



## Safety Plan – Events (Guidelines- Summary)

Events are a workplace for some and a leisure activity for others and range from family days in the local park to musical events, festivals, fireworks displays, carnivals, sporting events, street parades, exhibitions etc. As event organiser you are responsible for protecting the health and safety of everyone attending, whether they are members of the public, event participants, volunteers or part of the event team.

Organisers should consider the planned activity and identify hazards which may arise to participants or other persons in the vicinity during the event. Once the hazards have been identified, organisers must consider the reasonable controls to be put in place to eliminate, isolate or minimise the hazard.

Include in your safety plan the following:

### 1. Event description

- Name of event, event location, type of event, event program and pack in and pack out timings.

### 2. Total anticipated crowd numbers

- Spectators.
- Participants.

### 3. Management team and roles

- eg. Project Manager - the project manager will ensure the overall objective for the event is on track.

### 4. Stakeholders

- This includes sponsors, funders, corporate, fundraising groups.

### 5. On the day communications

- Cell phone list of key staff.
- Radio details.
- Key emergency contacts.

### 6. Site map

- A useful site map includes a grid to enable all event team members to identify their location. The grid also allows emergency services to locate specific areas of the venue with radio or mobile instruction.
- When creating a site map, please consider the following:
  - Entry points and exit points
  - Parking
  - First aid posts
  - Lost and found
  - Rubbish/recycle bins
  - Media centre (if needed)
  - Pedestrian routes
  - Communication centre
  - Toilets
  - Information centre
  - Details of volunteers or marshals
  - Vehicle access paths
  - Food and vendor sites
  - Seating
  - Safety fencing
  - Centre for emergency services
  - Emergency access routes
  - Stage locations
  - Rest areas
  - Water outlets
  - Security and police locations
  - Evacuation point

## 7. Medical team

- First Aid details (including details of members and qualifications of personnel, what organisation are attending ie; St Johns, key emergency contacts and how report/recording of accidents will occur.

## 8. Environmental effects on people to consider

- Event organiser to consider the effect of wind/rain and UV protection.

## 9. Participants

- Accessibility needs – parking, toilet, venue accessibility.
- Refreshments.
- Information line.
- Lost children facilities.
- Animals.

## Risk/Hazard Assessment

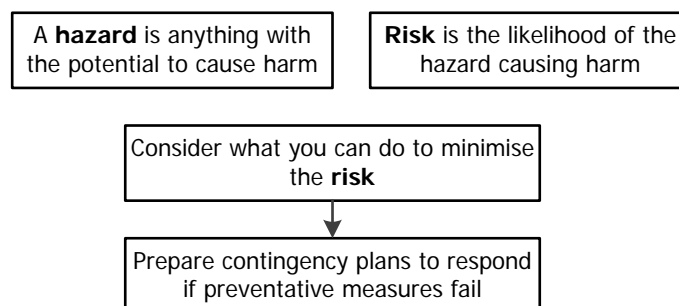
As part of your safety plan you will need to have a risk/hazard assessment completed for your event. To help you with your safety plan and risk assessment you may wish to use the safety plan template provided by Council.

Below is a simple form of a risk assessment using the common categories of High, Medium and Low. Risk assessments can be undertaken in various ways. The following example sets out the methodology in its simplest form:

Severity		Risk Rating		
High	Fatality-major injury causing long term disability	Certain or near Certain	High Risk	5
Medium	Injury-an illness causing short term disability	Reasonably likely	Medium Risk	3
Low	Other injury or illness	Very seldom or never	Low Risk	1

## Identifying the Hazards

Where the likelihood of an occurrence is identified as high or medium you will need to put measures in place to minimise the likelihood of accidents actually occurring, these measures are listed in controls.



Think of strategies that could reduce the chances of each hazard leading to the risk/loss.

- Eliminate if possible
- Isolate if you can't eliminate
- Minimise if you can't isolate
- Cancel or investigate alternatives if you can't eliminate, isolate or minimise

The following should be taken into account

- Any slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or other substances hazardous to health e.g. dust or fumes
- Moving parts of machinery
- Any vehicles/generators/fuel dumps on site
- Electrical safety
- Manual handling activities
- High noise levels
- Poor lighting, heating or ventilation
- Using public roads, vehicle movement, traffic
- Weather
- Alcohol/drugs
- Structures and loadings, marquees/tent suitability, inflatable equipment
- Hazards created by the public, staff, volunteers or contractors

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event. For more information and advice contact Worksafe New Zealand 0800 030 0240.