

Event Health and Safety System - Multi-day, off-site events

This system applies for events with overnight stays in a facility managed by another PCBU (ie Youth Camp)

CONSULTATION ON ACTIVITY WITH OTHER PCBU

The Diocesan Health and Safety Statement, Policies and Procedures apply to all events organised by Diocesan or Parish workers. When utilising sites owned or managed by another organisation in the course of the event then site assessments will be required to be made. Consultation on activities with other Persons Conducting the Business or Undertaking (PCBU) on the event site will need to be undertaken prior to the event. At minimum consultation on site hazards is required by phone with the site manager, requesting any health and safety or emergency documentation they have in place.

PARTICIPANT DUTY OF CARE

All participants, volunteers, workers and others have a duty of care as follows:

1. Take reasonable care for his or her own health and safety.
2. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
3. Comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the event organisers.

Note: above can be used on consent forms

DOCUMENTATION

It is important to keep records of your event management planning by using this system. Good records provide an audit trail. They also provide a valuable reference history and may assist in gaining approval for the use of public or private facilities.

This system includes:

Planning	1. Event Timeline 2. Event Summary	Tools to help plan events and manage the health and safety of all participants.
Risk Management Forms	3. Risk Assessment Management System (RAMS) Form	Hazards can be already present at the site and/or exist due to the proposed activity. These need to be identified so that risks that require management can be documented and treated through elimination, isolation or minimisation.
Response	4. Emergency Response Plan 5. Accident and Incident Register	Sometimes, even with the best planning and management, incidents still occur and these tools help us structure our responses.

In addition to the above you should ensure that you have informed, in writing, participants (and their parents if under 18) of their duty of care and gained their agreement and sign off to those in some form. If possible (required for events with young people lasting over 4 hours and/or including provision of food), ensure you have records of food allergies and medication requirements.

1. EVENT H&S PLANNING TIMELINE

TIMELINE	ACTIONS	WHO	COMPLETED (Date)
PRIOR TO EVENT	Finalise Event Timeline	Thom	
	Complete Event Summary (2.)	Nick	
	Draft RAMS (3.)	Nick	
	Draft Emergency Response Plan (4.).	Nick	
	Liaise with other PCBU (if applicable) and Colleges, review and agree on Hazards and Risks. Receive Emergency Plans. Document liaison with other PCBU.	Nick	
	Finalise RAMS (3.), Emergency Response Plan (4.).	Nick	
	Provide completed system forms to Diocesan PCBU Health and Safety Coordinator/Adviser, revise if required.	Nick	
	Review and restock First Aid Kits.	Nick	
	Review Participant Gear List - are adequate items required to reflect the Hazards and Risks of event?	Nick	
	Review equipment list. Has equipment been checked and safety tested?	Nick	
	Finalise register of leaders, volunteers, participants	Nick & Thom	
	Ensure receipt of consent forms from all attendees (including leaders and volunteers) prior to event.	Thom	
	At leaders meeting, pre-event, brief leaders on H&S, emergency plans, incident reporting requirements, de-escalation techniques.	Thom	
DAY OF EVENT START	Review RAMS and amend if required.		
	Review Emergency Plan		
	Review contact details for named officials on event summary (2.).		
	Re-brief leaders on H&S, emergency plans, incident reporting requirements.		
AT START AND DURING EVENT	Brief participants on H&S, evacuation process, incident reporting requirements.		
	Re-brief participants at start of activities on H&S, evacuation process, incident reporting requirements especially if additional hazards are present or engaging in higher risk activity.		
	Introduce named leaders (event summary).		
	Review incidents that have occurred and add to Accident and Incident register		
POST EVENT	Debrief all aspects of event.		
	Review feedback from participants and others for H&S feedback		
	Restock First Aid kit and match used items against incident form.		
	Review all incidents, investigate, and report incidents as required		

2. EVENT SUMMARY

Event Name:	<input type="text" value="Young Catholic Leader (YCL)"/>	Event Start: (Date)	<input type="text" value="Dec 11, 2017"/>	Event Finish: (Date)	<input type="text" value="Dec 15, 2017"/>
Event location:	<input type="text" value="Highland Home Christian Camp, Pohangina"/>	Start time:	<input type="text" value="1.00pm"/>	End time:	<input type="text" value="3.00pm"/>
Event Description:	<input 13="" 2018."="" by="" colleges="" diocese="" entering="" for="" formation="" from="" in="" north="" of="" opportunity="" palmerston="" participation"="" students="" the="" type="text" value="YCL asks participants to take part in a variety of activities to encourage and form them in Catholic leadership. YCL is a " year=""/>	Created by:	<input type="text" value="Name: Nick Wilson Phone: 021 822 814 Sign:"/>		
		Reviewed by:	<input type="text" value="Name: David Mullin Phone: 021 707 266 Sign:"/>		
# of est. participants	<input type="text" value="TBC"/>	Approved by:	<input type="text" value="Name: Tony Murphy Phone: 06 350 3820 Sign:"/>		

EVENT ORGANISER:	<input type="text" value="Nick Wilson & Thom Saywell"/>
SAFETY COORDINATOR(S):	<input type="text" value="Core Team – Nick Wilson, Thom Saywell, Tausilia McClutchie"/>
FIRST AID:	<input type="text" value="Tausilia McClutchie"/>
FIRST AID KIT LOCATION(S):	<input type="text" value="Kitchenette off main room
Portable kit for outside activities"/>
LEADER/ATTENDEE RATIO:	<input type="text" value="5:1 (or better)"/>

- 5 : 1 For events with Children (aged 0-11).
- 8 : 1 For events with Youth (aged 12-18) of less than 4 hours duration and at a single site.
- 6 : 1 For events with Youth (aged 12-18) of over 4 hours duration or multiple site event.
- 5 : 1 For overnight and outdoor activities (all)

NOTE - A leader should never operate solo. At least one other leader or adult should be present at all times. Ratios must also take into account leaders' age, competency, adequate planning, training and briefing.

On the day contact number:	<input type="text" value="021 822 814 // 06 327 4716 ext 5"/>
On the day contact number:	<input type="text" value="021 246 1074 // 06 327 4716 ext 5"/>
On the day contact number:	<input type="text" value="021 509 439 // 06 327 4716 ext 5"/>

OTHER LEADERS:

Core Team: Nick Wilson, Thom Saywell, Tausilia McClutchie, <input type="text" value="more TBC"/>
Event Leaders: <input type="text" value="TBC"/>
Junior/Peer Support Leaders: <input type="text" value="TBC"/>

PCBU H&S COORDINATOR:	<input type="text" value="David Mullin"/>	Contact number:	<input type="text" value="021 707 266"/>
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3. RISK ASSESSMENT MANAGEMENT SYSTEM (RAMS) FORM - GENERAL

HAZARD What could cause something adverse to occur?	RISK <i>Describe potential adverse events that could occur?</i>	LIKELIHOOD 1 (low) 5 (High)	PREVENTION ACTIONS What could we do to eliminate, isolate or minimise risk? Consider including in Emergency Plan.	RESPONSIBLE Who is responsible for action?
ENVIRONMENTAL Consider: Weather, Terrain, Season, Water, Facility, etc...				
Weather - Rain, Storm, Heat	Adverse weather event	2	Isolate - Remain indoors, follow instructions of venue staff, additional sun protection in leaders gear, gear list covers extremes, tailor programme if required, follow instruction of civil defence as required	Nick, Leaders
Facility - Hard Surfaces, Steps, Hill Walk	Slips, Trips and falls	2	Minimise - Instruct participants to use designated paths, take care of self and others, avoid running in wet (slip) areas and only use hill walk as part of planned activity	Nick, Venue Staff
Facility - Kitchen	Participant comes in contact with hot surface or slips in wet area causing injury	2	Minimise - Venue staff to Instruct participants on Kitchen procedures.	Venue Staff
Water - River close by Challenge activity	Drowning	1	Isolate - No participant access to river unless on supervised group activity, no swimming.	Nick
EQUIPMENT Consider: Clothing, Shelter, Transport, Activity, Specific Gear, Safety Gear, etc...				
Clothing - Lack of adequate gear	Participant fails to bring adequate gear for event	1	Minimise - Participant gear list provided	Thom / Participants
Shelter - Off-Site	Adverse weather events causes participants to require shelter during activity off site	1	Minimise - Leaders to be briefed on designated alternative shelter points when leading groups on walks. Shelter points to be designated on pre-event visit (Rangi Woods, Totara Reserve, designated clearings). Map sent with final form to participants.	Nick, Leaders
Transport - To/From Venue	Potential Accidents, Breakdowns or people getting lost	2	Minimise - Schools responsible for arranging transport for their participants. Map to venue send with final form to participants Diocese responsible for its own staff/leaders travelling in Diocesan vehicle or individual's car (Rego, WOF, Current Driver's license).	Colleges, Nick to liaise
Activity - Team Building Type Outdoor Games	See specific RAMS Form - Team Building Activities (Outdoor)	3	-	-

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Activity - Indoor games	See specific RAMS Form - Team Building Activities (Indoor)	2	-	-
Activity - Team Challenge	See Specific RAMS form - Team Building Activities (Outdoor)	3	-	-
PEOPLE/PARTICIPANTS Consider: Skills, Attitudes, Age, Fitness, Ratios, Experience, Health, Disability, etc...				
Health - Allergies	Different food or environment causes allergic reaction	3	Isolate - Known allergies defined in participant form, menu adapted accordingly. An element of self-management where allergies are known. Unknown allergies treated with common first aid techniques and if required evac to PN Hospital.	Camp Staff Participants Nick
Health - Known conditions	On-set of condition due to different environment/activity	2	Minimise - Medication register held by First Aid coordinator, treatment provided as per participant form. Evac to PN Hospital if required	First Aid coordinator - Tausilia
Attitudes - Unruly behaviour	Emotional or physical harm to self or others	2	Minimise - Schools select leaders, engagement with participant prior to escalation, basic training for leader in de-escalation techniques. Boundaries and expectations communicated and maintained throughout event.	Participants Leaders
Attitudes - Opting out	Disruption to event	2	Minimise - Schools select leaders, engagement with participant prior to escalation, expectation setting at event start, reemphasised at start of each activity - formation by Participation. Atmosphere of support. Boundaries and expectations communicated and maintained throughout event.	Participants Leaders
Disability - Participation in physical activity	Physical harm	1	Eliminate - Leaders request disclosure of any physical disability prior to each activity and isolate these with potential to change rules/outcome of activity to suit.	Participants Leaders
Attitudes - Overnight	Lack of sleep leading to inability to participate, illness, disruption to others participation	2	Isolate - Leaders aware and provide presence in area until camp settled, reinforce guidelines at regular intervals, expectations made known.	Participants Leaders
Emotional Session	Session on emotional health brings up intense emotions and/or memories and experiences for	4	Minimise - Session complemented with provision of tools and strategies for dealing with experiences and times of emotional stress. Member of	Activity Leader

HAZARD What could cause something adverse to occur?	RISK <i>Describe potential adverse events that could occur?</i>	LIKELIHOOD 1 (low) 5 (High)	PREVENTION ACTIONS What could we do to eliminate, isolate or minimise risk? Consider including in Emergency Plan.	RESPONSIBLE Who is responsible for action?
	participants and/or leaders.		Leadership Team present in each running of the session to support participants if they become emotional. Name of 2 counsellors available to assist Core Team.	Nick, Core Team
Role-play activity	Role-play activity triggers real-life conflict or physical injury or upset	3	Minimise - All role-play participants and leaders given code-word that causes scenario to be stopped by member of leadership team. An immediate de-escalation and de-briefing on the situation is run by a member of the leadership team.	Activity Leader Core Team

3.b - RISK ASSESSMENT MANAGEMENT SYSTEM (RAMS) FORM - Specific Activity: TEAM BUILDING ACTIVITIES (INDOOR)

In addition see Specific Highland home RAMS for Indoor Games

Activities: Blind Polygon; Social games and icebreakers.

HAZARD What could cause something adverse to occur?	RISK <i>Describe potential adverse events that could occur?</i>	LIKELIHOOD 1 (low) 5 (High)	PREVENTION ACTIONS What could we do to eliminate, isolate or minimise risk? Consider including in Emergency Plan.	RESPONSIBLE Who is responsible for action?
ENVIRONMENTAL Consider: Weather, Terrain, Season, Water, Facility, etc...				
Facility - Collision with furniture/building, large numbers in small area,	Damage to people and plant	2	Isolate - Move furniture and isolate hazardous areas. Have adequate area or decrease participant numbers. Leaders to communicate hazard areas clearly and bring activity to halt if near area.	Activity Leader
Facility - Trip areas	Injury	3	Minimise - Decrease participant numbers, highlight hazard at start of activity, manage activity rules actively and revise as required.	Activity Leader
EQUIPMENT Consider: Clothing, Shelter, Transport, Activity, Specific Gear, Safety Gear, etc...				
Equipment - TBC based on final activities chosen eg <ul style="list-style-type: none"> Damaged equipment Lack of first aid equipment Incorrect use of equipment Inappropriate clothing/ footwear 	Injury	2	Minimise - Use gear designed for agreed activity only, check gear prior to start of activity, re-check at points to ensure safety,	Nick / Thom / Tausilia
PEOPLE/PARTICIPANTS Consider: Skills, Attitudes, Age, Fitness, Ratios, Experience, Health, Disability, etc...				
Attitudes - Overly Physical behaviour by participant(s)	Injury to self or other participant	2	Minimise - Decrease participant numbers if required, highlight physical hazards at start of activity and encourage participants to manage their own behaviour responsibly, manage activity rules and safety requirements actively and revise as required during activity.	Activity Leader
Skills - Some participants may find activity daunting or	Injury to self or other participant	2	Minimise - Set a 'stop' signal for safety reasons, Leader trained to set limits of activity	Activity Leader

HAZARD What could cause something adverse to occur?	RISK <i>Describe potential adverse events that could occur?</i>	LIKELIHOOD 1 (low) 5 (High)	PREVENTION ACTIONS What could we do to eliminate, isolate or minimise risk? Consider including in Emergency Plan.	RESPONSIBLE Who is responsible for action?
overestimate skill				

3.c - RISK ASSESSMENT MANAGEMENT SYSTEM (RAMS) FORM - Specific Activity: TEAM BUILDING ACTIVITIES (OUTDOOR)

In addition see Specific Highland home RAMS for Initiative / Team Building Course, Bushwalks etc, Burma Trail, Outdoor games

Activities: Low Ropes; Socials, Top Town-type games, Team Challenge.

HAZARD What could cause something adverse to occur?	RISK <i>Describe potential adverse events that could occur?</i>	LIKELIHOOD 1 (low) 5 (High)	PREVENTION ACTIONS What could we do to eliminate, isolate or minimise risk? Consider including in Emergency Plan.	RESPONSIBLE Who is responsible for action?
ENVIRONMENTAL Consider: Weather, Terrain, Season, Water, Facility, etc...				
Facility - Collision with venue item	Damage to people and plant	2	Isolate - Assign activity to adequate area or decrease participant numbers. Leaders to communicate hazard areas clearly and bring activity to halt if near area.	Activity Leader
Facility - Trip areas	Injury	3	Minimise - Decrease participant numbers, highlight hazard at start of activity, manage activity rules actively and revise as required.	Activity Leader
Weather - Heat or Cold	Exposure to wind, cold, heat causing injury	2	Isolate - Leaders to be aware of changing weather conditions and effect on people and adjust program to suit. Halt and reschedule activity times to suit if required. Provide additional sunscreen/sun-protection, or advise participants to wear additional layers of clothing if needed,	Activity Leader
Water - River	Drowning	2	Isolate - River to be out of bounds during activity, leaders to marshal activity cautiously near water and steer activity away.	Activity Leader
Terrain - Road	Vehicle causes accident	1	Minimise - Support vehicle driven by licensed driver to be used when using Road to transfer to other activity site	Activity Leader
EQUIPMENT Consider: Clothing, Shelter, Transport, Activity, Specific Gear, Safety Gear, etc...				
Equipment - TBC based on final activity chosen eg <ul style="list-style-type: none"> Damaged equipment 	Injury	1	Minimise - Use gear designed for agreed activity only, check gear prior to start of activity, re-check at points to ensure safety.	Nick / Thom / Tausilia

HAZARD What could cause something adverse to occur?	RISK <i>Describe potential adverse events that could occur?</i>	LIKELIHOOD 1 (low) 5 (High)	PREVENTION ACTIONS What could we do to eliminate, isolate or minimise risk? Consider including in Emergency Plan.	RESPONSIBLE Who is responsible for action?
<ul style="list-style-type: none"> • Lack of first aid equipment • Incorrect use of equipment • Inappropriate clothing/ footwear 				
PEOPLE/PARTICIPANTS Consider: Skills, Attitudes, Age, Fitness, Ratios, Experience, Health, Disability, etc...				
Attitudes - Overly Physical behaviour by participant(s)	Injury to self or other participant	2	Minimise - Decrease participant numbers if required, highlight physical hazards at start of activity, manage activity rules actively and revise as required. Actively coach more and less skilled participants on safety aspects during course of activity. Emphasis on team-work rather than competition.	Activity Leader
Skills - Some participants may find activity daunting or overestimate skill	Injury to self or other participant	2	Minimise - Set a 'stop' signal for safety reasons, Leader trained to set limits of activity, support vehicle available for off-site activity to transport if needed.	Activity Leader

4. EMERGENCY RESPONSE PLAN

For all events the checklist on the following page should be completed.

In your communication with the site PCBU representative, request their site Emergency Plan and include. Add elements that are missing or specific to your event/group.

For all events insert or draw a site map below indicating emergency egress routes and gathering points.



See enclosed Emergency Procedures from HHCC

INCIDENT	RESPONSE ACTIONS	PERSON RESPONSIBLE	ALTERNATE PERSON RESPONSIBLE (If person responsible incapacitated)
FIRE	<p>See enclosed Emergency Procedures from HHCC</p> <p>Nick to manage and isolate affected areas from YCL participants following first response by HHCC (including assessment by Tausilia).</p> <p>Request Thom and Taus to manage remainder of participants, processing event if required. Emergency services alerted by Nick/Thom who consult with site management and services about evacuation procedures for particular situation.</p> <p>Nick, Thom, Tausilia and on-site college staff to consult following first response on ability to continue event. Nick / Thom to contact colleges/families as required.</p> <p>If Nick or Thom injured then Tausilia, other Core Team members and College staff take responsibility. Call other diocesan staff to attend event to assist with participant management etc.</p>	HHCC Staff	Nick / Thom / Taus
EARTHQUAKE	<p>See enclosed Emergency Procedures from HHCC</p> <p>Nick to manage and isolate affected areas from YCL participants following first response by HHCC (including assessment by Tausilia).</p> <p>Request Thom and Taus to manage remainder of participants, processing event if required. Emergency services alerted by Nick/Thom who consult with site management and services about evacuation procedures for particular situation.</p> <p>Nick, Thom, Tausilia and on-site college staff to consult following first response on ability to continue event. Nick / Thom to contact colleges/families as required.</p> <p>If Nick or Thom injured then Tausilia, other Core Team members and College staff take responsibility. Call other diocesan staff to attend event to assist with participant management etc.</p>	HHCC Staff	Nick / Thom / Taus

TSUNAMI	Not likely at location	-	-
FLOODING	Follow all instructions from HHCC staff - Note that the camp buildings and grounds are a civil defence resource. In a civil defence emergency campers may be required to share the camp resources.	HHCC Staff	Nick / Thom / Taus
VOLCANIC ERUPTION			
GAS LEAK			
CHEMICAL SPILL			
BOMB THREAT			
TRESPASSER/INTRUDER	<p>Follow all instructions from HHCC staff.</p> <p>Only follow this process if it is clear that the trespasser does not come under the category of Violent Intruder (for this process, see following).</p> <p>Trespassing is where a person enters the site and either does not have permission to be there, or their behaviour is such that the organisers would not give permission for them to be there. If organisers are aware or notified that there is a trespasser on the property Kathleen to be informed.</p> <p>Nick to notify all leaders of the description, location and activity of the trespasser.</p> <p>Assess the nature of the trespasser: benign or aggressive (if aggressive - follow the violent intruder process).</p> <p>Ensure the main facility is kept secure.</p> <p>If no HHCC staff are present or available to deal with the situation Nick (2. or Thom or 3.Tausilia, if Nick not present) to greet the trespasser, advise them who you are, and ask them why they are there.</p> <p>Whenever possible, ensure that an additional leader is present.</p>	HHCC Staff	Nick / Thom / Taus

	<p>If the reason for the visit appears legitimate, take the person to HHCC staff where the reasons for the visit can be dealt with.</p> <p>If the reason for the visit is not legitimate, explain that they have to leave the premises.</p> <p>If the person leaves when requested they are no longer considered a trespasser.</p> <p>If the trespasser refuses to leave when requested</p> <ul style="list-style-type: none"> - Explain that staff will have to call the police. - If the trespasser still refuses to leave ask colleague to call the police. - If it is safe, stay with the trespasser until the police arrive. - If the trespasser gives any indication of violence walk away (if possible keep the trespasser under observation from a safe distance until police arrive). <p>Following incident ensure the incident is documented and filed (including providing a report to police).</p> <ul style="list-style-type: none"> - Consider: debriefing staff on the incident - debrief participants if the incident was a public one to prevent rumours and speculation. <p>Note: There is no legal authority for the occupier to physically eject the person from the premises. If a trespasser refuses to leave when requested, he or she should be told that the police will be called.</p>		
<p>VIOLENT INTRUDER</p>	<p>Follow all instructions from HHCC staff.</p> <p>If no HHCC staff are present or available to deal with the situation Nick (2. or Thom or 3. Tausilia if Nick not present) to greet the trespasser, advise them who you are, and ask them why they are there.</p> <p>If shots are heard or a violent intruder is seen on the premises</p>	<p>HHCC Staff</p>	<p>Nick / Thom / Taus</p>

	<p>Call 111</p> <p>Identify yourself and the location including address Highland Home Christian Camp - 1352 Pohangina Valley East Road, Pohangina Valley through Ashhurst.</p> <p>Provide details of situation, Details of any casualties, Description of weapons, number of shots etc., Description and location and identity of offender if known, Identify the 'target' of aggression if known.</p> <p>If safe, move to secure position to await Police arrival (Main hall if possible, dining room second option, large bunkroom third option) Alert leaders/students (avoid using the fire alarm).</p> <p>Move everyone out of hallways and into designated rooms/area. Lock and/or barricade, or cover if possible, doors/windows.</p> <p>Keep quiet and do not leave the designated area unless it is safe to do so.</p> <p>Should the event occur while participants are on-site but outside: instruct participants to move to nearest secure room, or to an assembly area (which may include an off-site area).</p> <p>Once police arrive, liaise with them to secure crime scene(s). Follow all instructions.</p>		
<p>SERIOUS INJURY or DEATH</p>	<p>See enclosed Emergency Procedures from HHCC (Serious Harm)</p> <p>Nick to manage and isolate affected areas from YCL participants following first response (including assessment by Tausilia).</p> <p>Request Thom and Tausilia to manage remainder of participants, processing event if required. Emergency services alerted by Nick/Thom who consult with site management and services about evacuation procedures for particular situation.</p> <p>Nick, Thom, Tausilia and on-site college staff to consult following</p>	<p>HHCC Staff</p>	<p>Nick / Thom / Taus</p>

	<p>first response on ability to continue event. Nick to contact colleges/families as required.</p> <p>If Nick injured then Thom and Tausilia and College staff take responsibility. Call other diocesan staff to attend event to assist with participant management etc.</p>		
MISSING PARTICIPANT	<p>Nick to manage process following first response.</p> <p>Request Thom and Tausilia to manage remainder of participants, processing event if required.</p> <p>Emergency services alerted by Nick / Thom who consult with site management and services about search procedures for particular situation. Nick, Thom, Tausilia and on-site college staff to consult following first response on ability to continue event. Nick to contact colleges/families as required.</p> <p>If Nick missing then Thom and Tausilia and College staff take responsibility. Call other diocesan staff to attend event to assist with participant management etc.</p>	Nick	Thom / Taus / College staff
OUTBREAK OF COMMUNICABLE DISEASE	<p>See enclosed Emergency Procedures from HHCC (Infectious Illness)</p> <p>Nick to manage and isolate participants following first response.</p> <p>Request Thom and Tausilia to manage remainder of participants, processing event if required. Emergency services alerted by Nick / Thom who consult with site management and services about isolation, evacuation, medical and information procedures.</p> <p>If Nick affected then Thom/Tausilia/College staff take responsibility.</p> <p>Call other diocesan staff to attend event to assist with participant management etc.</p>	HHCC Staff	Nick / Thom / Taus
LANDSLIDE	<p>Nick to manage and isolate area from YCL participants following first response.</p>	Nick	Thom / Taus / College staff

<p>Request Thom and Tausilia to manage remainder of participants, processing event if required.</p> <p>Emergency services alerted by Nick / Thom who consult with site management and services about isolation, evacuation, medical procedures.</p> <p>Nick to contact colleges/families as required.</p> <p>If Nick affected then Thom/Tausilia/College staff take responsibility.</p> <p>Call other diocesan staff to attend event to assist with participant management etc.</p>		
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5. INCIDENT REGISTER (Multiple copies of this form to be taken to site)

To be completed by person who discovers incident		To be completed by Organiser/Health and Safety Coordinator	
NAME (person reporting incident)		INVESTIGATION FORM REQUIRED (Yes or No?)	NOTIFIABLE EVENT (Yes or No?)
TIME AND DATE (of incident)		YES // NO	YES // NO
DESCRIPTION OF INCIDENT (What, when, why, and how the accident or incident happened and what actions were taken in response)		Notes:	Notes:
		If yes, form completed?	If yes, form advising WorkSafe completed?
		YES // NO	YES // NO
		Date complete:	Date sent:
<p>The event organiser should contact the PCBU Health and Safety Coordinator if they consider an incident may be notifiable to WorkSafe. They will agree a process of advising WorkSafeNZ of any notifiable event. These must be reported within 7 days of the incident.</p>			

6. POST EVENT EVALUATION

Signed:

Date: