

BIG BROTHERS BIG SISTERS OF NELSON

ACTIVITIES & EVENTS POLICY

Policy

Big Brothers Big Sisters of NELSON provides a safe and healthy environment for all participants of activities and events.

Activity Planning

When planning any activities / events, BBBSN workers will ensure that all health and safety processes have been followed.

For every activity / event the risks involved should be fully assessed following the processes to identify, isolate, eliminate, minimise or manage these.

Risk Assessment Management System (RAMS)

A Risk Assessment Management System is in place and consists of two stages:

1 Risk assessment. The person developing the programme proposal is to complete the Risk Management form taking into consideration all potential risks relating to the particular activity / event.

2 Safety Action Plan. Following on, the Safety Action Plan is completed identifying risks, actions to be taken to identify, isolate, eliminate, minimise or manage these with appropriate steps to take should something occur.

These accompany any activities / events planned which require RAMS.

Evaluation of RAMS

When an activity / event has been completed, the RAMS forms will be reviewed and updated based on any additional risks or information to manage these.

If an activity / event is repeated, then the previous RAMS forms will be used as a basis of risk management and updated accordingly.

Activity Approval

The Programme Director will consider the risks involved in running the activity / event and ensure that processes are in place to manage these appropriately before giving permission for it.

If, in the opinion of the Programme Manager, the risks involved are too great and not able to be managed appropriately the event / activity will be changed or cancelled

High risk or overnight activities (such as camp) require prior Board approval.

Hazard identification

Prior to the commencement of any activity /event a full hazard identification check of the premises and the surrounding area being used will be carried out by the worker in charge of the event.

All hazards identified are to be eliminated or minimised before the activity / event proceeds.

Premises Used for Activities / Events

From time to time BBBSN may use other premises for the provision of activities / events. These may include hiring local halls or the use of open spaces such as a park.

When planning an activity workers will:

- Consider any risks and potential hazards associated with the use of the venue.
 - Ensure they are fully briefed by the liaison person for the venue of identified hazards & risks.
 - Carry out a full risk analysis relating to the use of the venue using the Risk Assessment Management System forms (Appendices D and E)
 - Prior to the activity / event workers will carry out a hazard check of the premises and surrounding area of the venue used using the Hazard Identification Checklist.
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Date Implemented	Date of Last Change	Next Review Date	Policy approved at
April 2016	February 2013	April 2019	

Signed _____

Position _____

Date _____