



## Auckland Coastal Defences Historical Trust Tours - Health & Safety Plan

|                   |                            |
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| <b>Issue No:</b>  | 1.3                        |
| <b>Sites:</b>     | Maungauika / North Head    |
|                   | Takarunga / Mount Victoria |
|                   | Fort Takapuna              |
| <b>Issued by:</b> | ACDHT                      |
| <b>Review by:</b> | ACDHT – June 2024          |



## Background

The Auckland Coastal Defences Historical Trust (ACDHT) has organized and conducted pre-booked tours in the Devonport area during the annual Auckland Heritage Festival in spring each year and on demand mainly in the summer months, since 2009.

The owners and managers of the principle tour locations are:

**Maungauika / North Head and Takarunga/ Mount Victoria**

**Tūpuna Maunga o Tāmaki Makaurau Authority.**

&

**Fort Takapuna**

**Department of Conservation**

## Description of the tours

The Navy Museum at Torpedo Bay or the Devonport Ferry building will normally be the start and finish point for the tours to Maungauika / North Head/, Takarunga/ Mount Victoria/ and the adjacent 170 Vauxhall Rd carpark at Fort Takapuna..

The tours are mainly conducted on North Head, for a period of up to 3 hours over weekend periods, with only occasional tours of Mount Victoria and Fort Takapuna. For Groups or Schools we are happy to meet your specific days/times/sites. We also provide Teachers Notes and other resources at no additional cost.

Up until the arrival of Covid, standard fees of \$10/adult and \$2/children were charged. All profits gained from tour activities have been spent on enhancing and upgrading the guns and other historical military items located on the sites. In 2023 ACDHT have decided to only accept koha or donations to enable us to continue our projects. This enables all residents to enjoy these historical sites and learn their history.

ACDHT limit each tour group to a maximum of 16, to ensure safety management particularly underground. If demand exceeds 16, additional guides/ tour groups will be organized.

**The following relate to all of the Sites**

All sites contain underground concrete military fortifications built from the 1880s. Natural light within the Forts is limited. Some Forts were built later or upgraded and include some lighting. Torches or a cell phone light app is recommended for dark areas.

All fortifications include concrete stairs, some of which have steep gradients. While walks are via formed paths and mainly flat grass, some steps are included, so the tours are not suitable for wheelchairs or prams/pushchairs.

There is vehicle access via sealed and unsealed roads on the Site from the entrance, and tours will where possible avoid these, and use formed paths or safe routes.

Paths are also in some places uneven, with possible tripping hazards. Good covered footwear is recommended for all tour participants.

Public toilets are available close to the start points of the tours, and at 2 locations on North Head. (Suggest check the Where is Public Toilet App.)

**Tour members Safety**

Tours are conducted at specified or agreed times, normally regardless of weather. If extreme weather is forecast and/or Sites closed by the owners/managers, we will attempt to advise booked participants asap. (Total closure is very rare – partial closure of areas does occur due to slips, structural hazards etc. These areas will be avoided).

While the tunnels and forts provide some shelter, most of the tours are over open ground, with limited shade or shelter from sun, wind or rain. So participants are asked to dress for the weather.

Persons with pre-existing medical conditions should be aware that the tours require an average level of fitness. We include frequent stops and describe historical items or happenings, which allows slower members to catch up. Tour members should consider the distance, time and strain of the climbs required. Pace yourself, and rest or discontinue if necessary. There are NO defibrillators located on the Sites, although there may be some locally, check the AED app. e.g. Navy Museum. Keep your guide informed.

If you decide to leave the tour group for any reason, please inform the guide. If you get lost, walk back to the entrance to the Site on a formed track or road. Beware of any vehicles. Wait for the group to return to the entrance/exit or return to the start and advise the desk staff (at the Museum) prior to leaving or call/mail/text or Contact Us at [www.forts.org.nz](http://www.forts.org.nz)

**Future Projects**

In 2023 ACDHT have decided to only accept koha or donations to enable us to continue our projects. This also enables all residents to enjoy these historical sites with a guide. Your contributions are appreciated.

All work undertaken by the Trust will comply with detailed Health and Safety plans and follow the principles of conservation as detailed in the ICOMOS NZ Charter. It will also adhere to requirements of Auckland Council heritage advisors and tangata whenua as represented by Tūpuna Maunga o Tāmaki Makaurau Authority.

## Summary of Tours

Any planned tour shall follow the following methodology:

**i. Assessment**

Prior to the proposed tour, the selected and allocated guide is to assess the proposed route to ensure the route and structures are currently open and safe.

**ii. Tour Group – Introduction / Briefing**

Select an assembly area which suits the weather and location, and try and avoid other public pedestrian or vehicular traffic. Describe the proposed tour route and conditions. It is useful to provide some historical scene setting, and other ACDHT members can assist.

## Weather

During the Tour, weather/temperature can change, and guides will judge when it is a suitable time to move from one shelter to another, and change the related stories to suit. Guides are encouraged to consult with the group, and ensure the slower members are not left behind.

## Management

All tours are to be managed by ACDHT with:

- i. Planning and promotion- via website, 3<sup>rd</sup> party site and promotion, (iSites, emails, publications, etc.)
- ii. Preparation – ensure new promotional material contains potential hazards and mitigations/ recommendations. Dress for weather, sun protection, closed footwear. Recommended/ requested agreed tour duration. A torch or cell phone app for dark areas.
- iii. Bookings – info required, confirmed by, email with potential hazards and mitigations/ recommendations.
- iv. Start points – location, time, shelter, local parking.

- v. Briefing on any Site issues, stay off the road where possible, any medical or physical issues with proposed route terrain, any time issues, toilets etc. The tour, entrance, planned route, potential hazards and mitigation, check for torches, footwear.
- vi. Tour with a Competent guide, with a First Aid kit and local AED location. Guides are responsible for tour group safety throughout the tour.
- vii. Finish at or near the Start. After returning to the start, seek and record feedback, pass out brochures, farewell and thank. Accept any Koha or donations offered and bank in our Trust account. Report response and any incidents or issues to Tour Director by phone/ text or email, same day.
- viii. Tour Director to collate and forward any relevant reports to managing authorities.

## Vehicles

The tours are planned for walkers. The start points are close to adequate parking and/ or public transport. While there are car parks on the sites, and sealed access roads, these should be left free for others and only used in an emergency. Routes should be planned to avoid the internal roads/ and vehicle hazards on the Sites. Road crossings should be minimized and managed with care. Guides are responsible for the tour group safety throughout the tour. Ensure all children are closely managed by adults.

## Hazards, Risks and their Mitigation

The Site Owner/ Manager should maintain a current Hazard Register. They should be contacted immediately prior to a tour and asked to advise all relevant Hazards on the Site and recommended preventative measures.

A common Site hazard register is to be maintained by ACDHT, with revision prior to each tour. Possible hazards are listed with appropriate mitigation measures.

## COVID-19 and communicable diseases

It is the responsibility of everyone on the tour to minimise the risk of transmission of Covid-19/Flu or other communicable diseases. The Sites are mostly open spaces. Tour group members with coughs should be encouraged to either wear a mask or maintain a safe distance from others. The following minimum requirements will be maintained for each tour group:

- A record will be kept of who is on the tour with contact details for contact tracing if necessary.
- All tour group waste must be removed from the Site and appropriately disposed of by tour group members.

- Feedback is to sought after each tour and a summary, plus details of any incidents or accidents is to be reported to the Tour Director.
- The Tour Director is to immediately report any major or urgent items to the Management Team and affected Site Managers/ Owners plus an annual summary to the ACDHT AGM.

### ACDHT Management Team

|                               |                 |  |
|-------------------------------|-----------------|--|
| <b>Operations Director: -</b> | John Hyde       | AucklandForts@gmail.com                                |
| <b>Tour Director:</b>         | Russell Glackin | AucklandForts@gmail.com                                |
| Or Contact Us on              |                 | <a href="http://www.forts.org.nz">www.forts.org.nz</a> |

### Emergency procedures

- Guides must always stop and instruct the group before taking actions that might result in incident or accident e.g. crossing a road, entering a dark tunnel, etc.
- An ACDHT First aid kit is available from the Tour Director, who will pass it to the guide(s) prior to a tour. All guides will be trained to use an AED and First Aid procedures.

**IN THE EVENT OF EMERGENCY / ACCIDENT DIAL 111**

|   |  |
|---|--|
| <b>In the case of a non-emergency the nearest public hospital is: -</b> | North Shore Waitemata Hospital<br>124 Shakespeare Rd<br>Takapuna<br>AUCKLAND |
| <b>Phone: -</b>   | 09 486 8900  |

### Information and competence

- Site and planned tour briefs are performed by the selected competent guide to all tour group members prior to starting the tour.

- Other visitors to the Site are to be avoided and discouraged from joining the tour group.
- Deviations to this plan must be agreed by site management and recorded,
- All guides must assess the risks of planned tour, possible hazards and local conditions at the Site.
- Upon completion of the tour, forward any feedback and health and safety information to the ACDHT Tour Director.
- New potential guides are to join several tours of each Site as a listener and later as a guide with support by an experienced guide until both they and ACDHT are confident they are Competent.
- The Tour Director is responsible for ensuring that the Guides they select have sufficient competence for the Site tour assigned.

## Reporting of accidents, incidents and near misses

Whilst touring on an ACDHT Site:-

- All accidents, incidents, near misses and dangerous occurrences or environmental hazards must be reported to the ACDHT Tour Director.
- All accidents, near misses and dangerous occurrences or environmental hazards will be appropriately investigated to find the route cause and enable effective corrective actions to mitigate any further or potential consequences.

## Tour review and records

- This document is reviewed annually when the Tour Program is planned, and changes reviewed and reported at the next AGM.
- Cell phone photographs of accidents/ incident are to be taken if possible as a record. Copies to be passed to Tour Director and any authorized 3<sup>rd</sup> party if requested.
- Any injured party should be advised to contact a medical professional and claim ACC cover if appropriate.

**Attached: Appendix 1 Hazard Identification Register**

**Hazard Identification Register: - All Sites**

| Hazard  | Potential Harm / Raw Risk                                     | Risk level (High, Medium, Low) | Eliminate / Isolate / Minimise | Action Proposed   | Residual Risk |
|---|---|--------------------------------|--------------------------------|---|---------------|
| Site terrain and paths  | Injury or death; to group members; Tripping; bruising or cuts | HIGH                           | Minimise                       | Brief all tour members at start prior to tour. Ensure appropriate footwear is worn and adequate control of minors.                                    | LOW           |
| Vehicles on tour route and on Site  | Injury or Death<br>Crushing, broken bones                     | HIGH                           | Minimise                       | Avoid walking on roads. Cross as a group. Stay on paths. Ensure children are controlled.  | LOW           |
| Natural disasters: e.g. volcanic eruptions, earthquakes, tsunamis, tornadoes. | Injury or death   | HIGH                           | Minimise                       | Check for local alert levels and warnings and take precautions or cancel.   | LOW           |
| Accidents and Med conditions: e.g. Heart attacks, strokes, broken limbs.      | Death or serious injury,                                      | MEDIUM                         | Minimise                       | Take First Aid kit on tour. Check group for med pre-conditions prior to walk. Apply first aid, seek med and emergency help, know local AED locations, | LOW           |
| Falling objects, branches, ceilings.  | Injury<br>Bruising / concussion                               | MEDIUM                         | Minimise                       | Avoid possible areas and report to ACDHT or Site manager asap. Avoid work sites.  | LOW           |
| Weather conditions  | Injury<br>Heat exhaustion, dehydration, sunburn, sunstroke,   | MEDIUM                         | Minimise                       | Monitor local conditions. Winds, rain, extreme heat or cold. Encourage sun protection and use shade.  | LOW           |