



Health and Safety Plan

Marlborough Equestrian Park Inc

Location: Bothams Bend, Spring Creek, Marlborough

1. Purpose

This Health and Safety Plan sets out the practical steps Marlborough Equestrian Park Inc uses to manage health, safety and wellbeing across the grounds, facilities, activities and events at the park. It is intended to support safe use of the park by members, casual users, riders, coaches, officials, volunteers, contractors, the caretaker, event organisers and visitors. It should be read alongside MEP's Emergency Management Plan, booking conditions, site rules, terms and conditions, and any event-specific health and safety requirements.

1A. Legal and Guidance Framework

This plan is intended to support MEP in meeting relevant New Zealand health and safety obligations, including the Health and Safety at Work Act 2015. It is a practical working document and should be reviewed regularly so it remains suitable for the way the park is used.

2. Scope

This plan applies to all reasonably foreseeable hazards and activities at Marlborough Equestrian Park, including everyday riding and training, arena and yard use, organised events, cross-country and jumping activity, vehicle and float movement, facility hire, camping, maintenance work, contractor work, volunteer work, caretaker duties, machinery use, weather events, flooding, fire, medical emergencies and other site emergencies. Event organisers and contractors may be required to provide additional risk management information for higher-risk or organised activities.

2A. Hazard Register and Hazard Identification

MEP will maintain a live hazard register for known and reported hazards at the park. The register should record the hazard, location, risk level where applicable, controls in place, person responsible for follow-up, and review date. The register should be available to committee members, the caretaker, booking organisers and other users where appropriate. New hazards, damaged facilities, unsafe behaviour, near misses and incident trends should be added to the register and reviewed by the committee.

Hazards may be identified through regular site inspections, caretaker reports, user feedback, event organiser checks, committee reviews, incident reports, maintenance records, post-event debriefs and changes to facilities, weather, ground conditions or activities. Event organisers should complete their own pre-event hazard assessment and advise MEP of any additional hazards or controls required for their activity.

2B. Site Safety Representative and Health and Safety Contact

MEP should nominate a Health and Safety Contact or Site Safety Representative to receive non-urgent hazard reports, coordinate follow-up actions, liaise with event organisers and contractors,

and support committee review of incidents and hazards. The contact name, role and mobile number should be kept current in the emergency contacts section and on any relevant park communications.

3. Health and Safety Responsibilities

Person / Group	Health and Safety Responsibility
MEP Committee	Maintain oversight of employee health and safety, provide safe systems of work, ensure appropriate induction and training, maintain plant and equipment, review hazards and incidents, and ensure this plan remains current.
Booking Manager	Ensure booking organisers receive relevant park rules, booking conditions and any health and safety requirements.
Caretaker / Park Representative	Complete work safely, follow site procedures, use appropriate equipment and personal protective equipment, complete pre-use checks, report hazards, incidents and equipment faults, and stop work if conditions are unsafe.
Event Organisers	Manage health and safety for their event, brief participants, supervise activity, manage risks and report incidents.
Riders, Coaches, Officials and Visitors	Follow park rules, act safely, supervise horses, report hazards and comply with instructions from MEP or event organisers.

4. Employee Induction, Training and Supervision

Before carrying out work, the caretaker must be inducted into MEP's site hazards, emergency procedures, working alone expectations, incident reporting process, and safe use of plant, vehicles and equipment. The caretaker must only operate machinery, vehicles and implements they are competent and authorised to use. Training may include practical instruction from an experienced person, manufacturer instructions, safe operating procedures, and refresher training where equipment or duties change.

5. Caretaker Duties and Key Controls

Duty / Activity	Key Hazards and Controls
Mowing grass	Complete pre-use checks, keep guards fitted, wear suitable footwear and hearing/eye protection where required, remove debris before mowing, avoid mowing steep or unstable ground, keep bystanders clear, and do not operate in poor visibility, flooding, lightning or unsafe ground conditions.
Tractor, implement and side-by-side use	Operate only when authorised, competent and fit to do so. Complete pre-use checks, use seatbelts and rollover protection where fitted, keep speeds low, avoid carrying passengers unless the vehicle is designed for it, keep clear of horses, riders and pedestrians, use implements only as intended, check hitching and guards before use, and do not operate on unsafe ground, steep areas, flood-affected land or in poor visibility.
Harrowing arenas	Use only suitable and maintained equipment, check connections before moving, keep clear of pinch points, drive slowly, watch for riders, horses and pedestrians, and ensure arenas are clear before harrowing.
Minor tree trimming	Only undertake low-risk minor trimming from ground level using suitable hand tools. Wear gloves and eye protection where required. Do not work near power lines, unstable trees, large branches, chainsaw work, elevated

	work, or any task beyond competence; refer higher-risk work to a suitable contractor.
General site checks and minor maintenance	Check arenas, yards, gates, fences, accessways, toilets and shared areas for hazards or damage. Make safe where practical, isolate unsafe areas, and report matters requiring committee approval, specialist repair or contractor work.

6. Plant, Equipment and PPE

MEP will provide or make available suitable plant, vehicles, implements, tools and personal protective equipment for employee duties. Equipment must be maintained in safe working order and used only for its intended purpose. The caretaker must complete reasonable pre-use checks, stop using faulty equipment, tag or isolate unsafe items where practical, and report faults to the committee as soon as possible. Suggested PPE includes sturdy footwear, gloves, sun protection, hearing protection, eye protection and high-visibility clothing where vehicle or machinery movement creates additional risk.

7. Machinery Maintenance Schedule

MEP will maintain machinery, vehicles and implements in safe working order. The caretaker must complete reasonable pre-use checks before operating equipment and report defects, servicing needs or safety concerns to the MEP Committee as soon as practical. Machinery must not be used if a fault could affect safe operation.

Frequency	Maintenance / Check Required	Applies To
Before each use	Visual check for damage, leaks, loose parts, tyre condition, guards, hitch points, lights where fitted, fuel or battery level, and any obvious safety issue.	Tractor, side-by-side, mower, harrows and implements
Weekly during regular use	Check oil, coolant, hydraulic fluid where applicable, tyre pressures, blades or tines, moving parts, grease points, seatbelts and rollover protection where fitted.	Tractor, side-by-side, mower and powered equipment
Monthly	Review maintenance log, confirm faults have been addressed, check implement condition, check attachment points, and confirm tools and PPE remain available and fit for use.	All machinery, vehicles, implements and PPE
Annually or as recommended by manufacturer	Arrange servicing, safety inspection or specialist repair where required. Retain service records, invoices or maintenance notes with MEP records.	Tractor, side-by-side, mower and any powered equipment

8. Working Alone and Communication

Where the caretaker is working alone, they must have a charged mobile phone or other agreed communication method, advise an MEP contact of planned higher-risk work where appropriate, and avoid tasks that should not be completed alone. Work must be postponed if weather, ground conditions, fatigue, machinery faults, nearby public activity or other conditions make the task unsafe.

8A. Contractor Management

Contractors engaged by MEP must be suitable for the work being completed and must work safely while on site. Contractors may be asked to provide evidence of competence, public liability insurance, safe work procedures, equipment certification or other relevant information before starting work. Contractors must be advised of relevant site hazards, emergency procedures, access requirements, horse and pedestrian movement, and any areas that are closed or restricted.

Higher-risk work, including work involving heights, chainsaws, excavation, electrical services, heavy machinery, traffic management, tree work near power lines, hot work or hazardous substances, must not begin without appropriate approval, controls and communication with MEP. Contractors must report hazards, incidents, near misses and damage to MEP as soon as practical.

8B. Hazardous Substances

Fuel, oils, sprays, cleaning products and any other hazardous substances must be stored securely, labelled clearly, kept away from public access where practical, and used only by people who understand the associated risks. Safety data sheets should be available where required. Spills must be contained if safe to do so, kept away from waterways and drains, and reported to MEP. Empty containers, contaminated material or damaged packaging must be disposed of safely.

9. Hazard and Incident Reporting

The caretaker must report all injuries, incidents, near misses, hazards, equipment faults and damage to the MEP Committee as soon as practical. Serious matters must be escalated immediately. The committee will review reported matters, decide on corrective actions, and update this plan or site procedures where required.

9A. Accident and Incident Investigation

Serious incidents, recurring incidents, significant near misses or matters involving potential serious harm should be investigated by the MEP Committee or an appointed person. The investigation should identify what happened, immediate causes, underlying causes, whether existing controls were followed or sufficient, and what corrective actions are required. Corrective actions should be recorded, assigned to a person or group, given a target timeframe and reviewed until complete.

9B. Communication of Health and Safety Information

MEP will communicate relevant health and safety information through appropriate channels such as booking confirmations, the MEP website, signage, emails to organisers, event briefings, committee updates and direct communication with the caretaker, contractors and volunteers. Organisers are responsible for passing on relevant site rules, hazards, emergency arrangements and any event-specific controls to riders, coaches, officials, volunteers, spectators and other participants.

10. Key Site Hazards and Controls

Hazard / Risk Area	Controls / Expectations
Horses and ridden activity	Riders and handlers are responsible for controlling their horse and acting within their ability. Approved helmets must be worn when mounted. Horses must be supervised, led or tied safely, and kept clear of pedestrians, vehicles and machinery where practical.

Jumping and cross-country activity	Back protectors must be worn for cross-country jumping or jump schooling. A second person must be present for cross-country use. Cross-country use must be specifically booked and approved. Jumps must be suitable for the activity and checked before use.
Vehicles, floats, machinery and pedestrians	Drive slowly, park safely, keep accessways clear, and separate horses, pedestrians, vehicles and machinery where practical. Machinery work must stop or be delayed if riders, horses, pedestrians or ground conditions create unsafe conditions.
Weather, flooding and ground conditions	Check weather and ground conditions before use. MEP may close areas or restrict use due to flooding, high winds, lightning, fire risk, saturated ground, damage or unsafe surface conditions. Users must follow closures, restrictions and the Emergency Management Plan.
Facilities, buildings, yards, arenas and surfaces	Use facilities appropriately, keep areas tidy, remove manure, hay and rubbish, report damage immediately and do not use areas marked as closed. Hazards such as broken rails, loose gates, damaged footing, slippery surfaces, unsafe yards or electrical faults must be reported and isolated where practical.
Fire, smoke and hazardous substances	MEP operates as a smoke-free venue. Fire risk must be managed, especially during dry or windy conditions. Flammable materials, fuel, chemicals and cleaning products must be stored and used safely. Any spill, fire risk or unsafe substance must be reported immediately.
Dogs and other animals	Dogs must be kept on a lead at all times unless a specific event condition states otherwise. Owners are responsible for controlling dogs and ensuring they do not approach horses, riders, children or other users in an unsafe way.
Children, spectators and vulnerable users	Children and spectators must be supervised and kept clear of arenas, yards, machinery, vehicles and horse movement unless directly involved in the activity. Event organisers must consider spectator control, safe viewing areas and emergency access.
Manual handling, tools, ladders and falls from height	Use suitable tools for the task, avoid lifting beyond capability, seek help for awkward or heavy items, keep tools in safe condition, and only use ladders for low-risk tasks where they can be set up safely. Work at height, roof work, unstable trees or specialist repairs should be referred to a competent contractor.
Electricity, underground services, waterways and uneven terrain	Report electrical faults immediately and do not use damaged power points, cords or equipment. Contractors must check for underground services before digging or ground works. Users should take care near drains, ditches, waterways, uneven ground, slippery surfaces and flood-affected areas, and follow any closures or restrictions.

11. Emergency Management and All-Hazards Response

MEP's emergency response is based on keeping people safe, raising the alarm early, calling emergency services when required, and preventing further harm. For any serious injury, fire, flood risk, severe weather event, missing person, aggressive behaviour, major property damage or other emergency, users should stop activity if safe to do so, move people and horses away from danger, call 111 where required, and notify an MEP representative as soon as practical. Accessways must be kept clear for emergency vehicles. During flooding or access disruption, users must follow MEP communications, road closure information and the Emergency Management Plan, including alternative access arrangements where available.

12. Emergency Contacts / Site Information

Item	Details
Emergency services	Call 111 for Police, Fire or Ambulance.
Site name	Marlborough Equestrian Park Inc.
Site location	Bothams Bend, Spring Creek, Marlborough.
Emergency access	Keep entranceways, driveways and access routes clear for emergency vehicles at all times. Send a person to meet emergency services at the entrance where safe and practical.
MEP emergency contact	To be completed: Tracy Rose-Russell 027 444 1404
Health and Safety Contact / Site Safety Representative	To be completed: Tracy Rose-Russell 027 444 1404 or Caroline Houghton 027 582 6204 for non-urgent hazard reporting and health and safety queries.
First aid	First aid kit location to be confirmed. Event organisers must ensure a first aid kit and suitable first aid arrangements are available for their activity.
Assembly point	Assembly point to be confirmed and communicated to users and event organisers.
Flooding / access disruption	If Ferry Road access is closed or unsafe, follow MEP communications and the Emergency Management Plan. Alternative access may be via Tuamarina, Neal Road and Chaytors Road where open and safe.

13. Event and Booking Requirements

Event organisers are responsible for managing health and safety for their booking. This includes identifying hazards, briefing participants, supervising activity and ensuring emergency arrangements are in place.

Before and during any organised booking, the organiser must:

- confirm the booking has been approved by MEP;
- check the MEP calendar and comply with any conditions of approval;
- ensure riders, coaches, officials, volunteers and spectators understand relevant park rules;
- provide a health and safety or risk management plan if requested;
- ensure a first aid kit and suitably trained first aid person are available where appropriate;
- hold suitable public liability insurance for the activity; and
- report any incident, injury, hazard or damage to MEP as soon as practical.

14. General Park Rules and Conditions of Use

All users must respect the grounds and facilities. Manure, hay and rubbish must be removed, and yards, toilets, showers, buildings and shared areas must be left clean and tidy. No lunging is permitted in the grass, sand or warm-up arenas. Areas marked as closed must not be used. MEP operates as a smoke-free venue.

15. Terms and Conditions Summary

The MEP website includes a Terms and Conditions page for park users and bookings. This plan should be read alongside the current MEP terms, booking requirements and fee schedule published on the MEP website.

In summary, users and organisers must ensure bookings are approved, access codes are not shared, park rules are followed, applicable fees are paid, facilities are left clean and tidy, damage is reported, appropriate safety equipment is used, dogs are kept on leads, and suitable insurance is held for organised activities.

16. CCTV, Security Monitoring and ANPR

MEP may use CCTV, security monitoring and Automatic Number Plate Recognition (ANPR) to help protect members, horses, vehicles and facilities, manage gate access, support health and safety, investigate incidents or damage, and enforce membership and facility access requirements.

Information collected may include vehicle registration numbers and will be managed in accordance with the Privacy Act 2020. Access is restricted to authorised persons, retained only as reasonably necessary, and signage will advise users that CCTV and ANPR monitoring is in operation.

17. Incident Reporting, Review and Continuous Improvement

All incidents, injuries, near misses, hazards, unsafe behaviour, equipment faults and damage must be reported to MEP management as soon as practical. Serious matters must be escalated immediately. The MEP Committee will review significant incidents, identify corrective actions, communicate any required changes, and update this plan, site rules or event requirements where needed.

18. Monitoring, Review and Records

This plan, the hazard register, incident records, maintenance records and related site procedures should be reviewed at least annually, after any serious incident or significant near miss, after major events where useful, and whenever there are material changes to facilities, activities, equipment, access, legislation or recognised guidance. Review outcomes should be recorded and any required updates communicated to relevant park users, organisers, contractors and volunteers.

19. Definitions

Term	Meaning
MEP	Marlborough Equestrian Park Inc, including its committee, authorised representatives and the park facilities at Bothams Bend, Spring Creek.
User	Any person using or visiting the park, including members, casual users, riders, handlers, coaches, officials, volunteers, spectators, contractors and event organisers.
Event Organiser	The person, club, group or organisation responsible for arranging, booking, running or supervising an organised activity or event at MEP.
Contractor	A person or business engaged to carry out work at the park, such as maintenance, repairs, grounds work, specialist services or other paid or agreed work.
Hazard	Anything that could cause harm, injury, illness, property damage or an unsafe situation.
Risk	The chance that a hazard will cause harm, together with the likely seriousness of that harm.
Control	A step taken to remove a hazard or reduce the chance or seriousness of harm.
Incident	An unplanned event that caused or could have caused injury, illness, damage, loss, disruption or unsafe conditions.
Near Miss	An event or situation that did not cause harm, but had the potential to do so.

Serious Incident	An incident involving serious injury, significant risk of serious harm, emergency services, fire, major property damage, aggressive behaviour, missing person, flood risk or another matter requiring immediate escalation.
Hazard Register	A record of known and reported hazards, controls, actions, responsibilities and review dates.