

Guidelines : Event Safety Risk Assessment and Management Plan



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PURPOSE

The purpose of these guidelines is to provide practical guidance to help event organisers put in place management systems that ensures the elimination or minimization of risks of harm.

The guidelines establish the minimum requirements to ensure the safety and security of participants and visitors at events that are held on Auckland Council owned and operated facilities and assets.

The smooth and safe running of an event that is memorable and fun for everyone involved starts with good planning. Good planning involves the identification and management (control) of risks.

An event risk assessment and management plan must be prepared before an event can take place. The best safety device at an event is engaged, alert, well-trained and well-equipped people

INTRODUCTION

This guideline has been developed to provide the **minimum** requirements for event safety.

Please note that people and organisations using this safety guidance document are responsible for ensuring compliance with current health and safety legislation (Health & Safety at Work Act 2015), regulations, approved codes of practice, standards, guidelines and acceptable health and safety good practice.

The following minimum requirements apply to all events that are held on Auckland Council property and where it has been assessed that a safety plan is required. This is subject to the risk and nature of the event, including factors such as:

- Type and size of audience
- Location
- Duration
- Time of day and year the event will be held
- Type of activity
- Impact on the environment

The development of good quality event safe risk assessment and management plans is of great importance. It shows that you, as an event organizer, understand the requirements of the work, risks, hazards, situations and equipment that are, or may be, encountered around your event.

Event organisers have, at all times, a primary duty of care to ensure the safety of staff, contractors, volunteers and persons affected by the event site and are responsible for the provision and maintenance of a safety plan. **Remember** that as the event organizer you must consult and coordinate with all participants.

The plan must be **specific to the event** and not be a generic plan, It must be event and site specific and applicable to the nature of the event. It must also take into consideration all event participants, spectators, event staff, activity providers, employees/contractors and volunteers at the event.

DEFINITIONS

Adventure activity

An adventure tourism or outdoor education operation that provides, for payment, activities that are designed to deliberately expose participants to a risk of serious harm that must be managed by the provider of the activity.

Consequence

A result or effect of an action or condition.

Event Bylaw (20.1.6)

Any organized temporary activity including an organized fathering, parade, protest, wedding, private function (which is independent of a premises), festival, film shot, concert, celebration, multi-venue sports event of significant scale, fun run, marathon, duathlon or triathlon. For the purposes of this bylaw an indoor performance, indoor private function, tasting and sampling activity, giveaway, market, sports practice or training programme (eg boot camp) is not an event.

HS301

The document is titled HS301 – Template for Event Health and Safety Plan and provides templates to assist event organisers in completing their safety plan. You may also choose to use your own template, but it **must** include all the information that would be included on the HS301 template.

Indoors

Buildings temporary or permanent (i.e. marquee) with a roof and three or more walls.

Maritime event

An event on or in the water that is likely to affect the normal operation of other vessels and water users in the area of the event.

Marshals

Marshals are predominately engaged in informing traffic, often on a voluntary basis. Irrespective of remuneration, and for the purpose of these guidelines, marshals, like volunteers, are considered as employees.

If working on the road, approved PPE and traffic training needs to be in place for the specific areas of activity (i.e. TC Level 1 qualification).

Outdoors

Including open air, temporary structures, and under awnings (as defined under AS/NZS 1596:2008).

Participants

Everyone actively involved in and contributing to, an event. This can include, but is not limited to, the event organizer(s), employers of the event organizer, contractors (and their employees), sub-contractors (and their employees), volunteers, marshals and attendees.

Public

Ordinary people in general; the community (www.oxforddictionaries.com/definition/english/public).

Risk

The change or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It also applies to situations with property or equipment loss.

Notifiable event

Refer to the Health and Safety at Work Act 2015.

Special effects

These include, but are not limited to, pyrotechnic displays, glitter cannons, laser light shows, dry ice/smoke machines.

Temporary structures

Any structure that is erected on a temporary basis only. These include tents, marquees, stages, stalls and ezi-ups.

Volunteer

Provide for their welfare and ensure that they know how to undertake their role safely.

EVENT RISK ASSESSMENT AND MANAGEMENT PLAN

Every event requires an event specific Risk Assessment and Management Plan. A template is provided for the event organizer to use **if they wish** (you may prefer your own preferred format **but** it must contain all the information we required)

The event Safety Risk Assessment and Management Plan is a live document and must be kept updated as and when new hazards/risks and the control of those risks have been identified.

The plan should include, if applicable to your event, information about the following:

Safety Policy

The safety policy is an essential part of the document and states the commitment of the event organizer to the safety and security of the event, It needs to be signed and dated by the most senior member of the event organization team, who will be accountable for event health and safety.

Event Details

Please provide the information required in the “Event Details” section of the Event Health and Safety Plan template.

Key Contacts and Responsibilities

Please list the key contacts and their responsibilities throughout the duration of the event (and after hours where applicable).

Note that it is the responsibility of the event organizer to verify any certificates (e.g. first aid certificate) and check that they are current and in accordance with New Zealand legislation, relevant industry standards and acceptable to health and safety best practice.

Contractors for the Event

Please list all contractors that will be engaged in any activities related to the event. It is the responsibility of the event organizer to verify all relevant certificates, licenses and registrations for their currency.

Please include the work the contractor has been engaged to do and any plant and equipment that they will bring and operate at the event.

It is important that all contractors receive a safety induction onto the event site and provide an **event site specific safety plan**, including a Risk Assessment and Management Plan for their work, before they start work. All contractors have a duty to work together.

Pack-in and Pack-out

This is considered to be a construction activity. There are likely to be high risk activities taking place which could include, but are not limited to, scaffolding, working at height, electrical works, temporary structures etc.

The safety of all personnel and the public around the site and the vicinity during pack-in and pack-out needs to be considered and addressed within the plan. Hazards and risks related to pack-in and pack-out are to be identified and documented in the Risk Control Plan.

All contractors must provide an event site specific safety plan for the work that they are doing. During pack-in and pack-out the following rules should be adhered to:

- No alcohol
- No children under the age of 15 years old on site
- No animals on site

Risk Control Plan

RISK ASSESSMENT IS A MUST.

The success of your event is measured in many ways and safety is one of them. As part of any good planning process, hazards should be identified, assessed and controlled to eliminate or minimize the potential for harm or injury.

Events vary in size, nature and type, but all events require assessment, monitoring and control of risks.

While most of us understand this, we can find it difficult to apply to a working event document, such as risk registers or risk control plans. Remember to start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety – from the concept/planning phase through to the overall evaluation of the event.

This guide breaks down the risk assessment process, outlining each step.

Step 1 – Hazard Identification

Hazard identification is the process of recognizing hazards associated with an event. It is

helpful to identify risks by considering the people involved, and their roles to ensure their safety at all time. Hazard 'groupings' that can assist in the identification process include:

- Human – type and size of crowd expected, level of crowd participation
- Technological – mechanical, utilities such as gas and electricity and plant and equipment
- Natural – the physical location and site area conditions
- Environmental – weather, ground impact etc

Step 2 – Risk Assessment

Risk assessment is the process of estimating the potential effectors or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimization. In order to determine a risk rating consider:

- The consequence – what will happen, the extent of the harm, and
- The likelihood – chances of possibility of it occurring.

When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

Step 3 – Risk Control

In order to control the risk you need to work out the best method of handling the risk. Look at the following methods, which are referred to as the 'hierarchy of control', to see if you can eliminate or reduce the risk.

- Elimination – by removing the hazard entirely through new design or implementing new process
- Substitution – by replacing hazardous materials or methods with less hazardous alternatives
- Engineering – by isolating, enclosing or containing the hazard or through design improvements
- Administrative – by ensuring safe operating procedures are in place and that effective training, induction and monitoring is available to all in the workplace; and
- Personal Protective Equipment (PPE) – by making sure that appropriate safety equipment such as gloves, hats, sunscreen etc are available.

Please note – that council (via your Auckland Council Event Facilitator) need to be informed, in writing, of any particular hazardous work **at least 72 hours prior to commencement**. It is also required that you inform WorkSafe New Zealand **24 hours prior to commencement** of such work. Further information can be obtained from their website:

www.business.govt.nz/worksafe/notifications-forms/particular-hazardous-work

Risk assessment tables enable event organisers to allocate risk ratings to all hazard so they can prioritise and address them in a systematic way. The risk assessment process results in a Risk Control Plan.

RISK ASSESSMENT TABLES

Likelihood	Hint	Consequence	Hint
Rare	Once every 10 years or never heard of it happening	Less than minor	Minor injury, first aid not required
Unlikely	Event will seldom occur, i.e. every 2 years	Minor	Fire aid or minor treatment
Possible	Event will intermittently occur, i.e. annually	Moderate	Medical treatment required
Likely	Event will occur in most circumstances, i.e. monthly	Major	Serious harm, e.g. broken bones or hospitalisation
Almost certain	Event expected to occur in most circumstances, i.e. daily	Extreme	Loss of life, multiple serious harm, permanent severe disability

Once the likelihood and consequence have been decided a risk score or rating should be calculated.

Likelihood	Risk Score	Consequence	Risk Score
Rare	1	Less than minor	1
Unlikely	2	Minor	2
Possible	3	Moderate	3
Likely	4	Major	4
Almost certain	5	Extreme	5

The product of multiplication gives us a risk category as follows:

Score	Category	Description
0.1 – 3	Low	While control issues may still exist at this level the impact will be low
4 – 7	Moderate	This level of risk is still considered unacceptable in certain circumstances
8 – 14	High	Requires attention with a degree of priority, Remedial action should be identified and implementation commenced.
15 - 20	Critical	This level of risk also requires immediate attention and should not proceed without clear and timely action plans to reduce risk
21 - 25	Extreme	Do not proceed with any risk at this level without specialist assistance including development of contingency plans or risk transfer strategies

EMERGENCY AND EVACUATION MANAGEMENT

An emergency can happen anywhere at any time. Therefore, it is essential to produce an emergency response plan in order to be prepared as much as possible.

Please be aware that it is not acceptable or fair to just call the emergency services and expect them to take all responsibility. They can take time to arrive (traffic, distance etc) or even be busy elsewhere. While awaiting their arrival there is valuable time that can be used to minimise the impact on people and property at the event.

The plan needs to be event specific and shall, at a minimum, address the following:

- Types of emergencies that could reasonable occur during the event (it is accepted that major natural disasters are likely to be out of the scope of the event's capabilities. In these instances Civil Defence Emergency Management protocols would be followed)
- How these emergencies are prepared for (training and information)
- Communication structure and line of command in any emergency and how it can change
- Personnel who can authorise an evacuation
- Radio channels used for an emergency (if applicable)
- The establishment of an emergency control centre
- The nearest accident and emergency facility address and contact details
- The role event staff will play in the case of an emergency.
- A process that accounts for all staff, volunteers and contractors at the site post emergency
- A process which ensures the wellbeing of any lost child/vulnerable person in the events care
- Briefing information for emergency personnel and arrangements for emergency services, including police
- **Site Map** that clearly shows:
 1. Evacuation routes off the site
 2. Evacuation assembly points
 3. Meeting point for emergency services
 4. Location of fire extinguishers, fire blankets and first aid kits

and where applicable:

1. Gas cut-off valve
2. Main electrical switchboard

Emergency services

It is essential plan ahead and provide the opportunity for emergency services to be on the scene as soon as possible. Emergency services include:

Police (www.police.govt.nz)

Fire Service (www.fire.org.nz)

Local ambulance/first aid services

Coastguard (www.coastguard.co.nz)

It is strongly recommended that these services are contact and informed about the event so they can plan accordingly.

First aid provision

Professional medical services should be available should emergencies occur, typically related to:

- Stress
- Fatigue
- Dehydration
- Abrasions
- Cuts
- Miscellaneous medical injuries

Consideration should also be given to a higher level of cover dependent upon the activities undertaken. An appropriate number of first aid certified personnel in relation to the expected number of persons attending should be present during the event.

Sufficient numbers of certified first aid personnel should also be present during pack-in and pack-out. It is strongly recommended that you engage a recognized service provider of first aid for your event.

Lost child/vulnerable person procedures

Where the presence of children or vulnerable persons is involved, a procedure must be in place to ensure the safe and timely return of lost dependents. The following needs to be addressed as a minimum:

- There must be a designated location where lost dependents can be registered and collected. The location must be appropriately furnished.
- The location must be clearly sign posted and printed in pre-event publicity, programmes and on site maps.
- The designated health and safety person must review and appoint “children orientated” persons (such as play center/day care staff) to the lost dependent(s) area. The appointed persons must provide their full name, address and contact details to the event manager and to the Police, upon request.
- Unless the person has undergone and has on file a “police vetting” then two staff shall be constantly with the lost dependent(s) to ensure the safety of the dependent(s) and for the protection of staff members. (You **must** include the person (if they have undergone police vetting, or two person’s name and contact details in the key contact list)
- Record details of the lost dependent(s) – sex, age, ethnic group, hair colour, clothing description, name etc)
- When making announcements DO NOT use the name of the dependent, only use a description
- Staff in the lost dependent(s) area to have access to communication devices
- Sight and record the ID and details of the caregiver and carefully watch the reaction of the dependent(s). If the dependent(s) become distressed or fearful, staff **MUST** contact security/Police
- If there is any doubt to the bona fides of the caregiver, staff **MUST** contact security/Police
- If at the end of the event (or within three hours, whichever is sooner) dependent(s) are still present, Police must be informed. It is advised that any lost dependent(s) at this stage be placed in the care of the Police.
- Do not give a child anything to eat or drink – except water (they may be allergic to certain foods)

- Avoid allowing a child to go off with anyone under the age of 16
- Avoid putting yourself in danger or in any compromising situations

This process **must** be included in your emergency management plan to ensure the wellbeing of any lost child/vulnerable persons in “the events” care.

Other points to consider – play/comfort equipment, e.g. for smaller children soft toys or pens and paper, for older children lego bricks or board games.

TEMPORARY STRUCTURES

Temporary structures such as tents, marquees, over size ezi-ups, stages and stalls may require a building consent if over 100sqm. It is the responsibility of the event organizer to ensure that the relevant consents have been obtained.

GROUND PENETRATIONS

It is the responsibility of the event organizer to ensure that prior to **any** ground penetration (e.g. tent pegs, hangi/umu, activities during the event or pack-in or pack-out that may penetrate the ground) that underground services such as electrical cables, gas lines or water pipes have been properly located. It is important to obtain written consent from the landowner **before** performing these operations.

ELECTRICITY AND LIQUIFIED PETROLUEM GAS (LPG)

If electricity and/or gas are to be involved, e.g. to providing lighting, audio visual, cooking or bbq facilities then, as the organizer, you are responsible for developing or ensuring a procedure is in place to ensure safe supply and use.

SECURITY PROCEDURES

A security procedure needs to be put in place that clearly outlines our security issues at the event are will be addressed. It should include, but is not limited to, the following:

- Crowd control
- Unruly behavior by members of the public
- Alcohol management
- Lost dependents

Where the event takes place over multiple days, the following need to be considered in the Event Health and Safety Plan:

- Cash-handling and asset protection
- Crowd control fencing
- After hours security

It is strongly recommended that you engage a professional security and event services company.

TRAFFIC MANAGEMENT PLAN

The traffic management plan and any road closures for the event need to be approved by Auckland Transport (or NZTA if it involves the highway network). It should include, but is not limited to, consideration of:

- Car-parking (parking in reverse is to be encouraged whenever possible)
- Safe access and egress to the event site
- Emergency services access
- Speed limits on the event site (5kph is considered walking pace)
- Larger vehicles or vehicles with trailers etc must have spotters in place when maneuvering near people or property

It is strongly recommended that you engage a professional traffic management company.

Other significant impacts/hazards that shall be considered

Consider the whole of your event including pack-in and pack-out and during the event. This includes but is not limited to:

- Scaffolding
- Working or performing at height
- Working on or near water
- Electrical equipment
- Refueling of vehicles or equipment (e.g. generators)
- Hazardous substances (e.g. fuel for generators, gas)
- Environmental issues (spills, fumes, waste)
- Noise during pack-in, pack-out and the event
- Welfare of staff and volunteers (facilities, nature of work, meals, rest periods)
- Fire bans
- Parking and traffic
- Toilets and hygiene
- Extreme temperatures
- High winds

ANIMALS

If your event involves animals, the following must be considered and prepared for:

- Safety and security of animals
- Welfare of animals (and who is responsible for it)
- Clean up procedures for animal waste
- Presence of veterinarians. If a vet is not going to be present contact your local veterinarian clinic to check that they would be available to attend in an emergency
- Emergency procedures for escaped animals

SPECIAL EFFECTS

For events that include special effects, it is the event organisers responsibility to meet all the relevant requirements for the use of special effects. The event organizer is the person in charge for the purposes of the HSNO Act 1996 (Hazardous Substances and New Organisms Act) and its regulations.

Copies of applicable approved handler licenses, approvals, evidence of notifications to relevant authorities, risk assessments, site maps and insurances must be included in the event safety plan and held on site during the event.

In some instances, special effects, e.g. pyrotechnics/fireworks are subject to specific laws and regulations, most importantly the HSNO Act 1996. These special effects may require a local test certificate to be issued by a test certifier. Failure to obtain the display test certificate will mean that the special effect cannot be permitted at the event.

The display test certificate **must be** provided to your Auckland Council Event Facilitator and a copy held on the event site.

MARITIME EVENTS

If you are planning to hold an event on or in the water, it is likely to affect the normal operation of other vessels and water users in the area of the event and you will need to complete the Maritime Events form. Please use the form – Maritime Events – Navigation Safety Information Required” which can be found in the Event Safety Plan template.

When planning your event, please take into consideration the following:

- Check that your event does not clash with any other major on-water activity which could put your participants at risk
- If your event involved powered craft, and riders wish to approach and leave the beach at great than 5 knots, you will need to apply for a dispensation
- Check whether you have made adequate provision for the safety of navigation at your event, and decide if you need dispensation from any bylaws
- Check the tide charts to ensure that your event, if it involves swimming, does not put your swimmers in danger of swimming against the tide
- Location (specific area). A clear copy of a detailed **nautical chart** or map of the area must be supplied – **a Google map is not acceptable**)

The Harbourmasters office can provide information on this. Contact them on 09 362 0397 or via email harbourmaster@aucklandcouncil.govt.nz.

The following links are provided to assist you in planning the on or in-water element of your event. A harbor and sailing events calendar can be found on the Auckland Yachting and Boating Association (AYBA) and Boaties website www.ayba.org.nz or www.boaties.co.nz/racing-a-events/auckland/

For shipping movements check the Ports of Auckland website for short range shipping movements and check with the Harbourmasters Office for long range shipping movements www.poal.co.nz/shipping_cargo/expectedarrivals.asp.

Whether – what is to be expected for that time of the year plus met service www.metservice.com/towns-cities/auckland/auckland-central

Please note that as a the event organizer you are at all times responsible for the provision and maintenance of the on-water safety plan and on-going compliance under all relevant Health and Safety legislation and best practice standards.

ADVENTURE ACTIVITY OPERATIONS

The safety audit standard sets out the requirements for an operator's safety management system www.business.govt.nz/worksafe/about-health-and-safety/adventure-activities. The audit will be carried out by a safety auditor approved by the Ministry, engaged directly by the operator.

If you are planning to have adventure activities at your event, you must have a current valid safety certificate.

DRONES/UAV's

You are able to fly drones and unmanned aerial vehicles (UAV's) in most public areas and parks without a permit. However if you are planning to use a drone/UAV as part of your event, you must include this in your event permit application and your event health and safety plan.

Your health and safety plan should address, but not be limited to:

- Take-off and landing zones
- Whether you will be flying over crowds and if so, what plans do you have in place should the operator 'lose contact' with the drone/UAV.
- Whether you are operating within a restricted airspace and if you are received appropriate approvals from CAA

For information on flying drones/UAV's visit the CAA website www.caa.govt.nz/rpas/.

REPORTING AND RECORDING ACCIDENTS, INCIDENTS AND NEAR MISSES

The event safety plan must include your internal and external reporting requirements, which should include, but are not limited to:

- Management responsibilities
- Procedures for reporting notifiable events to WorkSafe New Zealand and Auckland Council
- Procedures for investigating and recording notifiable events
- Procedures for reporting and recording all incidents, accidents and near misses
- Procedures for reporting and recording observed failures of safety controls

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EXAMPLE OF RISK ASSESSMENT AND MANAGEMENT PLAN

Risk/Hazard	Person affected/location	Risk rating before control measures	Risk control measures	Risk rating after control measures	Whom, by when
<p>Task: Manual handling – lifting 4 kg packs of bottles to restock (from truck or pallet to fridge)</p> <p>Hazard: back or shoulder strain or sprain</p>	Hospitality staff	4+2 = 6 Moderate	<ul style="list-style-type: none"> Staff and volunteers trained in good lifting techniques Seek assistance if needed Deliveries to be made as close as possible to area Sack trucks to be used wherever possible 	3+2 = 5 Moderate	Sue Bloggs 15/12/18
<p>Task: Animal Parading/Showing</p> <p>Hazard: Injury to patrons if they come into contact with animal or injury to handler if animals is uncontrollable</p>	Animal Handler Patrons	4+3 = 7 Moderate	<ul style="list-style-type: none"> Area roped/fenced off to keep patrons at a distance Signage advising patrons not to enter area Only competent handlers are allowed to enter arena with animals Supervisor located within arena with walkie talkie Loud speaker announcements advising patrons that event is about to commence and to keep behind fenced or roped areas 	1+1 = 2 Low	John Doe 15/12/18
<p>Task: Amusement Ride</p> <p>Hazard: Injury to patrons or bystanders (falls or being hit by moving objects). Potential injuries to maintenance staff while repairing rides</p>	Patrons Bystanders Maintenance Staff	2+3 = 5 Moderate	<ul style="list-style-type: none"> Have received WorkSafe NZ registration certificate and certificate of currency for insurance from contractor Contractor has trained personnel operating and supervising rides Competent and trained staff will undertake repairs and/or maintenance 	1 + 2 = 3 Low	Sue Bloggs 15/12/18

			<ul style="list-style-type: none"> Ride has been set up with fencing and adequate space surrounding the ride and safety information signage erected for parent information 		
<p>Task: Electrical board outlet in publicly accessible area</p> <p>Hazard: Injury if patrons or stall holders come into contact with electrical equipment.</p> <p>Hazardous for staff if electrical is set up in busy or crowded area</p>	Patrons Staff	5+5 = 10 High	<ul style="list-style-type: none"> Electrical installation guarded by fencing Locked and limited access to authorised personnel only Maintenance done out of hours or with security staff present Signage to be erected on fencing Location of outlet board to be noted on the site map 	3 + 4 = 7 Moderate	John Doe 15/12/18

