



Buller Gorge Marathon

Health, Safety & Security Policy

VERSION CONTROL

Date	Amendments	Author	Approved	Version
29 Oct 2023	First draft	S. Stewart	C. Reid & J. Douglas	v.1

At a minimum, this policy is to be reviewed and updated twice annually: at the beginning of each event planning cycle (July) by the BGM Committee and following the event (February).

AUTHOR LIABILITY STATEMENT

The author of this policy assumes no personal responsibility or liability for the adherence to, or execution of, the Buller Gorge Marathon (BGM) health, safety and security measures. This document is a statement of policy only; it does not constitute the necessary operational plans and procedures to ensure the health, safety and security of the event. This policy is a draft as at 29 October 2023: It is not a live document until it has been approved by the BGM Committee.

PURPOSE AND SCOPE

The Buller Gorge Marathon (BGM) strives to be a zero-harm event. Through BGM policy, plans and procedures the Buller Gorge Marathon Trust endeavours to ensure the health, safety and security (HSS) of all participants, volunteers and contractors involved in the event.

The Buller Gorge Marathon Committee will consider HSS in the preparation and delivery of the event. This policy document underpins BGM plans and procedures. For HSS specifically, this plan is currently known as the 'BGM Health & Safety Plan'.

This Policy applies to all Buller Gorge Marathon, Half Marathon and Relay participants, Board members, contract staff and volunteers.

LIMITATIONS

The following information and details are outside the scope of this BGM HSS policy. This information should be contained in other BGM official documents, and wherever relevant, in accordance with this HSS policy.

- Generic event information and organisational charts.
- Operational policies, plans and procedures for delivering the event.
- Stakeholder, vendor and contractor management policies and plans.
- Participant, staff and volunteer event information, including pre-race briefings.
- Details of incident and emergency response plans and procedures.
- HSS Risk and Hazards Register, Incident Report Form and Incident Register.
- Cybersecurity, data protection and the Privacy Act 1993.
- All HSS pertaining to the event festivities at the finish area.

LIABILITY AND INSURANCE

Neglecting to adhere to the BGM HSS policies, incident management plans and all relevant regulatory and legislative requirements jeopardises the BGM goal of preventing health, safety and security incidents.

The BGM Committee should maintain up to date liability and indemnity insurance to cover incidents, emergencies, unforeseen events and any claims made against, or relating to the event and associated activity, the BGM committee, its members and volunteers.

All participants sign a waiver when registering this indemnifies the Board, volunteers and contractors against liability for any incidents and or emergencies occurring in relation to the event.

Volunteer groups and contracted vendors are expected to maintain and adhere to their own HSS policies and regulatory requirements when undertaking roles with the BGM.

- Health and Safety at Work Act 2015
- Health and Safety in Employment (Adventure Activities) Regulations 2011
- WorkSafe General Risk and Workplace Management Regulations 2017
- Food Safety Act 2014
- NZ Standard: Occupational health and safety management systems
- Local council regulations and bylaws/ Local Government Act 2002
- Health Practitioners Competence Assurance Act 2003

RISK MANAGEMENT

Good risk management reduces the likelihood and impact of HSS incidents and helps ensure a successful event.

Risk identification and mitigations are logged in the BGM Risk register. It is the responsibility of the BGM Committee to ensure mitigations identified on the risk register are in place for the event. The register should be formally reviewed by the BGM Committee and updated during each event planning cycle and following each event, as well as when new risks or mitigations are identified.

Identified and emerging risks are to be monitored immediately before and during the event by event volunteers and contractors. Any person who identifies a risk is required to report it to Race Officials immediately. All volunteers or contractors involved in the event on the day are to be briefed on the risk register and mitigation strategies in place.

RESPONSIBILITIES & DUTY OF CARE

The BGM commits to providing safe conditions for everyone involved in the event. The HSS responsibilities of, and guidelines for, participants are communicated via the race rules published on the official BGM website and via a pre-race briefing.

Volunteers and contractors must have appropriate Personal Protective Equipment relevant to their role. All volunteers and contractors are prohibited from being under the influence of alcohol and/or other drugs on race day. All support personnel will receive a pre-race briefing.

INCIDENTS & EMERGENCIES

A Health, Safety or Security incident is defined by this policy as any unplanned or uncontrolled event that exposes one or more people to the risk of, or actual, harm to health, safety, or security.

The BGM incident reporting and emergency response plans are to be followed immediately in the event of any incident or emergency, including but not limited to: medical incidents, severe weather, natural disasters, criminal activity, overcrowding and road traffic collisions.

It is critical these plans include the immediate contacting of emergency services and processes for communicating emergency response to all participants, volunteers and contractors in real-time before and during the event.

Any notifiable injury, illness or incident will be reported to authorities within regulated timeframes. All incidents will be reviewed and logged on the incident register by the BGM Committee and/ or Event Director.

TRAFFIC

State Highway 6 Buller Gorge is an undersized state highway in poor state of repair. The road is winding and narrow, with stretches that are single lane and zero visibility to oncoming traffic. There is no margin for error for drivers.

The course should be closed to all traffic for the duration of the event, with the exception of emergency services, and vehicles used by race officials, and relay participants. The BGM liaises with Waka Kotahi to arrange road closures, Waka Kotahi have the final say on the location and timings of road closures.

MEDICAL

A medical director or clinical advisor should assume overall management of the planning and real-time response to any injury or illness during the event.

Hato Hone St John are to be contracted to provide medical cover for the event. Emergency Medical personnel and first aid equipment is to be stationed along the route. The amount of medical cover must be, at minimum, proportional to the volume of participants, spectators, volunteers and contractors involved in the event. This is in order to ensure effective response to any medical incident, including multiple simultaneous medical emergencies.

The BGM Trust will communicate information on measures to reduce medical risks to participants, volunteers and contractors via the race rules and pre-event briefings.

PUBLIC HEALTH & FACILITIES

It is critical that for all race facilities provision is, at minimum, proportional to the volume of the total population involved in the event. Inadequate facilities, equipment, hydration, and sanitation and waste disposal facilities pose a significant risk to health and safety.

The BGM is responsible for acquiring a provider of temporary toilet facilities for race participants. At minimum, these toilets and their provision should adhere to required waste management regulations. All provided toilets must include adequate sanitation systems for waste and hand washing. Toilet facilities should be provided in sufficient quantities to discourage people from relieving themselves elsewhere on the course:

- It is dangerous to leave the gorge road, as to one side are steep banks, and to the other a cliff edge that drops directly down into the Buller River.
- Anyone who does not use a toilet may be liable to a charge of 'Excreting in public place' under s32 of the Summary Offences Act 1981.

The BGM is responsible for providing adequate hydration to race participants and undertakes to provide water and electrolyte drinks along the course. The quantity and availability of these drinks must be, at minimum, proportional to the number of race participants and forecasted weather conditions. The preparation and handling of the drinks should be undertaken in strict adherence to the relevant public food hygiene legislation.

The BGM is responsible for ensuring there are adequate waste disposal facilities along the event route and at the finish area. This should include the provision of rubbish bins and the collection of litter from the race route and finish area after the conclusion of the event.

The Buller Gorge Marathon Trust will take all reasonable steps to ensure the equipment and practices employed during the event meet all health and safety legislative and regulatory obligations.