Thank you for applying to hire a Council Reserve/Open Space for your event. 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 we will endeavour to notify you of those hazards.

This template will help you prepare your Event Health and Safety Plan. The hazard register on page 6 is an example only. It identifies a number of general hazards for outdoor, low risk events. Please review and update to customise for your event.

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

**Whakatane District Council requires this document to be completed and returned to us at least one month prior to your event in order process your event application.**

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| **GENERAL INFORMATION** | | |  | | | | | | | | | |
| Event name | | |  | | | | | | | | | |
| Event location | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| Total Anticipated crowd numbers | | | |  | Spectators |  | | Participants | | |  | |
|  | | | | | | | | | | | | |
| Pack in date |  | | |  | Times |  | | | to |  | | | |
| Event date |  | | |  |  |  | | | to |  | | | |
| Pack out date |  | | |  |  |  | | | to |  | | | |
|  | | | | | | | | | | | |
| **KEY PERSONNEL** | |  | | | | |  | | | | | | |
| **DESIGNATION:** | | **NAME:** | | | | | **MOBILE:** | | | | | | |
| Event organiser: | |  | | | | |  | | | | | | |
| Alternative contact: | |  | | | | |  | | | | | | |
| First aider coordinator: | |  | | | | |  | | | | | | |
| List an contractors (e.g. food vendors, AV/Sound technicians, amusement equipment etc. | |  | | | | |  | | | | | | |
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| **EMERGENCY INFORMATION** | | | | | | |  | | | | | | |
| **DESIGNATION:** | | **DETAILS/LOCATION:** | | | | | WorkSafe New Zealand and Whakatāne District Council, 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](http://www.worksafe.govt.nz)  WorkSafe: 0800 030 040 | | | | | | |
| Location of local A&E: | |  | | | | |
| Evacuation Point: | |  | | | | |
| Location of H&S Plan onsite: | |  | | | | |
| Location of First Aid Kit on site: | |  | | | | |

Please use the following key points to create your written Health and Safety Management Plan. Please refer to our [**Event Planning Guide**](https://www.whakatane.govt.nz/sites/www.whakatane.govt.nz/files/documents/contact-us/events-planning-guide-2019.pdf) on our website for help with completing this section.

### **Event Programme**

Describe your event and outline the event programme.

### **Security/Crowd Control Plan**

Prepare and write plans for:

* The protection of pedestrians, spectators, participants, media, VIPs, access routes
* Security – list their responsibilities
* Police – prepare police briefings
* The location of fencing/barricades
* Managing and dealing with alcohol

### **Waste management and minimisation**

Detail how you will manage waste created by your event/activity, such as:

* Rubbish collection and removal
* How many bins you will provide – waste/recycling/glass
* How you separate waste from recycling
* How you will deal with litter e.g. sweep area at end of event

**Please note:** If you are expecting more than 1,000 people at your event, please complete Council’s *Event Waste Management & Minimisation Plan* form

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### **First Aid Plan**

Describe what provisions have been made for first aid and include, if necessary:

* First Aid details of personnel (i.e. members and qualifications)
* What organisations are attending (i.e. St Johns)
* Key emergency contacts and how recording of incidents will occur

### **Emergency Plan**

Prepare plans for:

* Emergencies (bomb threat, fire, earthquake)
* Hazardous substances – notify the fire service where appropriate

### **Traffic Management and Parking**

Even if you don’t require an official TMP for your event, you should still consider and document the following:

* Signage and public notifications of activities
* Marshalls - Placement, hi vis clothing, pre event safety briefing, pedestrian management, spectator management,
* Parking – marshalls, drop off zones, disability parking, VIP parking, spectator parking, team parking
* Emergency vehicles – ensure they have adequate access to the site at all times.

### **Site Map**

Be sure to include as much information as possible on your site map, i.e.:

* Location of all equipment, stalls, rides etc.
* Entrances and Exits
* Fencing / barricades
* Location of Emergency Services and evacuation assembly points
* Information centre
* Event headquarters

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| **DECLARATION** | | | |
| I, as the Event Organiser, am responsible for providing a safe environment for everyone to the best of my abilities. | | | |
| Name: |  | | |
| 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 | * 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 | * Isolate access to hazardous area or cancel or delay event | | |
| Electrical cables | tripping hazard, someone could be injured by a falling over | * 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 | * Promote use of sun screen, * provide shade * provide refreshments/water | | |
| Heavy rain/wet surface | slip hazards, someone could be injured by a falling over | * Where required, use barrier to isolate the area. * Identify slippery area and use matting to prevent slipping or avoid area | | |
| Water | Drowning/  injury | * Swim between flags, supervise children * Check weather | | |
| **HAZARD** | **COULD RESULT IN** | **CONTROLS** | | |
| 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. | * 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:   + 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 | * 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. | * 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 | | |
| **Please consider whether there are additional factors specific to your event and add them to the hazard register in the blank space provided.** | | | | |
| **HAZARD** | **COULD RESULT IN** | **CONTROLS** | | |
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| **HAZARD** | **COULD RESULT IN** | **CONTROLS** | | |
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