Event Health and Safety Plan

Event Organisers details	
Name	Telephone Number
	Mobile Number
Contact Details	Fax Number
	Email Address
Name of Event	
	Total anticipated crowd numbers
Event Location	Spectators Participants

- 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 than need attention and are not on this list.
- The onus is on the event organizer to identify and manage hazards.
- If something does not apply please state not applicable (N/A).

Traffic management and parking	
Accident and health emergencies	
Accident and hearth emergencies	
Vehicles participating	
Environmental effects on people to consider	
Participants	
Electrical, sound & lighting	

Staging and structures	
Emergency procedures	
Activities	
Crowd control	
Stall holders/ vendors	
Waste management	
Miscellaneous	



High Risk	
Set up/pack down	
Other relevant information	
Attached	
☐ Site Plan	
☐ Traffic Management Plan (if applicable)	