



Rod Donald Banks Peninsula Trust Health and Safety Plan

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Last Edited by: Suky Thompson

Edit History

V1 First draft laying out Trust areas of activity and skeleton plan. Drafted by Suky Thompson, Trust Manager, 9 May 2016

V2 Reviewed and revised to match legislative requirements by Michael O’Flaherty, Mortlock McCormack. 12 May 2016. Circulated to Trust May 20 Board meeting

V3 Reviewed and revised after meeting with Simon Mortlock, Suky Thompson, Michael O’Flaherty on 17 May 2016 MOF-013036-13-134-V1

V3-1 Minor tidy ups by Suky Thompson

V4 Incorporates feedback from Board meeting on May 20, 2016. “Paper cut” H&S removed

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1 Introduction

The Rod Donald Banks Peninsula Trust is a charitable organisation with objectives to promote sustainable management and conservation on Banks Peninsula through environmental projects including public recreation, biodiversity restoration, culture and heritage, scientific research and public education. The Trust aims to work in partnership with other organisations to develop, fund and manage projects.

The Trust is governed by a board of up to 9 Trustees (the Board), who give their time on a voluntary basis. The Board meets in various locations, typically the meeting room of its solicitors, Mortlock McCormack, but also in other meeting venues.

The Trust does not employ staff and does not provide a workplace instead the Board contracts its management service from Peninsula Projects, who supply a Trust Manager and Assistant Manager to carry out the day to day work of the Trust including servicing the Board, operational and project management. These contractors provide their own work places and all the equipment used to service the needs of the Trust is provided by Peninsula Projects.

Other services required by the Trust from time to time to complete projects are also contracted out to independent suppliers who provide the Trust with the desired service and provide their own premises and equipment.

The Trust has been very active in promoting and facilitating public recreation, particularly walking, on Banks Peninsula through the provision of public information, events, a tramping hut and construction of and improvements to physical walking tracks. It owns and manages a 9 bed tramping hut above Little River. The Trust recognises that whilst the rural environment of Banks Peninsula could not be considered “remote” compared to many other areas of New Zealand, nevertheless people accessing it can be far from urban centres where help is available.

The purpose of this Health and Safety plan is to address the Trust’s practices under the Health and Safety at Work Act 2015. The Trust does not have any employees or provide a defined workplace; however it does have involvement in particular areas of Banks Peninsula and holds itself responsible for individuals that are engaged in activities directly or indirectly provided by the Trust. The Trust wishes to take a pragmatic approach to this responsibility and has provided this plan to:

- identify existing and potential risks;
- provide methods for eliminating or minimising those risks;
- establish a register for recording any notifiable incidents; and
- acknowledge the requirement for ongoing reporting and review of health and safety policies and procedures.

2 Health and Safety overview

Under the Health and Safety legislation an entity providing a business or undertaking must identify risks, takes steps to eliminate or minimise those risks, report where incidents occur and consistently review its policies and procedures,

This overview records what the Trust has identified as the main health and safety risks, and provides measures for how these will be eliminated or minimised. The Trust sees the following areas of risk as relevant to its business or undertakings:

2.1 Risks to Trustees

The majority of the Trustees work is office and desk based. Meetings are generally held in the offices of Mortlock McCormack in Christchurch or in other meeting rooms or public facilities on Banks Peninsula or Christchurch. In between meetings Trustees conduct their Trust related business from their own offices or homes. The plan does not attempt to address risks concerned with this level of voluntary activity.

On some occasions Trustees make group field trips to locations on Banks Peninsula and at times these can be relatively remote. They also participate in Trust events.

2.2 Risks to Management service contractors

The majority of the management service provided by Peninsula Projects is also office and desk based. Both the Trust Manager and Assistant Manager work from their own home offices and attend meetings held in meeting rooms or public facilities on Banks Peninsula or Christchurch. The Trust expects contractors to have their own Health and Safety practices to ensure the workspaces they provided for themselves and conditions are appropriate.

The Trust Manager and Assistant Manager also participate in field trips and site visits to locations on Banks Peninsula, often remote locations, to plan and monitor Trust projects. They also participate in Trust events.

2.3 Risks to other contractors

The Health and Safety plan does not cover the risks to other contractors who provide their entire service from their own premises. It does however address contractors who work on behalf of the Trust in other locations such as on remote walking tracks. The plan considers contractors engaged in physical works outdoors, on the tracks or in buildings. The Trust will request to sight the health and safety plans of these contractors which will need to address the identified risks.

2.4 Risks to the general public

The Trust encourages the public to experience the great outdoors on Banks Peninsula, including remote locations, for their enjoyment and education through independent walking or cycling and participating in events and working bees.

The Trust seeks to ensure through itself or third parties that risks are identified to the public and information given on how to mitigate these risks. This is principally on the information the Trust itself publishes, but also in information published by its partners on joint projects.

Often Trust activities will include traversing across private land with agreement from the landowner. The Trust will provide or encourage third parties to provide information to the public on the risks of entering onto private land. The Trust will seek to address any health and safety concerns with those private landowners engendered through such access.

2.5 Risks involving Trust property

When the Trust owns property, particularly property with general public access, such as its tramping hut, then it will develop a specific Health and Safety plan for that property. Such plans can be obtained from the Trust Manager.

3 Minimising risks

The Trust will support initiatives to identify, minimise and eliminate Health and Safety risks including those in attached schedule:

- Section 3.1 identifies risks to the Trustees and Trust Management contractors or other people including contractors when visiting or working in offsite locations and remote areas.
- Section 3.2 identifies how health and safety for the Trust, contractors and the public at events is to be managed
- Section 3.3 identifies how health and safety for the public exploring the environment independently is to be addressed in the Trust's promotional materials.
- Section 3.4 identifies risks involved with property owned by the Trust.

3.1 Health and Safety Risks to Trustees, Trust Management and contractors off-site

This section covers risks to Trustees, Trust Management and any contractors visiting or working on behalf of the Trust in remote areas, including those that are not accessible by road. All Contractors will be expected to have a Health and Safety plan related to their own profession and to present this Health and Safety plan as part of their businesses. The Trust recognises that some of the work that it contracts is to take place in remote areas, and especial care will be taken to ensure that health and safety risks have been discussed and are mitigated by such contractors

ID	Hazard title	Hazard Description	Mitigation Measures
1	Leadership	Lack of leadership can lead to poor decision making in emergency	<p>A leader is to be appointed on any visit to a remote area</p> <p>The person appointed is to be the most experienced in the group</p> <p>This person must conduct a safety briefing prior to departure identifying any anticipated natural hazards including rock fall areas, stream crossings, slippery areas</p> <p>A headcount is to be taken at the start and end of any remote trip</p>
2	Vehicle travel to remote areas	Gravel roads	<p>Many locations on Banks Peninsula are accessed by steep, narrow gravel roads. All persons are to drive suitable to the conditions on such roads and in 4wd vehicles where roads are classified as 4wd only.</p> <p>Clear directions are to be given to all participants to ensure they can find meeting points</p>
3	Off road foot travel to remote areas	Exposure	<p>All participants are to be aware of weather conditions in advance of any remote walk and that weather can change rapidly on Banks Peninsula.</p> <p>All participants are to be aware of their own responsibility to wear sturdy footwear, have warm and layered clothing and to carry adequate food, water and a working torch.</p> <p>In case of extreme weather or a group member suffering from exposure the group is to return to vehicles.</p>
4	Incapacitation	Injury or ill-health	<p>Cellphones are to be carried at all times, but participants must be aware that cellphone coverage is limited on Banks Peninsula</p> <p>There should be two or more persons present whenever people are walking to remote locations.</p>

			<p>Participants should be clear about where they are going and be able to identify their location on a topo map.</p> <p>If a person is walking on their own, they should be carrying a personal locator beacon</p> <p>In the case of an accident where a person is unable to walk out, 111 should be called or the personal locator beacon activated</p> <p>The group or individual must identify a nominated contact who is aware of where they are intending to go and the time they are expected out. This person must be informed when the group or individual has returned</p>
5	Disappearance	Losing a person or persons in a remote areas	<p>A head count of the group is to be taken at the start of any remote walk</p> <p>A group leader and a tail end Charlie are to be appointed. These people must stay at the start and end of the group respectively.</p> <p>Persons who leave the group (ie to take a photo etc must let someone know and the tail end Charlie wait for them)</p> <p>Groups are to stick together and to wait for slower members at junction points, gates or stiles</p> <p>A head count is to be taken at the end of any walk to ensure all persons are present</p>
6	Fire	Fire started by persons or in vicinity	<p>Participants to be aware that there is a high fire danger on Banks Peninsula at all times. All fire restrictions in place at the time are to be obeyed.</p> <p>No fires are to be lit or stoves used outside unless on stable surfaces well clear of flammable materials, and comply at all times with the applicable fire risk levels.</p> <p>Effort made to stamp out or extinguish any fire that is controllable</p> <p>Contractors working or driving vehicles off road required to carry fire extinguisher and to fit spark guards to machinery.</p> <p>If there is an out of control fire then group must keep together and exit as quickly as possible to a public road or into a bush gully as directed by group leader</p>
7	Earthquake	Rock fall	<p>Safety briefing to identify if there are any rock fall risk areas on walk</p>

			Group to stay together and move as quickly as possible from any rock fall risk area in the event of an earthquake.
8	Contractors	Responsibility for own health and safety	The Trust will require that its principal contractors have a Health and Safety Plan including, but not limited to the above matters.

3.2 Events

The Trust arranges numerous events, including with partner organisations. Many of these have involved its own members and members of the public visiting or walking in relatively remote locations on Banks Peninsula

ID	Hazard Title	Hazard Description	Mitigation Measures
1.	Event safety	Accident at event	<p>The Trust will produce a detailed and specific Health and Safety Plan for any event it manages. An example of an event plan can be found at (insert link).</p> <p>Where events are to take place in off road areas, there are to be communication methods set up to ensure that dealing with accidents or emergencies are co-ordinated and that participants emergency contact information is known.</p> <p>All mitigation measures identified in Table 2 above are to be included in event plans for remote areas</p>
2.	Partner events	Clarity for responsibility	Where the Trust participates in an event as a partner or sub-contractor it will check that the principal event manager has developed a Health and Safety plan and that this includes any areas or aspects of the event which the Trust is managing

3.3 Public exploring the environment independently

ID	Hazard Title	Hazard Description	Mitigation Measures
1.	Unaware	Public unaware that they should consider health and safety before venturing on walks	Public information provided by the Trust to encourage people to explore should include safety awareness messages
2.	Unprepared	Public caught out by weather, track conditions or hazards due to their lack of preparation	Public walking information provided by the Trust encouraging walking or exploring outside urban areas to include DOC moniker “Safety is your responsibility; plan, prepare and equip yourself well” Information to include relevant hazard identification information and mitigation measures the public can take Within this, recognition that the Trust cannot cover all hazards or each individual minor hazard in such information
3.	Accuracy	Public mislead by inaccurate or difficult to understand information	The Trust will endeavour to ensure that its public walking information is accurate in terms of track locations, lengths, difficulty Standard NZ symbols and terminology to be used and correctly applied Where walking times are given these are to be conservative to ensure that slower walkers are catered for
4.	Relevance	Health and Safety information will be updated	The principle place for up to date Health and Safety messages is the “Latest News” section on the front page of the Trust’s www.bankspeninsulawalks.co.nz website. This to be kept updated if new general hazards emerge Individual tracks on www.bankspeninsulawalks.co.nz to be updated if specific hazards or closures come to light Safety information in publications to be reviewed at reprint time
5.	Partner responsibility	Information provided by partners	The Trust to review Health and Safety information provided by partners on joint initiatives to ensure it meets the above criteria

6.	Leadership	Inaccurate, misleading or inappropriate information provided by others	The Trust will always review information provided by other parties that come to its attention and identify to that party if information is inaccurate, misleading or inappropriate and could compromise public health and safety.
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3.4 Property owned by the Trust

The Trust currently owns the Rod Donald Hut, on a 10 ha property at 562 Western Valley Road, Banks Peninsula and a 104ha property on Panama Road in Le Bons Bay.

1.	Rod Donald Hut	Safety at the hut	The Trust has developed a Health and Safety Plan for Rod Donald Hut and will review and adhere to that Plan as a subsidiary of this Plan (Health and Safety Technical Manual).
2.	Panama Road	Safety at the property	The property is currently managed by the Josef Langer Trust and ownership will transfer to this Trust in November 2016. The Trust will establish with Josef Langer Trust what Health and Safety Plan it has in place at present.

4 Reporting and Monitoring

The Trust will establish a register for recording all health and safety events that are reported to it.

The Trust will report to WorkSafe NZ any notifiable events and dedicate time at the next meeting of the Trust to discuss this incident. A list of notifiable events can be found at:

<http://www.business.govt.nz/worksafe/notifications-forms/notifiable-events/notifiable-event-problem-solver>

The Trust will monitor its Health and Safety Plan implementation plan as follows:

- Health and Safety will be a topic on each Board meeting agenda in Section A for discussion. The manager will report on any Health and Safety issues or accidents that have occurred and future prevention measures recommended.
- During the course of contracting work, the Trust will check from time to time that contractors are observing their Health and Safety Plans
- The Board will review public information to ensure it includes appropriate Health and Safety information in conjunction with persons with on the ground knowledge
- The Trust's Annual Review will incorporate a report in its health and safety implementation.
- The Trust will review annually and where required update this policy regularly with further risks that have been identified.
- The Trust will provide a copy of this policy to all contractors.