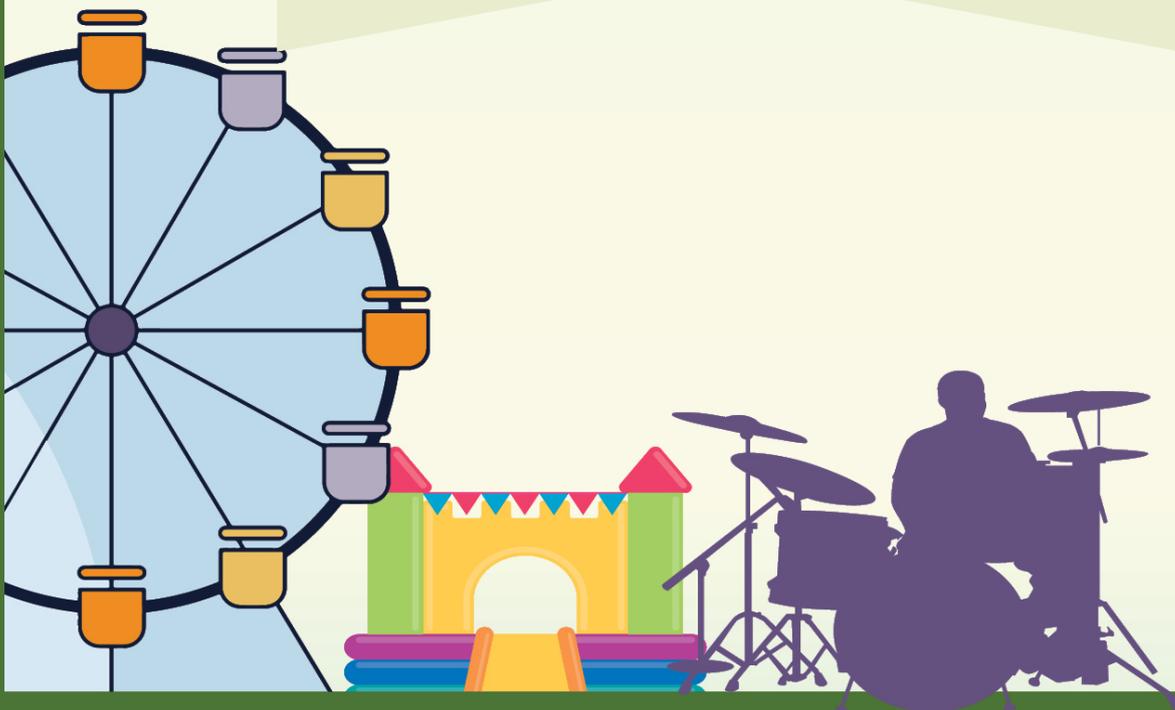


*Western Bay of Plenty
District Council*

EVENT HEALTH & SAFETY GUIDELINES



June 2018

Kia ora,

Western Bay of Plenty District Council (Council) understands that events have a valuable role to play in the development of local communities, culture and economy and we are committed to help you as the event organiser to deliver a successful event.

The purpose of this guide is to help event organisers plan and deliver a safe and successful event for your audience and build a positive reputation for your event.

While this guide considers current health and safety legislation, regulations, approved codes of practice, standards and guidelines, it is the organiser's responsibility to ensure your event is compliant.

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When do these guidelines apply?

These guidelines apply to all events that requires Western Bay of Plenty District Council's (Council) permission to take place. This applies to events on any asset owned, administered or controlled by Council including reserves, parks, roads, streets or footpaths.

In giving permission for an event to take place, Council under the Health and Safety at Work Act 2015 (HSWA) has a shared duty of care to ensure that so far as is reasonably practicable, people are not harmed by event operations. This is why the event organiser needs to document their safety planning.

Please note: the level of risk and nature or type of event dictates the extent of documentation required.

What is an event?

An event is an organised special occasion of limited duration that brings people together for the primary purpose of participating in community, cultural, commemorative, recreational, sport, art, educational or entertainment experience.

General use of a park / reserve

A picnic, barbeque or gathering with a few (less than 100) family or friends is considered general use of a public space and does not require event approval, so have fun!

Other activities that involve fewer than 100 people and do not have any infrastructure, high level/continuous noise, sale or supply of alcohol or impact on access for the general public are also unlikely to require event approval. If you are unsure of your responsibilities, please do not hesitate to contact the Reserves Team – we're here to help!

Whatever sort of general use you are planning on one of Western Bay of Plenty District Council's public reserves / parks, there are some guidelines for you to follow:

- **Be considerate:** The reserve / park is for everyone, you will need to share the space with others
- **Tidy-up:** Take your rubbish with you and recycle your waste where possible
- **Be a good host:** Keep yourself and your guests safe. Check the area for hazards e.g. waterways, fire etc. Think about how to minimise the danger and keep safe. If you have concerns about site hazards that you can't avoid or minimise, please contact the Western Bay of Plenty District Council on 07 571 8008
- **Be responsible:** If your activity changes during planning (e.g. you decide to add a bouncy castle, invite food vendors, you need vehicle access or you decide to serve alcohol), you may have new responsibilities that our Reserves Team can advise on. Give them a call on 07 571 8008.

Event health and safety planning must:

- Be specific to the event i.e. not a generic plan
- Take into consideration all event participants, spectators, event staff, activity provider employees/contractors/subcontractors, and volunteers at your event (event stakeholders)
- Be kept updated as and when new hazards and the control of those hazards have been identified both before, during and after your event.

The following sections describe common features expected to be included in an event health and safety risk management plan and describe Council's expectations in terms of level of content. However, again this is dependent of the risk level and nature of your event.

Event health and safety commitment

A risk management plan describing the commitment of the event organiser to the health and safety of the event must be signed by the most senior of the event organising team. This person will be accountable for the health and safety at the event.

Identifying potential event risks

Below is a list of some factors that could become a risk e.g. event activities, services and equipment. These will require specific comments in your risk management plan about how these factors will be managed to ensure no one is injured.

- Amusement devices including land borne and water borne inflatables
- Accessibility needs
- Working at heights
- Presence of alcohol
- Number of people attending
- Type of event
- Involvement of children and/or vulnerable persons
- Involvement of animals
- Traffic management e.g. Traffic Management Plan (TMP)
- Vehicles e.g. parade, site access
- Special effects and use of pyrotechnics/fireworks
- Lasers and lighting
- Smoke machines or strobe lighting
- Naked flames
- Noise (e.g. drumming, amplified noise)
- Drones/Unmanned aerial vehicles (UAV)
- Temporary structures (e.g. scaffold, stage, gantry, etc.)
- Ground penetration (e.g. pegging marquee or structures)
- Usage of liquefied petroleum gas (LPG) (e.g. food stalls)
- Electrical Installations/generators
- Maritime event/water involved

Key contacts

A list of the key contacts throughout the duration of the event and after hours is required on your risk management plan. It should 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.

Contractors

Details of how you will manage the risks posed by contractors are required by Council. The level of information required will depend on the size and type of event. 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 e.g. vehicle licences, rigging and scaffolding certificates of competency, registrations, licences, etc.
- A process for engaging with contractors on health and safety matters
- Details on contractor inductions specific to your event.

You need to list any contractors that will be engaged in any activities related to the event. Council may request to see your contractor induction form or the Contractor's event specific health and safety management plan if the work is deemed high risk.

Induction process for contractors, workers and volunteers

Your induction process needs to ensure that contractors, workers and volunteers are informed about the risks that exist on site, and the risks they bring to the site that may impact health and safety at your event, and the controls in place to manage the risk. All of the above need to be inducted before they begin any work on site and should sign a register or induction form to confirm they have been informed and understand the risks.

Your induction could contain, but is not limited to information such as:

- Overview of the planned event activity e.g. pack in, event and pack out
- Location of the event operational documentation including the health and safety (risk management plan)
- Explanation of site hazards and controls in place
- Key contacts and their roles – who to report to for any situation
- First aid provider, location of first aid services/kits
- Event day incident reporting – who to contact and how
- Any driving on site to be 5km/hr or less and hazard lights to be used
- Emergency planning i.e. evacuation procedure and meeting point
- The role of others on site.

The Risk Plan – Documenting how you will manage risks at your event

While planning your event, it's important to consider all hazards and assess the risk of each hazard causing harm. The responsibility is on the event organiser to identify, assess and document what hazards are present and under their control during the overall delivery of the event (includes pack in / pack out) and how they will manage them.

Identifying a hazard

The first step is to identify a hazard. A hazard is anything that could cause harm in terms of death, injury or illness to anyone as part of the overall event; workers, participants, attendees, volunteers or organisers.

Assessing risk

Risk is the potential threat to cause harm. For example; if a ladder is a hazard, then the risks are; the ladder falling on a person, tripping over the ladder, falling from the ladder. Once the risks have been identified then they need to be risk assessed. A risk matrix is used to measure the likelihood of the harm occurring and how serious the risk could be and rates it accordingly. If the risk cannot be eliminated, then it must be managed by applying controls that take the safest approach as reasonably practicable in the circumstances.

The following table is an example of a guide which decides the likelihood, seriousness or consequence associated with the risk. You may want to include this table with your risk plan to explain your methodology behind your approach to the risk and your controls.

Risk score and level of risk - The table below shows how to assess the **likelihood** and **consequence** of each identified risk and therefore show the **risk score** and the **level of risk**. Eg: The likelihood the risk is identified as unlikely which gives a rating of 2 and the consequence of the risk would be moderate which gives a rating of 1.5. To get the risk score you multiply the likelihood of 2 by the consequence of 1.5, (2 x 1.5 = 3). The risk score is 3 which indicates the level of risk is moderate (as per the table below).

| Likelihood (L) | Definition | Consequence (C) | Definition | Risk Score | Level of risk | Description |
|------------------|--|---------------------|--|------------|---------------|--|
| 1 Rare | Once every 10 years, never heard of it happening | 0.5 Less than Minor | Minor injury, first aid not required | 0-1.5 | Low | While control issues may still exist at this level, their impact will be low. |
| 2 Unlikely | Event will seldom occur i.e. every two years | 1 Minor | First aid or minor treatment | 2-4 | Moderate | This level of risk is still considered unacceptable in certain circumstances. |
| 3 Possible | Event will intermittently occur i.e. annually | 1.5 Moderate | Medical treatment required | 4.5-8 | High | Require attention with a degree of priority. Remedial action should be identified and implementation commenced with appropriate priority. |
| 4 Likely | Event will occur in most circumstances i.e. monthly | 4 Major | Notifiable injury or illness, broken bones, hospitalisation | 10-16 | Critical | This level of risk also requires immediate attention and should not proceed without clear and timely action plans identified to reduce the risk. |
| 5 Almost certain | Event expected to occur in most circumstances i.e. daily | 5 Extreme | Loss of life; multiple notifiable injuries or illnesses, permanent severe disability | 21-25 | Extreme | Stop, do not proceed with any risk at this level without specialist assistance to further treat/reduce risk including the possible development of contingency plans and/or risk transference strategies. |

Controlling risk

Controls need to be put in place to reduce risk created by the hazard. Controls are the actions you are committed to putting in place to reduce the identified risk. A suitable control will reduce the risk to any person as part of the overall event i.e. event workers, participants, attendees etc.

Things to consider when identifying and implementing risk control measures:

- What would a person reasonably know about the hazard or risk?
- How can you eliminate or minimise the risk?

Description of the risk controls should be detailed in your documentation. When selecting risk control measures, follow the below, as this is your legislative requirement:

1. Elimination
2. Substitution
3. Isolation

Controls must strive for elimination of risk wherever possible or the next best option in order of preference i.e. if not eliminate, then substitute, if not substitute then isolate. [See Section 6 – Hierarchy of control measures of the Health & Safety at Work](#) (General Risk & Workplace Management) for more details.

High risk events

If your event features potentially hazardous activities, Council will require more detail over and above the risk management plan such as;

Command, control and communications

This is an overview of how you are structuring your event delivery team and stakeholders in order to make event decisions on the day. A good way to explain this is with a description or chart of who will communicate with who in the case of an incident, where 111 is not the first point of call. You will also need to outline how you will communicate to support a healthy and safe event environment at all stages of your event including:

- How will you provide safety messages to public and staff?
- What tools you will use to communicate (e.g. written and verbal, radio)
- Who is included in your communications i.e. who will communicate what under which circumstances e.g. suspected heart attack or cancellation of the event due to adverse weather conditions.

It is suggested that you break your communications plan up into the following sections:

Pre event

- Identify your event stakeholders and contributors e.g. Staff, Emergency services, neighbours
- Decide on lines of communication – how will the necessary communication around health and safety take place e.g. prestart meetings with all contributors etc
- How will the event organiser be notified if a stakeholder has a serious accident and is unable to come and fulfil their role at the event? 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
- 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 operations debrief meeting with stakeholders and those who worked on the event.

Reporting incidents and accidents

You may need to demonstrate:

- Your internal reporting requirements (how an issue is reported and who to?)
- Management responsibilities (who is in charge and what is expected of them)
- Procedures for notifiable events required to be reported as defined by the HSWA to WorkSafe NZ
- Knowledge on the notifiable events reporting procedure (WorkSafe NZ).

Please note the following:

- WorkSafe NZ must be notified as soon as possible of a reportable 'notifiable event'. WorkSafe NZ are available on 0800 030 040 (available 24/7)
- 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 WorkSafe NZ inspector except in certain situations, such as, when persons or property are at risk.

If you require scene clearance or other immediate assistance from WorkSafe NZ, please call 0800 030 040.

- Council must also be informed of any notifiable event that may happen at the event site – Phone 07 571 8008 or 0800 926 732 (available 24/7).
- You must follow WorkSafe NZ processes for notification.

A notifiable event is a:

- Death,
- Notifiable illness or injury, or
- Notifiable incident occurring as a result of work.

For more information see the WorkSafe NZ website – [Notifiable event](#) here.

Emergency management planning

An emergency plan is key to being prepared. Your emergency plan should also be communicated to emergency services prior to your event.

Please be aware that it is not acceptable 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 they arrive. While awaiting their arrival, there is valuable time that can be used to minimise the impact on people, property and 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.

First aid provision

First aid must be available should emergencies occur, typically for:

- Dehydration
- Abrasions
- Cuts
- Miscellaneous medical injuries

An appropriate number of first aid certified personnel in relation to the expected number of people (or audience/event type) attending, shall be present during the event.

Sufficient numbers of first aid certified personnel must also be present during pack in and pack out. It is recommended to engage a recognised service provider for first aid during the event. The location of first aid should be marked on the site map and be signposted at the event (including on any public maps).

Lost child/vulnerable person procedure

Where the presence of children/vulnerable persons is involved, you should be able to demonstrate how this will be managed and by who. The level of documentation required will depend on the size and type of event. Lost child/vulnerable person documentation may include:

- A designated location where lost children/vulnerable persons can be registered and collected from
- The location needs to be clearly signposted and included on the site map
- 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 any lost children to ensure their safety and for the protection of the staff members
- A tool or process to record details and description of any lost children/vulnerable person i.e. sex, age, ethnic group, hair colour, clothing description, name must be in place (or somewhere to record if the child is capable of name recognition).

You must have protocols in place for reuniting lost children with their parent/s, guardian or carer safely i.e.:

- When making announcements, you must not use the name of the child
- Staff should have access to communication devices
- Sight and record ID and details of caregiver and carefully watch reaction of the child – if the child becomes distressed or fearful, staff MUST contact security/Police
- If there is any doubt to the status of the parent/caregiver, staff MUST contact security/Police
- Police should be advised if any child is still not reunited after 30 minutes
- If at the end of the event (or within half an hour, whichever is sooner) children are still present, Police should be informed. It is advised that any lost children at this stage, should be placed in the care of the Police, if they are able
- Have water available but do not offer food (they may be allergic to certain foods or have health issues)
- 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.

Security plan

Dependent on the size and type of event, a security procedure may be required that clearly outlines how security issues at the event are going to be addressed. It should include, but is not limited to the following:

- Names, numbers and qualifications of security personnel/company
- How unruly behaviour members of the public/crowd will be managed
- Cash-handling procedures and asset protection
- Fencing/exclusion areas and how these will be maintained
- After-hours security arrangements (and any lone working procedures for overnight security)
- If and how the NZ Police have been engaged in security planning i.e. will they be on site and how security personnel and Police will work together.

Council may require you to engage a professional security and event services company for any high risk events.

Crowd management

Wherever crowds of people converge at one location, a number of hazardous situations can be created. You must detail how the movement and behaviour of people on site will be managed.

Some of the key hazards associated with crowds can be:

- Crowd profile – what type of crowd will you attract i.e. age?
- Demographic
- Size – how many people are you expecting?
- Historical behaviour (what will they consume on site, preloading, previous incidents)
- Arrivals/departures
- How will they arrive?
- When will they arrive?
- When do you expect peaks in arrivals, etc.?
- Site capacity - You will need to understand the number of people you can safely fit on the site. You must also take into consideration the exits available (keeping in mind a potential full evacuation should be completed in 8 minutes from a place of danger to a place of safety).
- A plan for how you will know how many people are on site at any one time will also need to be developed
- Crossing the flow of foot traffic e.g. to access toilets or refreshments
- Slips and trips due to poor underfoot conditions and surfacing
- Bottlenecks between permanent structures – especially in an emergency situation
- Queuing systems
- Corraling of people in restricted areas
- Potential of surging or rushing crowds
- Dangerous behaviour such as climbing on equipment or throwing of objects
- Theft and assault
- Impairment due to alcohol/illicit drug intake (either supplied at your event or unauthorised)
- Contingency planning if many more people than you expect turn up on the day

If you are supplying or enabling supply of alcohol at your event, you should provide a specific alcohol management plan. Find more information here from Health & Safety Executive UK – [Managing crowds safely: www.hse.gov.uk/event-safety/crowd-management.htm](http://www.hse.gov.uk/event-safety/crowd-management.htm)

Accessibility needs

Make your event an inclusive event through planning early to support attendee's needs. Considerations include:

- The physical site (uneven surfaces, slopes, unclear path ways, 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 on the NZ State Services Commission's website – [Organising Accessible Event here](#). See here an example of an [Accessible Events Checklist from Christchurch City Council](#)

Hazardous and high risk work

Particular hazardous work needs to be reported to WorkSafe NZ 24 hours prior to commencement of such work. This work includes but is not limited to:

- Work at height where a person can fall 5 metres or more
- Scaffolding of which any component is over 5 metres in height from the ground
- Lifting loads greater than 500kg
- Confined space work.

You will need to acknowledge your understanding of this requirement and note the work and actions to manage within your risk management plan.

Find more information on the WorkSafe NZ website under [Particular hazardous work](#)

Working at heights

The Best Practice Guidelines for Working at Height in NZ must be adhered to when planning and managing all work at height or work where there is a risk of a fall from height. The following generic event height work examples maybe relevant to your event:

- Camera towers or platforms
- Stages
- 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.

You will need to acknowledge your understanding of this requirement and note the work and actions to manage within your risk management plan.

Find more information on the WorkSafe NZ website – [Working at height in New Zealand](#) here.

Presence of alcohol

The sale or supply of alcohol at events requires a licence under the Sale and Supply of Alcohol Act 2012. The Tauranga District 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.

Find more information on Council's website under [Alcohol bans, Licensing & Permits](#)

Resource consent for events

It's the event organiser's responsibility to check with Council whether a resource consent is required for their event. This is to ensure that the event will comply with Council's District Plan - Temporary Activity rules – 4A.2.4. Contact a Duty Planner on 07 571 8008 or via email: Dutyplanner@westernbay.govt.nz to check. **Please note:** Under the Resource Management Act 1991 (RMA), Council **requires 20 business days** to process an application.

Animals as part of your event

If your event involves animals, or you think that the presence of animals could be a hazard (e.g. dogs) the following points must be considered and prepared for:

- The safety and security of animals e.g. water and shelter
- Procedure to exclude and discourage 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 be present, then contact your local veterinarian clinic to check that they would be available to attend in an emergency)
- Waste caused by animals
- Emergency procedures for escaped or injured animals
- Advising your local SPCA or Council may be required.

Traffic management

Traffic Management Plans (TMP)

A TMP is required if your event will vary the normal operating conditions of a traffic road corridor, including carparks and footpaths. 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. Your plan should then be submitted through **Submitica** (online app) to WestLink who approve these plans on behalf of Council.

Your TMP should include, but not limited to the following:

- Car parking
- Road closures
- 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.

Road Closures

For road closures, a Temporary Road Closure application form must be completed and submitted to Council at least **60** calendar days prior to your event. Under the Transport (Vehicular Traffic Road Closure) Regulations 1965, a public notice must be advertised in a local newspaper at least **42** calendar days prior to the event. This is allow any objections from the public to be received by Council for consideration.

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. Registration is required if a vehicle is used on public roads (including beaches).

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
- Who will manage emergency vehicle access on 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.

Amusement devices

Amusement devices can come in the form of a mechanical device or land borne / water borne inflatable devices. They can present hazards, 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 NZ certificate of registration, and operators must apply for a permit to operate in the Western Bay district, issued by Council.

Land borne inflatable (bouncy castles etc.) or water borne inflatables (e.g. water slides) will need to operate in accordance with the WorkSafe NZ – [Amusement devices](#) (land-borne and water-borne inflatable device operating requirements).

It is also your responsibility to ensure that the operator complies with the conditions of the WorkSafe NZ certification and Council's permit. You should provide license details as part of your event safety planning such as below.

| COMPANY | DEVICE DESCRIPTION | DEVICE SERIAL NUMBER | LICENSE/ CERTIFICATION | SPECIFIC ONSITE H&S |
|---------|--------------------|----------------------|------------------------|---------------------|
| | | | | |
| | | | | |

Specific risk control measures to be considered:

- Is the ground being used free from hazards and flat
- How will children be safely managed on and off the inflatable i.e. 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 electrical cables.

Special effects and use of pyrotechnics/fireworks

It is the event organiser's 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, the 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 (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 into account 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.

Lighting might also require the need to notify the [Civil Aviation Authority \(CAA\)](http://www.caa.govt.nz/airspace) – **Part 77**. To check go to <http://www.caa.govt.nz/airspace>

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

Naked flames

When naked flames are used at your event, you will need to include how you will manage a fire in your risk management plan. You must also consider the health effects of smoke on event goers and performers, neighbouring residents etc.

If portable liquid petroleum gas (LPG) powered heaters are used, they must be identified in your 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

Find more information around managing the risk of fire here [NZ Fire and Emergency website](#)

Unmanned aircraft - Drones/Unmanned Aerial Vehicles (UAV)

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 land owner 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.

For rules on the use of drones (UAV) in western bay - see Council's website on:

[Drone use in the Western Bay](#)

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 local residents or businesses. Your planning should describe noise elements and address any hazards these may incur and will need to comply with the rules under Council's District Plan.

Temporary structures (e.g. scaffold, stage, gantry, etc.)

The event organiser needs to ensure that risks associated with structures have been assessed and that appropriate measures are in place to manage risk. A building consent from Council maybe required.

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 i.e. forklift, cherry picker.

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)

It is the responsibility of the event organiser 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. Please contact Council's Reserves Team for information on the services for a particular park or reserve on 07 571 8008.

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 at your event.

Severe 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, inflatable devices and stages. Detail of the wind limits that structures are safe to operate in should be known well in advance and a plan around how they will be managed should 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.

Waste management

Waste needs to be managed during and after the event. You need to identify how event waste will be managed and detail this in Council's event application form and on the event aerial map.

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.

Maritime event/water involved (Bay of Plenty Regional Council)

Events on or near water present significant risk and will need to be closely managed. At minimum you will need to address water hazards within your risk control plan, or if a water based event (where there are likely to be multiple water-specific hazards and special arrangements in place) you may wish to create an on-water section within your event operations plan developed in consultation with services supporting on-water safety.

You will also need to coordinate with the Harbour Master through the **Bay of Plenty Regional Council** if your event is on the water and seek approval through their application process. Both Councils will not approve the event until all stakeholders are comfortable with the event operations. To find out more information for on-water events go to Bay of Plenty Regional Council's website here – [Aquatic Events](#)

Considerations to address when planning to manage on-water safety include (as applicable):

- How you will respond to weather conditions i.e. criteria for event cancellation due to inclement weather
- Tide data
- Water rescue provision e.g. who will provide this, what are their qualifications, what equipment they will use etc.
- Consultation with the Coast Guard prior to the event
- Shipping timetables and consultation with the Port of Tauranga
- Tsunami emergency planning
- Water depth data
- Communication methods and procedures.

Food safety

A number of hazards are associated with the storage, preparation and consumption of food. These hazards must be managed, with reference to the requirements of the Food Act 2014. Associated hazards may include but are not limited to:

- Salmonella
- Gastroenteritis
- Listeria

- Incorrect storage
- Infectious diseases e.g. influenza
- Allergic reactions
- Hot food/drink
- Insects/rodents

An excellent aid in identifying food specific hazards can be found on the Ministry for Primary Industries website – [Hazard Database](#)

Check out Council's website under [Food Businesses](#) for more information.

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 any spaces that meet this description.

Find more information on the WorkSafe NZ website – [Planning entry and working safely in a confined space](#)

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.

Find more information on the [WorkSafe NZ](#) website: <https://worksafe.govt.nz/> and search "Safe use of Machinery" pdf.

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 daylight, can be significantly increased at night time. Key considerations include:

- General access and egress lighting
- Task specific lighting
- Lone working lighting
- Increased security risk – personal safety
- The effects of artificial lighting on neighbours
- High visibility clothing.

Effects of heat/cold on workers

If 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:

- Advising suitable clothing to be worn
- Provision of drinking water
- Suitable areas to rest and eat
- Shade provision.

Managing your workers (including volunteers)

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

- Working alone or how they are getting home safely after a late shift etc.
- Health and Safety induction training for all on site
- 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 allow staff to eat and rest etc.
- How staff will communicate with each other e.g. radio transmitters, mobile phone etc.
- The age of staff/volunteers
- Police vetting undertaken (particularly for kids events or lost child responsibilities)

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.

For further information on a particular topic, the WorkSafe NZ website is a great tool to use – www.worksafe.govt.nz