



Health and Safety Induction

This induction must be delivered prior to the commencement of the event.

1. Introduction to Bruce Pulman Park and the Facility of hire
2. Arena Rules
3. Park Rules
4. Health and Safety Incident Report
5. Fire and Evacuation Process for Facility
6. Emergency Exits Ground Floor
7. Lock Down Procedure
8. Bomb Threat Procedure
9. Hazard Register

ARENA RULES



NO food or drink is permitted inside the Pulman Arena playing court area.

NO water bottles are to be taken onto the playing court area.

NO chewing gum is permitted anywhere inside the Pulman Arena building.

Appropriate sports shoes only on the courts. No bare feet, no crocs, slides or jandals & no jeans on courts.

NO running or uncontrolled behaviour in the Mezzanine or non-court areas in the building - Children under the age of 12 must be supervised at all times.

NO ALCOHOL is to be brought onto the premises.

All equipment is to be used in the correct manner and no alteration or amendment to the facilities are allowed without authorisation.

GOOD sportsmanship & behaviour is expected - The Arena Staff reserves the right to remove anyone who in their opinion is behaving in an unacceptable manner.

NO playing with sports equipment in the foyer or mezzanine areas.

Event organisers are to acknowledge understanding of all rules by signing & returning this form.

Please ensure your participants are aware of the rules and agree to follow them or they may be asked to leave the courts:

NAME: _____ SIGNED: _____



GENERAL RULES

Ensure you left the park as you found it – Littering is prohibited. Use rubbish bins onsite.

Speed limit in the park is 5mph.

Motorised vehicles prohibited off roadways and beyond car parking areas. Any improperly parked vehicles or vehicles parked on grass areas will be towed.

Any tents/marquees must be approved by Park Staff.

All spectators to remain off playing field areas.

No Dogs with the of exception Service dogs.

Pulman Park is Proud to be a Smoke & Alcohol free zone. No glass or breakable containers.

No gang patches are permitted.

No fires, fireworks, flammable liquids, open burning, or use of any device with an open flame will be allowed unless permit given for special events.

Due to our proximity to Ardmore Airport the use of Drones must be pre-approved by management.

No freedom camping. Self-contained motorhome parking available only.

NEAR MISS & HEALTH & SAFETY INCIDENT REPORTING

You can use the QR code below to easily report any near-miss events or health and safety incidents that occur. By scanning the code with your smartphone or other mobile device, you will be directed to an online incident reporting form. Please take a few moments to complete the form by providing all the necessary details about the incident, including what happened, where it occurred, and any actions taken. Your prompt and accurate reporting helps us maintain a safe environment for everyone and ensures timely follow-up and preventive measures.

Health & Safety Incident/Near Miss Report



PULMAN ARENA EVACUATION PROCEDURES IN CASE OF FIRE OR CIVIL DEFENCE EMERGENCY

IF YOU DISCOVER A FIRE

- Raise the alarm immediately by operating the nearest alarm
- When the alarm is activated
- Then all occupants must evacuate the affected area immediately
- Do not linger to finish a phone call, a task, serving a customer/member or to collect personal belongings
- Close doors behind you but do not lock them
- Turn off appliances and systems that if left unattended could cause a fire
- Leave all lights on
- Leave immediately by the NEAREST safe exit route.
- Move quickly but **DO NOT RUN**
- All occupants are to be directed to move to the nominated assembly areas
- Depending on the exit used Occupants are to assemble at either:
 1. **Car park area at the front of the Arena**
 2. **Car park at Western end of Arena**
 3. **Compound at Eastern end of Arena**
 4. **Netball Courts**

DO evacuate immediately - follow all emergency exit signs

DO turn off appliances and systems that if left unattended could cause a fire

DO use your designated assembly areas

DO NOT return for personal belongings

DO NOT linger or delay evacuating for any reason

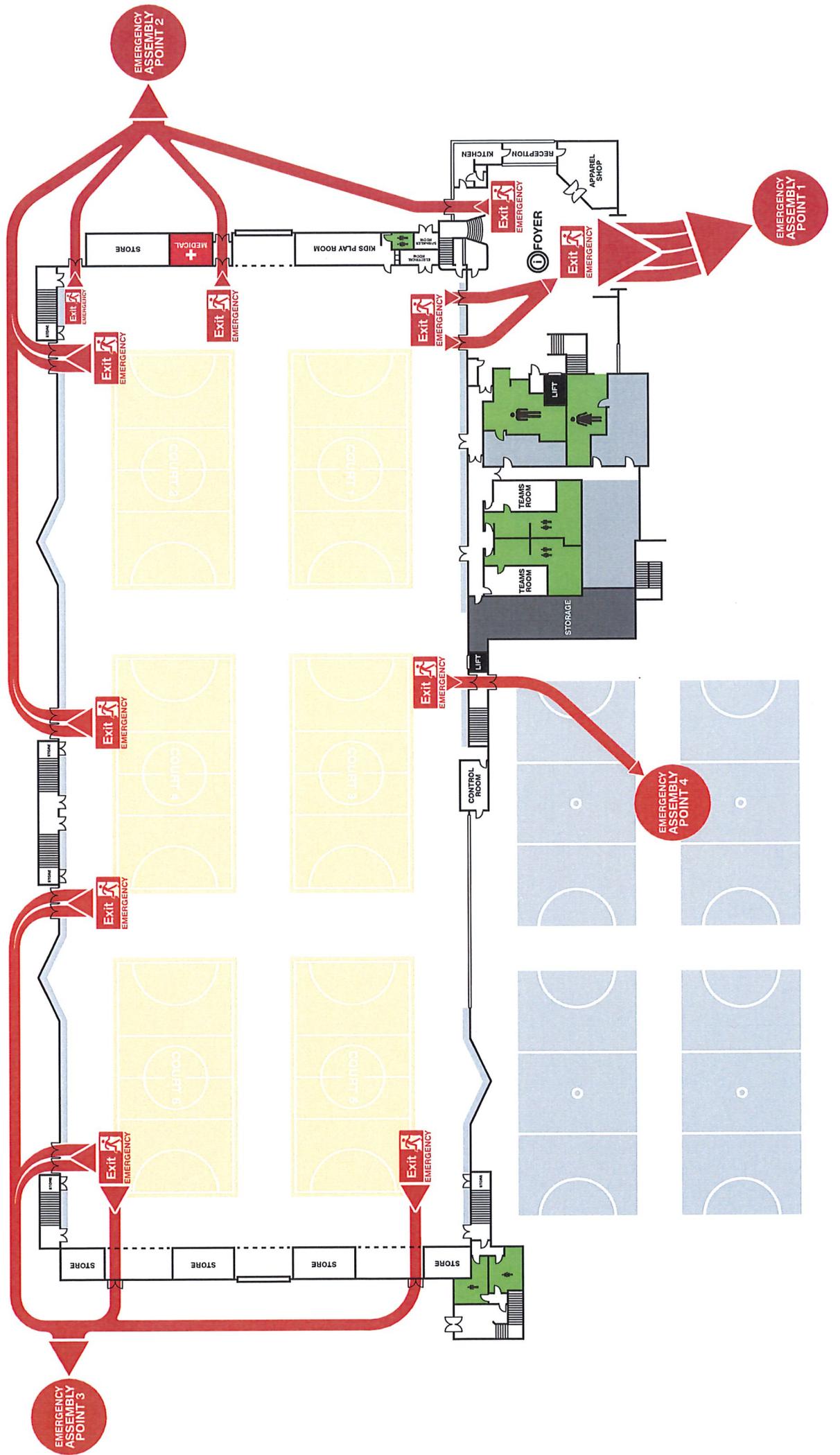
DO NOT carry food or drinks during an evacuation

Firefighting should only be attempted if:

- You have been trained in the use of the firefighting equipment
- The fire is small enough to contain
- You are not putting yourself or anyone else at risk

**OCCUPANTS MAY ONLY RE ENTER THE ARENA AFTER THE FIRE SERVICE
HAS GIVEN CLEARANCE TO THE CHIEF FIRE WARDEN**





PULMAN ARENA LOCK DOWN

PROCEDURE

In the event of a lockdown follow the instructions of the Arena staff as situations vary:

- Assess the type of emergency e.g. an assailant with a weapon
- Immediately call the Police via **111** – do not waste valuable time
- You will be advised via the loud speaker that there is an emergency and the nature of the emergency
- If the assailant is outside the building then the front doors will be locked by Arena staff so that the assailant cannot enter
- **Do not set off the fire alarm** as this opens all the external fire doors around the building
- The lights in the arena will be turned off.
- Direct all occupants away from the external areas of the building e.g. foyer, corridors, West end of the arena which has window areas.
- Direct everyone on the second floor to clear the corridors and move to the seating.
- Direct everyone on the ground floor to the court area away from the Western end and multiple windows.
- Ensure anyone who needs assistance is identified and notify arena staff if you need help.
- If the assailant enters the building then **SET OFF THE FIRE ALARMS** so that all possible means of escape are opened and direct people to the exits away from the assailant.
- Immediately dial **111**
- The fire alarm will also automatically contact the fire service.

The Police station is less than 5 mins away and the Police are regularly patrolling through the Park – they are advised when we have major events.

Important points of contact in case of emergency

(Always call 111 for Fire, Ambulance or Police)

Arena Duty Manager - 0275519831 or physically in the foyer office

Mealamu Security- 021822134

Thank you for your cooperation ☺



BOMB THREAT

The following are some basic guidelines for dealing with this type of emergency. For further information contact your nearest police station.

Telephone Threat

If a bomb threat call is received it must be treated as a potential danger. Like the fire alarm it must be treated as genuine until confirmed otherwise.

Make use of the bomb threat checklist in this document.

Take actions on advice from the police.

If you take a telephone bomb threat remain calm and polite. Listen for any details; do not interrupt the caller. Keep the caller talking for as long as possible. Pay attention to background noises, all such details may assist in determining the callers' location.

Assessment of a call and any information received may influence the advice given by the police. Detail of the individual or organisation may add credibility to the call.

Pass as much information on the police as possible.

If a search is required then wardens and occupants should carry it out.

Discovery of an unusual object

Experience has shown that explosive devices can be made to resemble almost anything. It is wise to treat any suspicious object found in an unusual place with upmost care.

If a suspicious object is found inform the police. They will determine the actions to be taken.

Suspicious objects that have been found or left by an unknown person must not be moved. Objects that have arrived via the post may be moved carefully to a safe place.

If an object is discovered, isolate it by evacuating the immediate area. Once the area has been evacuated, secure and prevent entry. DO NOT lock doors unless absolutely necessary but ensure that occupants who may be unaware of the situation cannot enter the area.

Remain calm and inform only those who need to know.



ACTION:

Report call immediately to: _____
Phone No: _____
Police advised: _____
Date/Time: _____
Members Name: _____

CALLERS VOICE:

Accent (specify).....
Impediments.....
Voice (loud/soft).....
Speech (fast/slow).....
Diction (clear/muffled).....
Manner (calm/emotional).....
Did you recognise the voice?
Who was it?
Was the caller familiar with the area?

THREAT LANGUAGE:

Well spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES

Street noises:
House noises:
Aircraft:
Voices: Std call:
Music: Cellular:
Machinery: STD CALL:
Vehicle:
Other:

OTHER:

Sex of caller:
Est age :.....



CALL TAKEN:

Date:Time:

Duration:

Number called:

Name of recipient:



Bruce Pulman Park - Arena - Hazard Register

Description of Hazard	Risk posed	Risk level	Date Identified	Location on Park	Action Needed E/I/M	Action Taken/Required	Updated	Completion Date	By Who
People walking across courts	People moving into the path of sports being played	12	9/5/17	Arena		Ensure sport has clearly advised no access on court for any non players	31.07.24	Ongoing	DM's
Unwanted spectators down on floor area	People interfering with play, or being disruptive on sideline	12	9/5/17	Arena		All spectators advised to sit upstairs or on the seating on the sideline	31.07.24	Ongoing	DM's
Unsupervised children	Children interfering with play, or being disruptive on sideline	12	9/5/17	Arena		All children advised to sit upstairs or on the seating on the sideline	31.07.24	Ongoing	DM's
Loss of power	Sport delayed due power going out, lights, scoreboard.	4	9/5/17	Arena		Floor manager to access the issue and fix accordingly. Contact contractor if necessary	31.07.24	Ongoing	Arena Manager
Loss of internet access	Scoreboards do not function	6	9/5/17	Arena		Duty manager to access the issue and fix accordingly. Contact contractor if necessary	31.07.24	Ongoing	DM's
Sound system not working	Sport unable to make announcements	3	9/5/17	Arena		Duty manager to access the issue and fix accordingly. Contact contractor if necessary	31.07.24	Ongoing	DM's
Children playing around seating area on first floor	Children tumbling over the top of the seating and hurting themselves	20	9/5/17	Arena		Ensure adequate signage is displayed and sport has regular announcements	31.07.24	Ongoing	DM's
Damage to floor	Floor is damaged by unruly behaviour, wrong footwear or equipment	16	9/5/17	Arena		Sport to make regular announcements	31.07.24	Ongoing	DM's
Floor is dirty	Floor becomes slippery to play on	12	9/5/17	Arena		Ensure floor is regularly swept after sports	31.07.24	Ongoing	DM's
Injury to player	Player gets injured whilst playing their sport	12	9/5/17	Arena		Ensure floor is regularly swept after sports, all spills are cleaned up immediately. Equipment is in good working order.	31.07.24	Ongoing	DM's/Sport Organisers

Fire inside arena	People in danger due to fire	5	9/5/17	Arena		Ensure fire wardens are fully briefed and ready for an emergency. Fire exits clear at all times.	31.07.24	Ongoing	All staff
Water leak on court	Sports game is delayed due to water leak	4	9/5/17	Arena			31.07.24	Ongoing	Arena Manager
Spills, Sweat, Blood	Sports game is delayed	9	9/5/17	Arena		Ensure all sports have a spill kit to use at each tournament. Venue to provide towels to use to wipe up spills/sweat.	31.07.24	Ongoing	DM's
Tripping hazards	Tripping over electrical cords	9	9/5/17	Arena		All electrical cords are covered with matting	31.07.24	Ongoing	DM's
Injury when setting sport equipment	Heavy lifting of equipment and moving equipment around the gymnasium	12	9/5/17	Arena		Use experienced staff to move equipment, min 2 person job	31.07.24	Ongoing	DM's
Rubbish blowing into foyer area	Leaves and debris being transferred onto court area	8	22/5/17	Arena		Regular clean up of leaves and debris around front of building entrance	31.07.24	Ongoing	Groundsman/DM's
Automatic doors	Person getting jammed in automatic doors	8	22/5/17	Arena		Signage on display around automatic doors	31.07.24		DM's
Spills in toilet area	Slippery floors in toilet & changing rooms if water/blood on floor	15	22/5/17	Arena		Regular checking of these areas to ensure spills are cleaned up - both male & female	31.07.24	Ongoing	DM's
Conference room open	Children running around unsupervised in Conference room	9	22/5/17	Arena		Need to have secure barriers in place to stop children entering Conference room unsupervised	31.07.24	Ongoing	DM's
Fire exit doors	People accessing through fire exit doors and setting off alarms	9	22/5/17	Arena		Signage - only open in an emergency	31.07.24	Ongoing	DM's

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Probability		1	2	3	4	5
	Rare	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Possible	3	6	9	12	15
	Likely	4	8	12	16	20
Certain	5	10	15	20	25	