**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 pageto be completed and returned to us four weeks prior to your event in order process your event permit.

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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: |  | |

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| 1. **EMERGENCY INFORMATION** | | | |
|  | **Details/Location/Ph Number** | | 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](http://www.worksafe.govt.nz)  WorkSafe: 0800 030 040 |
| Location of local A&E/Hospital |  | |
| Evacuation Point |  | |
| Location of Safety Plan on Site |  | |
| First Aider on event day |  | |
| Location of First Aid Kit on site |  | |
| 1. **KEY PERSONNEL** |  | |  |
| **Designation** | **Name** | | **Mobile** |
| Contact on the day/on site |  | |  |
| List any contractors  (e.g. food vendors, amusement equipment etc) |  | |  |
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| 1. **Does your event have any of the following? (please tick)**   Please consider these elements when filling out the event hazard register below: | | | |
| LPG/Gas e.g. BBQ  Generator | Contractors  e.g. Food vendors | Power /PA  Electrical | |
| Children  Bouncy Castle | Structures | Vehicles | |
| 1. **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 | 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 * Use wheel barrows or reduce or split loads to manageable weight and/or size – two person or team lifting | | |
| Moving Vehicles | Injuries to people or damage to property or assets as a result of being struck by a moving vehicle | * Vehicles driving onto the site to be managed * Drivers to use hazard flashers and drive no faster than 10 km/hr * Spotters in high-viz will be used to assist drivers reversing * Drivers will be asked to drive with window down so they can hear instructions from spotter | | |
| High Winds – falling trees or loose items on site | Someone being hit and injured by a falling branch or a loose item blowing around the site | * Isolate access to hazardous areas under or near trees in windy situations * Ensure temporary structures are adequately tied down or remove * Cancel or delay event if high winds are forecast | | |
| Heavy Rain/wet surfaces | Slip hazards which result in injuries | * Use matting to restrict access to slippery areas * Reconfigure site to avoid slippery areas * Use warning signage to alert public that surfaces are slippery * Ask staff and volunteers to wear appropriate footwear * Cancel or delay event if heavy rain is forecast | | |
| UV Exposure | Sunburn, heat stroke or dehydration | * Promote the use of sunscreen and wearing of weather appropriate clothing * Provide shade * Provide access to refreshments/water | | |

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| Thunder & Lightning | Risk of serious injury or death if struck by lightning during a thunderstorm | * Check weather forecast and if thunderstorms are forecast ensure adequate safe shelter is available * If thunder sounds seek shelter indoors immediately if outside. If no indoors shelter is available the MC will instruct people to get low to the ground * Instruct people to not shelter under trees and put down their umbrellas and move out from under gazebos |
| Electrical cables | tripping hazard, someone could be injured by a falling over or injured by cables coming into contact with water | * Electrical cables to be covered or laid away from traffic areas. * Cables to be laid away from any standing water |
| PA System | Injuries to people or damage to property and equipment | * PA system will be set up on flat and stable ground * Speakers will be weighted to prevent tip over * RCD device used between system and power source * Area around PA system will be isolated with a temporary barrier to prevent public accessing |
| Water | Drowning/injury | * Swim between flags at a managed beach * If an unmanaged beach look at water conditions before entering water * Children to be supervised at all times in or near water * Check weather conditions and advise people to not enter water if wind and tide conditions are producing choppy water |
| Bouncy Castle/inflatable devices | Children could be injured if they fall off or if the inflatable device deflates/falls/blown over and traps participants in it. | * Inflatable devices are installed on flat and stable ground free of sharp objects * Inflatables are installed in accordance with manufacturers specifications and guidelines * Inflatables are adequately secured to prevent lifting movement in wind * Children will be safely managed on and off the inflatable, with matting placed at egress points where ground is too hard * There will be a separation of larger or more boisterous users from smaller or timider ones * The generator and blower will be isolated using temporary fencing to prevent public interference * Weather conditions monitored and if wind speed increases to in excess of manufacturers recommended operating parameters, the inflatable will be closed down and deflated |
| Defective LPG/Natural Gas Bottle  (e.g. BBQ bottle) | Fire, explosion/ injury to public | * Gas bottles have a current certification date * Bottles are visually checked for damage before being brought onto the site * All hoses and connections are checked for gas leaks using a soapy water mix * If spare gas bottles are being brought to the site, they will be stored in an upright position in a secure location away from flammable substances until required * A fire extinguisher for fire blanket will be held on site |
| BBQ | Hot surfaces or oils result in burns, scalds or damage to ground | * BBQ positioned so that hot surfaces are not accessible by children * BBQ placed on matting or cardboard to prevent hot oil damage to ground * No cooking vessels to be placed at front of stalls * BBQ supervised by adults at all times * If the BBQ is set up and operating under a gazebo it will be positioned a minimum of 150mm from any sides |
| Unruly members of the public | vandalism, violence. | * Try to avoid potential conflict situations with members of the public * If a situation with the public develops into a conflict situation, withdraw from the situation * As soon as possible notify the Event Organiser for the altercation * Use a cellphone to call for Police assistance if the situation continues or escalates |
| Gazebos/tents/marquees | Injuries to people or damage to property | * Two-man teams used to move and erect gazebos * Gazebos secured using leg weights or pegs and ropes * If gazebos are set up in groups, their legs will be tied together to provided additional support * Weather monitored and if wind speed increases above 25 km/hr gazebos will be taken down |
| Noise | Noise complaints are received from local residents | * Letter drop undertaken to local residents providing information on the event and contact details for the event organiser * Set up PA system so that noise is directed inwards onto the site away from residences * Keep use of PA system to MC information and music and away from idle chatter * Monitor sound outputs and adjust as required |
| Medical events or injuries | Someone attending the event suffers a medical event or injury which requires treatment | * Basic first aid supplied on site by a first aider with a first aid kit * If a moderate injury or medical event occurs refer person to nearest medical centre * If a life threatening medical event or injury occurs an ambulance will be called |
| Temporary signs, banners and flags | Trips and falls resulting in injuries | * Signage will not be set up in foot traffic areas * Barriers will have weighted feet installed * Barrier sections will be clipped together to additional support * Blade flags will have heavy bases installed * Checks of signage etc will be made throughout the event to ensure they remain in place and secure |
| **Please consider whether there are additional factors specific to your event and add them to the hazard register in the blank space provided.** | | |
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Add more sheets if needed