

“Level 2 Template”

Hirer contact name: Nick Hogan
 Event Building Warden contact: PGA Custodian

Induction: [Induction to complete](#) this link will take you to a new page.

Event Health & Safety Hazard & Emergency Management Plan					
Event name	Basketball Hawkes Bay U23				
Event type	Basketball Tournament				
Location	Pettigrew Green Arena, Stadium, 480 Gloucester Street Taradale				
Event Start Date	Wednesday, 11 August 2021	Event End Date	Saturday, 14 August 2021	Document prepared by	Kelly Shortt
Event ROLES:	NAME:	PHONE:	EMAIL:		
Event Coordinator: Kelly Shortt	Kelly Shortt	021 912 053	Kelly.s@pgarena.co.nz		
Event Hirer(s) in control	Nick Hogan	021 617 030	accounts@hawkesbay.basketball		
Volunteers and roles			On the day communication procedure		
Various roles on the days			Mobile communication as above. Venue office upstairs to the right down corridor and turn right at end.		
Medical team and first aid procedure			Hirer in control to have base for medical assistance and first aid for duration of event. Ice is not supplied by venue. A freezer is available in the foyer for usage.		
Event Description					
Age group basketball tournament.					
Car Parking					
All yellow GYM car parking is prohibited, towing will be enforced. Event Attendees must use Blue or White only. The back car park will be unavailable due to construction, EIT across the road and a new car park next door will be available.					

ID	Hazard	Existing (E) / Potential (P)?	Significant? Y/N	Eliminate (E) Substitute (S) Isolate (I) Engineering (Eng) Administrative (A) (PPE)	Controls in Place/ Action Required	By Whom	Date Completed
Pack-In Hazards e.g. moving vehicles, manual handling, shared workspaces, work at heights etc							
	Equipment	P	Y	Eng, I,	Trained staff using equipment only, Stadium closed off for set up.	Venue	Pack in Event Day
	After hours late pack in	P	Y	Eng, E	Pack in best suitable time for staff. Several staff for shorter pack in, no one rostered on late night early morning shift.	Venue	Pack in
Event Hazards e.g., electrical, set or staging structures, noise, lasers, trips, falls							
	Stadium Equipment	P	Y	Eng	Trained staff installing equipment, quality checks in place on safety padding	Venue	Pack in
	Trailing Cables	p	Y	Eng, I	Cables covered by cable cover or stuck down with duct tape.	Venue	Pack in
Environmental Hazards e.g. exposure to weather e.g. UV, heat, cold, level of light, strobe lighting							
	Temperature in stadium, cold in winter very hot in summer	p	Y	Eng	Water fountains supplied for dehydration. Standing Fans available for large events. Warm up times allocated. Extractor fans available. Diesel heater hired for winter sit down events.	Venue Hirer Communication on what's required	Event Day
People Hazards e.g. age, fitness, children, skills, number - crowds, security							

	Un-supervised Children	P	Y	A, Eng	No one U14 is permitted onsite un-supervised. Pre event requirements with hirer and onsite conditions of entry and event behaviour rules supplied.	Hirer	Event day
General Hazards e.g.							
	Trip Hazards	P	Y	A, Eng	Signage up, cones if required. Work to take place after hours where possible.	Venue	Event Day Pack in
	Bouncing balls in foyer	P	Y	E, I	There is to be no bouncing balls in the foyer. Signs will be displayed in the foyer.	Hirer	Event Day
	No Warmups in the foyer	P	Y	E, I	Team warmups are to take place on the courts inside the stadium. There is to be no warming up in the foyer. Signs will be displayed.		
Site Specific Hazards e.g. any hazards identified by venue that may impact on event/activities							
	LPG Gas Bottles	P	Y	E, I	The below link to be completed. LPG Usage checklist	Hirer Venue	Pack in Event Day
Pack Out e.g. moving vehicles, manual handling, shared workspaces, work at heights etc							
	Equipment	P	Y	Eng, I,	Trained staff using equipment only, Stadium closed off for set up.	Venue	Pack out
	After hours late pack in	P	Y	Eng, E	Pack in best suitable time for staff. Several staff for shorter pack in, no one rostered on late night early morning shift.	Venue	Pack out

Behaviour Expectation:

Along with the conditions of entry, the attendees must **always** show respect to the venue and others in and around the facility.
There are no exceptions to this rule.

Covid – 19 Controls

Level 1	<p>As per government recommendations:</p> <ul style="list-style-type: none"> • No restrictions on personal movement but people are encouraged to maintain a record of where they have been. • No restrictions on gatherings but organisers encouraged to maintain records to enable contact tracing. • Stay home if you're sick, report flu-like symptoms. • Wash and dry hands, cough into elbow, do not touch your face. • No restrictions on workplaces or services but they are encouraged to maintain records to enable contact tracing. • QR codes issued by the NZ Government legally must be displayed in workplaces and on public transport to enable use of the NZ COVID Tracer app for contact tracing.
Level 2	Mass gathering enforcements and social distancing
Level 3	Cancelled event
Level 4	Cancelled event

Conditions of Entry – Stadium Floor for sports events

No drinks (other than team water bottles), chewing gum or food allowed in Stadium.
Any water or spills need to be cleaned up asap.
Only soft sole sports shoes on courts.

No marking shoes or high heels.

Any equipment used must not damage the floor.

No sharp or rough surfaces.

No heavy equipment to be put on the floor (includes weight equipment)

Nothing is to be stuck to the floor (including tape)

No playing with, moving or adjusting equipment without prior PGA approval.

Any damages or hazards must be reported immediately to PGA staff.

No hand writing on paper directly on the floor, hard surface under paper must be used.

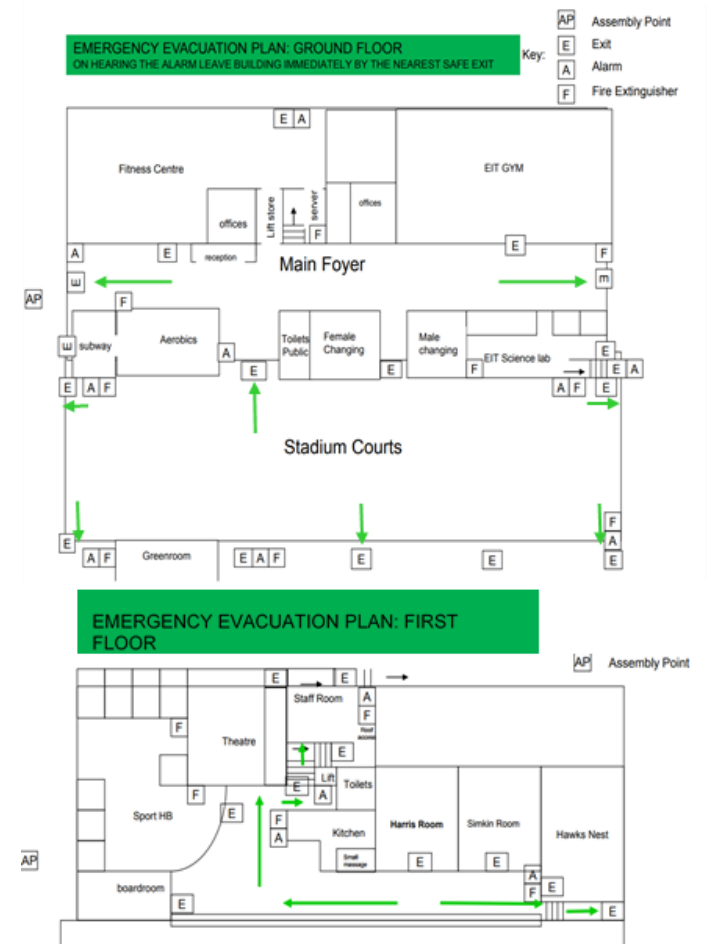
No vivid on skin for trials to avoid transposing with skin contact onto the courts.

Emergency Evacuation Plan

- Assembly point is the front main car park.
- Stay calm, on sounding of the continuous siren walk quickly and calmly to your nearest safe exit. Meet at Assembly Point in front car park.
- Do not use lifts.
- Allocated floor wardens to direct persons quickly and calmly to nearest safe exit, hirer in charge of booking to report areas cleared to Building Warden in Orange Vest at Assembly Point in front car park.
- During an earthquake, drop cover hold.
- Once shaking stops move to your nearest safe exit.
- Do not use lifts.
- Be Aware of falling Debris exposed power lines.
- Meet at Assembly point in front main car park.
- Any structural damage will not allow persons back inside the building.

Emergency First Aid

- First aid kits are located: on wall behind gym reception. First floor staff room top left cupboard.
- Defibrillator is located: on wall in gym reception & Foyer with pin code 17283
- Closest medical centre is: Taradale medical centre, 20 Puketapu road, Taradale ph 06 844 6831
- 24-hour urgent medical care Napier: City Medical, Wellesley road, Napier ph: 06 835 4999
- Poison centre: 0800 Poison/0800 764 766
- Emergency services: dial 111 and ask the operator for the ambulance service.



Conditions of Entry

Pettigrew.Green Arena aims to make all visitors welcome and ensure they enjoy the wide variety of events that we host. In order to maximise the enjoyment of our venue we ask all patrons to respect the following Conditions of Entry that have been designed to provide a safe and enjoyable venue experience for all.

Dress Code

- All patrons entering the Arena must be appropriately dressed. For your own safety and the enjoyment of everyone, please comply with the following:
- Clothing must conform to reasonable standards of decency
- No clothing or signs displaying offensive messages
- No Gang Patches
- No high visibility type vests or jackets that may be confused with security staff

Patrons may be refused entry to the Arena if security officers consider in their absolute discretion that:

- Appear intoxicated/under the influence of drugs or exhibit disorderly behaviour
- Fail to comply with security staff requests
- Attempt to bring in prohibited items.
- Have been previously issued with a trespass notice that still applies
- Are not authorised to be in the Arena, for example have no valid entry ticket or accreditation pass

Patrons will be asked to leave the Arena if they:

- Use obscene language
- Are verbally or physically abusive, or behave in a disorderly or offensive manner
- Are intoxicated
- Are carrying out unauthorised activities within the Arena
- Fail to comply with these policies

Patrons may not bring into the Arena:

- Alcohol, Thermos flasks, Glass bottles, Chilly bins, picnic baskets or large bags
- Illicit Drugs
- Sound amplifiers including loudhailers, Recording devices for commercial purposes
- Prams, strollers, pushchairs (There are limited storage facilities for these items at the entrance. However the Arena takes no responsibility for loss or theft).
- Dogs or other pets (guide dogs are permitted)
- Flares, fireworks, laser pointers
- Knives or other dangerous weapons
- Skateboards, roller blades, scooters or bicycles
- Chairs of any kind (excluding wheelchairs)
- Signs or banners that are obscene, offensive or abusive, flag poles of more than one meter in length
- Any other item that Arena management determines may cause injury or public nuisance or inconvenience to any other person.

Patron & Bag Searches

- All patrons and their possessions may be subject to searches before entering the Arena
- Searches may also be carried out during an event and when leaving the Arena.
- Patrons who refuse to participate in searches may be denied entry to the Arena or asked to leave the venue.
- Prohibited items will be surrendered.

Smoking

- There is no smoking in the Arena
- Smoking is allowed away from the building

General

- Patrons must not sit or stand in aisles, or block entry doors or emergency exits.
- Some sporting and other activities are dangerous. Patrons viewing such activities do so at their own risk.
- Radios, CDs, TVs may be used only with earphones
- Cameras, videos, tape recorders and other recording devices may be prohibited for certain events
- Patrons bring personal items into the Arena at their own risk. The venue will not be held responsible for any damages to, loss or theft of a patron's personal property
- Advertising promotions and product giveaways etc are not permitted on the Arena property, unless expressly authorized by the Arena Management in writing. Any unauthorized product giveaways will be confiscated.
- No alcohol is to be removed from the Arena
- Children under the age of 14 must be supervised by an accompanying adult, except in the instance of R18 events, no one under the age of 18 will be permitted.

HEALTH AND SAFETY REQUIREMENTS AGREEMENT

SECTION 1: Parties Schedule

Between:

Regional Indoor Sports & Events Centre Trust t/a Pettigrew. Green Arena

hereinafter referred to as the "principal"

And: (The Contractor/Sub Contractor/Hirer/Promoter) hereinafter referred to as the "contractor"

SECTION 2: Health & Safety Requirements Terms & Conditions Schedule

Legal obligations

1. The contractor understand their obligations to themselves, their subcontractors and their employees under the Health and Safety in Employment Act 1992, the Health and Safety in Employment Regulations 1995, and any other applicable legislation and codes of practice, and confirm their intention to comply at all times while working on this contract.
2. The contractor recognises that the Principal can only be responsible for providing information on hazards which they can reasonably be expected to have knowledge of.
3. The contractor confirms they have an effective health and safety management system in place, which ensures compliance with the Health and Safety in Employment Act 1992 in connection with this contract.

Declaration of past safety performance

4. The contractor shall declare past safety performance (notices and convictions) to the Principal before commencement of the contract.

Hazard management

5. Before beginning work on the contract, the Contractor will apply a systematic hazard management process, including:
 - a) Site and task hazard identification to systematically identify and assess hazards likely to be encountered; and
 - b) Establish and maintain a register of hazards, and the steps taken to eliminate, isolate or

Minimise significant hazards, taking into account relevant Approved

Codes of Practice,

Guidelines and best practice standards;

High Risk JSA work

6. The contractor shall comply with the Principal's work JSA system for all work requiring a JSA (work at height, hot work, confined space entry, work on live electrical installations and any other work designated by the Principal).

Notifiable work

7. Where the contractor or sub-contractor undertakes any work that is notifiable, the contractor is responsible for notifying the Department of Labour using the required form.

Training and supervision

8. The contractor must ensure that all work site staff, including sub-contractors and self-employed contractors complete site induction training as designated by the Principal and that signed records are kept.

9. The contractor must ensure that all work site staff, including sub-contractors and self-employed contractors, are competent in the work being undertaken and in relevant safety procedures. The contractor shall provide employees and sub-contractors with appropriate training and/or supervision, as well as information about hazards and safe working procedures and control measures. Training records will be made available the Principal on request.

Communication and information sharing

10. The contractor shall ensure that a representative is present at (daily / weekly / fortnightly / monthly) meetings with the Principal and will bring relevant information on progress and performance related to health and safety.

11. The Principal has advised the contractor of the location and use of safety equipment, basic safety rules, site-specific hazards and hazard controls, go and no-go areas and access and authorisation requirements relevant to the service being performed and any other information as per site induction.

12. The contractor shall ensure that all their subcontractors and employees are informed of the same and that no person shall be permitted to work on the contract without being so informed.

13. The contractor shall share any information on hazards and risks to health and safety relating to the contracted work, as soon as practicable after becoming aware of this information.

Monitoring of the contract

14. The Principal has the right to monitor the contractor's activities and carry out a safety audit at any time during the course of the contract.

15. The contractor agrees to make available for inspection on demand by the Principal any work area and any documentation related to Health and Safety in connection with this contract.

Suspension and termination of work

16. The Principal has the right to suspend work or terminate the contract at the contractor's expense where the Principal is not satisfied that all practicable steps are being taken to ensure the health and safety of employees and others in connection with the contract.

17. During the period of any suspension, progress or other payments due under the contract will be void and shall only be made when health and safety requirements are met. If the contract is terminated for health and safety breaches, only those contact payments due for work completed, up to date of determination, shall be made.

Incident reporting

18. The contractor will advise the Principal immediately of any accidents, including those in which serious harm is caused, or a significant hazard was involved and meet the requirements of the Health and Safety in Employment Act 1992 in reporting serious harm accidents to WorkSafe NZ

19. The contractor will advise the principal immediately of any new hazard created during the contract and will take all practicable steps to avoid harm being caused to any person as a result of such hazards.

20. The contractor will record and report all non-reportable incidents and 'near hit' events in an on-site incident register, which will be made available to the principal and all other contractors and sub-contractors

Emergency procedures

21. The principal has advised the contractor of the emergency procedures, alarms and warnings, location of emergency equipment, exit routes and places of safety. The contractor agrees to follow all procedures in the event of an emergency.

Housekeeping and hygiene requirements

22. The contractor shall implement good housekeeping standards which include a daily site tidy-up and designated secure storage for tools, materials and substances.

23. The contractors shall follow standard hygiene requirements before entering any sensitive areas (to be designated by the principal) including hand washing, hair-nets, and overalls.

Term

24. This agreement commences on: [Click or tap to enter a date.](#) and remains in force for all work/hire at the Regional Indoor Sports and Events Centre Trust t/a Pettigrew. Green Arena.

SECTION 3: Signatures Schedule

Parties:

This agreement sets out the terms on which the Regional Indoor Sports and Events Centre Trust t/a Pettigrew. Green Arena will allow work/hire to take place at Pettigrew. Green Arena.

The contractor acknowledges that it has read, and accepts, the Health & Safety Requirements Terms and Conditions which form part of the Agreement.

Signed on behalf of Pettigrew Green Arena: __KELLY SHORTT__	Signed on behalf of: _____
Authorised Signatory	Authorised Signatory
Name: Kelly Shortt	Name:
Designation: Events & operations Manager	Designation: Click or tap here to enter text.
Date: Tuesday, 27 July 2021	Date:

Contractor information supplied if applicable:

Will Contractors be working onsite for this event? Y✓ N□

Company onsite:Click or tap here to enter text.

Individuals to be inducted:Click or tap here to enter text.

Contractor Induction: [Induction to complete](#)

Hazard register required supplied:Click or tap here to enter text.

Hirer Health & Safety Information supplied.