



Event Health and Safety and Risk Management Plan

Please note:

As the event organiser you are responsible for the Health and Safety of any workers, volunteers and for the public at your event and must consider any hazards and have appropriate controls in place to protect the public and place.

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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 etc, and show how these groups interact.



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, the venue will have conditions of entry. Insert these here or a link to 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



Allocation of staff and volunteers (continued)

Volunteers

Name	Area / Role	Rostered Hours

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 (replace this text with your own)

In the event of the need to evacuate the facility, 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.

Delegated staff during an emergency will direct public, staff and volunteers to the designated assembly and assist emergency services where required.

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.

Key people

Name	Area / Role	Contact number

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

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?

Likelihood	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

Likelihood	Consequence				
	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:

Hazard ID Risk Register				Form 1
Event Name: <input style="width: 500px; height: 20px;" type="text"/>				
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 score (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

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. For an incident log template see following **form 2**.

Induction Checklist

An induction checklist should be completed for every contractor, performer, vendor & volunteer that comes onsite. For an induction checklist template, see following **Form 3**.



<h1 style="margin: 0;">Induction checklist</h1>		<h1 style="margin: 0;">Form 3</h1>	
<p>Use this form to induct anyone working at your event onto the site i.e. vendors/contractors/performers/volunteers etc. 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"</p>			
<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>Name/s</p>		<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Date</p>	
		<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Organisation</p>	
		<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Inducted by</p>	
<p>1. Emergency: Explain emergency procedures in case of fire</p> <p>Evacuation point:</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Tick	N/A
<p>2. Accidents: Report all accidents, injuries and damages asap</p>	<p>Contact Name: _____</p> <p>Position: _____</p> <p>Contact details: _____</p>		
<p>3. Hazards: Report all hazards asap</p>	<p>Contact Name: _____</p> <p>Position: _____</p> <p>Contact details: _____</p>		
<p>4. Risks: Explain main known risks at the site that could affect them. Key risks include:</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<p>5 First Aid:</p>	<p>Who is first aid trained: _____</p> <p>Location of nearest defibrillator: _____</p> <p>Nearest first aid kit: _____</p> <p>Location of Emergency services: (if this is a large event): _____</p>		
<p>6 Traffic management plan: temporary lockdown no vehicles in or out of the area between:</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<p>7 Tools and equipment: Discuss requirements Note: gear must have current tag / certificate / licence) and ensure potential trip hazards such as leads are secured.</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<p>8 Machinery: Discuss requirements Note, machinery & equipment must have current licence/registration/ COF etc. Note any vendor caravan requirements (current certification).</p>	<p>Large gas bottles to be secured? <input type="checkbox"/></p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<p>9 Hot work: Discuss fire extinguishers, fire blankets, fat collection trays</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<p>10 Waste: Discuss your waste management plan for the event and where waste can be taken.</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<p>11 Housekeeping: Clean up mess and spills and keep the event site tidy.</p>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		
<p style="text-align: right;">Signed: _____</p>			