|  |
| --- |
| Event Health and Safety and  Risk Management Plan |
| *Event Name Here*  *Day Date Month Year* |
| **Please note:** areas highlighted in blue indicate event specific content that should be entered by the event organisers. |

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# Section 1: Event Context

## Event introduction and overview

Insert basic event information, including the name of the event, the date, venue(s), brief history, expected participants, expected spectators, and expected media interest (if any) etc.

## Aims and objectives for the event

Insert the aims and objectives for the event. How will you determine if the event has been successful?

## Event governance and decision making

Insert a diagram or description of how the event is governed, and how key decisions are made. Include a schedule of any event management committees, safety committees, technical panels and show how these groups interact.

### Example - Whangarei Christmas Festival

Event Organiser and Venue Operator:

Whangarei District Council is the Event Organiser of the Whangarei Christmas Festival and operate the venue on behalf of the Northland Events Centre Trust.

Medical Services:

St John Ambulance staff will be on site throughout the event to deal with any necessary emergencies. Contact is xxx

NZ Police:

The disposition of police personnel will be at the discretion of the officer in charge on the event day, subject to other policing duties. Police contact is xxx

FENZ:

The disposition of FENZ will be at the discretion of the Officer in charge Craig Bain on the event day, subject to other Fire Service requirements. They will be taking the lead monitoring role of any required Fire Plan and Evacuation Scheme. All contact for FENZ assistance with regards to Fire Service contact xxx

Traffic, Evacuation and Crowd Control:

Kia Tūpato Trafficis responsible for the provision of suitably trained staff with Traffic Controller certification to implement the requirements of the Traffic Management Plan and the control of the crowd during the event. Traffic & Security contact is xxx.

## Pre-event stakeholder meeting

Insert the date of your pre-event stakeholder meeting and overview of what this meeting will cover if you are holding one.

The purpose of this meeting is usually to go through the event management plan, event week run sheet, event day run sheet and the hazard ID risk register. This meeting ensures all stakeholders are on the same page and have a chance to iron out any possible issues before the event takes place.

## Post event debrief

Insert the date of your post event debrief and an overview of what this meeting will cover if you are holding one.

A post event debrief is usually held the week following the event. The same stakeholders are invited to this meeting as the pre-event stakeholder meeting, an agenda is sent out and covers all aspects of the event giving everyone a chance to bring up any issues or areas to improve. Minutes for the meeting can then be used in the initial planning stages of the event for the following year to make sure any issues are addressed, or improvements made going forward.

## Conditions of entry

If your event is held at a facility such as Semenoff Stadium or Forum North, the venue will have conditions of entry. Insert these here or a link their conditions of entry which are usually located on the venue’s website.

## Event site map

Insert a site map, which shows location of medical and first aid facilities, catering, entry and exit points, restricted areas, equipment layout i.e. gazebos, parking, and any other important site-specific information.

## Weather and climate information

Check with NZ Meteorological Service about historical weather conditions for the area, and time of year the event will be held. Note any risks that may be generated by anticipated weather or climate conditions.

## Allocation of staff and volunteers

Provide a schedule of the staff and volunteers, including their name, contact number, role, and rostered hours.

### Staff

|  |  |  |
| --- | --- | --- |
| Name | Role | Rostered Hours |
|  |  |  |
|  |  |  |
|  |  |  |
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### Volunteers

|  |  |  |
| --- | --- | --- |
| Name | Area / Role | Rostered Hours |
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## Onsite medical, first aid, security and safety resources

Provide a summary of any first aid, medical, security and other safety resources (such as lifeguards for water safety). Ensure you note how many, where will they be located and their capability.

## Medical facilities and accessing emergency services

Note the location of the closest medical facility, (such as Accident and Emergency or hospital). Indicate the likely response times for emergency services to your event location. This can assist with planning how you respond to emergencies, and how much safety/medical support you may require on site.

## Initiating emergency response plans

Note which event personnel have the authority to enact key decisions, such as cancelling the event, activating evacuation procedures, postponing the event, or activating one or more of the specific emergency responses plans you determine are appropriate for your event.

**Example - Whangarei Christmas Festival**

In the event of the need to evacuate the facility, an initial assessment must be made by security and report back to the Operations Centre for analysis and decision. The most suited agency will advise Event Management of the best course of action and take over the lead agency role.

Police - Criminal/Law related activity

Fire Service - Fire, Natural Disaster, facility building damage.

Security and Usher staff will act in a supporting role to the Lead Agency with regular update reporting on progress. Key personnel Security staff will need to remain in place until evacuation is complete, doing a final sweep of the area for patrons. Back up assistance - where available - from Venue Management staff.

All Evacuation from Level 2 and 3 is to be in a staged manner, starting from the area of activation first and then moving outwards.

**Main Assembly Points - Events Centre Building Evacuation.**

Level 2 and 3 - including VIPs - Front car park in front of Management Office.

Level 1 - East and West end embankments.

Total Site Evacuation:

Grandstand - Process as above

Field, Embankments and Terraces - Out through Main Gates A & B and secondary exit gates (North, West, and East sides).

## Schedule of key stakeholder, role designation and contact information

Provide a summary table of key people. Indicate their role for the event, and their contact information. This helps people involved with your event to locate the correct person regarding their enquiry.

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Contact no.** |
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## Event communication overview

In this section, provide a description about how communication will occur throughout the event. How will certain modes of communication be used, such as radios, mobile phones, SMS, handheld radios, websites, social media pages, such as Facebook closed groups, and public address systems.

**Example – Whangarei Christmas Festival**

Various modes of communication will be used during the event. Radios will be used by staff, emergency services and security to communicate with their team. Mobile phones will also be used by staff, emergency services, and security in situations where an “offline” conversation is required. MCs will communicate to the public any house-keeping information or any announcement that comes up during the event, this will be communicated via the Stage Manager to the MCs. Social media will also be used during the event to update public both at the event and in the community. Loud hailers will be used by security during egress to inform public of available gates to exit.

# Section 2: Event Risk Assessment Hazard ID Risk Register

## Risk Assessment

The best way to start a risk assessment is to brainstorm all hazards by doing a site walk in your event planning stage then fill out all risk descriptions in the Hazard ID Risk Register. Once you have done this, arrange a meeting with key staff, and work through the risk assessment ratings. If you are unsure, default to the more conservative rating. For each risk identified follow the steps below.

### Step one - determine likelihood, what is the possibility that the effect will occur?

|  |  |  |
| --- | --- | --- |
|  | **CRITERIA** | **DESCRIPTION** |
| **Almost certain** | Expected in most circumstances. | Effect is a common result |
| **Likely** | Will probably occurs in most circumstances. | Effect has happened |
| **Possible** | Might occur at some time | Effect may occur at the site |
| **Unlikely** | Could occur at some time | Effect is not likely to occur |
| **Rare** | May occur only in exceptional circumstances | Effect is practically impossible. |

### Step two - determine consequence, what will be the expected effect?

|  |  |
| --- | --- |
| **LEVEL OF EFFECT** | **EXAMPLE OF EACH LEVEL** |
| **Insignificant / Acceptable** | No effect – or so minor that effect is acceptable |
| **Minor** | First aid treatment only; spillage contained at site. |
| **Moderate** | Medical treatment; spillage contained but with outside help. |
| **Major** | Extensive injuries; loss of production |
| **Catastrophic** | Death; toxic release of chemicals |

### Step three - determine the risk score

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **CONSIQUENCE** | | | | |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Very likely** | **3 High** | **3 High** | **4 Acute** | **4 Acute** | **4 Acute** |
| **Likely** | **2 Moderate** | **3 High** | **3 High** | **4 Acute** | **4 Acute** |
| **Moderate** | **1 Low** | **2 Moderate** | **3 High** | **4 Acute** | **4 Acute** |
| **Unlikely** | **1 Low** | **1 Low** | **2 Moderate** | **3 High** | **4 Acute** |
| **Rare** | **1 Low** | **1 Low** | **2 Moderate** | **3 High** | **3 High** |

### Step four - record risk score on Hazard ID Risk Register

|  |  |
| --- | --- |
| **SCORE** | **ACTION** |
| **4 = A: Acute** | **ACT NOW – Urgent - do something about the risks immediately.** |
| **3 = H: High** | Highest management decision is required urgently. |
| **2 = M: Moderate** | Follow management instructions. |
| **1 = L: Low** | OK for now. Record and review regularly, and if any equipment/ people/ materials/ work processes or procedures change. |

## Hazard ID Risk Register

Insert all your identified risks / hazards for the event as per the steps above, see first two as some examples.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insert Event Name – Hazard ID Risk Register** | | | | |
| **Risks (what could go wrong)** | **Hazards (what could cause it to go wrong)** | **Risk control (What is in place to prevent it going wrong?)** | **Risk**  **1-4** | **Who is responsible** |
| *Adverse weather conditions* | *High winds* | *Monitor weather conditions from 10 days prior to event and decide if event should proceed / what should be put in place to mitigate risks.* | *2* | *Event Organiser* |
| *Slip hazards* | *Heavy Rain* | *Identify slippery surfaces and erect non-slip system e.g. mats, warning signs etc.*  *Ensure personnel wear appropriate footwear.* | *2* | *Event Organiser, All* |
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# Section 3: Inductions and Incidents

## Incident Log

*An Incident Log is updated live, usually by Communications Manager or Event Manager. All incidents are to be reported to this person as well as all resolutions.*

*The incident log includes information on time, enquiry/ incident, actions/ who and follow up post event. see below an incident log template.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Name**  **Day Date Month Year**  **Weather:**  **Crowd numbers:**  **Communications: insert the name of the person populating the incident log** | | | |
| **Time** | **Enquiry / Incident** | **Action / who** | **To sort post event** |
| *e.g. 0800* | *Security Guard not in place stage right* | *Security following up* |  |
| *e.g. 0815* | *Security guard stage right not in place* |  |  |
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## Induction Checklist

An induction checklist should be completed for every contractor, performer, vendor & volunteer that comes onsite, see below an induction Checklist template.

### Event Name - Induction Checklist

*For Vendors / Contractors / Performers / Volunteers*

**Instructions:** use this form to induct anyone working at your event onto the site. Ensure the person being inducted signs this form upon completion. Where there are areas that are not relevant to the event or the person you are inducting put “NA”

|  |  |
| --- | --- |
| **Name(s):** | **Date:** |
| **Organisation:** |
| **Inducted by:** |

| **#** | **Item** | **Completed**  (Tick or NA) |
| --- | --- | --- |
| 1 | **Emergency:** Explain emergency procedures in case of fire and **Evacuation** point |  |
| 2 | **Accidents:** Report all accidents, injuries and damages asap  Contact name:  Position:  Contact details: |  |
| 3 | **Hazards:** Report all hazards asap  Contact Name:  Position:  Contact details: |  |
| 4 | Explain main known risks at the site that could affect them.  Key risks include:   * Fill in your main risks here |  |
| 5 | **First Aid:**   * Who is first aid trained * Location of nearest Defibrillator * Location of first aid kit * Location of Emergency services (*if this is a large event*) |  |
| 6 | **Smoking:** *If your event is held on WDC land, the event must be a smoke, vape and free event.*  Explain and advise where is the nearest place they could go if they choose to smoke. |  |
| 7 | **Traffic management plan**: temporary lockdown no vehicles in or out of the area between:  Insert time here |  |
| 8 | **Tools and equipment:** Discuss requirements (gear must have current tag/certificate/licence) and ensure potential trip hazards such as leads are secured.  **Tag & Test Y N** |  |
| 9 | **Machinery:** Discuss machinery requirements  (Note, machinery & equipment must have current licence/registration/ COF etc.)  Note any vendor caravan requirements (Current certification).  Large gas bottles to be secured. |  |
| 10 | **Hot work:** Discuss fire extinguishers, fire blankets, fat collection trays |  |
| 11 | **Waste:** Discuss your waste management plan for the event and where waste can be taken. |  |
| 12 | **Housekeeping:** Clean up mess and spills and keep the event site tidy. |  |
| **Signed:** | | |