Thank you for applying to hire a Council venue 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 at a particular venue, we will endeavour to notify you of those hazards.

This template will help you prepare your Event Safety and Risk Management Plan. The Risk Management Plan on page 6 is an example only. It identifies a number of general hazards for theatrical events. Please review and update to customise for your event.

Please consider whether there are additional factors specific to your event and add them as required.

**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.**

|  |  |
| --- | --- |
| **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 Aid coordinator: |  |  |
| List an contractors (e.g. food vendors, AV/Sound technicians, amusement equipment etc. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **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**

Describe your plans for:

* The protection of pedestrians, spectators, participants, media, VIPs, access routes
* Security and crowd control
* Police – prepare police briefings if expecting more than 150 people
* Managing and dealing with alcohol
* The location of fencing/barricades

### **First Aid Plan**

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

* Details of First Aid 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 Traffic Management Plan (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.

### **Event Site Plan**

Council can provide on request a blank floor plan to use as a template. 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

|  |
| --- |
| **DECLARATION** |
| I, as the Event Organiser, am responsible for risk controls identified and outlined in this Event Safety and Risk Management Plan and will ensure they are implemented and monitored at all stages of the event. |
| Name:  |  |
| Signature: |  | Date:  |  |

**EVENT RISK MANAGEMENT PLAN**

|  |
| --- |
| **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
* 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 trolleys where provided
* Reduce or split loads to manageable weight and/or size – two person or team lifting
 |
| Public Traffic around pack-in | Collision, impact | * Ensure no competing events are present on pack-in and pack-out days.
* If unable to do this, set up early and instigate traffic management by coning off the area required for pack-n vehicles
* Have traffic observers
 |
| 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
 |
| Musical or other equipment on stage  | Trips, falls | * Ensure event staff are aware of hazards and controls relating to equipment.
* All leads that have potential as a tripping hazard will be taped down.
 |
| Medical Emergency | Any medical emergency | * Call for medical help.
* At least one event person should be a trained first aider
 |
| Unruly members of the public entering venue | Vandalism, violence. | * Remain calm and avoid confrontation with intruders.
* Encourage them to leave the venue and call the Police if the situation gets out of control.
* Stop the event if too unsafe and encourage participants to leave venue
 |
|  |  |  |
| Power Blackout | Total blackout, panic, event cancellation | * Instruct everyone to remain seated.
* Call Hall Custodian and ask to contact electrical provider.
* Consult with event manager re event cancellation.
 |
| Unruly behaviour; alcohol | Significant nuisance caused by a drug or alcohol-affected person | * Persons who are showing drunk and disorderly behaviour will be asked to leave the venue.
* Do not try to restrain.
* If reason does not prevail then call for Police assistance
 |
| Emergency; fire, earthquake, tsunami warning, bombthreat | Injury, burn, smoke inhilation | * Council has Building Emergency plans onsite.
* Event specific plan developed copies available on site
* Stop event and evacuate.
* Contact emergency services
 |
| **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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