

# EVENT RISK ASSESSMENT AND HAZARD CONTROL PLAN

*As the organiser of an event, you are required to take all practical steps to eliminate, isolate or minimise hazards in all areas. To do this you will need to document and demonstrate what practical steps are being taken to fulfil your Health and Safety in Employment Act obligations.*

Event Name				
Location				
Description of event				
Target audience				
Crowd numbers	Participants		Spectators	
Event start date			Event end date	
Event start time			Event end time	
Pack-in date			Time in	
Pack-out date			Time out	

## Event organiser details

Name of Event Organiser		Contact number	
Alternative contact person		Contact number	
Event safety person		Contact number	
AV / Tech company		Contact number	
Venue Manager		Contact number	
Alternative venue contact		Contact number	

## Event roles

Massey events team and roles (are they trained for the role?)

--

Client roles

Contractor's names and roles (have they submitted H & S plans?) Massey must cooperate, coordinate and consult on health and safety.

Volunteer numbers and specific roles (are they trained for the role?)

Communication procedure on the day

Emergency Procedures: Serious accident, bomb threat, fire, earthquake, hazardous substance, act of violence, protest action.

For a medical or other emergency dial 111

Consider emergencies that may go wrong and ensure you have a plan in place. Brief staff on what alternative plans maybe.

Ensure staff have Event Managers contact number

Know facility evacuation plan and assembly areas

Treatment:

A First Aid kit/Room/Station is available where:

Defibrillator Available where:

List names of First aiders:

Accident, Injury Reporting and Treatment

- a. All accidents involving injury on the event site during the set up and breakdown periods are to be reported to the Event Manager
- b. The nature of the accident will be investigated and any necessary preventative action identified and taken
- c. All accidents will be recorded in the site Accident Register held by the Event Organizer and reported on MYHR. Notifiable events to WorkSafe NZ
- d. During the period of public access at the event, accident reporting and treatment will be undertaken by the on-site Event Health and Safety Person.

**Attached (as applicable)**

Please attach other information such as emergency contacts, key contacts, site map, internal and/or external communication plans, more explanation on how the event will be managed on the day and how you will ensure a safe event.

 Site plan

 Traffic management plan

 Security Plan

 Waste management plan

 Other – Specify:

***This event hazard control plan is to be kept on site and available as needed.***

## Participant Hazards

e.g. age, experience, fitness, children, accessibility, number crowds, security

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)
<i>e.g. Temporary marked paths on rough ground</i>	<i>falling on uneven surfaces</i>	<i>Clearly marked track, volunteers stationed</i>	3	<i>some sections need ramps, extra lighting</i>	

## High Risk Hazards

e.g. work at heights, flying operations, pyrotechnics etc, confined spaces, hazardous substances, moving set pieces

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)

## Workers Hazards

e.g. staff, contractors, volunteers

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)
<i>e.g. Long hours</i>	<i>Fatigue</i>	<i>Catering and refreshments will be available. Provide area to sit and rest ensure breaks</i>	<i>3</i>	<i>Max of 12 hour shifts</i>	

## Electrical Sound and Lighting

e.g. certified, working at heights.

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)

## Staging and Structures

e.g. dimensions, building consents, ground stability, scaffolding, working at heights.

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)

## Pack in/Pack down

e.g. moving vehicles, manual handling, shared workspaces

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)


### Traffic Management/Parking

e.g. speed, road legal, floats, access to site, route, marshals, pedestrians, emergency vehicles

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)

### Crowd Control/Security

e.g. fencing, barricades, alcohol, drugs, property protection

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)

## Environmental: exposure to weather

e.g. UV, heat, cold, level of light, wind, noise, strobe lighting

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)

## Site Specific hazards

e.g. any hazards identified by venue that may impact on event/activities

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)

## Stallholders/Vendors Hazards

e.g. food/health safety

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)

## Site Specific hazards

e.g. any hazards identified by venue that may impact on event/activities

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)

## Other Hazards

e.g. drones, helicopters, waste management

What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating (1-5; 1 is low, 5 is high)	Further controls required? (Needed to reduce residual risk eliminate or minimise)	Action by: (Date and person)