As an event organiser, you must take all practical steps to eliminate, isolate or minimise hazards in areas affected by your event. To do this you will need to record and show what practical steps you are taking to meet your health and safety obligations. Please complete this event hazard management plan and submit it to your Whakatane District Council contact person for approval. For help in completing this plan, please go to page three.

The event risk management plan must be kept on site and available to Whakatane District Council staff on request during the event.

GUIDELINES FOR CREATING AN EVENT RISK MANAGEMENT PLAN

- Identify the hazards associated with your event and assess the potential risks.

- Estimate the nature of the risk using the attached risk assessment matrix. The higher the risk the more attention/effort should be put into controlling it.

- When determining risk controls, assess if the risk control will Eliminate or Minimise the risk – You must first try to eliminate (remove) the risk. If the risk can't be eliminated, it must be minimised (as per the below hierarchy) –
  o Substitute the risk
  o Isolate the risk
  o Use engineering controls

- If something does not apply please state not applicable (N/A)

- Your risk management plan must be sighted by the Whakatāne District Council if your event takes place on Council land, however, the Whakatāne District Council does not approve Event Organiser's Safety Plans. Instead, there may be a requirement for the event organiser to consult further with Worksafe NZ. The Organiser is responsible for ensuring that the Safety Plan is appropriate for the event being organised, that it is followed and that members are aware of and are in compliance with the requirements of the Health and Safety at Work Act 2015 and its associated regulations.

- This is a guide only, and is not an exhaustive list. There may be other items that need attention that are not on this list.

Risk Assessment Matrix – Please use this is to be used to assess the risk of the particular hazard and to assign a risk rating. The risk rating will help you determine what level of action needs to be taken to mitigate the risk.

Scale of likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost certain (5)	Medium	High	High	Extreme	Extreme
Likely (4)	Low	Medium	High	High	Extreme
Possible (3)	Low	Low	Medium	High	High
Unlikely (2)	Very low	Low	Medium	Medium	High
Rare (1)	Very low	Very low	Low	Medium	Medium

Severity of consequences

1. Environmental effects on people to consider – effect of wind/rain and UV, extreme weather conditions.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating Refer to Risk Matrix	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)
Heavy Rain / Wind	Injuries caused by poor conditions / Falling debris.	Medium	Delay or cancel event	Y		Event Organiser	As soon as possible prior to event	
Sun exposure / Extreme Heat	Heatstroke / Sunburn	High	Provide shade, water stations, and sunscreen. Provide refreshment stalls. Provide water spray area.		Y	Safety Co-ordinator	On the day.	
Electrical cables	Physical injury / electric shock	Low Moderate High Extreme *(choose one)*	• Electrical cables to be covered or laid away from traffic areas • Any mains or generator powered portable electrical equipment should be used in conjunction with an RCD (Residential Current Device) and suitable for outdoor use • Electrical cables are well maintained, and safe for use outdoors • Onsite power has been checked to have been serviced and maintained by Council/Asset owner					
Manual handling (e.g. lifting equipment or goods)	Sprains, strains, pain, discomfort	Low Moderate High Extreme *(choose one)*	• Reduce or split loads to manageable weight/size • Ask for assistance					
Unruly members of the public	Vandalism, violence	Low Moderate High Extreme *(choose one)*	• Remain calm and avoid confrontation if dangerous • Encourage them to leave the site if safe doing so and call Police if required • Stop the event if too unsafe and encourage participants to leave site					

Event Risk Management Plan

1. **Environmental effects on people to consider** – effect of wind/rain and UV, extreme weather conditions.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

2. **Participants** – age/experience/suitability, accessibility needs, refreshments, lost children facilities, animals.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

3. **Electrical, sound and lighting** – registered trades people, isolation required, tripping hazards.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

4. Staging and structures – dimensions and weight of structures, building consent, ground stability.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

5. Accident & health emergencies – first aid, fire extinguishers, emergency contacts, reporting of accidents.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

6. Waste management - toilet facilities, rubbish collection, removal, animal waste, recycling.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

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7. Set-up/pack-down - what safety is in place while event site is a working site i.e. moving vehicles, first aid?

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

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8. Traffic management & parking - traffic management plan, signage, marshals, route, pedestrian management.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

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9. Vehicles participating - road legal, speed, access to site for emergency vehicles.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

				Eliminate	Minimise			

10. Activities - amusement rides, giveaways.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

11. Security - protection of pedestrians and spectators, security/Police.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

12. Crowd Control - fencing/barricades, alcohol, protection of property.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

13. Stall holders/vendors - contracts, food/health licences, emergency equipment, briefings.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

14. Staff/contractors/volunteers - Briefings, responsibilities, refreshments, training/safety briefings.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

15. Emergency procedures - Bomb threat, fire, earthquake, hazardous substances.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

16. High Risk - i.e. on roads, in water, pyrotechnics, working at height, hazardous substances.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

17. Miscellaneous - site specific hazards.

Hazard – What are the actual or potential sources of harm?	Risk – What could go wrong?	Risk Rating (v low, low, med, high, extreme)	Risk Control	Eliminate	Minimise	Who is responsible	When	Event Day (tick)

18. Other relevant information – i.e. site map or other information to assist in showing how the event will be safely managed.