

# EVENT SAFETY & RISK CONTROL PLAN GUIDELINES

V1.0 January 2021



## SUMMARY

As Event Organisers, we have a duty of care to ensure our event is safe for the public, staff, volunteers and contractors. The planning and delivering of a healthy and safe environment is as important as creating a memorable and positive experience for everyone who is involved in your event. If you are a PCBU (person conducting business or an undertaking), and your event fails to mitigate risks to its participants, you could be prosecuted under the Health and Safety at Work Act, 2015. Don't take the risk. Make a health and safety plan and implement it!

Here's a link to Worksafe's information for event organisers <https://bit.ly/36Q9pCO>

The purpose of this guide is to help you understand our expectations of a community event safety and risk control plan event organisers and to support you in planning and delivering a safe and healthy event environment. We've developed this template as a tool for your reference and use. It is designed to complement your other plans for programming, marketing, funding etc. and will be an evolving document to capture and explain the risk management involved in your event. Event health and safety planning is specific to each event, and whilst we cannot complete the form for you, our staff are available to provide support and answer any questions you might have when working through this template.

This document offers some handy guidelines for how to go about developing your event 'safety and risk control' plan and includes a checklist (page 21) for your reference.

If you have any questions, please feel free to email [pnevents@pncc.govt.nz](mailto:pnevents@pncc.govt.nz).

## GUIDELINES TO THE EVENT SAFETY & RISK CONTROL PLANNING TEMPLATE

These guidelines apply to all events that need our permission to take place i.e. where you are using Council owned public open space. In giving permission for an event to take place on our owned public open space, Council is a person conducting business or undertaking (PCBU) under the Health and Safety at Work Act 2015 (HSWA) and therefore has a shared duty. Under the HSWA, you as the event organiser have a duty of care to ensure that no one is harmed as a result of your event. As Council, we are responsible for ensuring you have a plan in place that shows you understand and are prepared to manage the risks (what could go wrong) and hazards (what could create risk) associated with the planning and delivery of your event.

The template provided includes common features expected to be included in an event health & safety plan.

## EVENT HEALTH & SAFETY COMMITMENT

Your commitment should be in the form of a policy document or statement describing the commitment of the event organiser and or company to the health and safety of the event. It needs to be dated and signed by the most senior member of the event organising team (PCBU) who will be accountable for event health and safety. For example, this could be the event manager, or if the event has a board or trust it could be the event director and the board or trust chair.

## EVENT DETAILS

The event details table in the event operations plan template provides information that helps us understand what your event is about and how people (participants and audience) will experience your event. You need to include:

- event name
- event summary
- event dates and times (including pack in/out)
- event organiser contact name and details
- anticipated numbers of staff (including, contractors, volunteers, performers, vendors etc.)
- estimated number of attendees (audience)

## KEY CONTACTS AND RESPONSIBILITIES

A list of the key contacts and their responsibilities throughout the duration of the event and after hours is required. This should be in one place so that it is easily accessible within your plan. Remember to include the local medical centre, hospital/A&E, police station d, and Council contact details. The list must include but is not limited to:

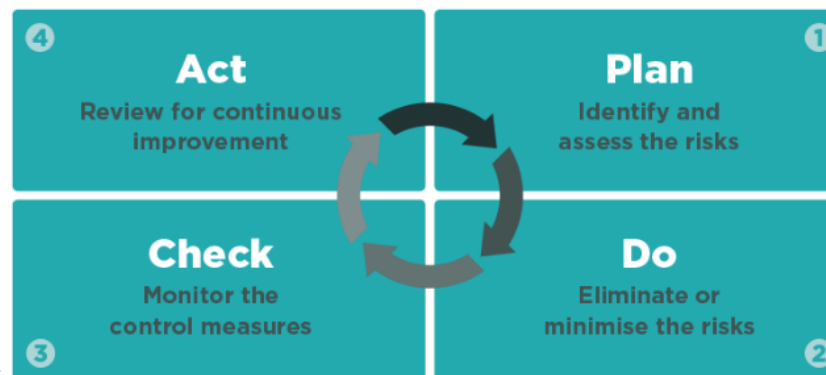
- overall event controller/manager
- emergency contact person (24hrs if applicable)
- person responsible for event safety and health prior to (during pack in), during and after the event (during pack out and for any post-event follow-up)
- key event contributors e.g. electrical contractors, traffic management contractors
- event medical assistance providers

A person may be responsible for more than one of these roles, but this should be explicitly stated.

## DOCUMENTING HOW YOU WILL CONTROL RISKS AT YOUR EVENT

While planning an event, it is important to consider all hazards, and to assess the risk of each hazard causing harm. The onus is on you as the event organiser to identify, assess and document what hazards might be present and under your control during the overall delivery of your event, and what risk this might present to workers, participants and attendees.

A good process to use is to: **Plan, Do, Check, Act.**



## PLAN

In the planning phase of 'plan, do, check, act', you should start by outlining the main details of your event. It is important to have this information at the top of your health and safety plan, so that if for some reason you (the event manager) were unable to be at the event, and somebody else needed to pick up where you left off, they can very quickly and easily see what the event involves.

Secondly, you need to figure out what hazards are involved in your event, and what risks they pose. Three steps are involved here:

- 1) Identify the hazards
- 2) Assess the risk of each hazard (using the risk matrix)
- 3) Identify your controls – i.e. How you plan to eliminate or minimise the risks you identified

### **Identify Hazards**

A Hazard is "Any source of potential danger or harm, including adverse health effects, on someone".

Take the time to critically analyse all parts of your event and identify all possible HAZARDS you can think of. You need to think of all parts of your event, from set up through to pack down. Think about the event environment, equipment and people. Take into consideration all event participants and spectators, event staff, activity provider employees/ contractors/subcontractors, and volunteers at your event (event stakeholders). List all the possible hazards you can think of in your hazard register. You will find an example hazard register in this document which has a few common hazards listed in it.

We expect you to identify and consider your obligations to your event participants considering the COVID-19 pandemic.

Useful guidelines can be found here [NZ Event Sector Voluntary Code](#). There is an online toolkit with a range of customisable posters, images and resources for you to use in whatever way works for you to engage with your attendees and events team to encourage people to do the right thing. The full stakeholder toolkit is hosted in the Google drive here: [Tool Kit](#)

### **Assess the Risk**

A Risk is "How great the chance that someone will be harmed by the hazard".

Once you have your list of hazards, you should use the 'risk matrix' to score each hazard as either low, medium, high, or extreme risks. For example, hazards that are 'highly likely' to occur, and have 'critical consequences' (such as serious injury or death) will have a high or

extreme risk factor. These hazards are serious, and you **MUST** take practicable steps to eliminate them, or significantly decrease the chances of them occurring (minimisation). If you cannot find a way to do this, then you may need to re-design your event.

### **Identify your Controls**

This is where you look at the hazard and figure out what controls you can put in place to reduce the risks. You may need to do some research or seek advice. For example, you may have identified a pond at your event as a hazard. Using the risk matrix, you have decided that the pond poses a 'high' risk to your event participants, because there are children at your event who could potentially fall into the pond and drown. To minimize this risk (bring it down to a 'low' risk factor) you could plan to use temporary fencing around the butterfly pond, and to station a marshal at the butterfly pond. You could also notify all participants of this possible hazard and tell them it is out of bounds.

Here are some common ways to tackle your hazards:

**ELIMINATE IT:** can the activity be stopped, or the hazard removed? This is the best option, if it is available, however, it is not always practicably possible e.g. the butterfly pond cannot be removed.

**MINIMISE IT:** this is where you look for actions you can take to reduce risk rating by implementing recognised control methods e.g. temporary fencing of the pond. This can be through **Substitution** this is where you see if you can use something different. Could you move the event to a different location without a pond? **Isolation** this is where isolating the hazard can prevent people coming into contact with it, for example spray painting in a fully automated booth. or **Engineering Control Measures** this is where you can apply physical control measures to minimise risk, such as ventilation.

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** If the risk remains after all other measures have been applied, PPE can be a useful way to minimize risk by adding some protection to the people. Example could be ensuring that your marshals are supplied with high vis vests to increase their visibility to traffic if they are directing cars parking, for example.

## EXAMPLE HAZARD REGISTER

Hazard	Risk	Likelihood	Consequence	Risk Rating	Control	Details & Persons Responsible
Fire/explosion - Defective LPG/Natural Gas Bottle (e.g. BBQ bottle)	Injury to public/damage to property	Possible	Moderate	High	Minimise	Gas bottles have a current certification date. A charged and appropriate fire extinguisher with current certification/ fire blanket. Event Manager to perform pre-event opening check that all extinguishers and certificates are in place
Cords and other trip hazards around the stage	Tripping over causing sprains, strains, bruising, fractures	Possible	Minor – moderate		Minimise	Event staff to do a site check once pack-in is complete and move any equipment still out. Any trip hazards that remain after pack in complete to be cordoned off by cones or taped over.
Environmental emergency during event: Fire, earthquake, extreme weather	Multiple injuries which could be severe, even resulting in death.	Unlikely	Critical	High	Eliminate	Emergency evacuation procedure prepared and included in event plan. Public will be communicated with via XXX. Emergency evacuation meeting point will be at XXX.
Intimidating, threatening, violent behaviour from a member or public	Minor – serious injury, emotional trauma	Unlikely	Major	Medium	Minimise	Security guarding employed at the event. Security or Event Manager will contact police immediately. Security to attempt to keep disruptive individual or group isolated from event and attendees until police arrive. No event staff will be left alone at event venue at any time.
Extreme weather pre-event	Hypothermia, injuries – multiple	Unlikely	Major	Medium	Eliminate	Event will be postponed or cancelled. Refer to the postponement/cancellation process.

## RISK MATRIX

LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CRITICAL
ALMOST CERTAIN	Medium	Medium	High	Extreme	Extreme
LIKELY	Low	Medium	High	High	Extreme
POSSIBLE	Low	Medium	High	High	High
UNLIKELY	Low	Low	Medium	Medium	High
RARE	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of likelihood
<b>Insignificant</b>	No treatment required	<b>Rare</b>	Will occur in exceptional circumstances
<b>Minor</b>	Minor injury requiring first aid (e.g. minor cuts or bruising)	<b>Unlikely</b>	Not likely to occur within foreseeable future or within project lifecycle
<b>Moderate</b>	Injury requiring medical treatment	<b>Possible</b>	May occur within the foreseeable future or within the project life cycle
<b>Major</b>	Serious injury requiring specialist medical treatment or hospitalisation	<b>Likely</b>	Likely to occur within the foreseeable future or within the project life cycle
<b>Critical</b>	Loss of life, permanent disability or multiple serious injuries	<b>Almost Certain</b>	Almost certain to occur within the foreseeable future or within the project lifecycle

## DO

Now that you have critically analysed your event for hazards, identified their risk rating, and outlined how you will eliminate or minimize the hazards, it is up to you as the event manager to make sure these steps are followed. This will mean assigning responsibility for implementing the controls during the event and monitoring during the event. For example, if you have said that there will be a lost children plan implemented at the event, what is this plan? Who will be responsible for implementing each of the steps? When will you train the people involved in implementing this?

All volunteers, contractors and vendors involved in running your event should receive a copy of your health and safety plan, and they should be briefed on what the hazards and controls are, and who is responsible for each as part of your event site induction. Furthermore, you should have a printed copy at your event, so that as and when new hazards and the control of those hazards have been identified, it can be updated. Remember new hazards can be identified before, during and after your event.

If you need to give more information on some of your controls (such as adding a process for looking after a lost child) you can add these as an appendix to your event safety and risk control plan.

## CHECK

Checking involves monitoring the controls you have planned to use during the event, from set up to pack down. As the event manager, it is up to you to make sure that your plans are fully carried out. As part of your checks, you will also check for any new hazards that occur during the event, that you had not planned for. If a new hazard happens, the process is the same, however, you will need to act very fast to put new controls in place. For example, a new slip hazard is spotted during the event. What will you do? After you have controlled the new hazard, you can add this hazard to your register.

## ACT

At the conclusion of your event, it is important to conduct a review your plan as part of your event de-brief. Gather information from volunteers, staff, and event participants. Leave your future self (or the next event manager) detailed notes on what worked well, what worked but could be improved, and what did not work or was lacking.

## CONTRIBUTING FACTORS

In addition to the activities in your event, there can be other contributing factors that need to be considered as part of your hazard register. In the sections that follow are some of the factors that may require risk assessment for your event. The list is not exhaustive, and you will need to consider other risks unique to your event design and delivery before, during and after the event:

### **AMUSEMENT DEVICES**

Amusement devices can come in the form of a mechanical device or an inflatable and can present hazards at events if installed and used incorrectly e.g. when the necessary guarding or electrical isolations have been removed. The age of the equipment can also be a contributing factor to the level of risk.

Amusement devices of a mechanical nature fall under the Amusement Devices Regulations 1978 and all mechanical devices must have a WorkSafe certification and operators must apply for a permit to operate issued by Council. Land borne inflatables (bouncy castles etc.) will need to operate in accordance with the WorkSafe land-borne inflatable device operating requirements.

Find more information here: [www.business.govt.nz/worksafe/information-guidance/all-guidance-items/land-borne-inflatable-device-operating-requirements/land-borne-inflatable-device-operating-requirements.pdf](https://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/land-borne-inflatable-device-operating-requirements/land-borne-inflatable-device-operating-requirements.pdf)

Specific risk control measures to be considered:

- is the ground being used free from hazards and flat
- are children being safely managed on and off the inflatable, with matting placed at egress points where ground is too hard
- separation of larger or more boisterous users from smaller or more timid users
- is the bouncy castle provider:
  - installing and uninstalling the inflatable. They will advise if it is too windy to install, or when it should be deflated if weather changes during the event.
  - training an adult to help ensure safe use by users, if the provider isn't on site.
- providing a Residual Current Device (RCD) and proof of tag and testing for any cables.

## **TEMPORARY STRUCTURES (E.G. SCAFFOLD, STAGE, GANTRY, ETC.)**

As the event organiser, you need to demonstrate that relevant consents have been obtained, that risks associated with structures have been assessed and that appropriate measures are in place to manage risk.

Key considerations to address if relevant include:

- when tents and/or marquees are in use, guy ropes and pegs can present risks to be managed including the risk of tripping or striking underground services
- ticketed and competent scaffolders are required to erect scaffolding
- producer statement or design certificate from a professional engineer are required for certain structures e.g. stages
- scaffolds must be built as per the Best Practice Guidelines for Scaffolding in New Zealand 2009
- who will manage lifting and rigging and how?
- how you will demonstrate competency and preparedness of workers e.g. personal protection equipment such as hard hats, work boots; asking to view their licence or certifications to do the work
- exclusion zones
- tested lifting equipment

You are responsible for demonstrating that your contractor health and safety plans will address these points (by including their health and safety plan for your event) or you will need to show how you will manage these features directly.

## **GROUND PENETRATION (E.G. PEGGING MARQUEE OR STRUCTURES)**

As the event organiser, it is your responsibility to ensure that prior to any ground penetration (e.g. tent pegs during the event or pack-in and pack-out that may penetrate the ground) that underground services such as electrical cables, gas lines, water pipes have been properly located.

See 'before you dig' to locate services [www.beforeudig.co.nz/](http://www.beforeudig.co.nz/)

It is important to obtain written consent from the landowner before performing these operations.

## **NAKED FLAMES**

When naked flames are used at your event your event operations plan will need to include a plan to manage a fire risk. As part of your fire risk management plan you must consider the health effects of smoke on event goers and performers, neighbouring residents, businesses and road safety. TCC has a bylaw that relates to fire so you will need to discuss any proposed use with the events team.

If portable LPG powered heaters are used, they must be identified in your risk control plan and the following associated hazards managed:

- confined spaces
- carbon monoxide
- proximity of combustible material
- isolation of the unit from children or accidental contact

Find more information around managing the risk of fire here: [www.fire.org.nz](http://www.fire.org.nz)

## **USAGE OF LIQUEFIED PETROLEUM GAS (LPG) (E.G. FOR FOOD STALLS)**

If gas is to be involved, e.g. to provide cooking or BBQ facilities then you are responsible for ensuring a procedure is in place to manage the use of gas. It is not acceptable to just state that you have passed on guidelines to vendors. You must demonstrate that you understand your responsibilities and how you will manage safe use in your event. BBQ gas bottles must be tested every ten years. It is illegal to fill a gas bottle that is past its expiry date, but you are allowed to use it, past the expiry date, if it still contains gas.

## **SPECIAL EFFECTS AND USE OF PYROTECHNICS/FIREWORKS**

As the event organiser, it is your responsibility to meet all relevant requirements for the use of any special effects under the Hazardous Substances and New Organisms Act, 1996 (HSNO Act) and its associated regulations. Copies of applicable approved handler licenses, approvals, evidence of notifications to relevant authorities, risk assessments and insurances must be included in the event operations plan and risk control plan and held on site.

Some special effects, e.g. pyrotechnics are subject to specific laws and regulations. These special effects may require a Display Test Certificate (DTC) to be issued by a test certifier. Failure to obtain the DTC will mean that the special effect cannot be permitted at the event. The DTC must be held with the documentation at the event site and a copy must be provided to Council.

The fire risk associated with the use of pyrotechnics and how you will manage this risk must also be detailed in the risk management section of your event operations plan.

## **LASERS AND LIGHTING**

Sources of non-ionising radiation such as lasers and sources of UV (ultraviolet) light need to be controlled to eliminate or minimise the risk to health and safety. Lasers are categorised by how much power they emit. When using lasers as part of your event you will need to implement control measures considering the classification of the lasers to be used.

The main source of ultraviolet light at outdoor events (UV light) is from the sun. When events are taking place outdoors, the risks associated with exposure to the sun need to be addressed. Man-made sources of UV light from artificial lighting and pyrotechnics need to be considered and eliminated or substituted where possible.

Lighting might also require the need to notify the Civil Aviation Authority (CAA).

To check go to <https://www.aviation.govt.nz/airspace-and-aerodromes/airspace/airspace-hazards/>

## **SMOKE MACHINES OR STROBE LIGHTING**

When using smoke and fog machines or strobe lighting as part of your event, you will need to reference the manufacturer's instructions when identifying risk control measures as part of your risk assessment i.e. demonstrate you understand the risks associated with their use and have measures in place to manage this. Key requirements include assessing:

- the requirements of associated material safety data sheets (MSDS)
- electrical hazards
- heat hazards
- effects of smoke or lighting effect on vision/health e.g. epileptics
- identification of access routes in an emergency
- strobe flicker speed
- strobe warning signage and event goer communication
- electrical safety

## **UNMANNED AIRCRAFT - DRONES/UAVS**

The Civil Aviation Authority (CAA) regulates civil aviation in New Zealand and sets the rules around the use of remotely piloted aircraft systems: unmanned aerial vehicles (UAV), unmanned aerial systems (UAS), model aircraft and drones – let's call them unmanned aircraft.

New rules introduced by the CAA came into effect on 1 August 2015 – these rules require people to obtain approval from the landowner or the occupier of the land you want to fly over. This rule comes in addition to the existing CAA and air traffic control rules on where and how you can fly unmanned aircraft, and what permissions you need to get before doing so.

Council has outlined what is required to use unmanned aircraft at your event at: <https://www.pncc.govt.nz/council-city/bylaws-regulations/flying-drones-in-parks-and-reserves/>

## **NOISE (E.G.: AMPLIFIED NOISE)**

As well as acute occupational exposure leading to the noise induced hearing loss of event stakeholders and event goers, the risk of environmental noise must be managed i.e. how the noise from your event may affect residents or businesses. Your planning should describe noise elements and address any hazards these may incur.

## **PRESENCE OF ALCOHOL**

The sale or supply of alcohol at events requires a licence under the Sale and Supply of Alcohol Act 2012. The Palmerston North Licensing Committee issues alcohol licences on behalf of the Alcohol Regulatory Licensing Authority.

Part of your application may be an alcohol management plan. This will detail what is in place to ensure sensible consumption of alcohol at your event and management of intoxication such as qualifications of those managing the bar, hours of sale/supply, security, vessels being use, number of drinks per service, type of food and water available.

## **ACCESSIBILITY NEEDS**

Make your event an inclusive event through planning early to support different attendees needs. Considerations include:

- the physical site (uneven surfaces, slopes, unclear pathways, well-lit areas, drop off zones or mobility parking close to entrance, quiet zones) – what are the impacts on access for everyone who may attend
- event communications – can people make an informed decision before coming to the event i.e. website design and content, site map showing accessibility, large print signage and programmes at venue
- event day services i.e. transport options, onsite parking, toilets – accessible and sign posted, signage/PA system, seating or appropriate spaces for wheelchair users & also service dogs, food and beverage access and or delivery options to those who can't access
- event planning – staff responsiveness/experience to assist, evacuation procedures, information in appropriate formats or can be interpreted

Find more information here:

[www.ssc.govt.nz/organising-accessible-events](http://www.ssc.govt.nz/organising-accessible-events) or

[www.ccc.govt.nz/assets/Documents/Culture-Community/Events-Festivals/AccessibleEventsChecklist2015.pdf](http://www.ccc.govt.nz/assets/Documents/Culture-Community/Events-Festivals/AccessibleEventsChecklist2015.pdf)

## **FOOD SAFETY**

Several hazards are associated with the storage, preparation and consumption of food. These hazards must be managed, and the management process should be detailed in your event operations plan, with reference to the requirements of the Food Act 2014. Associated hazards may include but are not limited to:

- salmonella
- gastroenteritis
- incorrect storage
- allergic reactions
- hot food/drink
- insects/rodents

All food vendors must hold current food certification, follow their Food Control Plan or National Programme when trading and be approved to operate by Palmerston North City Council. Any non-registered food vendors (e.g. fundraising sausage sizzle) must be pre-approved to operate by Palmerston North City Council and follow the Food Hygiene Event Checklist.

Fundraising without a registration can only occur up to 20 times in a calendar year. Fundraising vendors must also be detailed below and have been issued with a copy of the Food Hygiene Event Checklist.

As the event organiser, you must ensure that your site has the proper facilities to allow food operators to use their equipment and to operate hygienically. Things to consider but not limited to:

- Positioning of the stalls so that food safety isn't affected by other site activities;
- Refrigeration for bulk storage of food stocks (if required);
- Power and potable water access;
- Ensuring food vendors have their hand wash stations set up and covers on foods prior to trade.

## **WASTE MANAGEMENT**

Waste needs to be managed during and after the event. You need to identify how event waste will be managed and reference this in your event specific plan and provide Council. Council's event team can provide recycling stations for your event.

Key considerations and hazard implications to consider and address include:

- identifying any types of waste likely to be present at your event
- manage early in your planning if there is waste that could create hazards such as glass or plastic that can shard if broken; work with event contributors such as the liquor supplier or food vendors to have appropriate packaging and vessels
- number, positioning and type of bins e.g. if you are composting and/or recycling, if the position is easily accessed by the public for use and by staff or contractors for clearing the bins safely
- frequency and method of waste collection and the operation around this e.g. where will waste be sorted and stored safely until removal from site
- manual handling of waste and implications (weight, availability of mechanical aids, personal protective equipment)

- waste storage on-site hazardous waste, including biological waste such as syringes if found
- fire risk and management
- vermin
- weather impacts such as wind, etc

### **VEHICLES E.G. PARADE, SITE ACCESS**

All vehicles used as part of your event must be road worthy and must have a current warrant/certificate of fitness. A Registration is required if a vehicle is used on public roads.

Parade floats, trailers and associated vehicular attachments must be certified for the purpose intended, be road worthy and take account of the imposed loads and potential risk of falls from height and moving parts. You need to consider how you will maintain segregation, people and moving vehicles and how you plan to manage movement of vehicles in and around your site as a hazard.

Consider:

- who will manage vehicle access to and through your site?
- rules on what vehicles will access the site and what speed limit will be in place
- how communication of vehicle movements will be managed
- how you will use visibility to enhance safety e.g. high visibility clothing, hazard lights etc.

### **HEALTH AND SAFETY PROCESSES**

As an Event Organiser, you should have plans in place to respond effectively to health and safety incidents and other emergencies that may occur at your event. Your plans should be in proportion to the level of risk presented by your event's activities and the potential extent and severity of the incident. Having documented emergency processes for your event is the key to being prepared. Be sure to give very clear steps that should be followed that anyone can easily understand, including your volunteers. Make sure your team are aware of the emergency plans and understand their roles and responsibilities in the event of an emergency i.e. they know where emergency exits are, where emergency equipment is and when, and how to use it, how to raise the alarm and from whom they should receive instructions. Your plans should also be communicated to emergency services prior to the event.

Please be aware that it is not acceptable or fair to just call the emergency services and expect them to take all responsibility. Emergency services can take time to arrive (traffic, distances) or even be busy elsewhere, leaving you to manage a situation until you are relieved. Whilst awaiting their arrival there is valuable time that can be used to minimise the impact on people, property and you're your event. Legislation requires that you collaborate with other event contributors/contractors to share and agree upon your emergency procedures.

The emergency procedure needs to be event specific and should, at a minimum, address the following:

- what is considered an emergency
- how staff and public will know what to do (e.g. how will information on procedures be shared)
- how you will care/account for staff in an emergency
- location of fire extinguishers, fire blankets and first aid kits
- communication structure and line of command in an emergency (e.g. who can authorise evacuation of part of or the whole site)
- location of on-site emergency control and evacuation areas (mark on a site map)
- nearest hospital and contact details
- what information has been provided to emergency services
- a process to ensure the wellbeing of any lost children/vulnerable persons in the events care
- briefing of emergency personnel and arrangements for emergency services including meeting, entry and exit points
- location of services that could cause risk during emergency e.g. gas cut-off valve, main electrical switchboard,
- underground service drawings, overhead electricity noting those neighbouring the event site

Worksafe have some good guidance that can be found here: <https://www.worksafe.govt.nz/managing-health-and-safety/businesses/general-requirements-for-workplaces/emergency-plans/>

## STOPPING THE EVENT IN AN EMERGENCY

Sometimes a rapid and controlled halt to your event is the most effective response to an emergency to prevent further risk to participants and/or to initiate an evacuation.

“Show Stop” is a term used for this procedure and involves:

- Identifying the key people who can initiate a “Show Stop” procedure, and
- Who will communicate with the performers and/or participants and/or audience?
- Deciding how a “Show Stop” procedure will be initiated
- Preparing a pre-agreed text for public announcements, and how these will be communicated
- Briefing the management or performers and/or participants in advance of the “Show Stop” procedure

After the incident

Once the risk has been reduced to a tolerable level, you can consider restarting your event

Only restart your event after consultation with other key agencies on site e.g. emergency services

## LOST CHILD OR VULNERABLE PERSON

Where the presence of children/vulnerable persons is involved you should be able to demonstrate how this will be managed and by who. Lost child/vulnerable person documentation should include the following:

- a designated location where lost dependants can be registered and collected
- the location must be furnished appropriately and clearly signposted and printed on site maps
- the designated health and safety person is to review and appoint only ‘children orientated’ persons e.g. an ideal might be early childhood educators. Any staff/volunteers should be police vetted if working in this area of the event. The event organiser must have their full name, address and contact details, identification etc.
- two staff must be constantly with the lost dependant(s) to ensure the safety of the dependant(s) and for the protection of the staff members
- a tool and process to record details of the lost dependant(s) description – sex, age, ethnic group, hair colour, clothing description, name must be in place (or somewhere to record if the dependant is capable of name recognition)
- You must have protocols in place for reuniting lost children with their carers safely e.g.:

- When making announcements you must not use the name of the dependants.
- Sight and record ID and details of caregiver and carefully watch reaction of the dependant – if dependant becomes distressed or fearful, staff MUST contact security/Police.
- If there is any doubt to the status of the caregiver, staff MUST contact security/Police.
- Police should be advised of any lost children via on site Police if available, or the local station if the child is still not reunited after 30 minutes.
- If at the end of the event (or within half an hour, whichever is sooner) dependants are still present, Police should be informed. It is advised that any lost dependants at this stage be placed in the care of the Police if they are able.
- Have water available but show caution in offering food (they may be allergic to certain foods or have health issues).
- Have play/comfort equipment available to provide comfort while they wait e.g. soft toys or pens and paper, for older children Lego bricks or board games.
- Avoid allowing a child to go off with anyone under the age of 16.
- Avoid putting yourself in danger or in any compromising situations.

## TRAFFIC MANAGEMENT PLAN

Traffic management plans are required when your event affects traffic, including carparks and footpaths. The traffic management plan (TMP) and any road closures for the event need to be approved by Council. If road closures are required, the TMP is required 8 weeks prior to the event.

Your TMP should include, but is not limited to considerations for:

- car parking
- pack in and pack out movements
- safe access and egress (exit) to of the event site
- speed limits on the event site (5 kilometres per hour (KPH) is considered walking pace)
- larger vehicles or vehicles with trailers etc. must have spotters in place when manoeuvring
- emergency service access at all times
- other events or works happening at the same time that are impacting traffic management

If you do not have the necessary competencies or qualifications to safely manage traffic (qualified traffic controller or site traffic management supervisor) you must engage a professional traffic management company to develop your TMP, using the Code of Practice for Temporary Traffic Management 2012 (COPTM) as the baseline standard.

## EXTREME WEATHER

Wind and rain contingencies need to be considered for all stages of your event, as the impacts will be different.

Severe rain may restrict access to grassed areas, and remove the stability and therefore ability for scaffolding, vehicles, and marquees to be installed. Alternate access routes and ground cover options should be investigated if wet weather is a concern.

High winds should especially be covered by contractors providing marquees, scaffolding and stages. Detail of the wind limits structures are safe to operate in should be known well in advance and a plan around how they will be managed developed, the type of fixings required need to be understood by the event organiser etc.

Site considerations for severe rain include streams/lakes/sea tides and the impact rain may have. For wind, the age, condition and height of trees and existing structures such as gazebos need to be considered.

Insert your process for deciding if your event will be postponed or cancelled. Answer these questions – who will make the call? What will the criteria be? How will it be communicated to the event organisers? How will it be communicated to the public?

## MANAGING YOUR WORKERS (INCLUDING VOLUNTEERS)

Events often involve work outside of business hours, and sometimes utilise volunteers and workers that also work during business hours. This scenario presents the risk that fatigue may impact some workers' ability to operate machinery or to work safely. This hazard needs to be risk assessed as part of your event health and safety planning.

You will need to detail to Council how you will manage the safety and health of your workers, which includes any event volunteers. Key considerations may include:

- the age of staff/volunteers
- police vetting undertaken (particularly for children's events or lost child responsibilities)
- volunteer health and safety induction (see below)

- working alone or how they are getting home safely after a late shift etc.
- identification/accreditation, especially for emergency situations (e.g. all will wear high visibility clothing and identification and you must have their full details and next of kin details)
- how you will manage staff safety at and during event i.e. if they are arriving or leaving in the dark/in isolated places, what provisions are in place to feed and rest staff etc.
- how staff will communicate with each other e.g. RT, mobile phone etc.

## EVENT SAFETY CHECK LIST

This checklist is provided as a prompt to assist you in thinking through your event's potential risk and helping you to complete the Event Safety & Risk Control Plan Template. It is not obligatory for you to work through this checklist, neither is it exhaustive and as the event organiser, you are responsible for identifying additional content.

PLANNING			
Has consideration been given to?	Yes	No	N/A
The suitability of location or venue design			
Selection of competent workers, contractors			
Construction of stages, marquees etc.			
Safe delivery and installation of equipment and services			
Shows - crowd management, transport strategies			
Arrangements for fire, first-aid contingencies and major incidents			
Removal of equipment and services			
Rubbish collection and wastewater disposal			
Adequate public insurance for the event			
Checked vendors/exhibitor's insurance certificates			
First aid provision suitable for the number of people attending the event			
If a voluntary first aid service is to be provided, are they aware of your emergency procedures			
Are First Aid centres clearly signposted			
Are First Aiders clearly identifiable			

<b>VENUES &amp; SITE DESIGN</b>			
<b>Has consideration been given to?</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Space for audience			
Temporary structures			
Backstage facilities			
Parking - restricted pedestrian access during set up			
Traffic and pedestrian routes, emergency access and exit.			
Geographical location, proximity to services, facilities etc.			
Dangerous features (natural hazards, rivers, drain covers, manholes, cliffs,			
Venue access and egress			
Fire and ambulance requirements including access requirements			
Police and stewarding positions			
Perimeter fencing /stage barriers			
Clearly posted first aid stations			
Signage for wayfinding			
Permission to use site/ parade permission			
Provision of undercover areas (for shade)			
Provision of sunscreen for outdoor workers and attendees			
Adequate drinking water available			

<b>FIRE SAFETY</b>			
<b>Has consideration been given to?</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is there a plan to deal with all emergencies which could arise, e.g. fire, cancellation of events			
Number and size of exits in fences etc.			
Exits and gateways locked/unlocked, staffed			
All exits and gateways clearly marked by signs			
Stewards throughout event			
Provision of fire extinguishers			
Has the local fire station been notified of the event			
Have you contacted any residents who may be affected by noise			
Are pyrotechnics to be used			
Are the organisers and stewards trained on the fire evacuation procedure			
How will disabled persons be evacuated from the site			
<b>CROWD MANAGEMENT</b>			
<b>Has consideration been given to?</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Entry & exit of audience - are there sufficient entry points to the event Signage			
Front of stage area crowd pressure – is there a need for crush barriers			
Police involvement- traffic control and/or crowd control			
People with a disability-access issues/seating			
Children-crushing, lost children			
Is there an adequate means of communicating with the public, other emergency staff and HQ			

<b>TRANSPORT MANAGEMENT</b>			
<b>Has consideration been given to?</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is there adequate provision for parking for cars and buses			
Have you obtained the necessary permission to close a road			
Traffic management plan in place – signed off by council			
On-site vehicle management			
<b>EMERGENCY MANAGEMENT</b>			
<b>Has consideration been given to?</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Stopping/re-starting the event – how to notify attendees and workers			
Cancellation of event(s) before or during event			
Emergency routes and access for emergency services			
People with special needs			
Holding areas for performers, workers and audience			
Procedures for alerting emergency services			
Public warning mechanism			
Evacuation and containment measures, processes and reporting			
Details of script of PA announcement to audience			
Agreed rendezvous point for emergency services			
Ambulance loading points and triage area			
Details of emergency equipment location and availability			
Terrorist attack or similar (Shooter, vehicle, bomb threat)			
Drones – are they safe and is there adequate network coverage to ensure they do not fail			

<b>STRUCTURES, ELECTRICAL INSTALLATION &amp; LIGHTING</b>			
<b>Has consideration been given to?</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has the electrical installation been installed by a competent electrician			
Is the supply protected by a suitable earth leakage device (RCD)			
Are all parts of the electrical installation protected from the weather			
Do any cables create a trip hazard			
Are cables and other electrical equipment protected against damage			
Design considerations - have scaffolds/stages/platforms been signed off by a licensed rigger/scaffolder/local council			
Lifting and rigging equipment			
Documentation - design drawings/calculations; risk assessments			
Protection against falls - if safety barriers are provided, can they withstand the likely loading on them			
<b>COMMUNICATION</b>			
<b>Has consideration been given to?</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Communication within the organisation event team and contractors			
Communication between the agencies			
Public information and communication			
Is there means of communication between key organisers and stewards			
If communications are reliant on mobile phones, do they work in all areas of the site – they may not work in a large emergency event when networks are overloaded			
Are there adequate methods of communication with the public especially if the site needs to be evacuated e.g. public announcements, loudspeakers			
Use of Social Media platforms for public safety information and notifications			
Process for reporting issues, troublesome areas, staff requesting assistance during the emergency, staff reporting successfully evacuated areas, redistribution of emergency resources			

FOOD & DRINK / FOOD CART TRADING			
Has consideration been given to?	Yes	No	N/A
Catering operations – are food businesses carrying out their work in a safe and hygienic manner			
Positioning of catering operators –ensure they have suitable food hygiene certificates			
Electrical installations –power supplies			
Safe drinking water			
Monitoring of arrangements on site			
Does the caterer have adequate firefighting equipment			
Power supplies - if they are using their own generator, is it electrically safe and located in a secure position?			
Checks on gas/electrical equipment on site - if any gas cylinders are used, are they adequately secured and located where they cannot be tampered with			
Public/products liability insurance checks			
All food vendors hold appropriate food licence/permit – licence displayed			
If alcohol is to be served: <ul style="list-style-type: none"> <li>• At least one person responsible for the service of alcohol must be trained in “Responsible Service of Alcohol”</li> <li>• Alcohol licence obtained and displayed</li> <li>• Management of intoxicated persons is planned and foreseen.</li> </ul>			
Vendors are given site map indicating: <ul style="list-style-type: none"> <li>• Emergency access and egress</li> <li>• Emergency Evacuation Assembly Point</li> <li>• Location of amenities</li> </ul>			

**SANITARY FACILITIES/WASTE MANAGEMENT**

<b>Has consideration been given to?</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Numbers attending/numbers of units required - are there adequate toilets for the number of people likely to attend the event ( a good guideline is here <a href="http://www.showtimetoilets.com.au/planning-your-event/">http://www.showtimetoilets.com.au/planning-your-event/</a> )			
Is there suitable W.C. provision for people with special needs			
Location - are toilets visible, well-lit and adequately signed			
Are there measures in place to insure they are kept clean and provided with toilet paper, soap, etc.			
Are there suitable containers for the disposal of sanitary towels and nappies			
Waste management - are there adequate rubbish bins around the site			
Type of waste – is there provision for recycling			
Methods of removal - are waste collectors provided with approved personal protective clothing			