
Hazard	Hazard consequence	Eliminate (E) Isolate (I) Minimise (M)	Control of hazard	Person responsible	Date completed
Moving vehicles	Injury	M	Set up does NOT proceed until the road is officially closed; and the road is only opened once pack up has been completed	Kerry McMillan (Race Director)	
Installing barriers	Minor injuries	M	Risks are covered in our Health and Safety Briefing with a strong reminder to keep a sharp eye out – particularly for the children on site. We have approx 100 high visibility jackets for use at this time and a first aid kit is also available	Heather Pattison	

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A5) Hazard Management Plan

Setting up equipment – gazebos, start ramps etc	Minor injuries (people have a tendency to hit themselves with hammers...)	M	A first aid kit is available	Kerry McMillan (Race Director)	
High risk hazards E.g. work at heights, flying operations, pyrotechnics etc.					
Hazard	Hazard consequence	Eliminate (E) Isolate (I) Minimise (M)	Control of hazard	Person responsible	Date completed
Soapbox Crashes	Injury to driver (St Johns records over 10 years show only minor injuries such as bruises)	M	The kitset cars have a low centre of gravity and a wide wheel base and are remarkably stable and safe. Cars are checked before each race to ensure cables are tight and the brake pads have sufficient rubber - but there is always the risk of driver error or unexpected breakages.	Chief Scrutineer – Shawn Dyer	

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A5) Hazard Management Plan

			<p>Hay bales after the finish line ensure a softer landing (inevitably a few drivers forget themselves and use these to stop!) Any driver who crashes is checked by the St Johns team</p>		
Soapbox Crashes	Injury to spectators	M	<p>Barriers surround the track and racing does NOT proceed unless the green flags are up (all people are off the track and no one is sitting on the barriers)</p>	Kerry McMillan (Race Director)	
Falls, tripping over their own feet...	Injury to spectators	M	<p>We endeavour to keep the area free of obstacles – positioning of gazebos, cables covered etc</p>	Kerry McMillan (Race Director)	

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A5) Hazard Management Plan

Lost children		M	As per the lost child procedure: Lost Child Procedure.doc		
Environmental hazards E.g. exposure to extreme weather conditions involving UV, high wind, high rain etc.					
Hazard	Hazard consequence	Eliminate (E) Isolate (I) Minimise (M)	Control of hazard	Person responsible	Date completed
Rain	Racing is cancelled.	E	We join another Rotary Club for racing in one of the following two weekends	Kerry McMillan (Race Director)	
Intermittent Showers	Racing cannot proceed whilst the track is wet (too slippery)	M	Racing should finish before 3pm. We apply for road closure till 6pm for a margin of safety. The program requires each driver to race twice with the fastest 12 drivers racing again after lunch.		

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A5) Hazard Management Plan

			As a worst case we need 2 hours of dry track for a reduced program and select the West Auckland finalists from a one race time		
High Wind	Things blow everywhere	M	Tie things down more firmly, don't install start and finish banners. Racing still proceeds	Kerry McMillan (Race Director)	
LPG Cylinders on food stall site x6	Fire	M	FIRE: Fire blankets (or tin foil, large pot lids etc) and extinguishers are to be provided in case of fat fires (Fat fires MUST NOT be put fires out with water!)	Heather Pattison	
Food stalls	Fire, burns, bacteria...	M	A food stall checklist is provided prior to the event (a copy is also on our website). Compliance will be monitored	Heather Pattison	

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A5) Hazard Management Plan

Electrical, sound and lighting E.g. isolation, tripping hazards etc.					
Hazard	Hazard consequence	Eliminate (E) Isolate (I) Minimise (M)	Control of hazard	Person responsible	Date completed
Cables	Tripping	I	Cable mats, duct tape	Dave Hannah	
Timing cables	Tripping	I	Run cables along barriers	Alan Pattison	
Power Cables	Electric Shock	M	All electrical equipment, cables etc. Must be tagged, tested, inspected and checked. Use RCDs		
Generator	Injury/burns to participants	I	Generator will be isolated by orange safety fence around it.	Dave Hannah	
Generator	Refuelling	M	The generator will be supplied with a full tank of fuel. Generally refuelling is not required. However if		

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A5) Hazard Management Plan

			required, the generator will be refuelled from an appropriate fuel container. Take every precaution to avoid spillage into stormwater or the environment. Keep a fire extinguisher on hand		
Generator	Noise	M	The generator will be silenced and have very low noise		
Staging and structures E.g. Stage access, ground stability, scaffolding etc.					
Hazard	Hazard consequence	Eliminate (E) Isolate (I) Minimise (M)	Control of hazard	Person responsible	Date completed
Badly positioned gazebos	People trip over ropes etc	M	Clearly defined areas for the various teams and stalls	Heather Pattison	
Cars accessing the Leisure Centre	Hitting a pedestrian	I	Well positioned barriers to attempt to isolate pedestrians from this area. Rotarians in the	Kerry McMillan (Race Director)	

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A5) Hazard Management Plan



			start area monitoring this adjacent area		
Other - Any additional hazards that have been identified but that do not fall under the above categories					
Hazard	Hazard consequence	Eliminate (E) Isolate (I) Minimise (M)	Control of hazard	Person responsible	Date completed
Use a separate sheet(s) if required					

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A6) Lost Child Report Form



Lost Child/Vulnerable Persons Report Form			
Event:	Name:	Date:	Time:
Report written by:	Name & Job title:		
Person who delivers child:	Name:		
	Mobile:	Address:	
	Phone:		
	Email:		
Location where child was found:			
Child details:	Name:		
	Gender:	Ethnicity:	
	Age:	Clothing:	
	Eye colour:	Hair colour:	
	Mobile number (if applicable):		
Caregiver/parent details:	Name:		
	Mobile:	Address:	
	Phone:		
	Email:		
Type:	Relationship to child:		
ID:			
Number:			

Signature(s) of caregiver

Signature(s) of responsible event staff

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Soapbox Derby Lost Child Procedure

Risk

- The spectator area is narrow – footpath and grass – and the 400 metres of the race track have road barriers along its full length.
- Access to this area is from the top, bottom, or a walkway half way down to a neighbouring road.
- Escaping children, or parents, are therefore generally very easy to spot.

Solution

If a child does go missing the procedure is:

- Ask nearby people if they have seen them
- Ask a helper in a yellow vest to pass a message via the RTs to the Race Director
- The Race Director will announce it over the PA
- If there is no response helpers will be immediately directed to search the three access points.

If a stray child is found

- Ask one of our helpers to take the child and child finder to the Rotary tent
- Ask Karen Nicholson (past Brownie Leader and Girl Guide District Commissioner) to look after them.
- If Karen is unavailable call for a suitably qualified person - day care owner (Sheena Spittles), policeman (Luke Wilson) or teacher to look after them till their parents are found
- Send a message to the Race Director to announce it over the PA
- Complete the attached “lost child form”

Soapbox Derby Lost Child Procedure

Lost Child/Vulnerable Persons Report Form			
Event:	Name:	Date:	Time:
Report written by:	Name & Job title:		
Person who delivers child:	Name:		
	Mobile:	Address:	
	Phone:		
	Email:		
Location where child was found:			
Child details:	Name:		
	Gender:	Ethnicity:	
	Age:	Clothing:	
	Eye colour:	Hair colour:	
	Mobile number (if applicable):		
Caregiver/parent details:	Name:		
	Mobile:	Address:	
	Phone:		
	Email:		
Type:	Relationship to child:		
ID:			
Number:			

Signature(s) of caregiver

Signature(s) of responsible event staff

Wednesday, 12 February 2014