

Event Health and Safety Plan

Event Organisers details

Name	[Event Organiser]	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).

Disclaimer: Kawerau District Council recommends that you prepare an Event Health and Safety plan and this template covers essential matters but is not exhaustive. Failure to complete a Health and Safety plan does not create any liability on Kawerau District Council for any incident that may occur but the Event Organiser may be liable.

Traffic management and parking

In order for traffic management and parking to be managed, marshals from [.....] will be used. As part of the event permit we are able to block of the entrance and exit to public traffic. However a few vehicles such as emergency services and the [.....] Club does have access.
If cars need to enter through the venue, marshals will ensure that hazard lights are on and vehicles are at a 5 km speed limit.
All marshals will be involved in a briefing at 10 am each day with the event organizer.
All marshals will be dressed in Hi-Visibility vests.

Accident and health emergencies

St Johns have been booked for the [xx]days of the event. This includes a 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.

Vehicles participating

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

Environmental effects on people to consider

In regards to participants and volunteers, shade will be provided in the form of a [.....] if required to get out of the sun.

Participants

Event XX does not have a physical element for the participants other than a [i.e.dance stage]. All participants are subcontracted by [.....]
Accessibility toilets at [.....]will be made available (see site map)
Accessibility parking will also be available to those with current disability passes. The [.....]club will manage this.
An area for information and lost children will be set up[.....] (see site map)

Electrical, sound & lighting

An approved contractor is being used for providing [.....], [.....] and [.....] at this event.

Contractor [xxx]will provide [type of generators etc].

Staging and structures

Number and size of stages
Number of marquee

Emergency procedures

In the case of a medical emergency – St Johns will be onsite and are in communications with the event organiser.
In the case of having to evacuate the site – all marshals will be used to evacuate the public into a safe area (see site map for evacuation points).

Activities

No amusement device licences are required for this event
A list of stalls will be supplied to the Environmental Health Officer.
[xx] Marquee will be erected – Building Consent applied for.
No Liquor will be sold at this event.

List activities

Crowd control

Due to the nature of this event, this does not require security of police.
Crowd control barriers may be used to ensure the public's safety if required.
This is an alcohol free event.

Stall holders/ vendors

An Application to sell food at an Event has been lodged with the Council and communications established with the appropriate Environmental Health Officer.

Waste management

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

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

- Event organiser
- Stall Co-ordinator
- First Aid

High Risk

No high risk activities.

Set up/pack down

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

Other relevant information

A security guard will be used overnight security from [time] on [day] until [time] on [day]. 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)