

Event Health & Safety Management Plan

Event name	Local Wild Food Challenge
Event location	Mahy reserve, Ōhope

Total Anticipated crowd numbers	2000	
---------------------------------	------	--

Pack in date	1 February 2019	Times	9am	to	6pm
Event date	2 February 2019		7am	to	9.30pm
Pack out date	3 February 2019		9am	to	12pm

KEY PERSONNEL

Event organiser:	Julie Allerby	On the day contact number	
Alternative contact	Nicol Burgess	On the day contact number	
Safety co-ordinator	Julie Allerby	On the day contact number	
Event facilitator	Rachelle Duffy	On the day contact number	
First aid co-ordinator	Julie Allerby	On the day contact number	
		On the day contact number	
		On the day contact number	

Contents

Event Health & Safety Management Plan	1
1. Event Programme	2
2. Waste Management Plan.....	3
3. Security/Crowd Control Plan.....	5
4. First Aid Plan	6
5. Emergency Plan.....	9
6. Traffic Management and Parking.....	11
7. Site Map	12
8. Risk Management Plans.....	Error! Bookmark not defined.

1. Event Programme

The challenge is to get outside and hunt, gather, forage, barter or fish for local wild food and create a dish of your choice, then write a story about it. If you are from Whakatāne, you will know that hunting, fishing and gathering is a way of life for us. Our region is brimming with wild food and natural abundance, which makes it perfect to hold an event with the purpose of creating an awareness of precious natural resources and the environment. The challenge will be held at Mahy Reserve in Ōhope, where spectators and supporters will enjoy a day of cooking demonstrations, local food stalls, entertainment and activities such as kite-making, while the competitors create their own unique wild food dishes.

Programme

BBQ area – lead by Marcus and Roz (joined by Joe McLeod)

2-3pm Rangitāiki Home Kills 45 mins

3 - 3.45pm The Chef and the Gatherer – Marcus and Roz 2x 20 mins

4-5pm Hangi Joe McLeod 40 mins

5 – 6pm Local business mystery box challenge

4.30pm Children's prizegiving Te Urewera stage

Prizegiving adults – 6.30 (Te Urewera Stage)

demonstration area – lead by Little Big Events

██████████ – edible weeds 20 mins talk, 20 mins walk

██████████ – Māori medicine 30 mins

██████████ – Cheese making 45 mins

██████████ – Vegan Māori

Eco zone

Coastlands Nursery – seedlings kids workshop

Face painting –

Live stage

Del Pacifico


Randy Matthews Quintet

Santiago Rabagliati and Camilia

Waste Management Plan

Detail how you will manage waste created by your event/activity such as

- Rubbish collection and removal



Event Waste Management & Minimisation

2) How will you minimise the amount of waste that goes to landfill? What different types of waste will you separate?

e.g.

- Use of Compostable plates and cutlery (including proper disposal of this waste stream post-event);
- Use of recyclable plastic cups (PET or type 1-7 plastics)
- Food waste to be composted or sent to local pig farms
- Ban use of plastic bags, balloons, glow sticks, polystyrene straws etc.)

Use of bagasse cutlery and plates - sent to Eco Cast in Kawerau.
 Food waste sent to local pig farms
 Banning use of plastic by food vendors, and balloons and straws.

3) Calculate how many waste bins will be required:

A rule of thumb for waste generation at events is one litre per person per meal. However, this will vary with the type of event - a food and wine event may generate more waste than another type of event so the waste generated per person is often higher.

For example, if you estimate that you will have 3,000 people at your event, which will run over one meal time. The formula to calculate the approximate waste generation would be as follows:

$3,000 \times 1 \text{ meal time}$	$= 3,000 \text{ litres of estimated waste}$	$\text{Divide } 3,000 \text{ by } 240 \text{ (a standard wheelie bin is } 240 \text{ litres)}$
$\text{Total} = 12.5. \text{ So you will need either } 12 \text{ or } 13 \text{ } 240\text{L bins in order to provide adequate waste disposal during the event.}$		

4) Detail below what type and how many bins you will provide:

Each bin station should have 3 bins (2 recycling with 1 garbage in between) so for this example above, you will need approximately 4 bin stations.

Type of bins	Size of bins	Number of bins
Recycling bins	240 L	
Waste bins/receptacles	240 L	
Organic waste bins	240 L.	
Skips	4.5m ³	
Other	Food scraps 240L	

OBJECTIVE REF: A1310106

5) How will you deal with litter?

e.g. volunteers/staff walking around collecting litter, signage for the public, availability of bins/skips.

Waste Zero Whakatane will be manning rubbish bins ensuring attendees dispose of litter appropriately. They will also have litter pickers to pick up litter or sort rubbish.

6) How will you separate the waste types effectively?

(e.g. separate bins for glass and plastics, signage, information, announcements etc.)

Using Event bins from council.
Signs with recycling products attached as a visual for the public

7) How will you store, collect and transport waste to the drop-off point? Where will it go?

e.g. X amount of skips bins and X amount of recycling bins will be located on site and collected daily.
On-site sorting or mixed transportation for sorting at waste disposal facility.

1 x skip bin for compostable
1 x skip for recycling
2 x ~~recycle~~ rubbish bins 240L for waste
2 x rubbish bins 240L for food scraps
available for pick up after event.

Card board + Food scraps delivered by volunteers to drop off points.

- Extra toilet facilities

Public toilets at Mahy Reserve/ Surf lifesaving club and extra portaloos (Lovely Loo) will be provided for event.

2. Security/Crowd Control Plan

Prepare and write plans for:

- The protection of pedestrians, spectators, participants, media, VIPs, access routes
- Security – list their responsibilities
- Police – prepare police briefings
- The location of fencing/barricades
- Managing and dealing with alcohol

Security – ICSL hired for security over Friday night

Alcohol management Plan – Mount Brewing Co provided. See attached.

Police – police notified of the event prior

Fencing – please see site map to show where fencing will be installed around the reserve due to ticket sales

Volunteers – our group of volunteers will be advised on crowd management and to report intoxicated or suspicious people to event manager/ event HQ immediately

3. First Aid Plan

Describe what provisions have been made for first aid and include, if necessary:

- First Aid details of personnel (i.e. members and qualifications)
- What organisations are attending (i.e. St Johns)
- Key emergency contacts and how recording of incidents will occur: Julie Allerby - first aid trained

First aid details

Staff/ volunteers with First aid training

Julie Allerby (event manager)

Triple One Care
NZQA Registered and Accredited

This is to certify that

Julie Allerby

Has successfully completed

Workplace First Aid
NZQA: 6401/6402

Triple One Care
FIRST IN FIRST AID
NEW ZEALAND

Industrial / Commercial / Residential
First Aid Specialists in

- First aid kits & supplies
- Consultancy
- Technology
- Education
- Events

Triple One Care info@tpleonecare.co.nz
0800 4 TRIPLE 1 (457 475) 1 Tokomaru Place
Phone: (03) 544 9100 Waioitu Estate
Fax: (03) 544 9182 P O Box 2153, Stoke 7041
Nelson

Date issued 19/01/2017 **Expiry date** 19/01/2019

Authorised by-

[Signature]

We're as serious as the business we're in -
"TO MAINTAIN LIFE"

www.tpleonecare.co.nz

[Redacted] (Firepit)

NEW ZEALAND
RED CROSS
International Federation of Red Cross and Red Crescent Societies

Rescued Tackler
International
Comprehensive First Aid Course

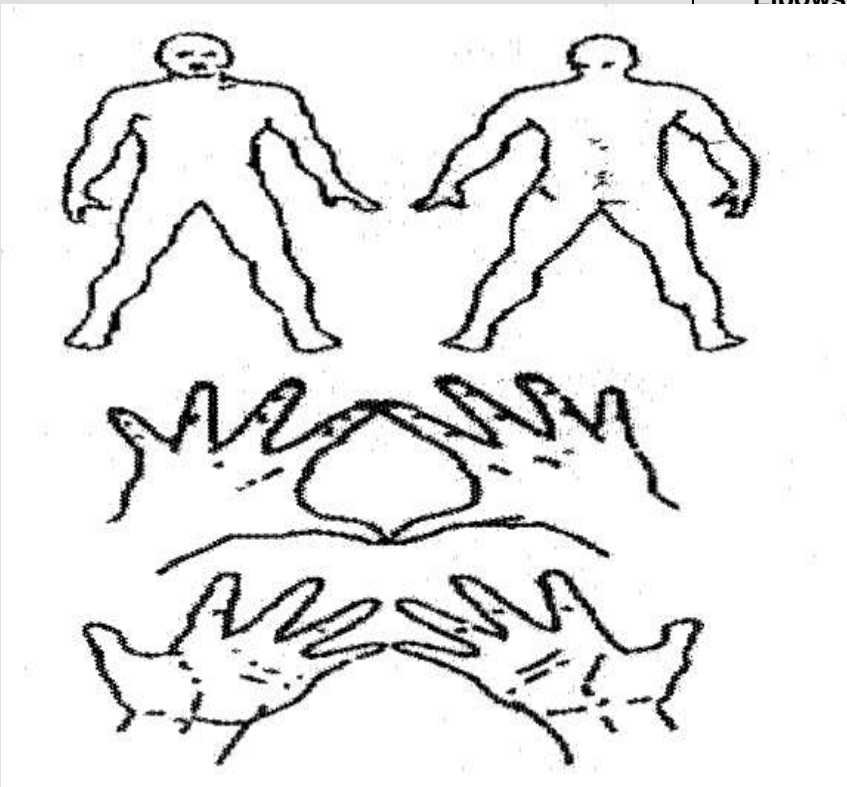
International Federation of Red Cross and Red Crescent Societies
New Zealand Red Cross
19/01/17

[Signature]

19/01/17

NEW ZEALAND
RED CROSS
International Federation of Red Cross and Red Crescent Societies

Recording of incidents during set up and pack down will be recorded on the Event Incident form taken from WDC Health and Safety management plan resources. Below is the first page – but other three pages can be provided on request.

Date of Accident/Incident			
Time of Accident/Incident			
<p>This is to be completed as soon as possible following accident/incident by the injured/affected person, their employer and the Council Representative and copies submitted within seven (7) days of the date of the accident/incident to</p>			
WDC Manager	(Date)	Contract Dept	(Date)
SECTION A – PERSONAL DETAILS			
Name:			
Position			
Years in Position		Gender	
Home Address			
Home Phone		Mobile	
SECTION B – INURY DETAILS			
<p>Identify where the discomfort is occurring, tick the appropriate box and shade in the areas most affected on the body diagram shown below:</p>			
Head			Elbows
Front	<input type="checkbox"/>		
Back	<input type="checkbox"/>		
Nose	<input type="checkbox"/>		
Ears	<input type="checkbox"/>		
Teeth	<input type="checkbox"/>		
Neck			
Left	<input type="checkbox"/>		
Right	<input type="checkbox"/>		
Shoulders			
Left	<input type="checkbox"/>		
Right	<input type="checkbox"/>		
Back			
Upper	<input type="checkbox"/>		
Middle	<input type="checkbox"/>		
Lower	<input type="checkbox"/>		
			Toes

--

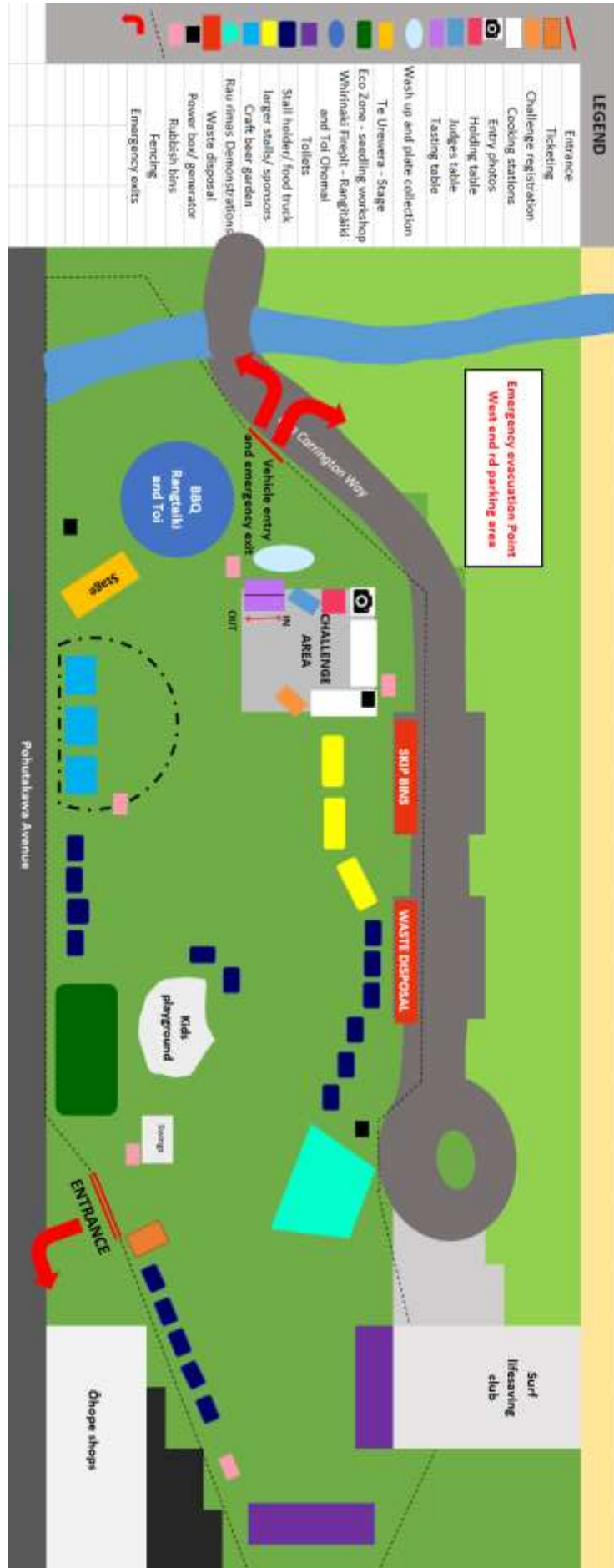
Outlet Productions - Risk management

Sound and lighting – see attached

Little Big Events – Risk Management for festival and stall holders

Stall holders and vendors – see attached

4. Emergency Plan





Place this card under your telephone

BOMB THREAT CHECK LIST QUESTIONS TO ASK:

1. When is the Bomb going to explode?
2. Where is the Bomb?
3. What does the Bomb look like?
4. What kind of Bomb is it?
5. What will make the Bomb explode?
6. What is the Explosive Type and Quantity?
7. Why did you place the Bomb?
8. What is your name?
9. Where are you?
10. What is your address:

EXACT WORDING OF THREAT:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

ACTION

Report call immediately to:

Phone Number:

Trace 111

Police Advised:

Date/Time: |

Members name:

CALLER'S VOICE

Accent (specify):

Any impediment (specify):

Voice (loud, soft, etc):

Speech (fast, slow, etc):

Diction (clear, muffled):

Manner (calm, emotional, etc):

Did you recognize the voice?

If so, who do you think it was?

Was the caller familiar with the area?

THREAT LANGUAGE

Well spoken:

Incoherent:

Irrational:

Taped:

Message read by caller:

Abusive:

Other:

BACKGROUND NOISES

Street noises:

House noises:

Aircraft:

Voices: Standard Call:

Music: 111/Cellular:

Machinery: STD:

Vehicle (Cellular):

Other:

OTHER

Sex of caller:

Estimated age:

CALL TAKEN

Date: / / Time:

Duration of call:

Number called:

RECIPIENT

Name (print):

Telephone number:

Signature:

POL 940
11/02

5. Traffic Management and Parking

TMP – supplied by Road Safe Traffic Management

Event! Signs will be posted on Ōhope rd and Pohutukawa Ave to warn motorists of busy traffic and pedestrians.

We will have cones out to secure a parking area for challenge entries bringing in food/ ingredients to cook.

We do not consider parking marshalls are required as there is parking on Mair st, West End parking lot and along Pohutukawa Avenue. We anticipate a lot of foot traffic from holiday makers in Ōhope.

6. Site Map

LEGEND	
	Entrance
	Ticketing
	Challenge registration
	Cooking stations
	Entry photos
	Holding table
	Judges table
	Tasting table
	Wash up and plate collection
	Te Urewera - Stage
	Eco Zone - seedling workshop
	Whirinaki Firepit - Rangitāiki and Toi Ohomai
	Toilets
	Stall holder/ food truck
	larger stalls/ sponsors
	Craft beer garden
	Rau rimas Demonstrations
	Waste disposal
	Power box/ generator
	Rubbish bins
	Fencing
	Emergency exits

