[YOUR LOGO HERE]

# Event Health & Safety Plan

NAME OF EVENT

[[Publish Date]]

Prepared by: [NAME and ORGANISATION]

For: [NAME and ORGANISATION]

# How to use this document

You are responsible for managing the risks associated with your event. This is a legal responsibility under the Health and Safety at Work Act 2015.

This template will help you to plan and run a healthy, safe, and enjoyable event.

Instructions are provided [in grey].  You can delete these instructions when you do not need them anymore. You must complete the [yellow] areas.

Remember, this is a template. This template provides suggestions for what you should include. You will need to tailor it to your event scale and nature.

You are the owner of your event health and safety plan.

Once you have written your health and safety plan, you may find you need to change things and update it. You can do this at any time. You must provide the most up-to-date version to anyone involved in your event.

# Contents

# Health and safety commitment

Under the Health and Safety at Work Act 2015 (HSWA), [ORGANISER] must ensure the health and safety of participants, spectators, staff, contractors, volunteers, and anyone else affected by the event.

This plan outlines how [ORGANISER] will take all practical steps to deliver a healthy, safe, and enjoyable event at [EVENT NAME, DATE, LOCATION].

| Signature | | Date | |
|-----------|---|------|---|
| Name | | | |
| Role | | | |

# Event details

| Event name | |
|------------|---|
| Venues | |
| Dates and times | |
| Organiser | |
| Contact details | |
| Expected number of participants | |

## Overview

[Event history or context, expected participants and spectators, level of media interest]

## Industry guidelines and compliance requirements

[Many industries have regulations in place to help people stay safe. If you have any codes, rules, and regulations you must follow, link to them here.]

## Key contacts

[List the contact information for the important people involved in your event]

| Name | Role | Organisation | Contact |
|------|------|--------------|---------|
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## Site map

[Include a floor plan or aerial shot of your event space. Mark important areas such as information tents, toilets, first aid, etc.]

# Risk assessment and management

**Hazards** are anything that might cause harm or ill-health to a person.
**Risk** is the potential for harm caused by a hazard.

Event organisers must identify:
- All known hazards and risks arising from the event (including pack in and out)
- How hazards and risks will be managed, eliminated, or minimised
- Who is responsible for managing hazards and risks?

The Risk Register at Form 1 shows how the event organiser will manage known hazards and risks at the event.

[Complete Form 1]
This is a list of common hazards and risks associated with events and work. Please tick the ones that apply to your event and add them to **Form 1**.

Remember: You may have other hazards and risks that are not listed here.]

| | | | |
|---|---|---|---|
| Creation of trip, slip or fall hazards | | Activities that could affect members of the public | |
| Manual handing (heavy or repetitive loads) | | Inexperienced or workers under supervision | |
| Steep sites | | Activities that could affect other workers | |
| Asbestos | | Isolated or loan workers | |
| Working in a confined space | | Erection and dismantling of scaffolding | |
| Working at height | | Excavation | |
| Generation of silica dust | | Toxic, flammable, or explosive products, substances or materials | |
| Equipment failure | | Hot works, that may/may not generate a spark | |
| Live electrical work | | Tools or materials that could fall from height | |
| Generation of wood dust | | Generation of noise greater than 85dB | |
| Generation of coal dust | | Operation of plant or machinery | |
| Use of a combustion engine in close space | | Use of substances with fumes of vapour | |
| Use of hazardous products, substances, or materials | | Storage of hazardous products, substances, or materials | |

| | | | |
|---|---|---|---|
| Biological hazards from animals (such as stings and bites) | | Adverse weather conditions (such as sun, wind, or snow) | |
| Traffic and moving vehicles | | Large crowds of spectators | |
| Dehydration | | Fatigue | |
| Large bodies of water | | | |
| Other hazards: | | | |

# Service providers

[This section includes some of the services you may need to provide at your event. It is important you know who will be responsible for these.]

| Item or service | Provider | Responsible person | Contact |
|---|---|---|---|
| First aid and/or medical assistance | | | |
| Food | | | |
| Water | | | |
| Shade | | | |
| Toilets | | | |
| Waste management | | | |
| Security | | | |
| Traffic management (inc. parking) | | | |
| Crowd control/barriers | | | |

# Communication plan

[How are you going to communicate the information in this plan to your event staff, contractors, and volunteers?]
Examples: Inductions, start of event briefings, giving staff a copy of the event plan

[If you have a large event, you might be using radios or other devices to keep in touch. Include your radio procedures here]

# Roles and responsibilities

[What are you asking your staff and volunteers to do? Outline that here]

| Role | Responsibilities |
|------|------------------|
|      |                  |
|      |                  |
|      |                  |
|      |                  |
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# Inductions

[ORGANISER] will brief and induct all staff, contractors, and volunteers to ensure they:
- have the correct health and safety information and
- understand their roles and responsibilities

[You may want to include an induction checklist]

# Emergency response plan

**In case of emergency, we will warn people by:** _____

When the warning sounds, shut down all plant and equipment and proceed immediately. Proceed to the assembly point using the safest route.

**Safe Assembly Point:** _____

Remain at the assembly point and identify yourself to the event coordinator. Do not return to the site until the event coordinator has given the ALL CLEAR.

## Dial 111 for Fire, Ambulance, Police, Gas or Chemicals

| | |
|---|---|
| **Hospital or emergency medical** | |
| **Site Safety Manager** | |
| **First Aider** | |
| **First aid kit location** | |
| **AED (Defib) location** | |
| **Fire extinguisher location** | |
| **Health, Safety & Wellbeing Advisor for CODC** | Rachel Ennis 021 457 594 |
| **Your contact person at Council** | |
| **Other relevant contacts** | |

Here are some scenarios you may need a specific plan for

- Fire
- Medical emergency
- Earthquake
- COVID-19 response
- Bomb threat

## Evacuation plan

[How will you get people out of the building or location safely?

Include a map or plan showing the escape routes]

# Incident response

Incident happens

↓

Secure the area. Once the area is safe, provide assistance (e.g. call for first aid)

↓

Contact the event coordinator.

↓

In a serious incident, contact WorkSafe and Council as necessary. Make sure the incident site is not disturbed.

↓

Implement the evacuation plan, if required.

↓

Record the incident on the Incident Register (Form 2)

↓

Support an incident investigation, if required.

# Incident reporting

All incidents and near misses must be reported, no matter how small.

[Talk to your contact person at CODC to find out what incidents need to be reported to Council. You are normally asked to share details of first aid injuries serious near misses or other cases of serious harm. ]

[Put special instructions for your staff and volunteers here so they know who to report to].

[Remember to keep your incident register safe and secure as per the Privacy Act 2020].

**Record your incidents and near missed on the Incident Register (Form 2).**

# Information Tent

[Include the location of the information tent, who will be staffing it, and what services will they provide].
- Providing programmes
- Responding to lost child
- Storing the first aid kit
- Lost property

# Lost children

- Where is your lost child tent or desk?
- Do you have a form to record lost children?
- How will staff communicate information about a lost child?
- How will you search for a lost child or vulnerable person?
- Are your staff and volunteers familiar with safeguarding?
- If you have a child protection policy, please attach it here. If not, ask to see a copy of the CODC Safeguarding and Child Protection Policy

## Lost child procedure

[This is an example of a lost child procedure]

### When someone has lost their child

1. You are approached by someone who has lost a child. Use the Lost Child Form to collect:
   a. Description – name, sex, age, ethnic group, hair colour, what they are wearing
   b. Where was the child last seen?
   c. When did the child go missing?
   d. Details of the person looking for their child (are they mum, dad, aunty, etc.)
2. Contact the lost child tent.
3. Arrange for an announcement to be made to attendees regularly until the child is found. Announce the description of the child. **Never announce the child's name.**
4. Begin coordinating a search.
5. If the child is not located within 30 minutes, contact the police.
6. When the child is found, ensure all staff are made aware and the search ends.
7. Staff at the lost child tent must be satisfied that the correct person is collecting the child. **Ask the care giver to provide ID and a contact phone number.**

### When a child tells you they are lost

1. You are approached by a child who says they are lost
2. Take the child directly to the lost child tent (it is best practice to do this in pairs)
3. **Never allow a child to go to the lost child tent alone or with another member of the public.**
4. Arrange for an announcement to be made to attendees regularly until the child is collected. **Never announce the child's name.**

5.  Staff at the lost child tent must be satisfied that the correct person is collecting the child. **Ask the care giver to provide ID and a contact phone number.**
6.  If the child has not been collected by the end of the event/day, contact the police.

# Crowd management

- How will you manage crowd of participants and spectators?
- Has there been any behaviour problems at previous events?
- Describe your expected participants and spectators.
- Do you need any fencing or barriers to keep people safe?

# Covid-19 management plan

[Describe how your event complies with the health and safety requirements outlined at covid19.govt.nz]

# Health and welfare provisions

- Where are the nearest toilets and sanitary provisions?
- How will you manage waste (that is, bins and litter)?
- Do you have a plan for recycling?
- How will you manage drugs and alcohol?
- Have you included a copy of your liquor licence?
- Do you have a smoking policy or designated areas for smoking?
- Where can people get potable water?
- If your event is outdoors, where can people find shade?

# Food vendors

[Are there catering or food vendors at your event? Where will that be located and how will you ensure caterers have appropriate licences/food standards?]

| Company | Description | Responsible person | Contact | Food safety licence |
|---|---|---|---|---|
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# Noise

[How will you ensure that the event is not too noisy?]
- Will you measure sound decibels?
- What equipment will you provide to staff and volunteers to protect them from noise?
- List any consent or licence conditions

## Lighting

[Like noise, you may be subject to light level restriction. Please describe any lighting requirements here].

## Power

[If you are using generators or need test and tagged equipment, here is a place to put that information].

| Equipment | Test and tag date | Responsible person | Contact |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
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## Gas

[Using gas? Check that your gas bottles have been certified within the last 10 years. You might want to put a photo of the certificate here].

## Tents, marquees, and scaffolding

[Include your pack in and out plans here].

## Amusement devices

[You will need WorkSafe certification and a licence to operate amusement devices at an event. You can find out more about them here: https://worksafe.govt.nz/about-us/news-and-media/land-borne-inflatable-device-operating-requirements/]

[OPERATOR] will hold appropriate certification and licences for any amusement devices at the event.

| Device | Company and contact details | Certification number | Health and safety requirements |
|---|---|---|---|
|  |  |  |  |
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# Traffic management

[Do you need to close any roads or divert traffic? You may need to provide a Traffic Management Plan (TMP) to Central Otago District Council for approval. Provide a summary of your traffic management requirements here].

# Parking

[If you run a popular event, where people will park their cars? What are the options if your carpark gets full? How will you communicate this?

List your contingency, communications, and security plan for parking here.]

# Contractor management

[You may be using contractors to help you run your event. In this section, list your contractors and how you will ensure they have safe and health work practices.
We have listed some of the services you might use a contractor for.]

Contractors and [ORGANISER] both have responsibilities under the Health and Safety at Work Act 2015.

[ORGANISER] will
- review contractor's event specific health and safety plans before allowing any work to take place.
- provide contractors with inductions and an overview of the hazards, reporting processes and facilities for the event.
- monitor contractors when they are on site.
- will give and receive feedback after the event. [ORGANISER] will use feedback to improve and plan future events.

Contractors will
- follow best practice, standard operating procedures, and industry guidance
- identify, document, and manage risks associated with their work
- tell [ORGANISER] about any risks and hazards they create
- follow reporting and communication procedures set out by [ORGANISER]
- comply with legislation and regulations that relate to the event and their work

## Contractor list

| Item or service | Contractor | Responsible person | Contact |
|---|---|---|---|
| Staging | | | |
| Tents and marquees | | | |

| Scaffolding | | | |
|---|---|---|---|
| Lighting | | | |
| Sound and AV | | | |

## Accessibility

[Are you doing anything extra to help people with disabilities enjoy your event? Put that information here]

## Volunteers

[Many events use volunteers. It is your job to keep volunteers safe and healthy during the event.

What training, supervision and instructions will you give your volunteers? Will they need any special equipment to do their job?]

## Appendices

Other documents you might want to attach to your health and safety plan:
• Event insurance/public liability insurance
• Permits and licences
• Contractor Safety Plans (SSSPs)
• Induction checklist
• Lost child form
• Incident report form
• Accident investigation form
• First aid register
• Training register
• Staff and volunteer daily briefing sheet
• Sign in/out sheet

## Forms

Form 1: Hazard and risk register
Form 2: Incident register
Form 3: Staff induction sign-off sheet

## Site Induction Sign-off (Form 3)

I acknowledge that I have read and understood this health and safety plan. I agree to abide by the procedures and rules it sets out.

| Name | Signature | Date |
|------|-----------|------|
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# Hazard and Risk Register (Form 1)

This form relates to the significant specific hazards and associated risks for your event. It sets out how hazards and risks will be managed during the event (including during pack-in and pack-out).

| | Hazard and / or harm<br>What could go wrong during your event? | Initial risk<br>Use the **Risk Matrix** to evaluate the level of risk before controls | Controls<br>What will you do to prevent this happening? Use the **Hierarchy of Controls**. | Responsible person<br>Who is in charge of ensuring the controls are working? | Response<br>What will you do if it happens? |
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| 8 | | | | | |
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REMEMBER: Risk assessment is not an exact science.

# Incident register (Form 2)

Complete this form for any materials that will be brought onsite. Attached the Safety Data Sheet for every hazardous substance, product or material that is brought onto site. Examples of hazardous substances include glues, resins, fuels, solvents, adhesives, cleaning agents, etc.

| Date | Time | What happened? | Where did it happen? | Who was injured/ affected? | Did you need to call fire, ambulance, or police?) | What action was taken? | Who is reporting this incident? |
|------|------|----------------|----------------------|----------------------------|---------------------------------------------------|------------------------|---------------------------------|
|      |      |                |                      |                            |                                                   |                        |                                 |
|      |      |                |                      |                            |                                                   |                        |                                 |