



'Health and Safety Management Plan 2026

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Annual Overall Policy Review and Board Sign Off

This policy must be reviewed and approved annually by the Upper Clutha A&P Society Board in advance of the Wānaka A & P Show with a signed copy kept on file.

Policy reviewed by board on and approved by:

| | |
|-----------------|-----------------|
| Position:..... | Position:..... |
| Name:..... | Name:..... |
| Signature:..... | Signature:..... |

Health, Safety and Wellbeing

Health, Safety and Wellbeing Policy

Our Goal

The health, safety and wellbeing of workers, contractors, trade exhibitors, volunteers, competitors and visitors are of prime importance to the Upper Clutha A & P Society and it is this society's intention to ensure we deliver the highest standard of due diligence within the legislation, and lead by example.

We are dedicated in providing a work environment which gives the highest level of protection from physical and psychological risks and to empower open communication, identify risks and recommend ways of continual improvement to health safety and wellbeing.

Critical Risks

| | | |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |
| VEHICLES | SLIPS, TRIPS & FALLS | EQUIPMENT |
|  |  |  |
| LIVESTOCK | ENVIRONMENT | UNDERGROUND SERVICES |

Consultation

We are committed to maintaining a safe and healthy working environment for personnel, contractors, and visitors on and within the vicinity of our workplace. This safe environment is to be to a minimum standard as set out under, but not restricted to, the Health and Safety at Work Act 2015 (HSWA) and associated legislative regulations and requirements as far as reasonably practicable.

Cooperation

Our commitment is to providing continuous improvement of our Health & Safety Management Plan and this will be achieved by: -

- Open communication on all levels. Providing staff training and upskilling. Identifying and evaluating risk.
- Providing reasonably practicable policies and procedures. Monitoring incidents, accidents and near misses.
- Classifying the individual health and safety roles and responsibilities within the organisation.

Coordination

This will be achieved by linking all the areas, policies and/or procedures to the company's Health & Safety Management Plan.

- Upkeep of the Training Register.
- Attendance at meetings, including distribution of the record of the meeting minutes to facilitate effective communication.
- Update of the Risk Management Registers (including response to notifiable, or potentially notifiable events) which would consist of introducing and monitoring appropriate controls.
- Reviewing policy and procedure with the inclusion of a distribution register.
- So far as is reasonably practicable, our company will consult, cooperate and coordinate activities with all other businesses we share overlapping duties with.
- Provide resource and training to create accurate reporting of incidents, accidents and near miss incidents to identify contributing factors and, if appropriate, devise strategies for corrective action.
- Investigate reported incidents and accidents to identify causative factors and, if necessary, develop effective stratagems for corrective action as defined in the Incident and Accident procedure.

Health & Safety Framework

Plan, Do, Check, Act (PDCA) is a simple four-stage method that enables our organisation to avoid recurring mistakes and continually improve processes and procedures through planning, reviewing, evaluating and recording processes, procedures and guidance.



An Order of Priority of Compliance –

1. Legislation including the Health & Safety at Work Act 2015
2. Health & Safety Regulations including the Health & Safety at Work (Hazardous Substances) Regulations 2017
3. Approved Codes of Practice
4. Good Practice Guidelines
5. Relevant training (Internal and External).

The severity of the act determines the severity of the outcome

Hazard and Risk Policy

Policy Statement

As an employer, The Upper Clutha A & P Society is committed to providing opportunity for the active involvement of workers and their contractors in identifying and managing risks in the workplace.

Purpose

Our organisation will implement effective methods to identify, assess and control risks and hazards that have the potential to harm our workers and/or the public.

Senior Management and workers have a key role together in implementing procedure that will achieve this objective. This safe environment is to be to a minimum standard as set out under the Health and Safety at Work Act 2015 and all other associated legislative requirements so that workers and others are given the highest level of protection from workplace health and safety risks, so far as is reasonably practicable.

Responsibilities

Managers

- Create a register of the critical risks, risks and hazards in the workplace in Bware Risk Management.
- Update the Risk Management register (including response to a notifiable, or potentially notifiable event).
- Evaluating risk including critical risk.
- Know where they are located, quantity, their use and who is potentially exposed to them.
- Know the risks they pose at a workplace.
- Check whether the necessary controls are in place.
- Identify corrective actions to be taken where controls are lacking.
- Providing staff training and communication.
- Report any defects in plant or equipment which could have the potential to cause hazards or risks in the workplace.

Workers

- Familiarise themselves with the content and location of the register.
- Support the Manager/Contractor in implementation and adherence to policy and procedures relating to risks and hazards in the workplace.
- Report any incidents and accidents that may have resulted from hazards and risks in the workplace to management within 24 hours of the incident occurring.
- Report any defects in plant or equipment which could have the potential to cause hazards or risks in the workplace.

Legislation

- Health and Safety at Work Act 2015
- Hazardous Substances and New Organisms Act 1996

Risk Management Procedure

Procedure

The Upper Clutha A & P Society has a systematic procedure to identify and record actual and potential risks in our workplaces. The initial step in the management of risks is to identify them and document them in a Risk Management Register. They must then be rated in the order of potential to cause harm and the risks with the greatest potential to cause harm must be controlled first. This is done through the process of risk assessment.

The Purpose of these systems

The purpose of these systems and supporting processes is to enable this organisation to actively reduce workplace hazards and critical risk as far as is reasonably practicable to deliver a safer and healthier working environment for our workers and contractors.

What is a Hazard?

When we refer to hazards in relation to occupational health and safety the most commonly used definition is 'A Hazard is a potential source of harm or adverse health effect on a person or persons.

The terms Hazard and Risk are often used interchangeably but this simple example explains the difference between the two. If there was a spill of water in a room, then that water would present a slipping hazard to persons passing through it. If access to that area was prevented by a physical barrier, then the hazard would remain though the risk would be minimised.

What is a hazard and what is a risk?

What is the difference between a Hazard and a risk

- A hazard – something that could potentially cause harm
- A risk, is a combination of two things – the degree of likelihood that the hazard will cause harm and how serious that harm could be.
-

Risks can be tangible and intangible.

| <i>Tangible</i> | <i>Intangible</i> |
|------------------------|--------------------------|
| Vehicles | Dust |
| Machinery | Noise |
| Equipment | Drugs and Alcohol |
| Electrical outlets | Manual Handling |
| Ladders | Working Alone |

What is Risk

Risk is something we live with every day.

Simple decisions in daily life such as; driving, crossing the road, and money investment people are constantly making decisions based on risk, and deciding on what constitutes an acceptable level of risk. Risk is the consideration of the likelihood and severity of a hazardous event occurring.

“A risk is anything that has the potential to cause harm to workers, contractors and people within the vicinity of the workplace”

Categorising Risk

The level of risk is often categorised upon the potential harm or adverse health effect that it may cause, the number of times persons are exposed, and the number of persons exposed. For example, exposure to airborne asbestos fibres will always be classified as high because a single exposure may cause potentially fatal lung disease, whereas the risk associated with using a display screen for a short period could be considered to be very low as the potential harm or adverse health effects are minimal.

Control measures include actions that can be taken to reduce the potential of exposure to the hazard, or the control measure could be to remove the hazard or to reduce the likelihood of the risk of the exposure. A simple control measure would be the secure guarding of moving parts of machinery eliminating the potential for contact. When we look at control measures, we often refer to the hierarchy of control measures.

Critical Risks

There is an understanding that not all risks are equal in terms of the potential for causing significant injury, illness, or fatality and that a focus on those risks which, although occur less frequently, could cause the greatest harm to workers ("critical risks"). Identifying these risks and their controls provide for a safer work environment for everyone.

The identification and management of risks is a key concept of good health and safety management. The Health and Safety Act (HSPA) 2015 places a duty to eliminate or minimise the risks to workers so far as is reasonably practical, and effective risk management supports this process, as is effective recording of the events that do, or could potentially, cause harm to workers.

Critical risk Management is designed to ensure that each work area has a clear understanding of what potentially significant injury risks are associated with work activities, and ensure there are effective controls in place and verified to manage those risks. The risks identified in the chart are with consistent with the risks in the Health & Safety Policy.

What is a Risk Assessment

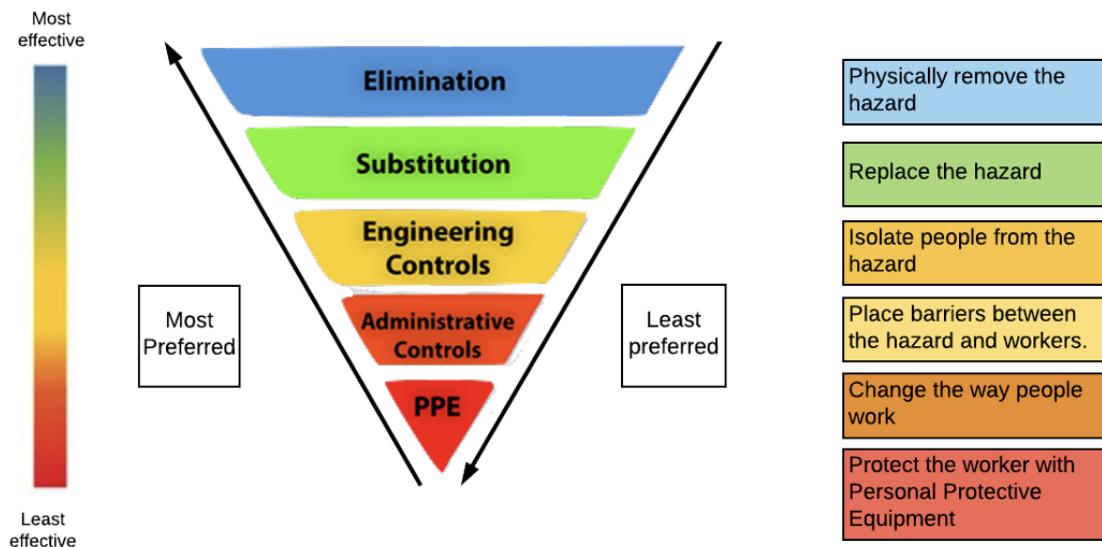
A way of determining risks in the workplace.

Risk assessments include analysing the possible hazards that could occur in the workplace and finding a solution to reduce the level of risk, avoiding injury to people or damage to property. Before a risk assessment is able to be completed, assess the difference between risk and hazard.

Risk = Likelihood x Severity

| | |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Likelihood | An event likely to occur within the specific period or in specified circumstances. |
| Severity | The outcome from an event such as severity of injury or health of people, or damage to property, or damage to environment, or any combination of those caused by the event. |
| Hazard | Anything that can cause harm i.e. electricity, noise or hazardous substances. |
| Risk | The likelihood that damage, loss or injury will be caused by a hazard and how severe the outcome may be. |
| Inherent Risk | The risk the hazard poses in its natural and uncontrolled state before controls have been put in place. |
| Residual Risk | The risk that the hazard poses after the controls have been put in place. |

HIERARCHY OF CONTROLS



| | |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Eliminate | Elimination of the hazard is not always achievable though it does totally remove the hazard and thereby eliminates the risk of exposure. |
| 2. Substitute with a lesser risk | Substituting may not remove all of the risks associated with the process or activity and may introduce different ones, but the overall harm or health effects will be lessened. |
| 3. Isolate | Isolating is achieved by restricting access to plant and equipment or in the case of substances locking them away under strict controls. |
| 4. Use engineering controls | Engineering Controls involve redesigning a process to place a barrier between the person and the hazard or remove the hazard from the person. |
| 5. Use administrative controls | Administrative controls include adopting standard operating procedures or safe work practices or providing appropriate training, instruction or information to reduce the potential for harm and/or adverse health effects to person(s). |
| 6. Use personal protective equipment | Personal protective equipment (PPE) which include gloves, glasses, earmuffs, aprons, safety footwear, dust masks which are designed to reduce exposure to the hazard. PPE is usually seen as the last line of defence and is usually used in conjunction with one or more of the other control measures. |

Risk Matrix

Assessing risk looks at both the inherent risk (before controls are put in place) and the residual risk (after the control measures have been decided). It is important to ensure that the residual risk following implementation of control measures is 'as low as is reasonably possible'.

| Risk Matrix | | Likelihood | | | | |
|---------------------------------------------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------|----------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| | | Very Rare | Unlikely | Possible | Likely | Almost Certain |
| Severity | Insignificant | N | N | L | L | M |
| | Minor | N | L | L | M | M |
| | Moderate | L | L | M | H | H |
| | Major | M | M | H | H | E |
| | Catastrophic | H | H | H | E | E |
| LIKELIHOOD RATING | | SEVERITY RATING | | | RISK RATING | |
| Very rare: The event is unlikely to occur but is theoretically possible. | | Insignificant: No Injuries, low financial loss, no significant threat to the business. | | | Negligible: Negligible risk - Acceptable. OK to proceed. | |
| Unlikely: The event could occur but is unlikely. | | Minor: First aid required, medium financial loss, no significant threat to the business. | | | Low: Low risk - Acceptable. Improve through continuous improvement. | |
| Possible: The event is possible but not probable. | | Moderate: Medical treatment required, high financial loss, poses a moderate threat to the business. | | | Medium: Medium risk - Tolerable. Manage by method statements / operations control / management intervention / supervision / monitoring. | |
| Likely: The event will probably occur at some time. | | Major: Extensive injuries, loss of production capabilities, major financial loss, will seriously impact the business. | | | High: High risk - High Priority. Manage by professional standards / specialist knowledge / planning / supervision / monitoring. Must address immediately! | |
| Almost certain: The event is expected to occur in most circumstances. | | Catastrophic: Death, huge financial loss, will seriously impact daily operations of the business. | | | Extreme: Unacceptable risk – DO NOT PROCEED! | |

Why Do We need Risk Assessment

1. To assess any danger that workers could be exposed to in the workplace.
2. So that the risks of danger happening in the workplace can be minimised or eliminated.
3. To protect people in the workplace, not just the person(s) carry out the work activities.
4. To assist in setting guidelines as to how work activities are carried out in the workplace.

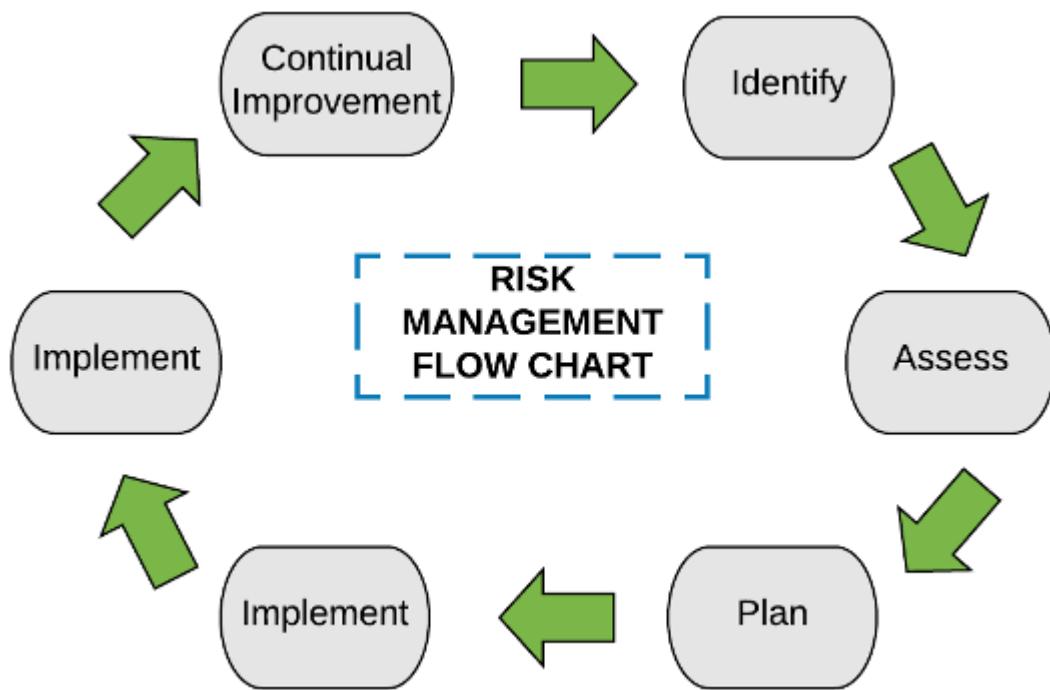
What is the Risk Assessment Process

When carrying out a risk assessment, there are 5 recommended guidelines.

1. Identify actual and potential risks and hazards including critical risks.
2. Ask the "what if" question. Decide who might be harmed and how.
3. Evaluate the risk and then decide on precautions.
4. Record your findings in your risk register and put them in place.
5. Review regularly and make amendments.

If hazards occur after a risk assessment has been conducted, add it into your Risk Management Register and complete the process. A risk assessment should be conducted at least once annually.

New risks are always going to develop and enter the workplace over time. It is important for workers to be encouraged to report them and apply the same process as they arise.



Responsibility

Management:

- To participate in the risk identification, assessment and control program.
- To understand risks and hazards that affect their jobs and the control measures in place.
- To ensure that tasks are not carried out without the proper controls in place.

Contractors:

- Familiarise themselves with the risks in the workplace that relate directly or indirectly to their involvement.
- Communicate to Management the risks that the contractors may bring to the workplace.
- Ensure that the contractor's staff are suitably trained to control the risks they bring onto the workplace.
- PPE – The contractors should communicate the PPE that is required to assist in control of the risks being introduced to the workplace.
- The contractor will use the construction site identification board as a method of communicating risks being introduced to the workplace.

Risk Management Register

Stakeholder Health & Safety Engagement Procedure

Key event stakeholders

| Those working for the event | External parties |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Board • Staff • Committees • Blue Vests (could be staff, committees or volunteers) • Volunteers | <ul style="list-style-type: none"> • Contractors • Exhibitors • Amusement Devices |

Procedure

| Step | What | When | Who |
|------|---------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------|
| 1 | Engagement <i>Contractors receive Scope of Work & T&Cs, Exhibitors register, staff are contracted</i> | Ongoing | Trade Suppliers Amusement Devices Staff |
| 2 | Declarations <i>HSMP & Policies online and shared with declaration forms, declarations submitted</i> | November | Exhibitors Suppliers (Amusement Devices) |
| 3 | Inductions <i>HSMP & Policies online and shared with stakeholders. Online inductions shared with stakeholders</i> | February | Staff Board Volunteers & Committees Exhibitors Suppliers Amusement Devices |
| 4 | Briefings – Site specific <i>Site meetings, contractor arrivals, blue vest</i> | February/ March | Staff Blue Vests |

| | | | |
|---|---------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------|
| | <i>and volunteer briefings.</i> | | Volunteers Suppliers Some Exhibitors |
| 5 | Arrival & Check In <i>Brief onsite safety briefing by check in staff, manager or key person</i> | March | Exhibitor Suppliers Amusement Devices Staff Blue Vests Volunteers |
| 6 | During Event <i>Reporting during event with Bware app</i> | March | Staff Board Blue Vests H&S Consultant |
| 7 | Post Event <i>Incident logging and post event reporting</i> | March/April | Staff H&S Consultant |
| 8 | Review <i>Review system and implement any changes as required</i> | April | Staff Board H&S Consultant |

Online H&S Forms

Declaration: <https://wanakashow.fillout.com/declaration2026>

Induction: <https://wanakashow.fillout.com/induction2026>

Site Specific Safety Briefings

Site Specific Safety Briefings will be held as required by Management team to inform staff and operators of key risks.

Incident and Injury Reporting and Recording Procedure

Procedure

The Upper Clutha A & P Society recognises the importance of managing risks through reports of incidents and illness so that workers are not exposed to risks that are not controlled or monitored. This applies to the workers including volunteers, and contractors.

We use the BWare App for this. As part of our policy of everyone being responsible for Health and Safety, we ask all staff, volunteers and contractors to download the BWare App. On this app "Observations" of good and bad Health and Safety Practises can be logged by any user.

Purpose

To provide consistent procedure for recording and reporting all work related incident, injuries and illnesses and provide a documented process for an investigation process as set out in the Health and Safety At Work Act 2015.

Responsibilities

Management

- Preventing incidents and injuries by providing a safe and healthy work environment.
- Taking a reasonably practicable steps to ensure that all workers are aware of the incident and injury reporting system.
- Ensure there are resources to provide accurate and adequate reporting.
- Have the responsibilities for Health and Safety should there be no other designated person.
- Collating and reviewing information contained in the Incident/Injury Register which relate to:
 - Notifiable Incident
 - Notifiable Event for Injury, Illness or Death
 - Investigation Procedure
 - Near Miss
 - Rehabilitation
 - Notify WorkSafe NZ by calling 0800 030 040
 -

Workers/Volunteers and Contractors

- Observing all established health and safety procedures.
- Reporting work/event related injuries or illnesses either verbally or electronically to Wānaka A & P Show Management prior to seeking medical treatment.
- Providing a copy of ACC completed forms as a result of medical treatment as soon as the consultation has concluded.

Reporting all injuries or illnesses that are work/event related and result in lost time, but not requiring medical consultation, to Management. This can be done verbally or electronically.

Reporting Procedure

This is a critical part of our Health and Safety Plan, we need to know of ANY INCIDENTS so we can continue to improve the safety of all participants in our event.

Please report all accidents, incidents, observations or near-misses to Show Management as soon as possible. This is particularly important in the age of social media, where incidents can reach the media almost instantly.

As soon as incident occurs:-

- First Priority **TAKE PHOTOS** of the incident (where safe and appropriate to do so)
- Report on BWare App (if you have this) **OR**
- Contact Coms HQ either by radio, phone, what's app or text **OR**

BWare App - for reporting incidents (which includes near-miss incidents) -

This procedure outlines the processes for reporting incidents with BWare App that occur to workers/volunteers/contractors carrying out activities at the event site.

Workers/volunteers/contractors are responsible for reporting any incident, near miss or injury that occurs during the course of their time on site to the Management.

When an "Observation" is logged on the BWare App, it can be rated from 1-5 stars (1 being bad, 5 good). This notifies the Health & Safety Officer, who can then decide whether further action is required:

As Soon as the Incident Occurs:

- First priority **TAKE PHOTOS**.
- If the incident is significant the workers/volunteers/contractors must then verbally communicate this incident/injury/near miss to Management.
- Submit an “Observation” in BWare
- Ensure no person disturbs the scene of the incident/Injury unless cleared by Management or a Worksafe representative.
- The Health & Safety officer will follow up

1-2 stars on BWare - Immediate action required

- “Observation” is a high risk situation (e.g. tent has been become loose and is blowing in wind)
- Health & Safety Officer or delegates will go immediately to the site
- Mitigation action applied
- “Observation” upgraded to “Incident” in BWare App and key data collected on site
- Incident collated into post-event reporting

1-3 stars on BWare - Non-urgent action required

- “Observation” is not high risk, or has been mitigated already (e.g. rabbit hole has been covered with a cardboard box)
- Health & Safety Officer or delegates will go to the site on next pass to check if further action is required
- Observation collated into post-event reporting

4-5 stars on BWare - No action required

- No immediate danger or action required (e.g. 5 star rating is used for great H&S management shown)
- Observation collated into post-event reporting

Within 24 hours of the Incident:

Management, in conjunction with the injured person, or person notifying the incident or near miss where appropriate, must complete the **Incident/Injury Investigation Form** in **BWare** and update the Incident/Injury Register.

Investigation Procedure

In addition to the information above, these are some further guidelines for collecting information regarding the incident or injury.

Interviewing Witnesses:

Management are required to interview all people associated with the incident/injury. It is expected that the specific questions asked for each incident/injury will vary but as a guideline the following is a list of general questions that should be asked each time:

- Where were you at the time of the accident?
- What were you doing at the time?
- What did you see, hear?
- What were the environmental conditions (weather, light, noise, etc.) at the time?
- What was the injured worker(s) doing at the time?
- In your opinion, what caused the incident/injury?
- How might similar incidents and injuries be prevented in the future?

Procedures in Place:

As part of the investigation the items below should be considered whether any of the following were in place:

- Technical data sheets.
- Maintenance reports.
- Past incident and injury reports.
- Safe work procedures.
- Training reports that could provide evidence or relevance?
- Was the person trained and/or supervised at the time of the accident?

Meaning of Near Miss

A near miss is an incident or injury that has occurred where there is:

- No external medical treatment required.
- No lost work time has occurred.
- No equipment or machinery has been damaged to the extent that it is inoperable.

Near miss incidents may need to be recorded, but the investigation procedure would not warrant notifying Worksafe.

Notifying Worksafe

What is a notifiable event, illness or injury?

These are specified serious work-related incidents, illnesses or injuries. The injuries or illnesses which require a person to be admitted to hospital for immediate treatment are **notifiable**, as required by Section 56 of the Health and Safety at Work Act 2015:

www.business.govt.nz/worksafe/notifications-forms/notifiable-events/forms/form-notifiable-death-injury-illness

Monitor

Controls that are related to the outcomes from the investigation should be put in place to **Eliminate, and/or Isolate** the risk for the future.

Legislation

- Health & safety at Work Act 2015
- Health & Safety in Employment Amendments 2002
- Health and Safety Regulations 1995
- Employment Relations Act 2000
- Human Rights Act 1993
- The Accident Compensation Act 2001

Review

The procedure is reviewed and revised every 12 months and/or following any organisational changes, changes in legislation, or changes in best practices.

Additional Policies & Procedures

Due for review after 2026 show

The HSMP and all H&S policies are to be kept updated on A&P Show Website at: <https://www.Wānakashow.co.nz/terms-conditions>. Linking from livestock and trade handbooks will also lead here. Policies and procedures listed below

Individual Policy Reviews

These policies should be subject to a bi-annual review, unless earlier review is required by legislation change or a major event/incident.

| Policy name | Last review date/Next Review Date | Reviewed by |
|-----------------------------------------------------------------------|-----------------------------------|-----------------------------|
| Health, Safety and Wellbeing Policy (in HSMP) | 2024/2026 | Iona Bentley |
| Hazard & Risk Policy (in HSMP) | 2024/2026 | Iona Bentley |
| Liquor Licensing & Host Responsibility Policy link | 2024/2026 | Iona Bentley & Maria Ottley |
| No Smoking Policy link | 2026/2028 | Jane Stalker |
| Drug & Alcohol Policy link | 2024/2026 | Iona Bentley |
| Animal Welfare Policy link | 2024/2026 | Iona Bentley & Fe Howie |
| Traffic and Transportation Management Policy link | 2024/2026 | Iona Bentley & Jane Stalker |
| Environmental and Sustainability Policy link | 2024/2026 | Iona Bentley & Maria Ottley |
| Accessibility & Inclusion Policy link | 2024/2026 | Iona Bentley & Jane Stalker |
| Lost Child Policy link | 2024/2026 | Iona Bentley |

Traffic Management Plan has been approved and is available for review on request.

Emergency Procedures

Procedure

It is the intention of The Upper Clutha A & P Society to ensure that any risks arising from event activities are eliminated or reduced to a minimum. Although such an incident is unlikely if risks are adequately controlled, the consequences could still be significant and so Wānaka A & P Show Management will plan emergency procedures to ensure injury and damage limitation in the event of such an incident.

We will endeavour to give information and training where necessary to all workers/Volunteers/contractors to enable a better understanding of these matters.

Workers/volunteers may have emergency responsibilities assigned to them and are therefore trained how to carry them out. All emergency equipment including first aid kits and fire extinguishers should be checked and replenished as necessary by the senior management before and during the event.

Record Keeping

The Upper Clutha A & P Society will maintain satisfactory records which should be readily available for inspection at any reasonable time by the relevant enforcing authorities. Records should be kept of the following.

- Procedures to be followed in the event of an emergency.
- Competent persons responsible for implementing procedures.
- Details of emergency evacuation drills and any other relevant training provided.
- Maintenance of emergency equipment for use in an emergency.

Emergency Planning

In order to be prepared for any emergency event, The Upper Clutha A & P Society will plan for reasonably foreseeable incidents outlining procedures to be followed in such an event. These plans will be discussed with the emergency services before the event is held.

1. Carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required.
2. Establish procedures to be followed in the event of an emergency situation, including:-
 - a. raising the alarm
 - b. means of escape
 - c. assembly points and "safe havens"

- d. summoning the emergency services
- e. evacuation of disabled persons
3. Appoint persons to be responsible for specific procedures in the event of an emergency situation
 - a. site main controller
 - b. fire wardens and marshals
 - c. first aiders
4. Provide a written version of the procedures to all personnel, including details of the responsibilities of persons listed in (3).
5. Ensure there is an up-to-date call-out list for key personnel and that this is readily accessible.
6. Stage evacuation drills, test and check emergency equipment and inspect the means of escape.
7. Keep all access routes for emergency services and all escape routes clear at all times.
8. Assist the emergency services by producing maps and marking out the premises.

Safe System of Work

1. The main site controller should:-
 - a. ensure that the emergency services and key personnel have been summoned and the emergency plan is activated and direct operations and set up communications with the emergency control centre
 - b. direct the shutting down and evacuation of any areas likely to be affected, in consultation with the incident controller and other key personnel, and control traffic movements within the event site.
 - c. liaise with emergency services.
 - d. arrange for a log of the emergency to be kept.
2. Workers (without special responsibilities) should:-
 - a. not attempt fire fighting or other emergency action for which they have not been trained.
 - b. evacuate the area as soon as the alarm is heard.
 - c. assist any disabled workers to evacuate the area.
 - d. switch off equipment which could further compound the risk.
 - e. report to the assembly points.

Emergency Scenario Procedures

Extreme Weather Conditions

As in Emergency Arrangement for Controlling a Major Incident, if any adverse weather conditions that could risk health and safety transpire during event hours, The Upper Clutha A & P Society management will make an assessment as to whether the event will continue.

The Crisis Management Team (see Crisis Management Plan) will be established to assist with the immediate decision making centred around knowledge of the meteorological forecasting in relation to the adverse weather event. The objective is to preserve the integrity of the Wānaka A & P Association and to ensure there is no compromise to health & safety.

Fire

Whilst every event is unique, there are some basic steps to follow when responding to any fire emergency, which are outlined below:

If you discover a fire:

1. **Warn** anyone in immediate danger of the hazard.
2. **Alert Authorities:** Call emergency services (111).
3. **Contact:** Wānaka A & P Show management.
4. **Protect:** Do not extinguish the fire unless there is no personal danger to you or anyone else.
5. **Evacuate:**
 - a. If indoors in a marquee
 - b. If outdoors, ensure that everyone is removed from the scene and are not at risk.
 - c. Move to the designated assembly point(s).
6. **Stay Calm:** Walk calmly and quickly and avoid panic, ensuring people with disabilities are assisted by a responsible person.
7. **Check:** hidden or remote areas en-route to the designated exit point.
8. **Manage:** Ensure people remain at the evacuation point until clearance to leave is given. Do not return until given the all clear by the emergency Services.
9. The continuing operation will be determined by the nature of the fire. The responsibility of whether or not to continue the event rests with the Wānaka A & P Show management.

Fire extinguishers will be located at the various areas on the site as indicated on the site plan.

Earthquake

In an Earthquake - keep calm.

1. **Move away** from any equipment, objects that may fall.
2. **Take cover** under solid objects and hold until the shaking stops; if indoors stay until shaking stops and it is safe to go outside.
3. **Move** into a clear open space if possible.
4. If operating a vehicle or machinery, **turn off**, and move into a clear open space if possible and keep away from buildings and power lines.

What to do during an earthquake

1. Quickly **drop, cover** and **hold**.
2. **Drop** to the ground (to avoid falling).
3. Take **cover** under something strong.
4. **Hold** onto it until the shaking stops.

When the shaking stops:

1. **Stay Calm:** Keep calm and ensure your personal safety first.
2. **Assess Your Surroundings:** Check those around you and help those who need assistance.
3. **Alert Authorities:** Call emergency services (111) as soon as it is safe. Provide them with details about your location, the situation.
4. **Assist:** If anyone requires medical assistance, call emergency services (111) if required, call Wānaka A & P Show Management and/or administer first aid.
5. **Check:** Ensure electrical sources and gas taps are turned off.
6. Wānaka A & P Show will liaise with Civil Defence and Emergency services.
7. The continuing operation of work will be determined by the nature of the emergency. The responsibility of whether or not to continue the event rests with the Wānaka A & P Show Management.

Terrorist Threat/Live Shooter

1. **Stay Calm:** Try to remain as calm as possible to think clearly.
2. **Assess Your Surroundings:** Quickly identify exits and potential hiding places.

3. **Run:** If it is safe to do so, evacuate the area immediately. Leave belongings behind and encourage others to do the same. Use the closest exit or escape route.
4. **Hide:** If evacuation is not possible, find a secure place to hide. Lock and barricade doors, turn off lights, and remain quiet. Stay out of the shooter's line of sight.
5. **Alert Authorities:** Call emergency services (111) as soon as it is safe. Provide them with details about your location, the situation, and any information about the shooter.
6. **Take Action:** If confronted by the shooter, be prepared to defend yourself. Use any means available to distract or incapacitate the shooter if necessary.
7. **Notify Wānaka A & P Show Management:** as soon as it is safe to do so.
8. **Follow Instructions:** Once law enforcement arrives, follow their instructions and keep your hands visible to avoid being mistaken for the shooter.
9. **Stay Informed:** If possible, monitor news and updates regarding the situation until it is safe to move.

Serious Injury

If there is a serious accident:

1. **Stay Calm:** Try to remain as calm as possible to think clearly.
2. **Assess Your Surroundings:** Ensure your own safety and the safety of others.
 - a. Assess area for danger e.g. live wires, falling materials.
3. **Alert Authorities:** If the situation warrants, call emergency services (111)
4. **Take Action:** Provide first aid treatment as required. Do not assume death has occurred – give immediate first aid if able and safe to do so.
5. **Notify Wānaka A & P Show Management:** isolate and contain area.
6. **Preserve:** If serious harm, preserve accident scene and notify Worksafe New Zealand for scene clearance. Where possible photograph the area.
7. **Report:** Complete the *Notifiable Event Worksafe forms online*. Complete any Accident/incident Details on appropriate forms and registers.

Crisis Management Plan

Objective

This Crisis Management Plan outlines procedures to handle unexpected emergencies, ensuring a coordinated and efficient response to minimise harm. It protects people, assets, and reputation by guiding decision-making and communication during a crisis.

Crisis Management Structure

Roles & Responsibilities

Coms HQ

Coms HQ will consist of a central radio operator and, if available, a volunteer assistant. The central radio operator will listen to all radio communications, ensuring that all messages, requests and reports reach the appropriate people; calling on cell phones where appropriate if radio coms are not picked up. In a crisis situation, they will assist in the gathering of the CMT and then send out CMT instructions on crisis management to the Blue Vests and Management Team.

They will keep a record of all radio communications in the logbook, including time, person and any actions, as well as providing coms assistance where needed.

Blue Vests

The Blue Vests are core staff and volunteers who will be wearing blue vests and will have a radio. Volunteers and public will report any crisis situation to these people, who will in turn report/communicate with Coms HQ.

The blue vests will require communications & crisis management training, as in a crisis scenario they may be deployed by Coms HQ to roles including: situation management, evacuation, crowd management, etc

Management Team

The Show Management Team will not all be wearing blue vests, but will all have radios and will report to/communicate with Coms HQ

The Management Team will require communications & crisis management training, as in a crisis scenario they may be deployed by Coms HQ to roles including: situation management, evacuation, crowd management, etc

The H&S Officer and General Manager will manage incident reporting and follow ups

Crisis Management Team (CMT)

The Crisis Management Team will be called together by the General Manager when a crisis situation is identified through the escalation map in the Crisis Management Structure.

The CMT consists of:

- A&P Society Board Chair - Keith Cooper
- General Manager - Jane Stalker
- Health & Safety Officer – John Frampton
- Grounds Manager - Doug Stalker
- Coms HQ – Carly Parker

The role of the CMT is to decide upon and manage **actions** (e.g. evacuation) and **communications** (eg to public, media etc).

Official Spokesperson

- A&P Society Board Chair - Keith Cooper

The official spokesperson is the only person who will speak directly to media, and if necessary call a press conference will be called. See Crisis PR procedures below.

Communication Channels

- **Radios** - will be used for management communications. Coms HQ, Management team and Blue Vests will all be on radios
- **Mobile phones** - All staff and volunteer phone numbers will be available to Coms HQ
- **PA system** - will be used to communicate with the general public. Messaging will be provided to the MC by the General Manager
- **Social Media**- will be used to communicate with the general public.

Crisis PR Procedure

- The A&P Society Board Chair to coordinate all media communications. They must be informed of any incident immediately, ideally by telephone
- Coms HQ to update GM in an emergency or crisis
- If the situation warrants, GM to gather the Crisis Committee to meet in A&P Show Office which includes: A&P Society Board Chair, General Manager, Health & Safety Officer, Grounds Manager, Coms HQ and may also include Emergency Services
- Crisis PR Committee determines key messages and communication process in line with police protocol (if appropriate)
- Key spokesperson is the A&P Society Board Chair
- Media statements to be made by key spokesperson only. No other staff member to speak to media other than designated spokesperson to ensure accuracy and continuity of message.
- Social media updates to done be Media Manager
- Be pre-emptive – release a comprehensive statement as quickly as possible
- Provide updates as often as possible to show management of crisis
- Issue same statement to all media at the same time – do not favour any one organisation
- Co-operate with media to limit likelihood of them searching for potentially inaccurate information from unapproved sources
- Don't diminish crisis to a level below reality. Tell the truth to maintain credibility
- GM to provide key elements of designated spokesperson's statement to MC for communication to crowd to limit mass speculation and for broadcast on website and through social media channels
- If the crisis involves a fatality, police protocol to be adhered to at all times
- Media Manager continues to update media as changes/updates occur