

Health & Safety Plan

Important Note: The purpose of this template example is to provide Hirers of TMP Limited's motorsport facility with an outline of TMP's health and safety plan requirements which must be met in order to satisfy the company's hire agreement conditions. TMP make no warranty as to the completeness of this document and advise that in using this template a hirer must satisfy its (his or hers) self all other conditions required by law are met.

Responsibilities

The public has an expectation and a right to be safe at all public and private events. Those holding such events have a responsibility to ensure their attendees the safest environment practicable.

- **Health & Safety at Work Act 2015**

The Health and Safety at Work Act requires that PCBU's take reasonably practicable steps to ensure the safety of staff, volunteers and participants.

- **Occupiers' Liability Act 1962**

The Occupiers' Liability Act 1962 requires an event organiser as the occupier of TMP's premises to take the common duty of care to see that event visitors and users will be reasonably safe in using the premises for the purposes for which they have been invited or permitted by the event organiser to be there.

Safety Declaration

The event organisation or event organiser (in the case of an individual) is responsible for the risk controls identified and outlined in this health and safety plan and will ensure they are implemented and monitored at all stages of the event.

Event Organiser Details

Contact Name:	
Address:	
Phone:	
Mobile:	
Email Address:	

Event Description

Name of Event:	
Event Location:	
Type of Event:	

Event Programme

Pack in time:	
Event start time:	
Event finish time:	
Event pack-out time	

Anticipated Attendance

Spectators:	
Participants:	

Management Team and Critical Roles

Title: <i>(e.g. Race Director, Volunteer Coordinator)</i>	Name:

Stakeholders

Title: <i>(e.g., sponsors, territorial authorities, landowners)</i>

Communications

Key Staff Cell Contacts	#	Name:
	#	Name:
	#	Name:
Emergency Contacts	#	Service:
	#	Service:

Emergency Response

Detail Emergency Response preparations (e.g. first-aid qualifications, equipment and locations, evacuation exits and assembly points)

Site Map (Optional)

A useful site map includes a grid to enable all event team members to identify their location. The grid also allows emergency services to locate specific areas of the venue with radio or telephone instruction. When creating a site map consider items as listed below:

- Entrances and exits
- Vehicle access paths
- Parking (for larger events this can necessitate a separate plan)
- Food and vendor outlets
- First aid posts
- Seating
- Lost and found (including children)
- Safety fencing
- Rubbish bins
- Centre for emergency services
- Media centre
- Emergency access routes
- Pedestrian routes
- Stage location
- Communication centre
- Rest areas
- Toilets
- Water outlets
- Phones
- Information centre
- Security and police locations

Vehicles & Traffic

Detail specific vehicle and traffic considerations (*eg Parking, Access for emergency vehicles*)

Note* Events that will significantly impact road conditions will require a separate Traffic Management Plan

Environment

Detail environmental considerations that could impact health and safety (*eg, strong winds, rain, UV protection*)

Appendixes (Optional)

Consider Including:

- Accident & Incident Reporting Requirements
- Insurance Plans and Cover
- Contractor Management Plans
- Participant Waivers, Inductions or briefings
- Worker and Volunteer Inductions or briefings
- Standard Operating Procedures, Rules or Guidelines

Risk Management

Step 1		Step 2		Step 3	Step 4	Step 5	Step 6	Step 7
Risks		Risk controls		Risk level	Risk acceptable	Actions required	By whom	When
What can go wrong that may result in injury or illness to somebody		What are we doing to prevent the risk event from occurring?		How severe is the risk? Critical High Medium Low	Is the level of risk acceptable to continue? Yes / No	List the specific actions that needed to better manage the risk.	Name the person responsible for each specific action	Indicate the date completed by
Risk No.								
1								
2								
3								
4								
5								

TMP Limited
Bruce McLaren Motorsport Park, Taupo

Risk	Risks	Risk controls	Risk level	Risk acceptable	Actions required	By whom	When
6							
7							
8							
9							
10							
11							
12							
13							