



Schools Alpine Competition: Trans-Tasman Schools Winter Festival 2024

Event Safety Management Plan

Event Date: 23/09/24-27/09/24

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Section 1: Event Context

Event introduction and overview

The Schools Alpine Competition: Trans-Tasman Schools Winter Festival will be held at the Remarkables. This is the second season of the newly developed multiday event which will be welcoming athletes from both New Zealand and Australia to compete in both ski and snowboard disciplines.

Our primary goal is to ensure a safe environment for the competitors as well as create a positive and encouraging atmosphere amongst students.

Event aims and objectives

Our aim is to deliver a safe and fun opportunity for students to practice their racing and ski/snowboard technique. The four distinct events are giant slalom, dual slalom, skier/boarder cross, and slopestyle.

Responsibilities

NZSki Ltd understands the public has an expectation and a right to be safe at all public and private events. Holding such events, NZSki Ltd has a responsibility to ensure workers, contractors, attendees, and other guests the safest environment practicable.

- Health & Safety at Work Act 2015

As PCBU, the Health and Safety at Work Act requires NZSki to take reasonably practicable steps to ensure the safety of staff, volunteers, and participants.

- Occupiers' Liability Act 1962

The Occupiers' Liability Act 1962 requires event organizers to demonstrate a common duty of care to ensure that event visitors and users will be reasonably safe in using the premises for the purposes for which they have been invited or permitted to be there.

Safety Declaration

NZSki Ltd and/or the 3rd party event organizer, is responsible for the risks and controls identified and outlined for this event, as per the hazard register and will ensure they are implemented and monitored at all stages of the event as per this event safety management plan.

Event Organiser Details

Contact Name:	<i>Brenner Hiroshi Yamada</i>
Address:	<i>Head of Race and Events</i>
Contact Number:	<i>027 252 0653</i>
Email Address:	<i>brenner.yamada@coronetpeak.co.nz</i>

Organizing Team and Critical Roles

Title	Name
<i>Ski Area Manager/Event Manager</i>	<i>Steve Hall</i>
<i>Assistant Ski Area Manager</i>	<i>Mark Sommerville</i>
<i>RE Event Coordinator</i>	<i>Brenner Yamada</i>
<i>RE Maintenance Manager</i>	<i>Paul Halsted</i>
<i>RE Ski Patrol</i>	<i>Brad Saville</i>
<i>NZSki Public Relations</i>	<i>Mandy Cooper</i>
<i>School Organizer</i>	<i>Chris Hansen</i>
<i>Results and Timing</i>	<i>TBD</i>

Stakeholders

Remarkables, NZSki Group, DOC, School Sport New Zealand

Communications on the Day of Event (and prior)

Detail	Name / Service	Contact Number	Radio Channel
Key Staff Contacts	<i>Steve Hall – Ski Area Manager</i>	<i>027 676 0067</i>	<i>Ch.3</i>
	<i>Brenner Yamada – Race and Events</i>	<i>027 252 0653</i>	<i>Ch.5</i>
	<i>Mark Sommerville– Assistant Ski Area Manager</i>	<i>027 274 4285</i>	<i>Ch.3</i>
	<i>Chris Hansen – Schools organizer</i>	<i>09 520 7682</i>	<i>Ch.11</i>
	<i>Ski Patrol</i>	<i>027 500 4371</i>	<i>Ch.3</i>
Emergency Contacts	<i>Emergency Services</i>	<i># 111</i>	
Radio Details	<i>Mountain Ops Ch. 3, Roads Ch. 4</i>		
Additional Contacts	<i>Ch. 7 is reserved for race jury.</i>		



Anticipated Attendance

Spectators:	100
Participants:	300-400
TOTAL	Est. 450

Event Program

Required safety and event features will be prepared before events. Racecourses will be set morning of and time for inspection will be given prior to the first run.

Event Schedule:	Sept 23 – Giant slalom Sept 24 – Skier cross/boarder cross Sept 25 – Dual Slalom Sept 26 – Slopestyle Sept 27 – Weather day
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See race notices for further race timing.

Event Rules

As per Snow Sports New Zealand Alpine Competition Rules 2024:

6.1.1.3 SSNZ Schools events provide an introduction and development level for racers with a focus on team participation and fun.

6.1.1.4 Snow Sports NZ work with school event ROCs, providing assistance with timing, registrations, medals, and event organisation.

6.1.1.5 Sanctioned school races should be run in accordance with SSNZ Junior Interfield course setting rules and use the ROC best practices set out in the NZCR. The Course Setter and Jury should provide a safe and interesting course on blue slopes with suitable terrain.

The required protective equipment must be correctly worn at all times during the event, this includes practice sessions and racing.

Mandatory gear
<ul style="list-style-type: none">• A helmet specifically designed for Alpine Skiing that satisfies current New Zealand or equivalent international standards is compulsory.• Maintained and safe ski/board equipment (appropriate DIN settings)

Guidelines and Compliance Requirements

Remarkables is to follow alcohol safety plan and all on-mountain procedures.

These include relevant Operational Emergency plans which include but are not limited to:

1. Lift evacuation procedure
2. VOR emergency procedure
3. Earthquake emergency management plan
4. Gas Leak emergency management plan
5. Fire and Building evacuation emergency plan
6. Missing person emergency plan
7. Hazardous substance emergency plan
8. Wind management plan
9. NZSki Drug and Alcohol Procedure

Contractor Management

This will be filled out one week prior to the race.

The following people have completed and returned an “H&S induction” form:

Volunteer	School	Contact Name	Contact Number

Company Name	Service Provided	Contact Name	Contact Number
Race and Events	Event Organizer	Brenner Yamada	027 252 0653
Snow Sports NZ	Alpine Operations Manager	Erin McNary	021 223 3494

Where volunteers/external contractors are involved, there is a duty of care on event organisers. At a minimum, volunteers are to undergo a briefing identifying H&S related items to their duties and tasks.

This will also cover communications relevant to their roles before being located on course.

Volunteers will be placed where determine to be necessary for student guidance and gate judging.

This will be identified prior to the event, but flexible with locations on the day.

Contractors are to undergo, at minimum, full H&S induction at the Remarkables. Sign-in and sign-out process to be covered in induction. Hi vis vests and radios will be distributed as necessary.

There is not expected to be security requirements for this event.

NZSki carries a \$50m Public Liability cover.

Weather Plan and Contingencies

September in Otago, specifically the Remarkables, brings warming ski field temperatures and variable conditions. Expect anything from rain, snow, to blue bird days. Due to the Alpine environment, the weather can change very rapidly.

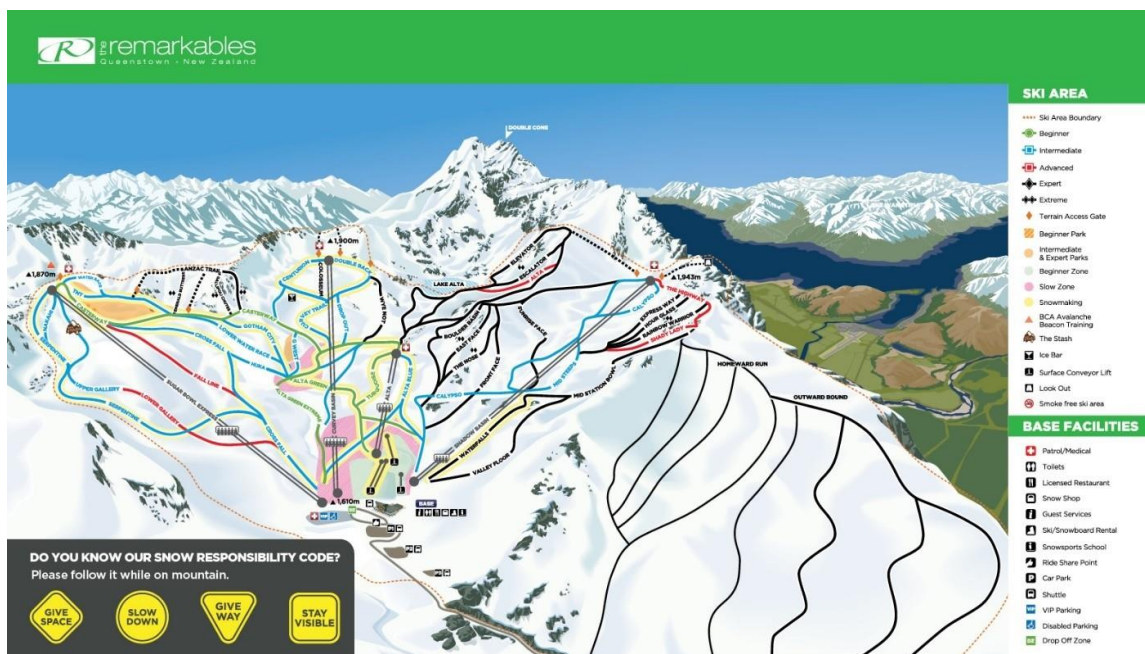
The safety of our participants, employees and volunteers is of highest importance. The weather will be continuously and closely monitored to ensure the event is being carried out within safe operating parameters. This will be determined by the Remarkables SOP for weather events.

NZSki has access to the premium Met Connect service which provides detailed location specific forecasting. In addition to this, NZSki has our own array of temperature, weather, and humidity sensors around the mountain. Combined, these build a fairly accurate weather picture and allows for good contingency planning.

This information is fed to the Events Management Team (EMT) up to a week out and then updated progressively as the lead time shrinks to ensure a good understanding of the environmental challenges.

Onsite Medical, First Aid, Security and Safety

For this event, ski patrol is available for assistance. A patroller will be stationed at the top of all event venues while racers are on course. Additionally, the patrol main building is located next to the base building. There are separate aid stations available at the top of lifts. Treatment location at the Remarkables Base, equipped with a Heli pad. Sleds are also available for extraction of patients.



Patrol on duty will have the use of all the patrol medical and evacuation equipment. Vac mats, collapsible stretchers, Entonox and oxygen gas. All Trail Safety have valid PHEC certificates and are experienced at accident and medical emergency care. They are available on Radio Ch. 1.

Patrol keeps a record of all patient incidents and injuries in the 'NID' reporting system. They will inform the Ski Area Manager (SAM) of any potential incident that might fall within the Worksafe NZ reporting requirements. The SAM would then report to Worksafe NZ if applicable.

Injury and Incident Reporting, Recording and Investigation

All incidents, near misses and injury are to be reported as soon as they occur to your Supervisor/HOD. All work-related incidents, near misses, wellbeing, property damage, personal injury and those that involve NZSki permanent structure (i.e., public coming into contact with a NZSki owned man-made structure) are to be logged into Beakon by NZSki employees.

Investigations will be investigated by the appropriate party with support of the NZSki H&S Advisor and Ski Area Manager. All other incidents will be captured via Trail Safety and logged on the National Incident Database (NID) for record.

Medical facilities and accessing emergency services

The nearest A&E service is at Lakes District Hospital, Frankton. 24km/28 minutes evacuation by either St John ambulance or Otago Rescue Helicopter service based in both Queenstown and Dunedin. Additionally, there are two private medical clinics in Queenstown. Our Trail Safety team work regularly with all providers in the district.

If required, local medical providers will be notified of an event.

Initiating emergency response plans

The SAM will be the one making key decisions that affect the event, with support of trail safety from a H&S perspective, in deciding which contingency plan is best followed.

Remarkables' media plan allows for only the SAM to comment to media in the case of any incident. Otherwise, the SAM can give delegated authority to members of staff to comment on certain aspects of the event, most likely either the GMO or Assistant Ski Area Manager.

General NZSki Emergency Response Plans will be utilized to ensure sound decision making is undertaken. Emergency response plans scope are the following:

- CP Avalanche Emergency Plan HSMS 4.3
- CP Building Evacuation Plan HSMS 4.4 (Fire, Explosion, Gas Leak, Earthquake)
- CP Lift Evacuation Emergency Plan HSMS 4.5
- CP Access Road Incident Emergency Plan HSMS 4.8
- NZSki Missing Person Emergency Plan HSMS 4.6
- NZSki Crisis Management Plan HSMS 4.1

Event communication overview

Communication is primarily through our radio network. We have a total of four channels on repeater and another four on simplex. Remarkables have access to more than fifty handheld radios. Key officials will use either mobile phone or separate channels for private discussions. There are no mobile dead spots on the mountain.

Additionally, we have weather/events page on the website www.coronetpeak.co.nz, Facebook and Instagram which are used as primary points of public contact.

On the mountain there is a PA system covering the base building and a second system up the Coronet Express chair line to the top of the mountain.

'Internal' communications can be repeated through a variety of overlapping channels.

Waste

Will be handled through the ski area's four channel program. This will be collected initially into four streams: glass (to be crushed and recycled into bitumen), compostable, recyclable (aluminium, tins and plastics), and land fill.

Permits

This event does not require any permits from external companies to operate.

Traffic Control

Participants and their families must park in one of ski area car parks. The drop zone will be operating as 5 minutes drop off only. There will be at least one staff in the drop to manage the traffic flow. No private vehicles are allowed to be driven onto the DOC reserve.

Race traffic control

Races will be fenced with rope to clearly define race space versus spectator space. Race crew will be in place at frequent points along the race to reinforce the race space and safety.

Drones

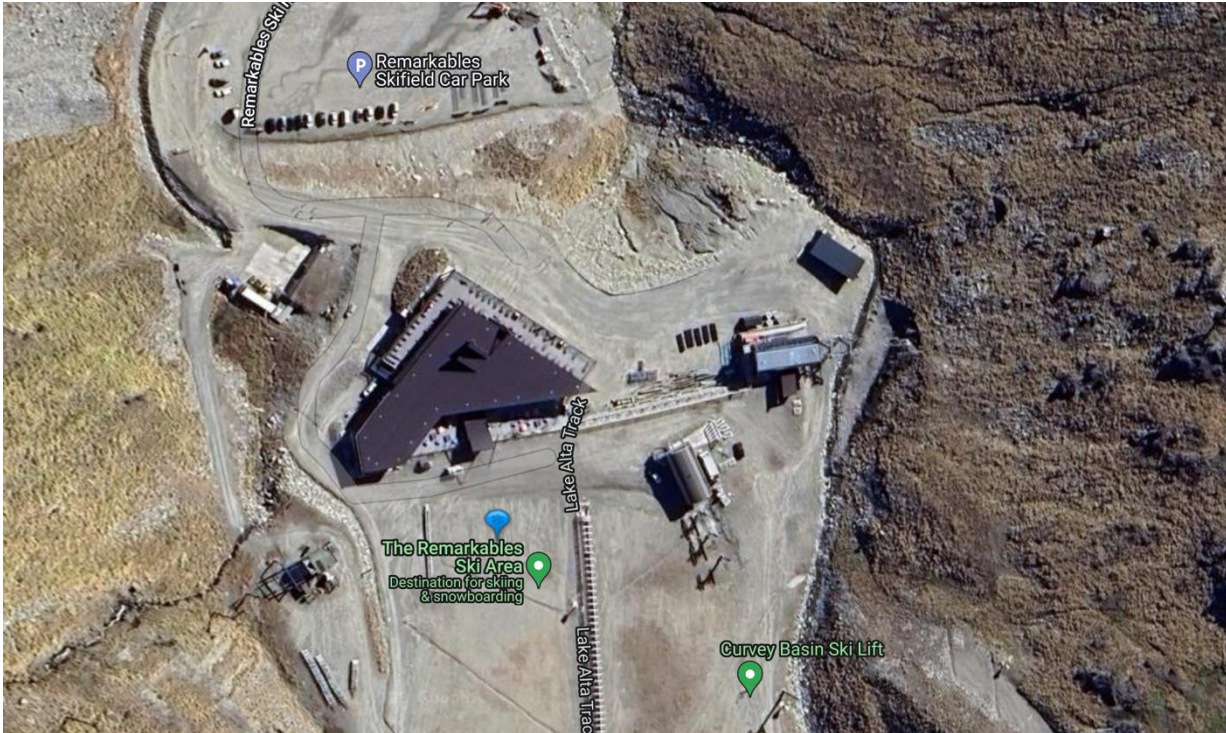
As a DOC reserve the use of drones is not allowed as a default position. A drone is a privilege, not a right. Anyone wishing to use a drone will first need to apply to the Remarkables admin. On operation days, they must sign in and receive a contractor briefing before permission to operate a drone on Remarkables is granted. They must be a licensed operator.

Post event communication

After every event, a debrief with the Race and Event team is conducted, and any areas of success or improvement are documented. This is archived in the Race and Events Teams folder to be shared with the relevant personnel for the following event. Remarkables event organisers and staff will do their best to gather feedback from participants, volunteers and contractors. This will cover all aspects of the event including H&S, logistics, communication, event format and facilities.

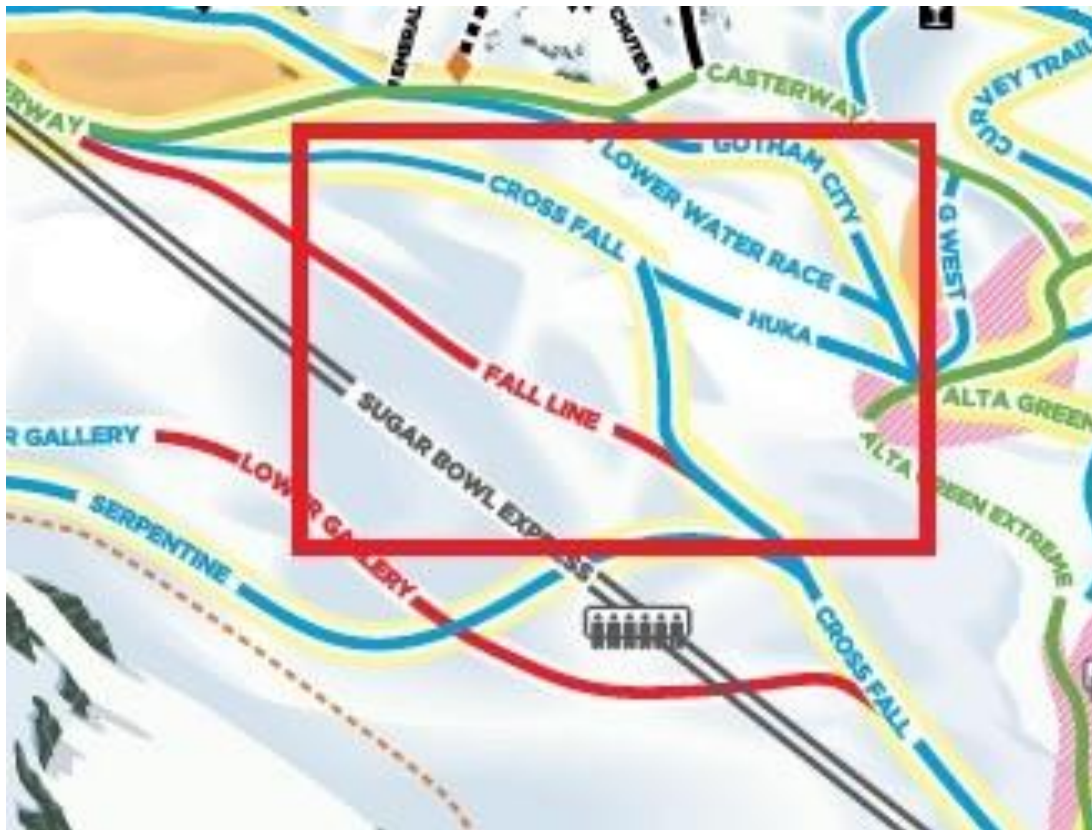
Site Map

Competitors will enter the venue through the Base Building. The side of the road is coned off for safe foot traffic from one of the lower car parks. From the Base Building, people will migrate to the race location using Sugar Bowl Lift. Bathrooms, water, and food for purchase can be purchased through the Remarkables Base Building.



Downhill Racecourse/Event Venue

The venue will be dependent on discipline and snow conditions. One likely ski race venue is Cross Fall, to skiers right of Sugar Bowl Express. The start will be determined prior to race day and the course will be set prior to the race. Course maintenance will happen throughout the race to ensure all participants ski on the most consistent, and most importantly, safe course possible. Boarder/skier cross and Slopestyle venues will be determined closer to the event and depend on snow and weather conditions.



Hazard Register

Please see the attached Hazard Register.

Avalanche Plan

Please see the attached Avalanche Plan.

Appendix 1. Worker and Volunteer Inductions and briefing content plan

Volunteers are required to attend a briefing prior to the event. At the briefing provide details on, but not limited to the following:

1. **Predicted weather forecast** and appropriate clothing requirements.
2. Activity/**works on site** currently and associated hazards and risks explained.
3. Discuss **PPE requirements** for the day, if any.
4. Advise if any **hazards are noticed** around the workplace, please inform one of our team immediately.
5. How to **report incidents** and the nearest **First Aid**.
6. **Hazards involved** with the event and the **appropriate controls** in place.
7. **Go/no go zones** at the site.
8. Advise where the **emergency exits** are located.
9. Advise any **supervision requirements** needed for the event.
10. Advise them of the **bathroom location**.
11. Q and A



Appendix 2. General Emergency/Evacuation Response Plan

Please refer to the NZSki Emergency Response Plan Suite:

1. Emergency response plans scope
2. RE Avalanche Emergency Plan HSMS 4.3
3. RE Building Evacuation Plan HSMS 4.4 (Fire, Explosion, Gas Leak, Earthquake)
4. RE Lift Evacuation Emergency Plan HSMS 4.5
5. RE Access Road Incident Emergency Plan HSMS 4.8
6. NZSki Missing Person Emergency Plan HSMS 4.6
7. NZSki Crisis Management Plan HSMS

Appendix 3. Contingency Planning

Introduction

This Contingency Plan has been developed as part of the Event Risk Management Plan, to ensure health and safety risks are eliminated, so far as reasonably practicable.

In the presence of natural or man-made hazards, particularly unfavorable weather and/or extreme environmental conditions preventing the delivery of part or all of the event, we have an establish clear and simple Contingency Plan to manage the situation.

The potential threats

The major threat(s) that may necessitate considering contingency options are:

- High winds
- Heavy rain/snow
- Lightning
- Low Visibility
- Earthquake
- Electrical supply interruption

History of potential threat occurring at the event location.

Remarkables is susceptible to heavy rain/snow, high winds and lighting.

The chain of command and decision making

The Event Management Team will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of par, or all of the event, rests with the Event Management Team. There is a designated weather day in the program, and if needed, races will be rescheduled.

The Events Management Team

Position	Name
Ski Area Manager	Steve Hall
General Manager Operations	Mark Sommerville
Event Coordinator	Brenner Yamada
Patron (NZSCA)	Chris Ginders
TD	TBD
Results and Timing	TBD
NZSki Public Relations	Mandy Cooper
Paul Anderson [in the case of serious incident]	NZSki CEO

The decision to enact this Contingency Plan is the responsibility of the Event Management Team. The Event Management Team including all officials, volunteers and employees and the Event Manager are responsible for implementing any contingency options associated with the event. The Event Management Team is responsible for maintaining the safety of the participants, spectators and public safety.

The Event Safety Management Plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

A review of the following will be conducted at each Event Management meeting:

1. Assessment of the current conditions;
2. Injury management statistics;
3. Current weather predictions; and
4. Other relevant event statistics (such as withdrawals, and complaints received etc.).

Contingency options

We have assessed that there are 2 feasible contingency options available. These are:

Option One – Postpone the event

If any of the events (GS, SL, Boarder/Skiercross, or freestyle) are not able to proceed due to inclement weather, the event schedule would be altered. The events will not be postponed beyond the last scheduled weather day, but disciplines may be shifted to alternate days. Any updates to the schedule will be posted to the NIPS WhatsApp group.

Option two – Rerouting the course/Changing Event Site

If inclement weather arises, the Event Management Team recognizes that there is the potential for circumstances, outside of their control, that could result in the published event format and/or racecourse location being adjusted in the interest of participant, volunteer and official's safety. This could be changing race location and/or format.

Reconnaissance of alternative routes, sites and assessment of conditions

The conduct of the reconnaissance is the responsibility of Event Management Team. The Reconnaissance Group will consist of the event manager, SAM and event coordinator and other appropriate persons, where possible, who will jointly assess the situation and report to the Event Management Team for a decision. Regular assessments and reporting of recommendations will be required as determined by the Event Management Team.

Timings and early warning

The decision to enact one of the contingency options is to be made as early as possible, dependent upon the weather conditions.

The Event Management Team through its members are responsible for early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to reroute or cancel the event:

- Event participants
- All event officials
- All event volunteers
- Sponsors
- Site suppliers/contractors
- Local territorial authority
- Emergency services and safety personnel

- Event spectators
- NZSki Marketing team and PR

As soon as the decision is made, all stakeholders will be communicated with promptly through a variety of communication mediums including the public address system, face-to-face briefings, broadcast SMS services, websites and social media.

Weather forecasting

Weather forecasts will be used by the Event Management Team to assist in decision making. Forecasts will be referenced against the Met Service website. Other relevant authorities and sources may be used as required. This is the responsibility of the Event Manager who will disseminate the information to the Event Management Team at their meetings or as required.

Should changes in the weather develop, more regular information will be provided - dependent on the situation. In the event of a severe or extreme weather report from the Met Service, the Event Management Team may make the decision to suspend or postpone the competition. Weather reports will be considered as part of any risk assessment. Weather monitoring should commence approximately one week prior to the start of the event.

Appendix 4. Evacuation Plan

Aim

The aim of this Evacuation Plan is to ensure the organizers of the event can act quickly, and decisively should the need to evacuate the event site, if required.

Initiation of evacuation

An evacuation will be signaled by the Fire Alarm or the following people are authorized to initiate an evacuation:

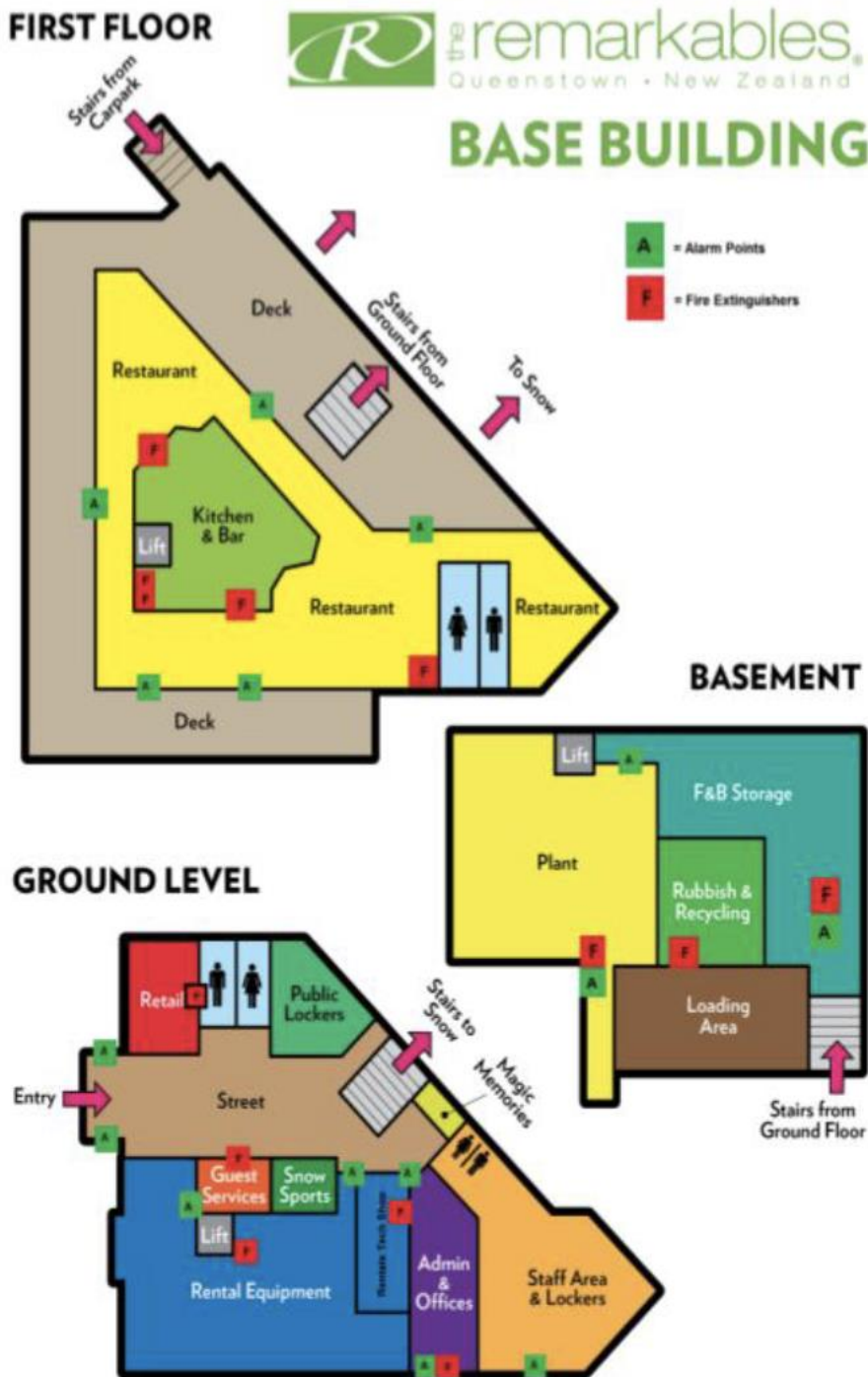
1. Brenner Yamada – Race and Events Head of Department
2. Steve Hall – Ski Area Manager
3. Or any member of staff authorized by the above two people.

Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility:

Area	Level	Responsibility
A: Administration	3	Indoor Crew
B: Ski-land	3	Indoor Crew
C: Fast Food Café	3	Indoor Crew
D: Kitchen/Peak Club	3	Indoor Crew
E: Restaurant	3	Indoor Crew
F: Retail	2	Indoor Crew
G: Kea Nest/Staff Area	2	Indoor Crew
H: Rental	2	Indoor Crew
I: Guest Services	2	Indoor Crew
J: F+B Storage	1	Indoor Crew
K: Staff area/maint area	1	Indoor Crew
L: First Aid Room		Patrol
M: Heidi's Hut		N/a
N: Maintenance Shed		Maintenance

Evacuation plans



Evacuation plans

Refer to building evacuation plan. Fire extinguishers are in all NZSki vehicles. This event has a low risk of fire danger due to this being a smokefree event and no hot works taking place.

Appendix 5. NZSki Event H&S Audit Checklist

Activity/task/hazard	YES	NO	DETAILS
Bump in/Bump out			
Plan/timetable developed to stagger arrival and set up times	Y		
Site plan developed — clearly defined areas for vendors	Y		
Restrict access to essential personnel during set up	Y		
Vendors/Contractors provided with Map and bump in instructions, including:	Y		
<ul style="list-style-type: none"> • Access and exit points 			
<ul style="list-style-type: none"> • No vehicle areas/zones 			
<ul style="list-style-type: none"> • Parking during set up 			
<ul style="list-style-type: none"> • Speed limits 			
Traffic and parking			
Restricted pedestrian access during set up	Y		
Provision of access for emergency vehicles and personnel	Y		
Traffic management if required (details given)	Y		
Traffic management staff to wear high visibility vests	Y		
Clear signage	Y		
Adequate parking facilities for people with disabilities	Y		
Parking attendants required	Y		
Personnel and Contractor Management			
All Contractors have been provided with appropriate Contractor Induction guide			n/a
All Contractors and their workers have completed appropriate contractor induction module			n/a
All personnel and Contractors aware of event emergency management plan			n/a
All personnel and Contractors have contact details for:			n/a
<ul style="list-style-type: none"> • Event Manager, Ski Area Manager and their chosen delegates 			n/a
<ul style="list-style-type: none"> • Security 			n/a

<ul style="list-style-type: none"> H&S Advisor 			n/a
Contractors have submitted risk assessments (if applicable)			
Safe Work Method Statement required for any high-risk work (e.g. if there is a potential to fall greater than 2m)			n/a
All contractors have received a site induction			
Event personnel (employees and volunteers) have completed appropriate inductions:			
<ul style="list-style-type: none"> Employees – Emergency Procedures and WHS for Staff 	Y		
<ul style="list-style-type: none"> Volunteers – WHS for visitors, volunteers, and low-risk contractors 	Y		
Personnel and Contractors have been provided with a copy of the event emergency plan	Y		
Vendor and Performers Management			
All vendors have appropriate insurance			n/a
All food vendors hold appropriate food licence/permit – licence displayed			n/a
If alcohol is to be served:			
<ul style="list-style-type: none"> Alcohol licence obtained and displayed 	y		
<ul style="list-style-type: none"> At least one person responsible for the service of alcohol must be trained in “Responsible Service of Alcohol” (RSA) 	y		
<ul style="list-style-type: none"> All RSA guidelines are followed. At least one Duty Manager planned 	y		
Vendors are given site map indicating:			
<ul style="list-style-type: none"> Emergency pathways 			n/a
<ul style="list-style-type: none"> Emergency Evacuation Assembly Point (EEAP) 			n/a
<ul style="list-style-type: none"> Location of amenities 			n/a
All vendors are provided with event emergency plan			n/a
All vendors have contact details for:			n/a
<ul style="list-style-type: none"> Event Manager, Ski Area Manager or their chosen delegate 			
<ul style="list-style-type: none"> Security 			
<ul style="list-style-type: none"> H&S Advisor 			

Any vendor or performer whose activities may potentially place themselves or others at risk have submitted their own risk assessment			n/a
Event signage			
Access and egress points are clearly signed	Y		
Any restricted entry areas are adequately signed	Y		
Emergency exit pathways are clearly signed (indoor events)	Y		
Emergency assembly areas are adequately signed	Y		
Toilets and other amenities clearly signed	Y		
Site maps available	Y		
Set-up/assembly			
Restricted public access during set up	Y		
Equipment installed in accordance with manufacturer's guidelines	Y		
All free-standing objects (marquees, pin boards etc) are weighted and/or secured	Y		
Qualified, experienced contractors used for equipment assembly	Y		
Amenities			
Sufficient toilets and hand washing facilities for expected number of attendees	Y		
Adequate amenities provision for people with disabilities	Y		
Adequate drinking water available for attendees	Y		
Power			
NZSki approved electrician used for electrical set up	Y		
All portable electrical equipment/tools, leads and power boards tested and tagged as required	Y		
No daisy chaining of extension cords and power boards	Y		
Leads connections etc are protected from weather or any other liquid-RCD	Y		
All leads secured	Y		
Leads/cables not to be placed across thoroughfares	Y		

Generators, if used, safely positioned and access to area restricted — Location approved by NZSki management, maintenance, and buildings HOD's			n/a
Slips trips and falls			
Pathways and thoroughfares kept free of trip hazards	Y		
Site assessment/inspection to identify trip hazards — plan set up to avoid trip hazards	Y		
Signage where necessary	Y		
Noise			
Noisy activities are planned for time of least disturbance of other activities	Y		
People who may be affected by nuisance noise have been alerted to time and duration of noise	Y		
PPE considered for workers and contractors	Y		
Security			
Security have been briefed on their task			n/a
Adequate security has been assigned as per the crowd management plan			n/a
Waste management			
Adequate bins have been provided	Y		
Manual handling			
All personnel involved in manual handling have received appropriate training	Y		
Trolleys available for the movement of heavy items	Y		
Fall from heights			
All ladders meet NZ Standards			n/a
All ladders used are secured or have a lookout			n/a
Only licenced users to operate or be on elevated platforms			n/a
If there is a risk of falling more than 2m a Safe Work Method Statement must be submitted			n/a
Weather			
Meteorology information is accessed to check for forecast adverse weather events	Y		

An extreme weather contingency has been planned (e.g. cancellation, postponement, venue change etc)	Y		
Sun and heat exposure	Y		
Provision of undercover areas (for shade)	Y		
Workers (including Contractors) and volunteers working outside required to wear sun safe clothing and sunscreen	Y		
Provision of sunscreen for outdoor workers	Y		
Outdoor workers rotated to avoid prolonged exposure to sun and heat	Y		
Adequate drinking water available	Y		
First aid officers on site	Y		
Amusement devices/rides			
The owner or operator must provide current:			n/a
<ul style="list-style-type: none"> Plant registration certificate 			n/a
<ul style="list-style-type: none"> Maintenance/inspection certificate 			n/a
Occupancy limits (indoor events)			n/a
Occupancy limit for the venue has been checked and is appropriate for expected number of attendees	Y		
Emergency planning			
Event personnel have completed necessary emergency procedures training	Y		
Event emergency plan has been documented and communicated to all event personnel (including method of communication in the event of emergency — especially for outdoor event)	Y		
Security have been provided with copy of event emergency plan	Y		
General emergency information communicated in public address	Y		
Temporary Structures			
Temporary Structures in places and tied off correctly + safely	Y		
Temporary structure signed off by SAM or delegate	Y		



Appendix 6. Public Liability Insurance

NZSki carries a \$10m Public Liability cover. This is filed in the event folder.