



Find out more: phone 379 2020 or visit www.aucklandcity.govt.nz

Event hazard management guideline

Event name	<input type="text"/>	Total Anticipated crowd numbers	
Event location	<input type="text"/>	Spectators <input type="text"/>	Participants <input type="text"/>
Pack in date:	<input type="text"/>	times	<input type="text"/> to <input type="text"/>
Event date:	<input type="text"/>	times	<input type="text"/> to <input type="text"/>
Pack out date:	<input type="text"/>	times	<input type="text"/> to <input type="text"/>
Event Organiser	<input type="text"/>	On the day contact number	<input type="text"/>
Alternative contact	<input type="text"/>	On the day Contact number	<input type="text"/>
Safety coordinator	<input type="text"/>	On the day contact number	<input type="text"/>
Event facilitator	<input type="text"/>	Council 24hr contact centre	379 2020

INSTRUCTIONS

- How will you ensure health and safety is covered in the over leaf area(s), please use guide notes to help you or for a more detailed safety factors to consider search 'event safety' at www.aucklandcity.govt.nz
- The responsibility is on the event organiser to identify, manage hazards and for ensuring that the plan is followed and that there is compliance with the requirements of the Health and Safety in Employment Act 1992.
- Please identify hazards and issues in the boxes over leaf and describe how each hazard or issue is to be managed. Ask yourself "what if?"
- Assess if the risk control will **E**liminate, **I**solate or **M**inimise – are standard health and safety terms to describe how your are reducing or removing the hazard. Ideally you will eliminate (remove) the hazard, then isolate or minimise.
- Estimate the likelihood of the hazard occurring - 1 is low, 5 is high.
- If something does not apply please state not applicable (N/A)
- This is a guide only, and is not an exhaustive list. There may be other items that need attention that are not on this list.

Attached

- Site plan
- Traffic management plan (if applicable)
- Security plan
- Waste management plan
- Other – please specify: _____

EXAMPLE - Environmental effects on people to consider - Event organiser to consider the effect of wind/rain and UV protection, extreme weather conditions – cancellation/postponed

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event day ✓
Slip hazards	Heavy rain	Delay or cancel event	E	2	Organiser	Before 8am	
Falling equipment/trees	High winds	Delay or cancel event	E	1	Organiser	Before 8am	
No shade from sun	Sunstroke/sunburn	Shade available from surrounding trees. Sunscreen provided by St John Refreshments for sale on site	M	1	Site manager St John Organiser	Event day	

1. Environmental effects on people to consider - effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	When	Event day ✓

2. Participants - age/experience/suitability, accessibility needs, refreshments, lost children facilities, animals

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

3. Electrical, sound and lighting - registered tradesman, isolation required, tripping hazards

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

4. Staging and structures - dimensions and weight of structures, building consent, ground stability

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

5. Accident & health emergencies - first aid , fire extinguishers, emergency contacts., report/recording of accidents

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

6. Waste management - toilet facilities, rubbish collection/removal, animal waste, recycling.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

7. Set-up/pack-down - what safety is in place while event site is a working site i.e. moving vehicles, first aid

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

8. Traffic management & parking - traffic management plan, signage, marshals, route, pedestrian management.

Risk	Hazard	Risk control	E,I,M	1-5	Who is responsible	when	Event day ✓

9. Vehicles participating - road legal, speed, floats, access to site for emergency vehicles

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

10. Activities - amusement rides, giveaways

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

11. Security - protection of pedestrians and spectators, security/Police

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

12. Crowd control - fencing/barricades, [alcohol](#), protection of property.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

13. Stallholders/vendors - contracts, food/health licenses, emergency equipment, briefings

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

14. Staff/contractors/volunteers - Briefings, responsibilities, refreshments, training

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

15. Emergency procedures - bomb threat, fire, earthquake, Hazardous substances

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

16. Miscellaneous - site specific hazards

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

17. High risk - i.e. on roads, in water, pyrotechnics, [work at height](#), [hazardous substances](#)

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible	when	Event day ✓

18. Other relevant information

Could use for emergency contacts, site or route map or info to assist in showing how you ensure a safe event.