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 |  | | | | | | | | | | | | |
| Event date |  | | | | | | Start Time: |  | | Finish Time: | |  | |
|  | | |  | | | | | | | | | | |
| Total Anticipated crowd numbers | | | |  | Spectators |  | | Participants | | |  |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **KEY PERSONNEL** | |  | | | | | | |  | | | | | |
| **DESIGNATION:** | | **NAME:** | | | | | | | **MOBILE:** | | | | | |
| Event organiser: | |  | | | | | | |  | | | | | |
| Alternative contact: | |  | | | | | | |  | | | | | |
| First aid coordinator: | |  | | | | | | |  | | | | | |
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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: | |  | | | | | | |

**Policy for Management of Significant Risks**

**1. Loss of life**

|  |  |
| --- | --- |
| **Procedures to manage** | **Requirements** |
| * Event Manager and Venue Manager to be notified immediately. * 111 - Police and Ambulance contacted * Emergency Team Management meeting * Any media liaison only be through the Event Manager * Emotional support service will be made available to those directly involved * Event management meeting called to discuss options moving forward and circumstance surrounding the event. * Incident Report to be provided by officials involved/Event Manager | * Contact numbers for key personnel known by all key personnel. * On site medical support * Liaison with a Trauma Support Services |

**2. Serious Injury**

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| --- | --- |
| **Procedures to manage** | **Requirements** |
| * Event Manager to be notified immediately. * 111 Ambulance or on site medical services available * Serious injury report completed. | Contact numbers for key personnel known by all key personnel.   * On site medical support |

**3. Extreme Weather**

|  |  |
| --- | --- |
| **Procedures to manage** | **Requirements** |
| * Met service forecasts to be previewed daily. * Facilities use to be best managed and transfers made accordingly. * Participants informed when any significant weather may impact and teams informed of cancellations and transfers accordingly. * In the event of extreme weather the event may, in consultation with team’s management, be shortened or cancelled at any time, by the event organisers and then communicated directly to key personnel | * Met service reports * Event Manager to have contact numbers of participants * Communication to participants |

**4. Earthquake/Tsunami**

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| **Procedures to manage** | **Requirements** |
| * Event Manager to assess scale of emergency * Liaise with key personnel and advise plan * Emergency notice to be posted on website etc * If an earthquake happens during the event, the event will stop immediately and the situation assessed by the Event Manager. * Key personnel to check on health and wellbeing of everyone in their immediate location * Tsunami warning during the event – the event will stop immediately and all persons will head to higher ground or further inland to a recognised safe place. | * Mobile Phone * Contact numbers for key personnel known by all key personnel. * Phone Tree of all associated parties |

**5. Management of other Risks**

|  |  |
| --- | --- |
| **FACTOR** | **REDUCTION STRATEGIES** |
| **People**  Spectators/  Participants | * Where appropriate and in accordance with sporting or for health and safety requirements - sport, playing arenas, start and finish lines, narrow paths etc may need to be appropriately roped off to provide a ‘distance’ between players and spectators * Space around court/field/tracks may be designated ‘spectator free’ * All spectators must respect and abide by the no smoking, no drugs, no drinking policy of all venues and local bylaws. * During any event/match, spectators are not permitted on the playing or course areas * Course marshalls, referees and other volunteers or staff have the authority to request people move back from any ropes or barriers put in place where it may be seen as a risk to the participant or spectator. * Event Manager may intervene where/when appropriate or call police * While at the event all participants are part of a team they are responsible to their appointed manager and their school/club. * Where required, management, participants, other team members and substitutes must remain within the designated technical areas for that code or designated at any event |
| Supervision | * All teams /individuals representing their school/club must be under the supervision/management of a person nominated by and responsible to their school/club. |
| Officials | * Any NSO/RSO accredited official in a code shall have priority appointment over any non-accredited official * Match officials are the sole judge of on field fact * Where volunteer officials are required to officiate, then the home team nominee shall officiate the first half * There is a Zero tolerance to any abuse directed at any official and sanctions will apply |
| **Venue/Equipment**  Venue  Event Equipment | * All playing fields/courts/tracks must as a minimum be “Fit for Purpose” and it must conform to any safety requirements that any individual code or local authority requires. * There will be an on the day inspection of the condition and suitability of the playing surfaces and/or environs to ensure that they are appropriate for the event etc to take place. * This will be authorised in consultation between the Venue Manager and the Event Manager. They may make a decision to postpone, cancel or relocate. * All equipment provided for the event must be in a good condition. * Gazebos secured, * Tracks etc must be clearly marked. |
| **Environment**  Weather | * For outdoor activity, in the event of any extraordinary weather changes then the Event Manager in consultation with the Venue Manager or other key personnel will, based on the welfare of participants, confer to consider any suspension or postponement the event. |
| **Transport** | * All vehicles should be parked in the designated parking areas only, clear of emergency access ways, any other defined no parking areas and respecting any other inappropriate parking * Where there is large number of vehicles expected then parking marshalls shall be in place |
| **Well Being**  Injury  Medical Conditions | * There will be a first aid kit on site and qualified personnel to handle treat any injury, Should the injury be a major trauma then emergency services will be called. The patient will be monitored and reassured until emergency help arrives. * In the case of a major trauma injury the Event Manager should be advised immediately and they will then follow their serious injury guidelines * Registration process clearly explains the extent of the activity and the level of fitness required to participate. People who register are aware of this,. * Participants for the event are requested to advise the organizer of any medical conditions that may of a concern on registration and to bring any required medications to the event * In the absence of these medications, it should be treated as a serious medical issue and then Dial 111 Ambulance |
| **Loss of Property** | * Any misplaced, lost or found property should be handed in to the event control centre along with the name & school of the person who handed it in. |
| **Damage to Property** | * Any damage to any facility or equipment being used as part of the event be it accidental or purposeful, should be reported by any witness or other person to a key personnel at the event and to the Event Manager |
| **Potential Hazards** | * Any natural hazards that become apparent during the course of the match, event or tournament should be referred with immediacy to the Event Manager. * Action must be taken to manage these risks. |
| **Interruption** | * In the event of any 3rd party disruption, then the Event Manager should be informed and deal with it personally or if considered more appropriate then call for Police or any other appropriate assistance |

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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: |  |

**EVENT RISK MANAGEMENT PLAN (RAMS)**

You can use the guide below to assess risk levels in completing your Event Risk Assessment. The template on the following page will guide you.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequence** | | | | |
| Insignificant | Minor | Moderate | Major | Critical |
| Almost Certain | Medium | Medium | High | Extreme | Extreme |
| Likely | Low | Medium | High | High | Extreme |
| Possible | Low | Medium | High | High | High |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Low | Low | Medium |

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| --- | --- | --- | --- |
| **Consequence** | **Description of Consequence** | **Likelihood** | **Description of Likelihood** |
| 1. Insignificant | No treatment required | 1. Rare | Will only occur in exceptional circumstances |
| 2. Minor | Minor injury requiring First Aid treatment  (e.g. minor cuts, bruises, bumps) | 2. Unlikely | Not likely to occur within the foreseeable future, or within the project lifecycle |
| 3. Moderate | Injury requiring medical treatment or lost time | 3. Possible | May occur within the foreseeable future, or within the project lifecycle |
| 4. Major | Serious injury (injuries) requiring specialist medical treatment or hospitalisation | 4. Likely | Likely to occur within the foreseeable future, or within the project lifecycle |
| 5. Critical | Loss of life, permanent disability or multiple serious injuries | 5. Almost   Certain | Almost certain to occur within the foreseeable future or within the project lifecycle |

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| --- | --- | --- | --- |
| **Assessed Risk Level** | | **Description of Risk Level** | **Actions** |
|  | Low | If an incident were to occur, there would be little likelihood that an injury would result. | Undertake the activity with the existing controls in place. |
|  | Medium | If an incident were to occur, there would be some chance that an injury requiring First Aid would result. | Additional controls may be needed. |
|  | High | If an incident were to occur, it would be likely that an injury requiring medical treatment would result. | Controls will need to be in place before the activity is undertaken. |
|  | Extreme | If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result. | Consider alternatives to doing the activity.  Significant control measures will need to be implemented to ensure safety. |

Control the Risk: Use the template on the following page;

1. List the hazards/risks you have identified.
2. Rate their risk level (refer to information above to assist with this).
3. Detail the appropriate control measures you will implement to control the risk.  
   Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**.

|  |  |
| --- | --- |
| **Hierarchy of Controls -** | |
| Most effective (High level)  Least effective  (Low level) | **Elimination**: remove the hazard completely from the workplace or activity |
| **Substitution**: replace a hazard with a less dangerous one (e.g. a less hazardous chemical) |
| **Engineering control**: making an event safer separate people from the hazard (e.g. safety barrier) |
| **Administration**: putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training) |
| **Personal Protective Equipment (PPE)**: Protective clothing and equipment (e.g. helmets, mouth guards, PFD’s) |

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| **Event Hazard Identification and Risk Assessment** | | | | | | | | |
| **Hazard or Risk identified.** | **Risk Level** | **Level of Control**  **(see previous page)** | | | | | **Action** | |
| What could go wrong? | Low  Med  High  Extreme | Eliminate | Substitute | Engineer control | Admin Control | PPE | How will we prevent it? | Person responsible |
| ***EXAMPLE: Sunstroke or heat exhaustion*** | ***med*** | ***no*** | ***no*** | ***yes*** | ***yes*** | ***yes*** | ***Proper clothing / hat***  ***Sunscreen / sun block***  ***Event schedules***  ***Shade provided at multiple sites*** | ***Event Manager*** |
| Sunstroke or heat exhaustion |  |  |  |  |  |  | Proper clothing / hat  Sunscreen / sun block  Event schedules  Shade provided at multiple sites |  |
| Medical Situation – heart attack diabetes, asthma etc |  |  |  |  |  |  | Collect information on any existing health conditions, medications through registration forms which are completed and reviewed. Care Plan developed where necessary. Parents/caregivers on site Medicine available eg inhaler. Be aware of and plan activities taking into consideration any pre-existing medical conditions. Parent to be involved at all times. |  |
| Medical situation asthma and allergies |  |  |  |  |  |  | Request information in regard to pre-existing medical conditions of players and their plan of action if required. Any players with medical conditions will be noted and volunteers informed, players to have their regular medication is available in case of needed. First aid kit to have antihistamines. |  |
| Medical situation Injury - strain, sprain, dislocation, broken bones |  |  |  |  |  |  | Have appropriate training programmes prior to the event including technique. Check area for potential hazards and removed if practicable. |  |
| Medical situation head and neck injury |  |  |  |  |  |  | Have appropriate training programmes prior to the event including technique. Check area for potential hazards and removed if practicable. |  |
| Medical situation - fainting, overheating |  |  |  |  |  |  | All participants advised on appropriate food and water intake for the activity. Remind athletes they can stop and drink. Have drinks breaks |  |
| Medical situation – injury to Spectators |  |  |  |  |  |  | Stop play and ask to remove hazard, Roped off playing areas |  |
| Footwear no suitable for activity and cause injury |  |  |  |  |  |  | Participant advised to wear appropriate footwear, laces tied. Remove shoes if not suitable. |  |
| Tripping over baggy clothing, not suitable for conditions eg overheating |  |  |  |  |  |  | Participants advised to wear appropriate clothing, remove clothing that may cause injury |  |
| Equipment causing injury - Used incorrectly, broken, not suitable |  |  |  |  |  |  | Teach correct use of equipment. Equipment checked for condition. Change game if equipment is not suitable for age of child |  |
| Playing area/Equipment - Slippery surface, equipment falling causing injury |  |  |  |  |  |  | Check playing area prior to starting. Appropriate gear used, participant advised of potential hazards. Place pads on posts, rope off playing areas |  |
| Public - Not involved in activity but coming into the venue |  |  |  |  |  |  | Ask to leave if causing problems. |  |
| List other risks here |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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