



Guidelines for Events

Purpose

The purpose of this guideline is to provide health and safety management for events that take place on Council premises or public spaces. Individual event organisers need to ensure that a comprehensive safety plan is approved by Council in advance of the event being held.

The safety plan will ensure the smooth and safe running of the event and to make it memorable and fun for everyone involved.

By following this guideline both Western Bay of Plenty District Council (WBOPDC) and you, the event organiser, can work towards ensuring everybody is kept safe over the course of your event and that New Zealand safety legislation requirements are met.

Introduction

This document has been developed to provide guidance on the minimum requirements for event health and safety plans.

Event organisers are responsible for ensuring compliance with current health and safety legislation, regulations, approved codes of practice, standards and guidelines.

The minimum requirements detailed in this document apply to all events where it has been assessed by WBOPDC that an event health and safety plan is required. The requirement for an event health and safety plan is subject to the risk and nature of the event including factors such as event size, types of event activities, and the impact on the environment.

As a principal under the Health and Safety in Employment Act, 1992 (HSE Act), Western Bay of Plenty District Council recognises and accepts its legal responsibilities to all its employees, contractors and their employees, sub-contractors and their employees, volunteers and to the public to ensure all reasonably practicable steps are taken to ensure people are not harmed by our operations.

The development of a comprehensive health and safety plan for any event is very important. It shows that you understand the hazards and risks associated with the work and situations that will be or may be encountered over the course of your event.

Under the health and safety legislation, event organisers have at all times a duty of care to ensure the health and safety of staff, contractors, volunteers and persons legally entitled to be in or in the vicinity of the event site and are responsible for the provision of and maintenance of an event specific health and safety plan.

The event's health and safety plan and the risk assessment/hazard management plan must be specific to the event, and must **not** be a generic plan. Furthermore, the safety plan must take into consideration all event participants and spectators, public, event staff, activity provider employees/contractors/subcontractors, and volunteers at your event (event stakeholders).

Individual Event Specific Health and Safety Plan

Every event requires an event specific comprehensive health and safety plan. The size and detail of this plan is dependent on the level of risk associated with your event.

The event health and safety plan is a live document and must be kept updated as and when new hazards and the control of those hazards have been identified.

The content of your written plan could include, but is not limited to information about the following:

Event Health and Safety Policy Document

The event health and safety policy is an essential document that states the commitment of the event organiser to the safety and security of the event. It needs to be dated and signed by the most senior member of the event organiser team who will be accountable for event health and safety.

Event details

You will need to document all relevant details about this event that are relevant to health and safety management:

- event name
- event scope

- location
- event schedule including pack in and pack out times
- projected maximum numbers of attendees – crowd management
- equipment to be used
- traffic management
- site map/plan detailing key structures or critical areas (vehicles, machinery, toilets, entry & exit points).
- Presence of food and/or water for consumption

Key contacts and responsibilities

List the key contacts and their responsibilities throughout the duration of the event and after hours, where applicable. The list must include but is not limited to:

- overall event controller/manager
- emergency contact person (24hrs if applicable)
- person responsible for health and safety prior, during and after the event
- key event contributors e.g. Electrical Contractors, Traffic Management Contractors
- event medical assistance providers
- Food/beverage vendors – especially where liquor licences are involved.

Managing contractors

Detail any contractors that will be engaged in any activities related to the event. A copy of each contractor's event specific health and safety management plan must be included with the safety plan submitted. Hazards and risks associated with the contractors must also be included in your own plan; for example working with heavy machinery.

As part of this section you will need to detail to how the risk posed by your contractors will be managed. This may include but is not limited to:

- reviewing all contractors' specific event health and safety management plans
- reviewing the competencies of your contractors prior to working on the event
- process for monitoring contractors health and safety over the course of the contract
- communicating process for health and safety to contractors
- details of contractor inductions specific to your event.

Assessing the Risk

While planning an event, it is important to consider every foreseeable hazard, and to assess the risk of each hazard causing harm. The onus is on the event organiser to identify and manage risk

in conjunction with all other event contributors. The first stage in this process is completing risk assessment. Risk assessment uses two criteria; the **likelihood** of an event occurring and the **consequence** if it does occur.

The approach to be taken when assessing risks is to be pragmatic. For example; at one level anyone could fall and hit their head on a table and die. On a pragmatic level, the likelihood of this occurring is low and the probable consequence is bruising. However, it is equally important not to underestimate a risk assessment. The risk assessment process should be recorded on the table in appendix two or on a similar risk table.

Identifying a hazard

The first step in the risk assessment process is identifying your hazards. We suggest that your event hazard list or register is divided into parts to make the risk assessment process easier and to help you to cover all aspects of your event. For example:

1. Setting up the event
2. Event day
3. Taking down or packing up the event

Hazardous and High Risk Work

Particular hazardous work needs to be reported to WorkSafe New Zealand **24 hours prior to commencement** of such work.

This work includes but is not limited to: working at height where a person can fall five metres or more. Further also to the Best Practice Guidelines for Working at Height in New Zealand; <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand/working-height.pdf> located on the WorkSafe NZ website:

- scaffolding of which any component is over 5 metres in height from the ground
- lifting loads greater than 500kg
- confined space work.

<http://www.business.govt.nz/worksafe/notifications-forms/particular-hazardous-work>

Understanding Risks and Consequences

The following table provides a guide to deciding on the likelihood and consequence associated with each hazard. Use the table to determine the likelihood and consequence of the hazard or risk you are assessing:

Likelihood	Hint	Consequence	Hint
Rare	Once every 10 years, never heard of it happening	Less than Minor	Minor injury, first aid not required
Unlikely	Event will seldom occur i.e. every two years	Minor	First aid or minor treatment
Possible	Event will intermittently occur i.e. annually	Moderate	Medical treatment required
Likely	Event will occur in most circumstances i.e. monthly	Major	Serious harm, for example broken bones, hospitalisation
Almost certain	Event expected to occur in most circumstances i.e. daily	Extreme	Loss of life; multiple serious harms; permanent severe disability

Scoring or rating risk

Estimate the likelihood of the hazard occurring during your event – 1 is low, 5 is high.

Likelihood	Risk Score	Consequence
Almost certain	5	What are the consequences. How will you control the hazards and risks. Eliminate, isolate or minimise ?
Likely	4	
Possible	3	
Unlikely	2	
Rare	1	

Controlling Risk

Controls need to be put in place to reduce risk. Controls are the actions you implement to reduce the identified risk. Once you have done this you can reassess the risk rating to determine if your controls will work to reduce the risk. This assessment uses the same assessment criteria of likelihood and consequence. An effective control will reduce either the likelihood of a risk eventuating or the consequences if it does.

The following criteria should be used when determining risk control measures: what the person concerned knows about the hazard or risk, ways of eliminating or minimising the risks, methods of eliminating or minimising the risks.

The hierarchy of risk control must be adhered to when selecting risk control measures to manage identified hazards: **Elimination; Isolation Minimisation**

Setting up the event and taking down/packing up the event

These parts of an event are considered to be a construction activity. Therefore they are likely to be high risk activities which could include but are not limited to the following work streams and associated hazards/controls:

- Working with the public requires effective management of cordoned off areas (demarcation points) to ensure the public will not be harmed in the vicinity of hazardous and risk activities.
- Scaffolding erection & dismantling
 - ticketed & competent scaffolders required
 - producer statement required (if applicable) for designed structures or special duty scaffolds E.g. stages
 - scaffolds must be built/set up as per the Best Practice Guidelines for Scaffolding in New Zealand, 2009.
- Working at height
 - competent workers must be used
 - All work at height must adhere to the requirements of the Best Practice guideline for Working at Height, (link below) as a minimum level of compliance. <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand/working-height.pdf>
- Electrical works
 - registered electricians required for all electrical works
 - overhead electrical lines
 - transformers
 - Electrical capacity management – i.e.; electricity load on main power source. A generator may need to be used to mitigate overloading.
 - Wet weather.
- Temporary structures: erection and dismantling
 - building permit required –refer to Council building officials

- producer statement or design certificate from professional engineer required for certain structures for load or capacity maximums
- Lifting and rigging
 - competent workers – with personal protection equipment e.g.: hard hats, steel capped work boots
 - exclusion zones
 - tested lifting equipment
- Moving plant and machinery
 - segregation of people and moving vehicles
 - pedestrian crossings
 - lighting
 - high visibility clothing
 - communication.

All of the high risk activities (above) may form sections in your event health and safety plan.

The safety of all personnel and the public around the site and in the vicinity during set up and taking down or packing up the event needs to be managed and detailed within the safety plan. Hazards and risks related to set up and pack-out must be identified, assessed, documented and managed to minimise risks. Special consideration also needs to be given in a public park. Special attention must also be given to ensuring there is appropriate access to drinking water, first aid supplies, bathrooms and waste disposal.

Work at Height

All work at height must adhere to the requirements of the Best Practice guideline for Working at Height, (link below) as a minimum level of compliance.

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand/working-height.pdf>. The following generic event height work examples may be relevant to your event:

- camera towers or platforms
- stages (note heights over 5 metres must be notified to Worksafe seeking approvals)
- pedestrian walkways/bridges/stairs
- lighting installations
- weather protection structures
- scaffolding
- scissor lifts/booms and other elevated work platforms.

All people working at height must be trained to the required industry standards for the work to be undertaken.

Emergency Management

Having a documented emergency plan is a legislative requirement. Your emergency plan must be communicated to emergency services prior to the event. An emergency can happen anywhere at any time. It is essential to produce an emergency response plan in order to be prepared as much as possible. Emergency services can take time to arrive (traffic, distances) or even be busy elsewhere. Whilst awaiting their arrival there is valuable time that can be used to minimise the impact on people, property and the event.

We suggest that you collaborate with other event contributors/contractors to share and agree upon your emergency procedures.

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

- types of emergencies that could reasonably occur during the event
- how these emergencies are prepared for (training, information)
- communication structure and line of command in an emergency and how it can change
- personnel who can authorise evacuation
- the radio channel used for an emergency (if applicable)
- the establishment of an emergency control centre
- nearest accident and emergency facility address and contact details
- the role of event staff in the case of an emergency. A process that accounts for all staff, volunteers and contractors at the site post emergency
- 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 police
- site map that clearly shows the location of
 - entry and exit points
 - evacuation areas (on-site and off-site). It is advisable to have an alternate evacuation point just in case the primary is not available.
 - meeting point for emergency services
 - location of fire extinguishers, fire blankets and first aid kits
 - parking
 - event site perimeter (if applicable)

- communications centre
- toilets
- fresh water points
- security and Police locations if applicable.

And where applicable

- gas cut-off valve
- main electrical switchboard
- underground service drawings
- overhead hazards e.g. electricity
- particular hazardous sites neighbouring the event site.

First Aid Provision

First aid must be available should emergencies occur, generally related to:

- dehydration
- abrasions
- cuts
- miscellaneous medical injuries
- consideration should also be given to a higher level of cover dependent upon the activities undertaken
- stress
- fatigue

Ensure there is an appropriate number of first aid certified personnel in relation to the expected number of persons attending shall be present during the event.

Sufficient numbers of first aid certified personnel must also be present during the set up pack-out stages of the event. A first aid kit suitable for large events must be available; this must be noted on your event safety plan (including the location). It is recommended to engage a recognised service provider for first aid during the event, for example St. Johns ambulance service.

Lost child/vulnerable person procedure

Where the presence of children/vulnerable persons is involved, a procedure shall be in place to ensure the safe and timely return of lost dependents. The following needs to be addressed as a minimum:

- there must be a designated location where lost dependants can be registered and collected. The location must be furnished appropriately.

- the location needs to be clearly signposted and printed in pre-event publicity programmes, and on site maps.
 - the designated health and safety person is to review and appoint only “children orientated” persons [such as play centre/day care staff]. The appointed persons are to
 - provide their full name, address and contact details to the event management and to the Police upon request.
 - two staff must be constantly with the dependant(s) to ensure the safety of the dependant(s) and for the protection of the staff members
- Note:** You must include the persons name and contact details in the event key contact list and confirm also that Police checks have been carried out.
- record details of the lost dependant(s) Description – sex, age, ethnic group, hair colour, clothing description, name. Also does the dependant understand their name (this can be particularly helpful with older children)
 - when making announcements you must not use the name of the dependants.
 - staff should have access to communication devices.
 - 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 over the caregiver staff **MUST** contact security/Police
 - if at the end of the event (or within one hour, whichever is sooner) dependants are still present, Police must be informed. It is advised that any lost dependants at this stage be placed in the care of the Police.
 - do not give the child anything to eat or drink – except water (they may be allergic to certain foods).
 - avoid allowing a child to go off with anyone under the age of 16.
 - avoid putting yourself in danger or in any compromising situations.
 - **Note:** A process must be included in your emergency management plan to ensure the wellbeing of any lost children/vulnerable persons in “the events” care.

Event volunteers

You must detail in your plan how you are going to manage event volunteers. Key considerations may include:

- the activities that volunteers will be undertaking
- the age of volunteers (usually over sixteen years)
- police vetting of volunteers (particularly for kids events)

- volunteer health and safety induction
- volunteer identification, especially for emergency situations (e.g. all volunteers wear high visibility clothing and identification and you must have their full details and next of kin details)
- lone working
- Volunteer first aid training
- volunteer communication.

Temporary Structures

Some temporary structures such as tents, marquees, stages, and stalls may require a building consent. It is the responsibility of the event organiser to ensure that relevant consents have been obtained through Council:

<http://www.westernbay.govt.nz/our-services/district-plan-resource-consents>

<http://www.tauranga.govt.nz/building-planning/building/building-consents.aspx>

When tents and/or marquees are in use, their guy ropes and pegs can present significant risks which need to be mitigated, including:

- the risk of tripping
- the risk of striking underground services (see below)

Ground Penetrations

It is the responsibility of the event organiser to ensure that prior to any ground penetration (e.g. tent pegs, hangi, activities 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: <http://www.beforeudig.co.nz>

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

Electrical Safety

Some events require complex electrical installations and generators to supply power. All electrical work must be completed by a registered electrician, and the following must be addressed:

- all portable electrical equipment must be tested (and tagged) for current leakage by a competent person in accordance with AS/NZS 3760
- all electrical equipment used outdoors must conform to the requirements of the "Electrical (Safety) Regulations 2010"
- residual current devices (RCDs) must be used

- all trailing leads must be protected to mitigate the risk of tripping
- Checks must be carried out for electrical capacity/load management to ensure that electrical systems are not overloaded, in these cases a temporary generator may be required
- access to electrical sources and live conductors by unauthorised person must be prevented.

Liquefied Petroleum Gas (LPG)

If gas is to be involved, e.g. to provide cooking or BBQ facilities then, as the organiser, you are responsible for developing or ensuring a procedure is in place. The following is provided as a minimum guideline to be observed when developing a procedure.

Note: it is **not** acceptable to just state that you have passed on these guidelines to vendors.

Part 1 – Minor quantities

This applies to minor quantities and all cylinders whether full or nominally empty.

A cylinder **in use** is one that is connected to a system for the withdrawal of LPG.

Maximum quantities for minor **storage** and **use**:

	Maximum total quantity per site	Maximum cylinder size
Outdoors	60 kg	15 kg
Indoors	30 kg (max of 10 kg per 10 m ² floor area)	15 kg

- storage of cylinders indoors is to be avoided wherever practicable
- any cylinders **in use** shall be connected to an approved appliance and used in accordance with AS5601/NZS 5261 or other applicable standard
- users shall be aware of the hazards and risks of storage and use
- cylinders shall be kept upright in a well-ventilated area and away from any flame, heat or other ignition sources
- cylinders shall be protected from excessive temperature rise.
- cylinders shall be protected from physical impact
- cylinders shall be located so that they are not likely to be damaged under normal circumstances. Any trolley or stand in which a cylinder is to be housed shall be of metal construction and of adequate stability
- cylinders shall be located away from any location that could hinder the escape of people and away from any combustible or waste materials

- cylinders shall be kept at least 3 metres from any oxidising gases, except where the cylinders form part of a portable oxy-fuel system (welding etc.)
- cylinders shall be stored with all valves closed when not in use
- cylinders and the fittings, hoses, valves etc. shall be inspected for leaks prior to their use (e.g. soap and water solution on joints and fittings to detect leaks)
- where temporary structures are grouped together, e.g. a group of marquees, stalls or tents, there shall be a maximum of 10 such structures using LP Gas in any such group
- groups of temporary structures using LP gas shall be separated by at least 15 metres. The intervening space may be occupied by temporary structures in which no flammable gas or flammable liquids are kept
- outdoors, including open air, temporary structures (marquees, tents, booths) and under awnings. Per site maximum total quantity: 60Kg. Maximum cylinder size 15Kg
- indoors, within buildings with a roof and three or more walls, (hotels, bars, restaurants, take-away) Per site 10Kg per 10 squares metres floor area up to a maximum of 30Kg. Maximum cylinder size 15Kg
- in New Zealand any Cylinder larger than 10Kg must be secured against seismic activity
- cylinders shall not be stored as spares under or near the gas appliance.
- suitable portable fire extinguishers must be provided.

Part 2 – Larger quantities

This applies to larger quantities and all cylinders whether full or nominally empty.

A cylinder **in use** is one that is connected to a system for the withdrawal of LP Gas.

All cylinders **in use** shall be located outdoors, where this is not possible then use of cylinders indoors will be restricted to the portable appliances and restrictions as outlined in Part 1 ("Minor quantities"). If this is not practicable then the following applies:

- the following restrictions will apply to LP Gas **in use** indoors at exhibition centres.
- where the floor area is less than or equal to 200m² then Part 1 of this section will apply.
- where the floor area is greater than 200m², a maximum capacity of 210 kg of LP Gas per 200m² of floor area shall apply.
- groups of cylinders as per section b. above shall be separated by at least 15 metres. Cylinders need not be manifolded and can supply different consuming appliances.
- cylinders shall not be stored as spares indoors unless they fall under the minor quantities for indoor use, Part 1 of this section.
- the following restrictions will apply to LPG outdoors in larger quantities whilst **in use**.

- no more than 99kg in any one area with a separation of at least 5 metres between installations. If this is exceeded (quantities of or over 100kg) then a "location test certificate" (LTC) will be required.
- quantities of 100kg and over will required an "approved handler". This could be someone qualified on site or it could be your gas supplier. As long as they are available to give advice 24/7 they are not "required" to be at the site.
- cylinders **not in use** shall not be stored in these areas.
- Care and handling would be as per Part 1 of this section but with the extra caution around heavier equipment etc:
- storage of cylinders not in use at an event is discouraged as there are separation zones; hazardous zones etc. to be taken into account. Remember that cylinders should be treated as nominally full even when used
- in public locations storage shall be in a lockable area
- if the event is using over 100kg of LPG (requires a Location Test Certificate) and is located along one of Tauranga's flight paths, the event organiser must advise the Civil Aviation Authority (CAA). If for some reason there is an accident or incident onsite at the event and the LPG has ignited/explored the CAA will require immediate notification so as to divert aircraft if required. Most events will not be affected by this, but it is worth checking the flight paths for Tauranga Airport during the planning phase of the event
- the Rescue Coordination Centre can be contacted 24 hours a day 7 days week via 0508 ACCIDENT (0508 222 433) and they will contact the CAA as required
- events that have 300kg or more of LPG will require a copy of the emergency response plan to be sent to the NZ Fire Service Area Manager
- the response plan should also outline what role you expect the Fire Service to take if an emergency identified in the plan should occur. You must provide enough detail to allow the Fire Service to determine if the plan is consistent with operational procedures. They will write back to you confirming this.

Note: The sections above are a minimum standard, for larger installations it may be useful to engage the services of a professional gas technician and prepare a site specific gas plan suitable portable fire extinguishers must be provided.

Security Procedure

A security procedure needs to be in place that clearly outlines how security issues of the event are being addressed. It should include, but is not limited to, the following:

- crowd control
- unruly behaviour of members of the public

- alcohol management
- personal safety of cash handlers
- lost dependants
- Venue security procedures (locking/unlocking).

Where the event takes place on multiple days, the following needs to be considered in the Event Health and Safety Plan:

- cash-handling and asset protection
- crowd control fencing
- after hours security.

It is strongly recommended that you engage a professional security and event services company.

Crowd Management

Wherever crowds of people converge at one location a number of hazardous situations can be created. The larger the crowd, the risk of these hazardous situations coming to being can be increased.

As part of your event specific safety management plan you must detail how the movement of people on site will be managed. Some of the key hazards associated with crowds are:

- crossing the flow of foot traffic e.g. to access toilets or refreshments
- slips & trips due to poor underfoot conditions and surfacing
- bottlenecks between permanent structures – especially in an emergency situation
- corralling of people in restricted areas
- surging or rushing crowds
- dangerous behaviour such as climbing on equipment or throwing of event furniture/rocks etc
- impairment due to alcohol/illicit drug intake
- theft and assault.

Traffic Management

A [traffic management plan](#) (PDF 1.23MB) may also be required with any application either by the applicant or their contractor.

Traffic management plans are required any time that the event may affect traffic, carparks and/or footpaths.

Your traffic management plan should include, but is not limited to, considerations for

- car-parking
- safe access and egress (exit) of the event site
- emergency service access at all times
- other events or works happening at the same time that are impacting traffic management
- larger vehicles or vehicles with trailers etc. must have spotters in place when manoeuvring near personnel and/or property.

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

The traffic management plan (TMP) and any road closures for the event need to be approved by Council through [Submitica](#).

If you need assistance or have any questions, please don't hesitate to contact the Westlink team at traffic.management@westlink.co.nz or phone WestLink on 577 4677.

Vehicles

All vehicles used as part of your event must be road worthy and must have a current warrant/certificate of fitness. 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.

Animals

If your event involves animals, the following points must be considered and prepared for:

- the safety and security of animals
- measures in place to segregate animals and event goers/animal handlers
- welfare of animals and who is responsible for ensuring their welfare
- presence of veterinarians. If a vet is not going to present then contact your local veterinarian clinic to check that they would be available to attend in an emergency
- emergency procedures for escaped or injured animals.

Special Effects and Pyrotechnics

For events that include special effects it is the event organiser's responsibility to meet all relevant requirements for the use of special effects, for example community fire works. The event organiser is the person in charge for the purposes of the Hazardous Substances and New Organisms Act, 1996 (HSNO Act) and its associated regulations.
<http://www.legislation.govt.nz/act/public/1996/0030/latest/DLM381222.html>
<http://www.business.govt.nz/worksafe/information-guidance/legal-framework/hsno-act-1996>

Copies of applicable approved handler licenses, approvals, evidence of notifications to relevant authorities, risk assessments and insurances must be included in the event safety plan and held on site.

In some instances special effects, e.g. pyrotechnics are subject to specific laws and regulations. These special effects may require a Display? Test certificate to be issued by a test certifier. Failure to obtain the Display Test Certificate will mean that the special effect cannot be permitted at the event. For more details Worksafe NZ can be contacted on 0800 376 234 or <http://www.business.govt.nz/worksafe/notifications-forms/hsno-activities-certification-qualifications-licensing/documents/csl-applicaitons-forms-issued-by-test-certifiers/outdoor-pyrotechnic-display-approved-handler-assessment-forms.doc>

The Display Test Certificate must be held with the documentation at the event site and if requested a copy must be provided to Western Bay of Plenty District Council.

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

Reporting Incidents and Accidents

The event safety plan must include but is not limited to the following:

- your internal reporting requirements (how an issue is reported and who to)
- management responsibilities (who is charge and what is expected of them)
- procedures for reporting Serious Harm incidents as defined by the HSE Act to WorkSafe New Zealand and to the Western Bay of Plenty District Council.
- procedures for investigating and recording of serious harm incidents.

Please note the following:

- WorkSafe New Zealand must be notified as soon as possible of workplace serious harm accidents (including to members of the public). WorkSafe New Zealand are available on freephone 0800 030 040 (24 hours) within seven (7) days.
- if you are reporting a hazardous substances emergency, please call the New Zealand Fire Service on 111 and then the WorkSafe NZ response team directly on 0800 030 040.
- it is a legal requirement not to disturb an accident scene until clearance is authorised by a health and safety inspector except in certain situations, including when persons or property are at risk, as provided for by section 26 of the Health and Safety in Employment Act 1992.
- if you require scene clearance or other immediate assistance from a health and safety inspector, please call 0800 030 040. This done after seeking medical treatment and making the scene safe.
- Western Bay of Plenty District Council must also be informed of any Serious Harm incidents that may happen at the event – Phone 24hrs/7 days on 07 571 8008
- you must provide WorkSafe New Zealand with written notice of the circumstances of the accident or serious harm within seven days.

<http://www.business.govt.nz/worksafe/notifications-forms/accident-serious-harm>

Note: The recording and investigation of incidents is a useful tool to assist in developing a better health and safety plan for your next event.

Communication

Effective communication is crucial when managing health and safety, and especially during events. How you are going to communicate health and safety at all stages of your event and what stakeholders will be included in the lines of communication will need to be clearly planned.

In an event, it is not unusual to have a lot of stakeholders who have never worked together before, communicating with each other in many different ways. Add the use of volunteers and contract labour to this mix and the lines of communication and associated plans can become quite complex. By breaking your event into sections as suggested below, this may aid in developing your communication plan:

Pre-event

- identify your event stakeholders and contributors – this may include neighbouring businesses or residents
- decide on lines of communication – how will the necessary communication around health and safety take place? E.g. pre-event briefings with all contributors etc
- develop your communication plan for the event – and communicate it!

During the event

- decide how important information will be communicated during the event – lost children, serious accidents, emergency announcements, hazard notifications
- how will the event organiser be notified if a stakeholder has a serious accident?
- who will communicate with emergency services in the event of an emergency?

Post event

- decide how you will communicate the lessons learned from the event - what went well/not well E.g. post event health and safety debrief meeting with stakeholders and those who worked on the event

Serious Incident Communication

- you will need to develop a plan for communicating serious incidents to key stakeholders E.g. Western Bay of Plenty District Council, fire service, civil defence, police

Event Waste

Most events generate waste of some form. This waste must be managed during and after the event and also after the event. You need to identify how event waste will be managed and reference this in your event specific plan. Key considerations include:

- waste collection throughout the site
- hazardous waste, including biological waste such as condoms or syringes
- manual handling of waste (weight, availability of mechanical aids, personal protective equipment)
- waste storage on site
- fire risk and management
- recycling
- vermin.

For more information please refer to the event toolkit section on Councils website <https://www.westernbay.govt.nz>

Environmental 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 local residents or businesses. Discuss any noise related issues with Council's compliance staff. <https://www.westernbay.govt.nz>

Amusement devices

Amusement devices can present significant health and safety risks to their users if installed and used incorrectly or when the necessary guarding or electrical isolations have been removed. The age of the equipment can be a contributing factor to the level of risk. For all amusement devices, you must apply for a permit to operate as issued by the Western Bay of Plenty District Council. Each amusement device in use must be accompanied by a detailed risk assessment, be maintained and fit for use. For example; a Ferris wheel. Amusement device operators have to adhere to very strict guidelines and must be able to present their compliance documentation when asked.

Food Safety

A number of 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 H&S plan, with reference to the requirements of the Food Act 2014 <https://www.mpi.govt.nz/food-safety/food-act-2014/>

Associated hazards may include but not limited to: salmonella, gastroenteritis, listeria, incorrect storage, avian flu, allergic reaction shot food/drink and insects/rodents. Appropriate quantities of drinking water must also be available for hydration and emergencies. An excellent resource for food specific hazards can be found on the Ministry for Primary Industries website at the link below: <http://www.foodsafety.govt.nz/registers-lists/hazards/index.htm>

If you are planning to sell or gift food stuffs as part of your event you must apply for the relevant licence through the Western Bay of Plenty District Council website at the link below: <http://www.westernbay.govt.nz>

Maritime Events

Events on or near water present significant risk and will need to be closely managed.

Key inclusions in your maritime event plan may include:

- weather conditions and criteria for event cancellation due to bad weather
- water rescue provision (including the provision of rescue boats/surf lifesavers and life jackets)

- consultation with the Coast Guard prior to the event
- referencing shipping timetables and consultation with the Port of Tauranga
- tsunami emergency planning
- tide data
- water depth data
- emergency access to the shore.

On-ionising Radiation – LASERS AND UV

Sources of non-ionising radiation such as LASERS and sources of UV (ultra violet) 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 taking account of the classification of the lasers to be used. The main source of ultra violet 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.

Smoke Machines

When using smoke and fog machines 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. Key requirements include assessing:

- the requirements of associated material safety data sheets (MSDS)
- electrical hazards
- heat hazards
- effects of smoke on vision and identification of access routes in an emergency.

Firearms

If firearms are to be used as part of your event, this use will need to be risk assessed. **This includes firearms used as props without live ammunition.** Where live rounds are to be used, firearms licence requirements must be adhered to and the appropriate licence sought from the New Zealand Police:

<http://www.police.govt.nz/about-us/publication/arms-code>

<http://www.police.govt.nz/about-us/publication/arms-code/what-you-must-know-about-firearms>

(a copy of this code must be kept with your safety plan)

Key risks that must be managed include:

- noise induced hearing loss and acute noise exposure

- proximity of people to live fire
- security of weapons
- storage of ammunition.

Strobe Lighting

Strobe lighting can have an adverse effect on people affected by flicker sensitive epilepsy. Where the use of strobe lighting cannot be avoided it must be entered into your risk assessment and the following points must be considered:

- strobe flicker speed
- strobe warning signage and event goer communication
- electrical safety.

Naked Flames

Where naked flames are used as part of your event a significant portion of your event health and safety plan will need to be devoted to fire risk management. Further information around managing the risk of fire can be found at: <http://www.fire.org.nz/>

As part of your fire risk management plan you must consider the effects of smoke on neighbouring residents, businesses or road safety, including the health effects on event goers and performers. Consider the number of fire extinguisher you will need to have. If portable LPG powered heaters are used they must be identified in your fire risk management plan and the following associated hazards managed:

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

Confined Spaces

A confined space is a space that has not been designed for human occupation, has limited access or has the potential for containing a toxic or oxygen deficient atmosphere. As part of your event plan you will need to identify and manage any spaces that meet this description. More information can be found at

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/confined-spaces-planning-entry-and-working-safely-in-a-confined-space/confined-p.pdf>

Machinery

If machinery is to be used as part of your event, the Best Practice Guidelines for the Safe Use of Machinery, 2014 must be adhered to at a minimum:

<http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/safe-use-of-machinery>

Fatigue

Events usually take place under tight time frames and 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 risk assessed as part of your event health and safety plan. Further information can be found at:

https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0008/9197/vwa_fatigue_handbook.pdf

It is important you understand the rights of your workers and how to keep them safe. They are your responsibility!

Night work

Where your event operations will take place at night time, consideration must be given to managing the associated risk of reduced light. Risks that may be considered low in day light can be significantly increased at night time. Key considerations include:

- general access & egress lighting, and task specific lighting
- lone working
- increased security risk – personal safety
- the effects of artificial lighting on neighbours
- high visibility clothing

Heat/Cold

Where your event will take place outdoors, the risks associated with the effects of heat and cold on workers and event goers needs to be managed. This may be managed by providing for:

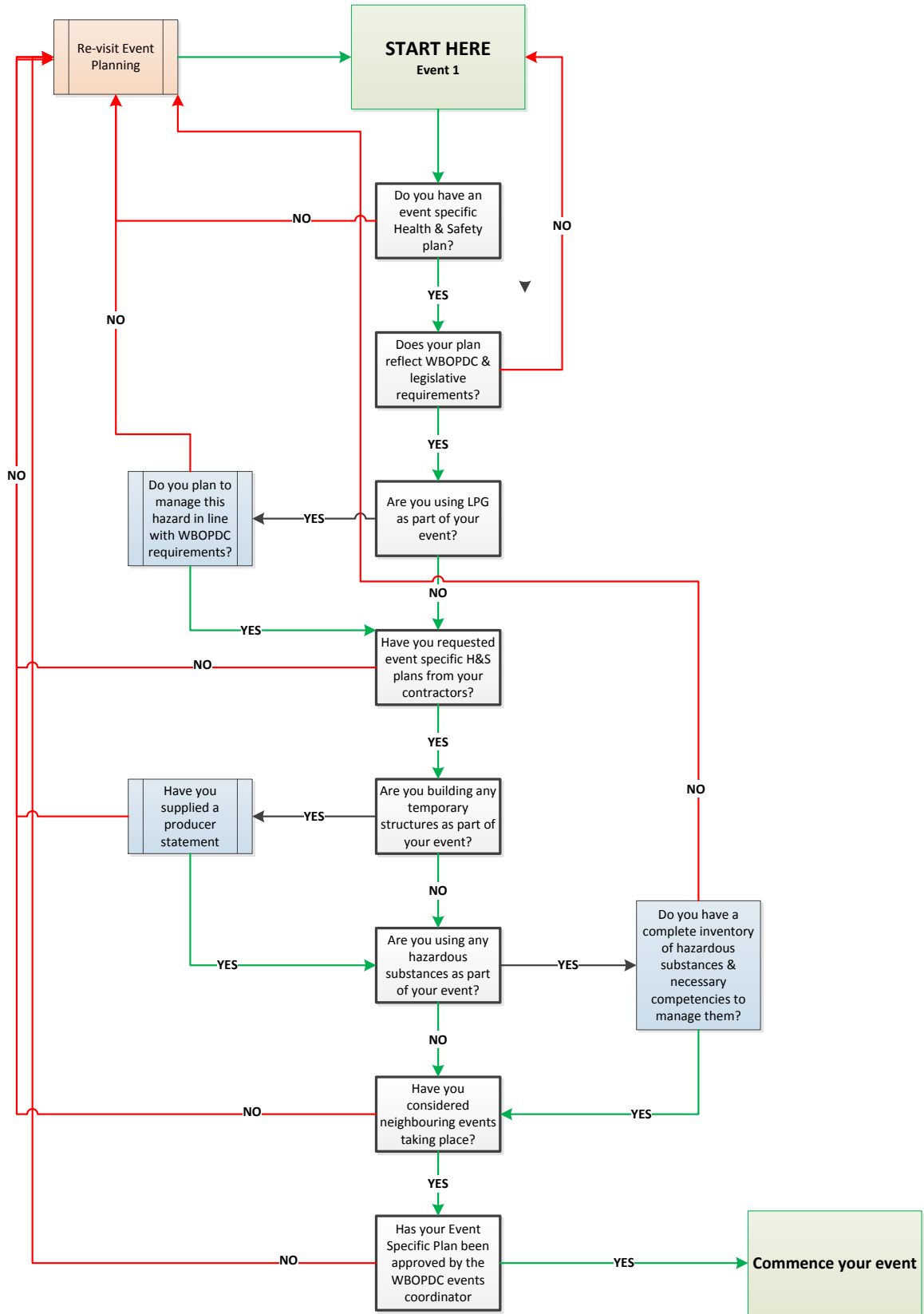
- suitable clothing
- provision of drinking water
- suitable facilities to rest and eat
- shade
- shift working.

Terms and Conditions and Insurance

The event organiser/manager must ensure that they have completed the terms and conditions agreement and that Council is satisfied with your event safety plans.

As an event organiser you will also need to have appropriate insurance cover, this may also include public liability insurance.

Appendix 1 – Event Planning Flowchart



This guide should be read in conjunction with the Ministry of Civil Defence & Emergency Management' Safety Planning Guidelines for Events, 2003:

Another useful resource is the Development of Safety Planning guidelines for Events which was developed by the former Waitakere City Council.

<http://www.waitakere.govt.nz/Frefor/pdf/event-safety-guidelines-osh-200104.pdf>