

## Event Health and Safety (Risk) Management Plan

As the organiser of an event, you are required to take all practical steps to eliminate, isolate or minimise hazards in all areas. To do this you will need to document and demonstrate what practical steps are being taken to fulfil your Health and Safety at Work Act 2015 obligations.

The Event Health and Safety (Risk) Management plan must be kept on-site and available as needed.

<b>Event Name:</b>	<b>Event Date:</b>	<b>Event Location:</b>
<b>Event Description:</b>		
<b>Target Audience:</b>	<b>Expected Spectator Numbers:</b>	<b>Participant Numbers:</b>
<b>Park in Date:</b>	<b>Time In:</b>	
<b>Park out Date:</b>	<b>Time Out:</b>	
<b>Name of Event Organiser:</b>		<b>Contact Number (during event):</b>
<b>Name of Alternative Contact Person:</b>		<b>Contact Number (during event):</b>
<b>Name of Event Safety Co-ordinator:</b>		<b>Contact Number (during event):</b>

**Identifying Risks Table:** Head up each section with the following categories that are relevant and applicable to your event, if not applicable mark N/A:

**E,M:** Eliminate or Minimise. Ideally you will eliminate (remove) the hazard, otherwise minimize.

**1- 5:** Estimate the likelihood of the hazard occurring during your event. 1 is low, 5 is high

<b>Risks (what could go wrong)</b>	<b>Hazards (what could cause it to go wrong)</b>	<b>Risk control (What is in place to prevent it going wrong?)</b>	<b>E,M</b>	<b>1 - 5</b>	<b>Who is Responsible During Event?</b>
<b>Participants</b> i.e. age/experience/ suitability, access, needs, refreshments, lost children facilities, animals					
<b>Staff/Contractors/Volunteers</b> - i.e. Briefings, responsibilities, refreshments, training					
<b>Environmental Effects on People</b> i.e. effect of wind/rain & UV protection, extreme weather conditions - cancellation/postponement strategy					



Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,M	1 - 5	Who is Responsible During Event?
<b>Stallholders/Vendors</b> - i.e. contracts, food/health licenses, emergency equipment, briefings					
<b>Staging and Structures</b> - i.e. dimensions & weight of structures, building consent, ground stability					
<b>Electrical, Sound and Lighting</b> - i.e. registered tradesman, isolation required, tripping hazards					
<b>Accident &amp; Health Emergencies</b> - i.e. first aid, fire extinguishers, emergency contacts, reporting accidents					
<b>Activities</b> – i.e. amusement rides, giveaways					
<b>High Risk</b> - i.e. work at height, hazardous substances, wind strength, pyrotechnics (fireworks)					
<b>Traffic Vehicle Management &amp; Parking</b> - i.e. traffic management plan, access for emergency vehicles, signage, marshals, route, pedestrian management					
<b>Crowd Control</b> - i.e. fencing/barricades, alcohol, protection of property					
<b>Security</b> - i.e. protection of pedestrians, spectators, employees, activities, Security/Police					
<b>Emergency Procedures</b> - i.e. fire, earthquake, hazardous substances.					
<b>Set-up/Pack-down</b> - i.e. what safety is in place while event site is a working site i.e. moving vehicles, first aid					
<b>Waste Management</b> - i.e. toilet facilities, recycling - rubbish collection/removal, animal waste					

**Attached (as applicable)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Site plan of event layout in relation to the park  | <input type="checkbox"/> Approved Security plan as to be implemented                  | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Waste management plan (inc extra toilets and bins) | <input type="checkbox"/> WDC Certified Traffic management plan relevant to this event |   |



PLEASE COMPLETE ALL SECTIONS AND RETURN TO THE WATAKI DISTRICT COUNCIL - NOTE: YOU MUST RETAIN A COPY ON SITE AT YOUR EVENT