

OTAGO GOLDFIELDS CAVALCADE

SAFETY PLAN April 2015

CONTENTS

	Page
Introduction	1
Purpose of this Plan	1
Legal obligations and Industry Standards	2
Environmental and Conservation Commitment	2
Management Procedures and Accountabilities	2
Management and Staff Training	4
Planned Inspections and Maintenance	4
Risk Analysis and Management	5
Emergency Preparedness 1 Hazard Identification and Analysis Matrix	5
Emergency Preparedness 2 Spare gear and equipment to be carried by leaders	6
Emergency Preparedness 3 Hazard Identification and Management Matrix	7
Emergency Preparedness 4 Incident Reporting, Investigation and Analysis	14
Emergency Preparedness 5 Incident Report Form	16
Emergency Preparedness 6 Emergency Contact List	17
Measurable Health and Safety objectives	18
Target monitoring procedure	18

INTRODUCTION

The Goldfields Cavalcade is an annual event organised by the Otago Goldfields Heritage Trust Inc. (OGHT) which is an Incorporated Society and therefore a non-profit making organisation. OGHT employs one person, the Co-ordinator, whose main duties are the administration and co-ordination of the Cavalcades both prior to, and during the course of the event.

The Cavalcade consists of a number of 'Trails' which each involve groups of people walking, riding, or travelling in wagons or vehicles, and converging on a host town after journeys of between three and seven days. All Trails follow different routes, which also differ from year to year. There are usually 3 walking trails consisting of 40 to 60 participants, 3 or 4 riding Trails of up to 100 participants each, and 2 wagon Trails (one each of heavy and light wagons) each consisting of up to 50 participants. Trails sometimes traverse remote, high altitude and rugged terrain. Wagons generally follow 4WD tracks or farm roads. To date the Cavalcade has been run annually for over 20 years without major safety problems.

Each Trail is under the leadership of a Trail Boss (manager) who is an unpaid volunteer, carefully chosen and appointed by the OGHT on the basis of relevant skills and experience. The Trail Boss has complete authority over, and responsibility for, the participants on his/her Trail. Assistant managers, (wranglers or co-leaders) and line managers (gofers) are appointed as appropriate to the needs of the Trail to assist each Trail Boss.

PURPOSE OF THIS PLAN

This plan covers the risk analysis and management system for the Cavalcade. OGHT recognises that because it is promoting the Cavalcade and inviting the general public to participate, there is a public expectation that OGHT has appropriate accountability and safety measures in place.

It is impossible to foresee every possible kind of accident, but it is possible to minimise the risks of accidents happening through good planning and management. The purposes of this Safety Plan can be summarised as follows:-

- To make the Cavalcade as safe as possible for participants and for the public.

- To satisfy the requirements of the Department of Conservation when using conservation land
- To comply with NZ laws on accountability for the safety of outdoor events

LEGAL OBLIGATIONS and INDUSTRY STANDARDS

OGHT has legal obligations to staff under the Health and Safety in Employment Act because the Cavalcade employs a Co-ordinator. There are also obligations under the HSE Act for the volunteers and trail participants. However, OGHT will take all due care in ensuring the safety of all people on the Cavalcade. We also have legal obligations pursuant to the Crimes Act and Conservation Act.

During the annual SMS review, we will investigate if any further legislation applies to the Cavalcade. This will be undertaken by investigating the – www.legislation.govt.nz – website.

Trail Bosses are appointed by OGHT and are expected to carry out their functions and responsibilities as detailed in this Plan and in the associated Briefing Papers which have been prepared for all 9 classes of Cavalcade participants. Ultimately, it is the Otago Goldfields Heritage Trust Inc. which carries all responsibility and authority for safety and accountability with respect to the organising and running of the Cavalcade. In carrying out their functions and responsibilities as Trail Bosses, and other managers, these people are acting for and on behalf of the Trust. They are expected to carry out their responsibilities as detailed in the Briefing Papers. The OGHT carries Public Liability Insurance to cover accidental and legal liabilities.

All legal aspects of the activities will be made clear to all participants through instructions from the Trust (written communication) and Trail Bosses (verbal) i.e., vehicle fitness, fire safety, qualified drivers etc.

OGHT is not aware of any relevant industry standards that apply to the horse activities being undertaken. It is however, aware of and will adhere to best practise inherent with general outdoor experience.

Minimum Experience/Qualifications for Trail Bosses

- Current First Aid Certificate
- 5 years leading groups in their particular activity (horse or walking)
- Risk Management Training

ENVIRONMENTAL AND CONSERVATION COMMITMENT

OGHT is committed to environmental care and conserving historical and environmental values on all lands through which the Cavalcade must pass. Everything will be done to leave all camping and trail stopping sites in as pristine a condition as can be accomplished. Our policy is to leave no lasting trace of our having passed through an area.

MANAGEMENT PROCEDURES and ACCOUNTABILITIES

OGHT has overall executive accountability to ensure that appropriate safety systems are in place and are being implemented on each Trail. This includes ensuring that Trail Bosses appointed by the OGHT are suitably experienced.

Through the Trust Management Committee, the Cavalcade Co-ordinator is responsible for developing and communicating the safety plan (Via website, newsletters, registration form). to Trail Bosses, assisted by their delegated deputies (wranglers and co-leaders) are responsible for adhering to the safety plan during the Trail they are leading.

The Cavalcade Co-ordinator and the Trust Chairperson are responsible for all health & safety matters for the Cavalcade.

The Cavalcade Co-ordinator is responsible for: -

- Ensuring that this safety plan is up to date and independently audited and copies are provided to all Trail Bosses (managers), Wranglers (assistant managers), Gofers (line managers) and Head Caterers on all Trails.
- Overall communication with, and co-ordination of, all the Trails and maintenance of a central register of maps of each Trail, scheduled stopovers, planned route details, Trail Boss and stopover contacts, and a list of participants names, home phone numbers, and next-of-kin contacts.
- All outside enquiries prior to and during the Cavalcade. Note that liaison with SAR, Police, Ambulance and other emergency services are the responsibility of the Trail Boss, assisted as appropriate by qualified First Aid personnel on each trail.
- Ensuring that incidents (accidents) are investigated and that a written report on the causes and any recommendations for improvements to safety procedures is provided to the OGHT by the Trail Boss/First Aid personnel.
- Co-ordinating with Transit NZ, Works Infrastructure or other competent agencies and Trail Bosses to ensure that safe road crossing procedures are in place.
- Establishing regular scheduled times for radio/phone communications with Trail Bosses where possible
- Ensuring all vehicle users are aware of the need for vehicle suitability and licensed drivers.

Trail Bosses are responsible for: -

- All setting up and running of Trails, organising overnight accommodation and implementing this safety plan.
- All safety and emergency management on their trail, including alternative route choice and weather assessment. This will include holding regular briefings to disclose known hazards as indicated in the Hazard Analysis section, and to monitor all issues and receive any reports on safety matters..
- Discretionary decisions to disallow any participant to continue on their Trail if the Trail Boss considers they are not fit/experienced enough or are not suitably equipped or have medical problems or are behaving in a manner that puts other participants' health and safety at risk.
- Appointing suitably experienced wranglers, gofers and caterers for his/her Trail and ensuring that they are aware of and abide by this safety plan.

To assist in achieving these requirements each Trail Boss will receive a copy of the Safety Plan, a check list of responsibilities and Notes about Risk Management.

NOTE that with regard to communications, professional First Aid personnel provide Mountain Radio or satellite phone communications on riding and wagon Trails. On walking Trails, Trail Bosses arrange appropriate internal and external communications (e.g. Mountain Radio, satellite phone and/or 2-way radio).

Participants

Are responsible for abiding by the terms and conditions they agreed to at the time of Registration (see Registration Form), and all further instructions from the Cavalcade Co-ordinator and the Trail Boss with respect to the Cavalcade. The Trail Boss has a copy of the Safety Plan and a copy is visible on the website.

It is explained on the Registration Form that all participants **MUST SIGN** the Registration Form in **TWO BOXES** (a) to agree to the terms and conditions of the Cavalcade, and (b) to confirm that they understand their responsibilities and will comply with the Safety Plan. **The signed Registration Form must be returned to the Cavalcade Co-ordinator at the time of Registration.**

Caterers

Are responsible for providing nutritious and appetising meals of adequate energy value for strenuous outdoor activity, prepared and served in a hygienic manner.

To assist in achieving this, head caterers will be provided with a copy of the Safety Plan and the Guidelines for Caterers

Ratios of Volunteers (Trail boss, wrangler, first aider...) to participants

An optimum ratio of 1:15 is sustainable due to the type of open country through which the Trails traverse.

MANAGEMENT and STAFF TRAINING

All managers (Trail Bosses), assistant managers and others who have management responsibilities will have the necessary skills and experience. The OGHT does not have the capacity nor the mandate to train personnel in the skills required to manage the Cavalcade Trails. The necessary skills will be inherent in those whom they select for the various positions. Any trainee staff/volunteers will be supervised until deemed competent to undertake their jobs unsupervised.

The following are guidelines as to what is expected:-

Trail Bosses (Managers) – Horse Trails

- Have extensive experience working with horses
- Have proven leadership abilities and good people skills
- Have safety and risk management skills and knowledge

Wranglers (Assistant Managers) – Horse Trails

- Have extensive experience working with horses
- Have good people skills and proven leadership experience in a supporting role

Trail Bosses – Walking Trails

- Have proven leadership abilities and good people skills
- Have very extensive tramping experience (usually at least 10 years)
- Have safety and risk management skills and knowledge

Assistant Managers – Walking Trails

- Have good people skills and proven leadership experience in a supporting role
- Have extensive tramping experience (usually at least 5 years)

COMPLAINTS POLICY AND PROCEDURES

All complaints from staff (volunteers) and participants are treated with respect and carefully considered in an attempt to resolve any issues. All health and safety complaints will initiate a review of the SMS to ensure either that the matter is covered within the existing SMS or if there is a need to upgrade the SMS to encompass the issue raised.

Complaints Procedure:

- Complaint is received from participant or staff member
- Trail Boss will record the complaint details
- Trail Boss will present the complaint details to the Director as soon as practical
- Director will contact participant and/or staff member for further information
- Director will resolve issue to the satisfaction of the participant or staff member
- Director will review the SMS to determine if the SMS needs upgrading to include the issue identified.

- Any changes to the SMS will be notified to staff and other interested parties

DRUGS & ALCOHOL PROTOCOLS

POLICY

The following drug (medical or recreational) and alcohol policy will apply to the Cavalcade event:

- Staff/participants will not be impaired by drugs or alcohol while participating in the Cavalcade
- Management will monitor for staff/participant drug/alcohol impairment
- Staff/participants suspected of drugs or alcohol impediment will be stood-down from work and the problem discussed
- Staff/participants will be stood-down subject to the severity of the problem and the length of time it takes to resolve the issue
- Staff/participants will have a workplace no-impairment drug and alcohol clause in their job descriptions/ registration conditions

RISK FACTORS

Work-force:

The drug/alcohol risks within the Cavalcade work-force/participants have been assessed as **MEDIUM to HIGH**. This is due to the following assessment:

- Large number of staff/participants
- Staff/participants ages range from young to older folk
- Participants come from a wide social backgrounds
- We are unaware of the historical drug/alcohol use of participants or staff

Workplace:

The risk-factor for the workplace has been assessed as **MEDIUM to HIGH**. This is due to the following assessment:

- Transporting people on public roads and back country tracks
- Working with and around horses
- Use of cookers and other hazardous implements

All the above activities require a reasonably high level of concentration and any drug or alcohol impairment would severely compromise the safety of the participants and staff.

MONITORING DRUG/ALCOHOL ABUSE

The following will apply for monitoring drug/alcohol abuse during the Cavalcade.

Management will:

- Periodically ask staff/participants if they are or have been impaired recently
- Periodically ask participants if they think staff/participants have been impaired due to drugs/alcohol
- Periodically check staff/participants at the beginning of the event to ensure they are not impaired by recent pre-event drug/alcohol consumption
- Throughout the event, observe the behaviour of both staff and participants to determine if there are any signs of impairment
- Check that staff/participants are not consuming medical drugs that may compromise their work safety

PLANNED INSPECTIONS and MAINTENANCE

Although OGHT does not own any assets that require regular inspections or maintenance, many of the Cavalcade members will. OGHT has a responsibility to remind members that all vehicles and equipment must be kept in a safe working order prior to and throughout the Cavalcade.

It is the owner's responsibility to ensure all equipment including vehicles used on the Cavalcade are in a safe condition.

Prior to Cavalcade

All vehicles and other equipment that will be used on the Cavalcade and likely to cause harm, including 4WDs, portable stoves and ovens, trailers, wagons etc., will be required to be in good working condition prior to being used on the Cavalcade. A notice to this effect will be included in the Briefing Paper(s) provided for all participants. If they have any doubts, Trail Bosses have the right to authorise an inspection of any piece of equipment intending to be used on the Cavalcade. They also have the right to reject any item of equipment they deem not safe enough to be used on the Cavalcade.

During Cavalcade

To avoid hold-ups the owners of the vehicles and other equipment will be encouraged to carry out regular inspections at the end of the day so as to facilitate repairs and maintenance prior to the next day.

RISK ANALYSIS and MANAGEMENT

In this section the kinds of risks which might be faced on each of the 5 types of Trail are listed.

The 5 types of Trail are:-

- (i) Walking Trail
- (ii) Horse Riding Trail
- (iii) Wagon Trail with accompanying riders.
- (iv) Self-sufficient Walking Trail
- (v) Self-sufficient Riding Trail

EMERGENCY PREPAREDNESS 1

TASK, HAZARD IDENTIFICATION and ANALYSIS MATRIX

Trail	Travel	Hazard												
		A	B	C	D	E	F	G	H	I	J			
Three Walking Trails (3-4 days)	WALKING	•		•	•	•	•	•	•	•	•			
	CAMPING	•		•	•	•	•	•	•	•	•			
	CAMPING	•		•	•	•	•	•	•	•	•			
Four Riding Trails (6-8 days)	RIDING	•	•	•	•	•	•	•	•	•	•			
	CAMPING	•	•	•	•	•	•	•	•	•	•			
Two Wagon Trails (6-7 days)	WAGONS and RIDING	•	•	•	•	•	•	•	•	•	•			
	CAMPING	•	•	•	•	•	•	•	•	•	•			
Self-sufficient Walking Trail	WALKING	•	•	•	•	•	•	•	•	•	•			
	CAMPING	•	•	•	•	•	•	•	•	•	•			
Self-sufficient Riding Trail	RIDING	•	•	•	•	•	•	•	•	•	•			
	CAMPING	•	•	•	•	•	•	•	•	•	•			

EMERGENCY PREPAREDNESS 2

Spare gear and equipment to be carried per trail

The following gear and equipment, **which is additional to the gear which individuals are recommended to have (See Briefing Paper(s))** will be carried on the trail, either by the Trail Boss or wrangler or gofer, or by professional First Aid personnel for communications equipment on riding and wagon Trails.

For personal protection

- “Survival blanket” or Bivvy bag
- Ground insulation

For navigation and route finding

- Full set 1:50,000 (new 2009) Topo maps of whole trail plus orienteering compass
- Or GPS unit,
- At least two official’s per trail who are confident in using compasses or GPS’s.

For communications

- Two way hand held radios (at least 2 of)
- Mountain Radio, Satellite phone or PLB

For accidents and unforeseen events

- Party First Aid kit (See Trail Boss Briefing Paper for detailed contents list)
- Torch or headlamp
- Wristwatch
- Notebook and pencil
- Pocket knife or multi tool
- Whistle

Recommended Optional additional items

- Spare warm clothing (including hats and mitts)
- Transistor Radio (for weather forecast)

EMERGENCY PREPAREDNESS 3

HAZARD IDENTIFICATION and MANAGEMENT MATRIX

AZARD	IDENTIFICATION	MANAGEMENT STRATEGY	EMERGENCY PROCEDURE
A	Vehicle or Wagon Accident <u>Significant?</u> – YES <u>Control?</u> - minimise	OGHT will communicate to all participants that: <ul style="list-style-type: none"> • All motor vehicles must have a current warrant of fitness • All drivers must have current drivers' license • All wagons must be in a fit state to complete trail (good brakes and road worthy) • All vehicles must carry portable fire extinguishers or have them available • All drivers should have suitable off-road experience • All road rules must be complied with • All passengers must be carried safely • Speed and behavior of drivers is expected to be responsible • 	<ul style="list-style-type: none"> • Alert emergency response team • Trail-boss or deputised person to control site • Take fire extinguisher to site if required • Ensure crash area is safe to approach • Extinguish fire if required • Check patient(s) ABC • Apply first aid • Remove patient(s) to hospital care if required • Notify authorities • Complete incident report and debrief with Cavalcade coordinator.
B	Kicking Horses (Kicking other horses, riders etc.) <u>Significant?</u> – YES <u>Control?</u> - minimise	OGHT will ensure that: <ul style="list-style-type: none"> • Horses that go out of their way to kick other horses or people are not allowed to take part in the Cavalcade. • All participants are made aware of the potential for ANY horse to kick. 	<ul style="list-style-type: none"> • Alert medical team • Treat injuries • Evacuate patient if required • Complete incident report and debrief with Cavalcade coordinator
C	Personal equipment inadequate	OGHT will ensure that: All participants are given equipment lists – Trail Bosses to do visual gear check on first morning.	<ul style="list-style-type: none"> • If gear is deemed inadequate by Trail boss then participant is not allowed to join the trail until new/better gear is acquired. • Lend participant gear from the 'extra' gear carried by trail boss (crew).
D	Group Equipment inadequate	Test and use communication equipment within trail and between back-ups. Check and update group first aid, PLB's, RT's. Monitor cell coverage. Ensure spare gear/batteries are carried.	<ul style="list-style-type: none"> • Use whatever remaining communication methods you have at your disposal • Send person with phone to top of ridge for cell coverage? • Send rider/vehicle to nearest farm house to use landline.

<p>E</p>	<p>Carbon Monoxide Poisoning (E.g. use of gas appliance inside a non-ventilated space)</p> <p><u>Significant?</u> – YES</p> <p><u>Control?</u> - minimise</p>	<p>OGHT will ensure that:</p> <ul style="list-style-type: none"> • The dangers of carbon monoxide (CO) poisoning are disclosed • People are advised not to use gas appliances inside tents and other non-ventilated buildings (huts) 	<ul style="list-style-type: none"> • Check site is safe to enter • Remove patient(s) from affected area • Apply ABC • Apply mouth-to-mouth resuscitation if not breathing • Notify emergency team • Alert authorities • Evacuate patient if required • Complete incident report and debrief with Cavalcade coordinator
<p>F</p>	<p>Fire (Tent, tussock, building, vehicle, etc.)</p> <p><u>Significant?</u> – YES</p> <p><u>Control?</u> - minimise</p>	<p>OGHT will communicate:</p> <ul style="list-style-type: none"> • The risks of fire and key contributors to fires. • That the use of candles in tents and buildings is prohibited • That all vehicles must carry a fire extinguisher. • Smoking is prohibited in buildings and tents <p>The Trail Boss will ensure that:</p> <ul style="list-style-type: none"> • There are adequate fire extinguishers and fire suppression tools available on official vehicles • Everyone knows what to do in the event of a fire • No open fires are used during high fire-risk seasons and areas • Smoking is only permitted in safe area's if any are available. 	<ul style="list-style-type: none"> • Alert everyone of the fire location • Start fighting it • Alert authorities • Ensure all threatened buildings, tents, vehicles, animals, etc. are evacuated • Treat any patients • Evacuate patient(s) if required • Complete incident report and debrief with Cavalcade coordinator

<p style="font-size: 48pt; font-weight: bold; margin: 0;">G</p>	<p>Drowning (While swimming, river-crossing with/without horse, vehicle or walking. E.g. getting thrown off a panicking horse mid-stream or vehicle being swept away or going into a hole)</p> <p><i>Significant?</i> – YES</p> <p><i>Control?</i> - minimise</p>	<p>The Trail Boss will ensure that:</p> <ul style="list-style-type: none"> • Hazards relating to river crossing and swimming are disclosed • Recognised mutual supported river crossing methods (walking trails) at appropriate sites will be used (trail boss to determine such sites) • No river crossings will be attempted where the speed or depth of water poses an unreasonable risk on people, horses or vehicles. 	<ul style="list-style-type: none"> • Trail-boss or deputised person to control site • Ensure site is safe to enter • Remove patient from water and apply ABC • Apply mouth-to-mouth resuscitation if required • Alert emergency team • Alert authorities • Evacuate patient if required • Complete incident report and debrief with Cavalcade coordinator
---	---	---	---

<p>H</p>	<p>Fences – Barbed wire, electric, loose/old fence lines</p>	<p>Coordinate with farmers to have electric fences turned off and keys for locked gates. Ensure you can use gates where necessary. Avoid old fences and loose wires where possible – ensure wranglers are standing over loose wires if they must be crossed.</p>	<ul style="list-style-type: none"> • Make use of wire cutters if absolutely necessary. Ensure fence is fixed and land owner informed. • Remove loose wires from crossing over point.
<p>I</p>	<p>Traffic – all roads that vehicles ‘could’ be traveling on.</p>	<p>Use correct signage and personal when crossing roads. Ensure EITHER clear visibility in both directions where crossing roads OR traffic management controllers on both sides of the crossing point alerting traffic to the group crossing ahead.</p>	<ul style="list-style-type: none"> • Vehicle vs walker or horse will be a serious accident. • Alert medical team • Treat injuries • Evacuate patient if required • Alert 111 if necessary • Complete incident report and debrief with Cavalcade coordinator
<p>J</p>	<p>Burns (Causes – hot water, BBQ, fire, etc.) <u>Significant?</u> – YES <u>Control?</u> - minimise</p>	<p>OGHT and the Trail Boss will ensure that:</p> <ul style="list-style-type: none"> • Smoking on the trail or around buildings is strictly prohibited. • Trail caterers are cautioned about cooking fire hazards. 	<ul style="list-style-type: none"> • Ensure site is safe to enter • Remove patient from heat source and apply ABC • Apply mouth-to-mouth if required • Treat burn by immersing area in cold water • Alert emergency team • Evacuate patient if required • Alert authorities • Complete incident report and debrief with Cavalcade coordinator

K	Falls (E.g. horse, motor vehicle, rocks, etc.)	OGHT will ensure that:	<ul style="list-style-type: none"> • Ensure area safe to enter • Treat patient • Alert emergency team • Evacuate patient if required • Alert authorities • Complete incident report and debrief with Cavalcade coordinator
	<u>Significant?</u> – YES	<ul style="list-style-type: none"> • The possibility of falling and the potential for head and other injuries is made known to participants. 	
	<u>Control?</u> - minimise	<ul style="list-style-type: none"> • Riders are advised to use helmets and point out the consequences of not doing so • All participants are aware of the reasonable level of fitness required to complete a cavalcade. <p>Trail Bosses will advise that:</p> <ul style="list-style-type: none"> • Horse riders should walk steep and difficult trail sections • All Trail Boss instructions to be adhered to 	

<p>L</p>	<p>Hypothermia</p> <p><i>Significant?</i> – YES</p> <p><u>Control?</u> - minimise</p>	<p>OGHT will communicate that:</p> <ul style="list-style-type: none"> • The possibility of hypothermia is real and dangerous to all Cavalcaders • All members must carry wind and waterproof protective clothing <p>Trail bosses will ensure that:</p> <ul style="list-style-type: none"> • There are adequate food stops during cold weather • During extreme weather people are managed appropriately • Where appropriate, sheltered conditions are available during rest stops • Emergency shelter is carried on the Trail • Emergency warm clothes and blanket/bivvy bag are carried on the trail. • Trail members are monitored during cold, wet weather 	<ul style="list-style-type: none"> • Stop, find shelter and treat patient(s) in appropriate way • Alert medical team • Keep patient(s) rested until cleared by medic/doctor • Evacuate patient if required • Alert authorities • Complete incident report and debrief with Cavalcade coordinator
<p>M</p>	<p>Hyperthermia or dehydration</p> <p><i>Significant?</i> – YES</p> <p><u>Control?</u> - minimise</p>	<p>OGHT will communicate that:</p> <ul style="list-style-type: none"> • The possibility of over heating and loss of fluids is real and dangerous • All members should carry adequate fluid supplies and drink regularly <p>Trail bosses will ensure that:</p> <ul style="list-style-type: none"> • Trail members are monitored during very hot weather • Where appropriate, sheltered conditions are available during rest stops 	<ul style="list-style-type: none"> • Stop, find shelter and treat patient(s) in appropriate way • Alert medical team • Keep patient(s) rested until cleared by medic/doctor • Evacuate patient if required • Alert authorities • Complete incident report and debrief with Cavalcade coordinator
<p>N</p>	<p>Loss of Route</p> <p><i>Significant?</i> – NO</p> <p><u>Control?</u> - minimise</p>	<p>OGHT will ensure that:</p> <ul style="list-style-type: none"> • All Trail Bosses have navigation skills <p>Trail bosses will ensure that:</p> <ul style="list-style-type: none"> • Care is taken to keep to trail close together during low visibility conditions 	<ul style="list-style-type: none"> • Stop and evaluate situation • Locate trail using appropriate methods • If unable to locate trail stop and make camp until trail is relocated • Complete incident report and debrief with Cavalcade coordinator

<p>O</p>	<p>Missing Person(s) <u>Significant?</u> – NO <u>Control?</u> - minimise</p>	<p>OGHT will ensure that:</p> <ul style="list-style-type: none"> Participants are encouraged to have whistles in personal first aid kits Trail members have been briefed on what to do if they get separated from the group <p>Trail bosses will ensure that:</p> <ul style="list-style-type: none"> Group members are kept together particularly at constricted route locations e.g. river crossings Regular head-count systems are set up to identify missing persons as soon as possible 	<ul style="list-style-type: none"> Stop and set up standard search procedures If person(s) not located, notify authorities for assistance Keep rest of group together and occupied Complete incident report and debrief with Cavalcade coordinator
<p>P</p>	<p>General Injuries (Crush, breaks, sprains, sunburn, stings, punctures, etc.) <u>Significant?</u> - could <u>Control?</u> - minimise</p>	<p>OGHT will:</p> <ul style="list-style-type: none"> Encourage trail members to take care and follow good safety practices <p>Trail bosses will ensure that:</p> <ul style="list-style-type: none"> Any hazardous areas/sites are disclosed to all participants 	<ul style="list-style-type: none"> Ensure area safe to enter Alert medical team Treat injuries Evacuate patient if required Alert authorities if required Complete incident report and debrief with Cavalcade coordinator
<p>Q</p>	<p>Medical (Asthma, diabetes, allergies, food poisoning, etc.) <u>Significant?</u> - could <u>Control?</u> - minimise</p>	<p>OGHT will ensure that:</p> <ul style="list-style-type: none"> Participants are asked if they have any special medical requirements in the registration form Lists of participants are made available to the Trail Boss and trail First aid person/team. Participants are advised to carry their own medications 	<ul style="list-style-type: none"> Alert medical team Treat as per known medical symptoms and information Evacuate patient if required Alert authorities if required Complete incident report and debrief with Cavalcade coordinator

EMERGENCY PREPAREDNESS 4

INCIDENT REPORTING, INVESTIGATION and ANALYSIS

A serious/significant incident is an event that, if circumstances had been different, the person(s) involved could have sustained serious injury or have been killed.

Reporting

Incidents (accidents and near misses) will be reported by individual trail participants to the Trail Boss. If the incident is considered serious enough to require a change in future behaviour, it will be recorded using the Incident Reporting form (Emergency Preparedness 5). This will be done within 48 hours of the incident unless otherwise stated or a request is granted to delay it.

The Trail Boss will communicate the report to the Cavalcade Co-ordinator who will later include it in his/her report to the OGHT.

A review of the Safety Plan will be undertaken immediately to determine if there is a requirement to alter any procedures after either a serious harm-causing accident or non-harm incident.

All serious harm-causing accidents will be reported to the department of Labour within 7 days of occurrence.

Investigation

The investigation to be done as soon after the event as practicable.

The Trail Boss will investigate the incident and his/her findings will be communicated to the Cavalcade Co-ordinator.

An outside agency may be employed to help with any investigation deemed beyond the time limits or the skills and experience of those within OGHT.

Analysis

The finding of all the reports will be analysed by an expert panel established by OGHT.

An outside agency may be employed to help with any analysis deemed beyond the skills and experience of those within OGHT.

The analysis to be completed within 28 days from the completion of the Cavalcade.

SAFETY PLAN REVIEW

The contents of this Safety Plan are reviewed before and after every Cavalcade by the Co-ordinator, Trail Bosses and the OGHT Management Committee. (See post Cavalcade Debrief Meeting agenda)

The safety plan is reviewed after all serious harm or non-harm causing events. If deemed appropriate, an external review of the Plan will be commissioned.

Every three years an outside safety auditor will be invited to review the safety plan for its currency.

First Safety Plan written approved and audited November 2003, with a most recent audit 2010.

EMERGENCY PREPAREDNES 6

EMERGENCY CONTACT LIST

To be filled in by Trail Boss prior to trail commencement and copies supplied to Cavalcade Co-ordinator, Wrangler, Gofers, and Caterers

TRAIL NAME _____

Position	Name	Cell phone/phone	Phone (next of kin)
Co-ordinator Trail Boss Wrangler(s) Gofer(s) Backup(s) Caterer(s) Dunedin Mtn Radio Service			
Stopover	Date	Landowner/Accommodation Providers name	Contact Phone

APPENDIX A

MEASURABLE H & S TARGETS

The following Health & Safety targets are used annually to measure our H & S performance.

1. To have no serious accidents or near-harm incidents
2. To ensure all serious near-hit incidents are recorded
3. To ensure all serious accidents and incidents are investigated
4. To record all non-serious incidents and minor accidents on the Register
5. At the end of each tour, to evaluate our incident/accident database
6. To have any new identified hazards recorded and controlled
7. To have any new tour sites checked, evaluated, recorded and staff notified
8. To meet at the start of tour with volunteers/staff to discuss any relevant H & S matters
9. To monitor/evaluate a route/track/trip safety during Cavalcade. This will be done by the Trail Bosses or a Technical Advisor on our behalf.

Trust members and Cavalcade Trail Bosses are involved in establishing annual H & S objectives. This will occur prior to each event during the event planning meetings.

TARGET MONITORING PROCEDURE

The following procedure is used to monitor our progress towards achieving our H & S targets.

- The targets are copied to a matrix
- Dates of the monitoring sessions are entered on matrix
- Due date arrives – management meet to evaluate each target
- Comments on each evaluation recorded
- Target records filed for comparison at next evaluation
- Each evaluation signed off by Cavalcade Co-ordinator