



## Event health and safety plan

### Event organisers details

Name	<input type="text" value="Event organiser"/>	Telephone number	<input type="text"/>
Contact Details	<input type="text" value="Address 1"/> <input type="text" value="Address 2"/> <input type="text" value="Address 3"/>	Mobile number	<input type="text"/>
		Fax number	<input type="text"/>
		Email Address	<input type="text"/>

Name of event

Event location

### Total anticipated crowd numbers

Spectators	<input type="text" value="10000"/>	Participants	<input type="text" value="100"/>
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- How will you ensure H&S is covered in the following area(s)? Please use guide notes to help you.
- Please identify hazards and issues in the boxes below and describe how each hazard or issue is to be managed.
- 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.
- The onus is on the event organiser to identify and manage hazards.
- If something does not apply please state not applicable (N/A).

## 1. Traffic management and parking

In order for traffic management and parking to be managed, marshals from the Radio Club will be used. As part of the event permit we are able to block off the entrance and exit to public traffic. However a few vehicles such as emergency services and the vintage car club do have access.

If cars need to enter through the venue, marshals will ensure that hazard lights are on and vehicles are at a 5km speed limit.

All marshals will be involved in a briefing at 10am each day with the event organiser.

All marshals will be dressed in Hi-Visibility vests.

## 2. Accident and health emergencies

St Johns have been booked for the two days of the festival. This includes a one primary officer who will be in radio contact with the event organiser at all times.

The event organiser has a cell phone on site in case of having to call for emergency services.

Key emergency contacts for this event include:

Event organiser – on site at all times

## 3. Vehicles participating

Access for any emergency vehicles will be kept available at all times.

## 4. Environmental effects on people to consider

In regards to participants and volunteers, shade will be provided in the form of a 3 by 3 metre ezi-up if required to get out of the sun.

## 5. Participants

Event A does not have a physical element for the participants other than a dance stage. All participants are sub contracted by.....

Accessibility toilets at both ends of the park will be made available (see site map)

Accessibility parking will also be available to those with current disability passes. The Radio Club will manage this.

An area for information and lost children will be set up in the middle of the park, (see site map)

## 6. Electrical, sound and lighting

An approved contractor is being used for providing the sound at this event.

. Contractor A will provide one small 4 KVa generators.

## 7. Staging and Structures

1x 3.6m x 6m stage with 3m x 6m marquee

## 8. Emergency procedures

In the case of a medical emergency – St Johns will be onsite and are in communications with the event .

In the case of having to evacuate the site – all marshals will be used to evacuate the public into a safe area ( evacuation point A)

## 9. Activities

No amusement device licences are required for this event

## 10. Crowd control

Due to the nature of this event, this does not require security or police. Crowd control barriers may be used to ensure the publics safety if required.

This is an alcohol-free event

## 11. Stallholders/vendors

All stall holders will hold current food licence permits – these will sited by the event organiser before the event. A street trader license has been obtained for the festival.

## 12. Waste management

The services of Contractor B have been engaged to provide rubbish collection and removal. There will be staff on site to ensure bins are managed.

## 13. Staff/contractors/volunteers

Approximately up to 12 volunteers will be used for various tasks such as marshalling, information and surveys.

All volunteers will be briefed on the day by the organiser

All volunteers will be given lunch voucher each day

## 14. Miscellaneous

In the event that one or both days were to be cancelled there is no contingency postponement date.

Communication plan will include the following people on RT's to ensure the smooth running of the festival

1 Event Organiser

2 Head gardener

3 Stall co-ordinator

4 First Aid – St Johns representative

All contractors used are Auckland City Health and Safety Approved

## 15. High risk

No high risk activities

## 16. Set-up/pack-down

Set up for this event happens on Saturday morning from 7am with pack down happening on Sunday after 6pm. The internal roads are blocked off from 8am each day to ensure the public safety. Any contractors on site will keep to the 5km speed limit with hazard lights flashing.

## 17. Other relevant information

A security guard will be used for overnight security from 6pm on Saturday 11 November until 7am Sunday 12 November. This is to ensure the site is kept safe overnight, and allows all elements not to be packed down over night.

### Attached

Site plan

Traffic management plan (if applicable)



## Safety and health guidelines for organisers of events

The event organiser is responsible for ensuring that the plan is followed and that there is compliance with the requirements of the Health and Safety in Employment Act 1992.

To comply with the requirements for safety and health, consideration should be given to the following lists. The list is not intended to be inclusive but a guideline. Organisers should consider the activity planned and identify all the hazards which may arise to participants or other persons in the vicinity during the event. Once the hazards have been identified, organisers must consider the reasonable controls to be put in place to eliminate, isolate or minimise the hazard.

### 1. Traffic management and parking

#### Traffic management plan

- Signage
- Public notification
- Confirm with your event specialists if a traffic management plan is required for your event.

#### Marshals

- Placement at intersections
- Parade/activities led by marshals and following obstructions
- Will you be using lead/tail marshals?
- Hi-visibility vests
- Do you have a safety briefing plan? (please include roles and responsibilities of all marshals)

#### Surface and or route to be used

- Check route before event
- Remove any obstructions or obstacles
- Cone off/sign post hazards
- Pedestrian management

#### Management of parking

- Marshals/drop off zone/disability parking

### 2. Accident and health emergencies

- First Aid details
- Appropriate fire extinguisher on site relevant to event eg. BBQ, umu
- Key emergency contacts
- Report/recording of accidents (please report any accidents to your event specialist)

### 3. Vehicles participating

- Event vehicles to be road legal (registration / WOF)
- Speed within legal speed restrictions or appropriate to planned event
- Give details for safety on floats eg. drivers vision, guide, hand rails
- Access to site for emergency vehicles

### 4. Environmental effects on people to consider

- Event organiser to consider the effect of wind/rain and UV protection

### 5. Participants

- Event organisers to show how considered age/experience/suitability of participants in a event.
- Are objects being carried, pulled or pushed – if so give details
- Accessibility needs - Parking, toilet, venue accessibility. Ensure active steps are taken to accommodate disabilities
- Refreshments
- Information line
- Lost children facilities
- Child supervision eg. school activities

#### Animals (if animals are part of your event)

- what steps have you taken to manage control of animals at your event eg. Supervision / animal waste collected and disposed of
- Supervised
- waste collected and disposed of appropriately

### 6. Electrical, sound and lighting

- Is your contractor registered for the trade
- Isolation required - circuit breakers / RCD / distribution boxes
- Tripping hazards – cable covers on power cords over high pedestrian usage areas

### 7. Staging and structures

- Dimensions of structures and stages
- Include details – anything over 1m require building consent
- Access to stage (stairs)
- Weight
- Ground stability – ensure stages / structure are built on stable ground
- Erection by whom – competent tradesman used
- Size sets, weight, and stability – do you require building consent eg. 1metre

## 8. Emergency procedures

- Emergency plan (bomb threat, fire, earthquake)
- Hazardous substances – notify fire service?

## 9. Activities

- Do you require an amusement device licence for any amusement rides at your event

## 10. Crowd control

- Protection of pedestrians and spectators
- Security/Police – responsibilities/briefings
- Fencing/barricades – is this required, please give details
- Alcohol

## 11. Stallholders/vendors

- Permits, do your vendors/stallholders have correct food licence/permits from ACE

## 12. Waste management

- Toilet facilities
- Rubbish collection/removal
- Animal waste

## 13. Staff/contractors/volunteers

- Briefings
- Responsibilities – are they clear and fully explained and appropriate to the role of the person
- Refreshments – will you have drinks or food available for your staff and volunteers
- Training – will you be providing training for your staff and volunteers for their role and responsibilities on the day

## 14. Miscellaneous

- Lifesavers – for any events on the water
- Qualified lifesavers and rescue craft to be provided
- Contingency plan – do you have a contingency plan or rain date
- Site Map (to be included)
- Banners/signage, are these secure?

### Communication plan internal/external

- Add more explanation along the lines of, how will the event be managed on the day, key contacts etc.
- All contractors must be H&S approved for Auckland City organised events

## 15. High risk

Examples:

- high risk activities, ie. on roads, in water, pyrotechnics, work at height etc

## 16. Set-up/pack-down

How will you manage safety at the event at set-up and pack down