

# Health and Safety Plan – SheRunz Retreats (Kerrus Runz Ltd.)

**Effective Date:** 2<sup>nd</sup> February 2025

**Prepared by:** Kerrus Runz Ltd.

**Website:** [www.sherunz.org](http://www.sherunz.org)

**Version:** 1.0

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## 1. Introduction

Kerrus Runz Ltd., operating as SheRunz Retreats, is committed to providing a safe and supportive environment for all participants, facilitators, and staff during our retreats. This Health and Safety Plan is designed to:

- Comply with the **Health and Safety at Work Act 2015 (HSWA)** in New Zealand.
  - Provide clear guidelines around safety responsibilities.
  - Minimise risks associated with retreat activities.
  - Ensure appropriate actions are taken in the event of an incident or emergency.
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## 2. Scope

This plan applies to all SheRunz retreat activities including but not limited to:

- Running and hiking
- Cross-training and mobility sessions
- Informal social or educational gatherings
- Transport to/from venues and activities
- Activities facilitated by third parties (e.g., yoga, cooking, bike tours)

**Note:** All third-party activities are optional, run by external providers, and require participants to complete the provider's own waiver. SheRunz does not assume operational control or liability for these third-party services.

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## 3. Responsibilities

### Kerrus Runz Ltd. / SheRunz Retreats

- Provide participants with relevant safety and risk information prior to and during the retreat.

- Ensure all activities run directly by SheRunz facilitators are conducted with due care and attention to safety.
- Make all activities optional and inclusive, with alternatives provided where possible.
- Maintain records of any incidents or injuries.
- Ensure staff and facilitators understand their health and safety roles.

### **Participants**

- Participate voluntarily and take responsibility for their own health and wellbeing.
- Disclose any relevant medical conditions before the retreat begins.
- Follow all safety guidance provided by SheRunz and its facilitators.
- Sign the retreat liability disclaimer prior to attendance.
- Arrange their own health and travel insurance.
- Complete any third-party waivers as required.

### **Third-Party Providers**

- Must be responsible for their own health and safety compliance and participant management.
- Are not under the control of SheRunz; all engagement is voluntary and direct between provider and participant.

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## **4. Risk Management**

### **Hazard Identification**

SheRunz recognizes the following potential risks:

- Physical injuries from running, hiking, or cross-training
- Heat exhaustion, dehydration, or sun exposure
- Travel-related incidents (e.g., vehicle transfers)
- Minor illnesses (gastrointestinal, cold/flu)
- Emotional or mental distress
- Incidents during third-party facilitated activities

### **Controls**

- All physical activities are optional, with alternatives and modifications available.
  - Adequate hydration breaks and shade/rest periods encouraged.
  - Risk briefings provided at the start of activities.
  - All participants must disclose medical conditions in advance.
  - Emergency contact info collected pre-retreat.
  - Local emergency services contact details kept on hand.
  - First aid kit available with team.
  - Incident reporting procedures in place.
  - Insurance options made available through a third-party provider ([SheRunz Insurance Page](#)).
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## **5. Incident Management**

### **Minor Incident**

- First aid administered if needed.
- Participant may pause or opt out of activity.
- Incident recorded by staff.

### **Major Incident**

- Emergency services contacted immediately.
  - Team member assigned to assist participant.
  - Incident report completed post-event.
  - Family/emergency contact notified if required.
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## **6. Training and Communication**

- All SheRunz facilitators receive an orientation on this Health and Safety Plan.
- Participants are informed of key health and safety details during the retreat welcome and via pre-retreat emails.
- Terms and Conditions, Privacy, and Liability Disclaimer are provided on the website:  
[T&Cs and Privacy](#)

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## 7. Insurance

- Participants are responsible for arranging their own health, travel, and medical evacuation insurance.
- SheRunz recommends optional insurance via a third-party provider:  
[Retreat Insurance Info](#)

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## 8. Review and Continuous Improvement

This Health and Safety Plan will be reviewed annually or following any significant incident, change in activity, or legal obligation.

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### Signed:

Kerryn Bell and Nicola Benzie

Director, Kerrus Runz Ltd.

Date: 02 February 2025