

HS320 / EVENT SAFETY PLAN

EVENT HEALTH AND SAFETY:

Thank you for completing and submitting the online event permit application form. As the event organiser you are responsible for the Health and Safety of any workers, volunteers and for the public at your event.

You must consider any hazards and have appropriate controls in place to protect the public and place.

If we receive information or have specific knowledge of hazards on a given site will endeavour to notify you of those hazards.

Attached is an example hazard register which identifies a number of hazards for events. Please review and update to ensure this is relevant for your event.

Please consider whether there are additional factors specific to your event and add them to the hazard register in the blank space provided.

The council requires the hazard register and your declaration over the page to be completed and returned to us four weeks prior to your event in order process your event permit.

SAMPLE

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1. GENERAL INFORMATION:

Event Name:

Start Date:

Finish Date

Start time:

End Time:

Event Organiser:

Site Address/Location:

General Description of Event:

2. EMERGENCY INFORMATION








	Details/Location/Ph Number	
Location of local A&E		WorkSafe New Zealand and your Auckland Council Event Facilitator, must be notified of any Notifiable Event. A notifiable event is when any of the following occurs as a result of work: -a death -notifiable illness or injury -a notifiable incident www.worksafe.govt.nz WorkSafe: 0800 030 040
Evacuation Point		
Location of Safety Plan on Site		
First Aider on event day		
Location of First Aid Kit on site		

3. KEY PERSONNEL

Designation	Name	Mobile
Contact on the day/on site		
List any contractors (e.g. food vendors, amusement equipment etc)		

4. Does your event have any of the following? (please tick)

Please consider these elements when filling out the event hazard register below:

- | | | | |
|--|--|---|--|
|  LPG/Gas <input type="checkbox"/>
e.g. BBQ |  Generator <input type="checkbox"/> |  Contractors <input type="checkbox"/>
e.g. Food vendors |  Power /PA <input type="checkbox"/>
Electrical |
|  Children <input type="checkbox"/> |  Bouncy Castle <input type="checkbox"/> |  Structures <input type="checkbox"/> |  Vehicles <input type="checkbox"/> |

5. Declaration

We are responsible for providing a safe environment for everyone to the best of our abilities.

Printed Name:

Title:

Signature:

Date:

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Hazard Register

HAZARD	COULD RESULT IN	CONTROLS
Manual handling and lifting/carrying heavy items for more up to 800m.	Strain, sprain injuries, pain, discomfort	<ul style="list-style-type: none"> • Discuss hazard and controls before starting work • Exercise/warm up • Lift with legs and control loads • Get help when needed and take rest breaks • No rapid movement, twisting, bending or repetitive movement • Identify high risk activities • Use wheel barrows • Reduce or split loads to manageable weight and/or size – two person or team lifting
High Winds – falling trees	Someone being hit and injured by a falling branch	<ul style="list-style-type: none"> • Isolate access to hazardous area or cancel or delay event
Electrical cables	tripping hazard, someone could be injured by a falling over	<ul style="list-style-type: none"> • Electrical cables to be covered or laid away from traffic areas. • Any mains or generator powered portable electrical equipment should be used in conjunction with an RCD (Residential Current Device) and suitable for outdoor use
UV exposure	sun burn , heat stroke, dehydration	<ul style="list-style-type: none"> • Promote use of sun screen, • provide shade • provide refreshments/water
Heavy rain/wet surface	slip hazards, someone could be injured by a falling over	<ul style="list-style-type: none"> • Where required, use barrier to isolate the area. • Identify slippery area and use matting to prevent slipping or avoid area
Water	Drowning/ injury	<ul style="list-style-type: none"> • Swim between flags, supervise children • Check weather

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Bouncy Castle/inflatable device	Children could be injured if they fall off or if the inflatable device deflates/falls/blown over and traps participants in it.	<ul style="list-style-type: none"> • The ground being used is free from hazards and flat • Children are being safely managed on and off the inflatable, with matting placed at egress points where ground is too hard • Separation of larger or more boisterous users from smaller or timider ones will be managed • The bouncy castle provider is: <ul style="list-style-type: none"> ○ Installing and uninstalling the inflatable. They will advise if it is too windy to install, or when it should be deflated if weather changes during the event. ○ Training an adult to help ensure safe use by users, if the provider isn't on site. • Providing a Residual Current Device (RCD) and proof of tag and testing for any cables.
Defective LPG/Natural Gas Bottle (e.g. BBQ bottle)	Fire, explosion/ injury to public	<ul style="list-style-type: none"> • Gas bottles have a current certification date. • A charged and appropriate fire extinguisher with current certification/ fire blanket
Unruly members of the public	vandalism, violence.	<ul style="list-style-type: none"> • Remain calm and avoid confrontation with intruders. • Encourage them to leave the site and call the Police if the situation gets out of control. • Stop the event if too unsafe and encourage participants to leave site
<p>Please consider whether there are additional factors specific to your event and add them to the hazard register in the blank space provided.</p>		

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