

## EVENT SAFETY PLAN

### Why do we need an Event Safety Plan?

Running events can be a complex and stressful project, which requires communication and clear health and safety expectations to ensure all parties understand their responsibilities and communicate their individual hazards to everyone working on the site.

All events need permission to take place where they are using Council owned public open space.

As the organiser of an event or activity you are regarded as a person conducting a business or undertaking (PCBU) under the Health and Safety at Work Act 2015 (HSWA).

### What should an event safety plan look like?

As mentioned earlier under the HSWA, you have a duty of care to ensure that no one is harmed as a result of your event and having an event safety plan shows you understand and are prepared to manage the risks (what could go wrong) and hazards (what could create risk) associated with the planning and delivery of your event.

An event health and safety planning must;

- be specific to the event i.e. not a generic plan;
- take into consideration all event participants and spectators, event staff, activity provider employees/ contractors/subcontractors, and volunteers at the event (event stakeholders); and
- be kept updated as and when new hazards and the control of those hazards have been identified both before, during and after the event.

The following minimum requirements apply to all events that are held on Auckland Council property no matter the size or type of event.

- 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 risk assessment and management plans is of great importance. It demonstrates to Auckland Council that you understand the requirements of the work, risks, hazards, situations and equipment that are, or may be, used or encountered around your event.

### Contributory factors

The information in this section assists Auckland Council in identifying factors that might trigger a risk e.g. event activities, services and equipment.

Common triggers (hazards) include:

- amusement devices
- accessibility needs
- working at heights
- presence of alcohol
- involvement of children and/or vulnerable persons
- involvement of animals
- traffic management
- vehicles e.g. parade, site access
- special effects and use of pyrotechnics/fireworks
- lasers and lighting
- smoke machines or strobe lighting
- naked flames
- noise (e.g. drumming, amplified noise)
- drones/UVAs
- temporary structures (e.g. scaffold, stage, gantry, etc.)
- ground penetration (e.g. pegging marquee or structures)
- usage of liquefied petroleum gas (LPG) (e.g. food stalls)
- electrical Installations/generators • maritime event/water involved

You should be using a risk matrix to assess the likelihood and consequences of a hazard occurring, this helps you decide on the risk score and the level of controls you need to put in place to minimise or eliminate (i.e. reduce) the identified hazard and its risks.

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

To come up with the score you take the likelihood risk score and x it by the consequence risk score to come up with the total (i.e. 3 x 3 = 9 which means a hazard would fall into the high category).

SCORE CATEGORY DESCRIPTION
<p>0.1 – 3 <b>Low</b> While control issues may still exist at this level, their impact will be low.</p>
<p>4– 7 <b>Moderate</b> This level of risk is still considered unacceptable in certain circumstances.</p>
<p>8 – 14 <b>High</b> Requires attention with a degree of priority. Remedial action should be identified and implementation commenced with appropriate priority.</p>
<p>15 – 20 <b>Critical</b> This level of risk also requires immediate attention and should not proceed without clear and timely action plans identified to reduce the risk.</p>
<p>21 – 25 <b>Extreme</b> Do not proceed with any risk at this level without specialist assistance to further treat/reduce risk including the possible development of contingency plans and/ or risk transference strategies.</p>

### Reporting Accidents/ Incidents or Near Misses

It is a legal requirement that WorkSafe New Zealand must be notified as soon as possible of a reportable ‘notifiable event’.

If you need to report a hazardous substance emergency you should first call Fire and Emergency Services on 111 and then WorkSafe NZ response team on 0800 030 040.

It is also a legal requirement that an accident scene must remain undisturbed until cleared by WorkSafe NZ or our emergency services personnel.

You should also provide this information to your Auckland Council Event Facilitator so that we can include in our Risk Management System.

### Accessibility at Events

Events are required to ensure that their event is inclusive and that they can support different attendees needs. Good site plans are crucial to enable Auckland Council to understand that an event organiser has planned for and can achieve accessibility through:

- **the physical site** (uneven surfaces, slopes, unclear pathways, well-lit areas, drop off zones or mobility parking close to entrance, quiet zones) – what are the impacts on access for everyone who may attend.

- **event communications** – can people make an informed decision before coming to the event i.e. website design and content, site map showing accessibility, large print signage and programmes at venue.
- **event day services** i.e. transport options, onsite parking, toilets – accessible and sign posted, signage/PA system, seating or appropriate spaces for wheelchair users & also service dogs, food and beverage access and or delivery options to those who can't access; and
- **event planning** – staff responsiveness/experience to assist, evacuation procedures, information in appropriate formats or can be interpreted.

### **Amusement devices**

Amusement devices can come in the form of a mechanical device or an inflatable (on land or in water) and can present hazards at events if installed and used incorrectly or poorly managed while in operation.

Amusement devices of a mechanical nature fall under the Amusement Devices Regulations 1978 and all mechanical devices must have a WorkSafe certification and operators must apply for a permit to operate issued by Auckland Council.

Land borne and water borne inflatables (bouncy castles etc.) will need to operate in accordance with the WorkSafe land-borne or water-borne inflatable device operating requirements.

### **Alcohol**

The sale or supply of alcohol at events requires a special licence under the Sale and Supply of Alcohol Act 2012. In Auckland we have the District Licensing Committee who issues alcohol licences on behalf of the Alcohol Regulatory Licensing Authority.

If you are planning to have alcohol (whether selling or supplying) at your event you will be required to produce an alcohol management plan as part of your application process (remember to allow 20 working days for this application to be processed).

Your alcohol management plan should detail what is in place to ensure sensible consumption of alcohol at your event and management of intoxication such as qualifications of those managing the bar, hours of sale/supply, security, vessels being use, number of drinks per service, type of food and water available.

### **Hazardous and high-risk work**

Particular hazardous works need to be reported to WorkSafe New Zealand 24 hours prior to commencement of such work. This work includes but is not limited to:

- work at height where a person can fall 5 metres or more
- scaffolding of which any component is over 5 metres in height from the ground
- lifting loads greater than 500kg
- confined space work

## **Working at heights**

The Best Practice Guidelines for Working at Height in NZ 2012 must be adhered to when planning and managing all work at height or work where there is a risk of a fall from height.

Some examples of work at height which may be relevant for events include:

- camera towers or platforms
- stages
- pedestrian walkways/bridges/stairs
- lighting installations
- weather protection structures
- scaffolding
- scissor lifts/booms and other elevated work platforms
- all people working at height must be trained to the required industry standards for the work to be undertaken.

## **Animals**

If an event involves animals (e.g. dogs, petting zoos, horses in parades etc) event organisers need to think about these animals as a hazard and should prepare for:

- the safety and security of animals e.g. water and shelter
- procedure to exclude and discourage animals
- measures in place to segregate animals and event goers/animal handlers
- welfare of animals and who is responsible for ensuring their welfare
- presence of veterinarians (If a vet is not going to be present, then a contact for a local veterinarian clinic to check that they would be available to attend in an emergency)
- waste caused by animals
- emergency procedures for escaped or injured animals
- advising your local SPCA or Council may be required

## **Traffic management**

Traffic management plans are required when an event affects traffic, including carparks and footpaths. The traffic management plan (TMP) and any road closures for the event need to be approved by Auckland Transport. If road closures are required, the TMP is required 9 weeks prior to the event.

However, on an event site you also need to consider traffic management and how to keep vehicles and people separated. Things to consider are:

- onsite car parking
- pack in and pack out movements
- safe access and egress (exit) to of the event site
- speed limits on the event site (5 kilometres per hour (KPH) is considered walking pace)
- larger vehicles or vehicles with trailers etc. must have spotters in place when manoeuvring

- emergency service access at all times
- other events or works happening at the same time that are impacting traffic management around the event site

### **Special effects and use of pyrotechnics/fireworks**

It is your responsibility to meet all relevant requirements for the use of any special effects under the Hazardous Substances and New Organisms Act, 1996 (HSNO Act) and its associated regulations.

Some special effects, e.g. pyrotechnics are subject to specific laws and regulations. These special effects may require a Display Test Certificate (DTC) to be issued by a test certifier.

### **Lasers and lighting**

Sources of non-ionising radiation such as lasers and sources of UV (ultra violet) light need to be controlled to eliminate or minimise the risk to health and safety.

Lasers are categorised by how much power they emit. When using lasers as part of an event control measures implemented will need to take into account the classification of the lasers to be used.

The main source of ultra violet light at outdoor events (UV light) is from the sun. When events are taking place outdoors, the risks associated with exposure to the sun need to be addressed. Man-made sources of UV light from artificial lighting and pyrotechnics need to be considered and eliminated or substituted where possible.

Lighting might also require the need to notify the Civil Aviation Authority (CAA). To check go to [www.aviation.govt.nz/airspace-and-aerodromes/airspace/airspace-hazards](http://www.aviation.govt.nz/airspace-and-aerodromes/airspace/airspace-hazards).

### **Smoke machines or strobe lighting**

When using smoke and fog machines or strobe lighting are being used as part of an event, you should reference the manufacturer's instructions when identifying risk control measures and include these in your plan.

Key requirements include assessing:

- identification of access routes in an emergency
- material safety data sheets (MSDS)
- electrical hazards
- heat hazards
- strobe flicker speed
- strobe warning signage and event goer communication
- effects of smoke or lighting effect on vision/health e.g.
- epileptics

### **Naked flames**

Auckland Council has a bylaw that relates to fire so you will need to discuss any proposed use of naked flames with your Auckland Council Event Facilitator to ensure you can comply with this bylaw.

When naked flames are used at an event you will need to include a plan to manage a fire risk. This includes considering the health effects of smoke on event goers and performers, neighbouring residents, businesses and road safety.

If portable LPG powered heaters are used, they must be identified and the following associated hazards managed:

- confined spaces
- proximity of combustible material
- carbon monoxide
- isolation of the unit from children or accidental contact

### **Unmanned aircraft - drones/UAVs**

The Civil Aviation Authority (CAA) regulates civil aviation in New Zealand and sets the rules around the use of remotely piloted aircraft systems: unmanned aerial vehicles (UAV), unmanned aerial systems (UAS), model aircraft and drones.

New rules introduced by the CAA came into effect on 1 August 2015 – these rules require people to obtain approval from the landowner or the occupier of the land you want to fly over. This rule comes in addition to the existing CAA and air traffic control rules on where and how you can fly unmanned aircraft, and what permissions event organisers need to get before doing so.

Special care needs to be applied where drones are to be used in heritage or sensitive areas, e.g. near dotterel breeding grounds.

### **Noise (e.g. amplified noise)**

As well as acute occupational exposure leading to the noise induced hearing loss of event stakeholders and event goers, the risk of environmental noise must be managed i.e. how the noise from an event may affect local residents or businesses.

### **Temporary structures (e.g. scaffold, stage, gantry, etc.)**

You will need to demonstrate that relevant consents have been obtained, that risks associated with structures have been assessed and that appropriate measures are in place to manage risk as part of your planning process and when obtaining permission from Auckland Council to erect structures on public open spaces.

Key considerations to address if relevant include:

- when tents and/or marquees are in use, guy ropes and pegs can present risks to be managed including the risk of tripping or striking underground services
- ticketed and competent scaffolders are required to erect scaffolding

- producer statement or design certificate from a professional engineer are required for certain structures e.g. stages
- scaffolds must be built as per the Best Practice Guidelines for Scaffolding in New Zealand 2009
- who will manage lifting and rigging and how
- how they will demonstrate competency and preparedness of workers e.g. personal protection equipment such as hard hats, work boots; asking to view their licence or certifications to do the work
- exclusion zones
- tested lifting equipment

### **Ground penetration (e.g. pegging marquee or structures)**

It is your responsibility to ensure that prior to any ground penetration (e.g. tent pegs during the event or pack-in and pack-out that may penetrate the ground) that underground services such as electrical cables, gas lines, water pipes have been properly located.

You should contact 'before you dig' to locate services [www.beforeudig.co.nz/](http://www.beforeudig.co.nz/).

### **Usage of liquefied petroleum gas (LPG) (e.g. for food stalls)**

If gas is to be involved, e.g. to provide cooking or BBQ facilities then you responsible for ensuring a procedure is in place to manage the use of gas.

It is not acceptable for you to just state that you have passed on guidelines to vendors. You must demonstrate that you understand your responsibilities and how you will manage safe use of LPG at the event.

### **Severe weather**

Wind and rain contingencies need to be considered for all stages of an event, as the impacts will be different.

Severe rain may restrict access to grassed areas, and remove the stability and therefore ability for scaffolding, vehicles, and marquees to be installed. You may need to consider alternate access routes and ground cover options if wet weather is a concern.

High winds especially should be covered by contractors providing marquees, scaffolding and stages. Detail of the wind limits structures are safe to operate in should be known well in advance and a plan around how they will be managed developed including the type of fixings required etc.

Site considerations for severe rain include streams/lakes/sea tides and the impact rain may have. For wind, the age, condition and height of trees and existing structures such as gazebos need to be considered.

### **Waste management**

Waste needs to be managed during and after the event.

Key considerations and hazard implications to consider and address include:



- identifying any types of waste likely to be present at an event
- if there is waste that could create hazards such as glass or plastic that can shard if broken;
- manual handling of waste and implications (weight, availability of mechanical aids, personal protective equipment)
- waste storage on-site hazardous waste, including biological waste such as syringes if found
- fire risk and management
- vermin
- weather impacts such as wind, etc.

### **Maritime event/water involved**

Events on or near water present significant risk and will need to be closely managed. At minimum you will need to address water hazards.

You will also need to coordinate with the Harbour Master through Auckland Transport if the event is on the open water and seek approval through their application process.

Considerations to address when planning to manage on-water safety include, as applicable:

- how will you respond to weather conditions i.e. criteria for event cancelation due to inclement weather
- tide data
- water rescue provision e.g. who will provide this, what are their qualifications, what equipment they will use etc.
- what consultation will you have with the Coast Guard prior to the event
- shipping timetables and consultation with the Ports of Auckland
- tsunami emergency planning
- water depth data
- water quality
- communication methods and procedures

### **Food safety**

A number of hazards are associated with the storage, preparation and consumption of food.

These hazards must be managed, and hazards may include but are not limited to:

- salmonella
- gastroenteritis
- listeria
- incorrect storage
- infectious diseases e.g. influenza/COVID-19
- allergic reactions
- hot food/drink
- insects/rodents

### **Confined spaces**

A confined space is a space that has not been designed for human occupation, has limited access or has the potential for containing a toxic or oxygen deficient atmosphere. As part of your event plan you will need to identify any spaces that meet this description.

The Australian Standard 2865-2009 should be referenced when managing confined space hazards. More information can be found at [www.business.govt.nz/worksafe/information-guidance/all-guidance-items/confined-space-safe-working-in-a/confined%20space.pdf](http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/confined-space-safe-working-in-a/confined%20space.pdf).

### **Machinery**

If machinery is to be used as part of an event, the Best Practice Guidelines for the Safe Use of Machinery, 2014 must be adhered to.

Find more information here: [www.business.govt.nz/worksafe/information-guidance/all-guidance-items/safe-use-of-machinery](http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/safe-use-of-machinery).

### **Night work**

If event operations take place at night time, consideration must be given to managing the associated risk of working in reduced light. Risks that may be considered low in daylight can be significantly increased at night time.

Key considerations include:

- general access and egress lighting
- task specific lighting
- lone working
- increased security risk – personal safety
- the effects of artificial lighting on neighbours
- high visibility clothing

### **Seven Things Every Event Safety Plan should include**

Here are 7 things every event safety plan should include:

1. Health and safety risk assessment
2. Measures to alleviate risks (controls)
3. An emergency plan
4. Food safety
5. Crowd management and security
6. Parking plan
7. Appropriate training for all staff and volunteers working at an event

### **Emergency Plan**

Every event safety plan needs an emergency plan in case there's need to evacuate, in case of a fire, or any other circumstances. Staff and volunteers need to be trained on what to do in case of emergency, decide who will take action, how you will let people know about the emergency (i.e. radio, mobile phones, coded messages), who will make statements about the incident to the authorities and emergency services.

You will also need a contingency plan and the contingency plan should be discussed with the emergency services (they should be given a copy) and everything should be well-documented. They will need to know, for example, the number of people expected at the event, where emergency access points are, who is in overall charge and contact details for key staff. You should also ensure that you have a first aid kit (or several) on site too, even if you are planning to have professional medical services on site.

### **Crowd Management**

When there are large crowds of people, safety can be compromised, so an event safety plan needs to include a way to control crowds. For example, if there are tickets sold at the door, how will you move people through the gates quickly enough not to cause a bottleneck? How will you manage large influxes of people in certain areas? Will areas be spaced out so that there are stations to make sure that people do not all gather in the same areas?

The plan should include making sure that guests go where they should and that there are no back doors or gates that allow people to go outside the event area where they could potentially be injured.

Examples of ways to manage the crowd may be using zoned entry (by ticket for large events), curfews if the event is multi-day, clear signage, and lighting.

### **Parking Plan**

Even the best events can be ruined by insufficient or badly managed parking. For any large event (or even small ones), there needs to be a reliable parking plan.

Event organisers need to know approximately how many cars will need to be parked and how they will manage traffic throughout the day(s). Poorly managed parking has the potential to frustrate and even injure people if any accidents occur.

### **Finally, the top 10 safety risks:**

1. Event and production equipment
2. Crowd management and safety
3. Children/Vulnerable Persons attending or participating
4. Transport and traffic management
5. Staff and volunteer safety
6. Medical assistance requirements
7. Unpredictable weather
8. Potential fire hazards
9. Food safety
10. Aggressive behaviour