[](http://www.rotary.org/)

Health and Safety Plan

[Name of the event]

Location/address

Name of the contact person

Dates

**The [Event Name ]**

The purpose of the [The event name] is to arrange and co-ordinate an exciting, fun, safe for the enjoyment of everyone.

The Health and Safety Act require everyone to take all reasonable practicable steps to ensure the safety of themselves and any person at the location.

The [The event name] seeks to make every reasonable effort to eliminate, isolate or minimise the risks to the well-being of people involved in or at this event. The [The event name] is responsible for and committed to making a healthy and safe event and will involve key people in the health and safety management process. The [The event name] is committed to continual improvement in the development of Health and Safety.

All [The event name] representatives are committed to:

* Observing and practicing safe methods, rules and instructions relating to our event.
* Reporting any unsafe condition, equipment, hazard, accident and incident to management immediately. Will make use of recognised documentation for the development of a safe event.
* Ensuring that no action or inaction by us will cause any harm or injury to any other person.
* All [The event name] representatives will complete inductions for this event.
* Only authorised people to operate equipment and in a manner authorised and agreed to by the [Event Name] management.
* Participating in onsite discussion, briefings or talks when requested.

This commitment is agreed to by the management of [The event name].

The Organising Committee of the [The event name] will attempt to take all practicable steps to provide a safe environment by

* Assigning responsibility
* Identifying known hazards
* Providing communication to all Participants
* Providing information to all interested parties of the event
* Documenting known hazards in a register
* Providing instruction to [Event Name] management, Participants, Sponsors, volunteers and interested organisations of the purpose, process and format to be followed for the event.

**Responsibility**

It is the responsibility of everyone to conduct themselves in a manner that will not cause harm or injury to themselves or other people. To assist everyone in this the following sections have been identified by the organisation and people have been appointed to these roles as representatives of the [Event Name]’s organisation.

|  |  |  |
| --- | --- | --- |
| Name | Position/responsibility | Phone no. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Other organisations that have responsibilities during the event include:

*For example Auckland Traffic, City Council, Parking Services, NZ Police St John/EMT Security*

**Communication**

Communication is a key aspect to all Health and Safety plans. The information for the event is communicated to Participants, interested organisations and the public via;

* Meetings with organisations involved in the [Event Name] with minutes of the meeting being documented and distributed
* Media advertising of the event i.e. visual publications (written, NZ Herald), verbal broadcasting (radio stations), and televised advertising
* Information documented and e-mailed or posted to all participants
* Meetings with Participants in positions of responsibility
* Documentation of the event Safety Plan

A Communication/Command base maybe established at the.

All event management are able to communicate via a mobile radio network, mobile phones with contact numbers supplied, and/or via assisting organisations radio network.

All communication or media requests for the event is to be directed to:

|  |  |  |
| --- | --- | --- |
| Name | Position/responsibility | Phone no. |
|  |  |  |
|  |  |  |
|  |  |  |

Volunteers will be briefed on the route, their responsibilities and expectations during the event. Volunteers will sign a register to confirm understanding of information provided.

**Hazard Identification**

The event organisers will systematically identify and implement controls for hazards to mitigate the risk of harm to a person. An assessment and review of any hazards identified that cannot be eliminated will be carried out. This is to provide for the prevention of harm to all event organisers, participants, volunteers and the public.

A systematic approach has been taken in the identification of potential sources of harm and where a hazard has been identified a register has been created to allow for the management and monitoring of the hazards. This review method is to be completed with a physical review of the area, discussion with others involved with the area and activities that could impact on the event (i.e. road repairs, overhead construction activities) and floats to be used in the [Event Name].

The event may include the use of pubic road that may be controlled by a traffic management programme documented and agreed to prior to the event and implemented before any vehicle and arrives at the event.

The hazard review programme on the day of the event will be completed by the health and safety advisor referencing the following:

1. Review the area and the route is required to be completed
2. Meet with all drivers for instruction and review all vehicles
3. Review the assembly area on a road, organise removal of vehicles not authorised to be in the area.
4. Review all participating vehicles for the [Event Name].
5. Review the route and all public viewing stands installed for the event; ensure there are no activities in the route not identified earlier.
6. The fleet of vehicles are to move at walking pace and must be escorted when reversing.

The route will be closed for a period in accordance with agreements made by all interested organisations.

This allows for;

* clear access for spectator access prior to the event,
* the event,
* post event movement by spectators,
* contracted cleanup of the route post the event

Any overhang or low cables will be highlighted on the route.

Event management and volunteers will be informed of any location and spectators are to be advised to keep clear of and/or keep off.

**First Aid**

St John is to provide personnel and equipment to suit any requirements for medical assistance at the event and the St John Event Coordinator provides details on:

* The number of St John representatives at the event, (pre, during and post)
* The location and distribution of St John vehicles on the day
* The location and contact details of the St John support management.

*[If St John or similar service provider are not present please confirm there are others present with F/A knowledge and access to F/A kits with contacts to the emergency services if required]*

**Accident and incident Procedure**

All accidents and incidents are to be reported when an injury results.

When an accident or incident occurs, the event management is to be informed as soon as possible.

A report of the incident is to be filled out and signed by the injured person involved in the incident or accident. This report is an important document and must give a clear indication of the events that preceded the accident.

Health and Safety requires all accidents to be reported and a register maintained. All serious harm accidents to be investigated to establish the root cause and controls instigated when required, to ensure there is no recurrence.

All employees, volunteers and contractors at the event are required to report all accidents to the event management.

If there is a serious harm injury or notifiable injury as defined by the Act, the event manager is to be notified immediately. A notifiable injury to any person is required to be notified to the WorkSafe NZ representatives verbally as soon as possible after the event becomes known and a written report on the prescribed WorkSafe NZ form to be completed within 7 days. It is the responsibility of the event manager to make this notification or a person designated by the event management team with knowledge of the event.

The location of a notifiable injury is to be isolated and no person unless authorised by a WorkSafe NZ Health and Safety Inspector can interfere with any wreckage, article or equipment relating to the accident except where it is necessary:

* to save life, prevent harm or relieve suffering:
* to maintain access of the public to essential services:
* to prevent serious harm to, or loss, of property.

**Accident Investigation**

All accidents and incidents are required to be reported to ensure controls are in place to prevent reoccurrence of the event.

The type of accident or incident will determine the requirement for an investigation to be implemented.

All investigations consist of speaking with the person directly involved, witnesses, the circumstances, the task being performed, and if necessary, taking action to prevent a reoccurrence.

All investigations must involve the event management and others at the location. It can helpful to have others from a different work area or external professional assistance to maintain objectivity during the investigation.

All investigations are to find out the facts and to ensure there is not a repeat. It is therefore important to inform everyone to be open and truthful and not to lay blame.

An investigation is to be completed in the following manner.

* Interview the person involved and any others witnessing the event. Questions are to be open and oriented at obtaining the facts.
* Review the workplace and the task that was being performed if necessary. Take photos, sketches, drawings of the location when possible.
* Obtain reports (maintenance record) on the operational process of any equipment involved and where required, get a report from a suitably qualified person on the condition of the equipment.
* The information obtained needs to include the basic underlying reasons as to why an accident or incident occurred. *Note* that information given in this area can be classed as private and must be treated accordingly.
* Once the information is obtained, it is to be documented. The report is to be discussed with the person involved ensuring the information is correct. If not, further questions are to be revisited and the report reworked.
* Set the any corrective actions to be taken by using the information. If a new hazard has been identified a hazard analysis is required to be completed.
* All documentation is to be forwarded to the event management and the health and safety advisor.

**CONTRACTOR MANAGEMENT**

**Purpose**

To provide contractors with the safety information required to be complied with when working on the site or visiting a controlled site.

**Procedure**

The process applies to contractors engaged on a regular basis or on a one-time contract and required to work at a location under the control of or on behalf of event management.

The event management are classed as the PCBU. The PCBU have the duty to take all practicable steps to ensure the safety of contractors and others involved with their work and at the location.

Contractors engaged by [The event name] are required to provide information as set out in the health and safety contractor management programme to enable [The event name] to engage them in work.

A contractor is anyone that is not an employee of [The event name] and is doing work at the request of the event management. This includes temporary staff, contractors, sub‑contractor’s, consultants, visitors, advisors, delivery personnel etc.

An authorised [The event name] person engaging a contractor is responsible for the contractor and others in the area of work.

All aspects of the [The event name] Safety system apply equally to all contractors and employees.

All contractors are responsible for their own safety plus the health and safety of their employees and others at the place of work.

All contractors are required to ensure all work being completed is done so with regard to the below:

* Site Specific safety plan, method statement, JSEA, TA or similar
* All relevant Regulations, Approved Codes of Practice, industry standards covering the work being performed by the contractor
* Providing confirmation and reports of any notified incident
* Following all the site safety rules during the installation and dismantling stages of the event
* Ensuring all activities are being completed by suitably qualified persons

**Contractor Documentation**

All Contractors contracted to provide a service to [The event name] are required to have at the event the health and safety documentation and management plan (SSSP) reflecting their activities and procedures. The Contractor information is provided by event management as the guide line of expectation. Contractors will be reviewed and maybe asked to show the documentation, it must be completed and relevant to the tasks being completed on that day

**Definition**

A contractor is a person or organisation providing a service for gain and/or reward at a location or site.

The contractor is able to be classed as the person in charge of the location of work during the period the contracted activities are being undertaken

A contractors representative is a person appointed by the contractor at the place of work and can be an employee or sub-contractor if agreed to by the Principal.

The [The event name] will provide safety information relating to the site and location reflecting activities known about. This may not include any unknown task or situations the contractor is performing or about a substance the contractor may introduce to the location during the performance of the tasks.

**[Event Name]**

**Contractor information**

All Contractors contracted to provide a service to [The event name] are required to have at the event their health and safety documentation and management plan (SSSP) reflecting their activities and procedures. The Contractor information is provided by [The event name] eventmanagement as the guide line of expectation. Contractors will be reviewed and maybe asked to show the documentation, it must be completed and relevant to the tasks being completed on that day.

Please be aware of the following points:

* Entry is only allowed to those directly related to the event.
* All contractors providing a service will be required to complete their own H & S plan of installation and confirm staff adhere to SSSP or JSA/TA. These will be signed by those on site.
* Prestart meetings or Toolbox meetings to be recorded and held on site
* All electrical equipment is to be tested and tagged to be within a 3 month period.
* Any work off a ladder is to be kept to a minimum.
* All equipment is to be operated by authorised and competent people.
* All near misses/ incidents are to be reported to [The event name] Management with a written report provided.

Additional equipment all contractors are to have

* First Aid kits
* Fire extinguishers
* The required PPE for the task and equipment being used

**What a SSSP contains:**

This is to include a JSEA, TA or similar specific for the tasks being completed. The plan is to include a pre-start meeting (toolbox talk) recorded at the start of each day’s activities. Incident reporting programme and a hazard register and identification programme, training & competency, an emergency plan notice of action.

**EMERGENCY SITUATION**

At the moment an incident is escalated to become a declared emergency under prescribed doctrine, public domain operations and non-emergency agency stakeholders will fall back from normal business operations (isolated to affected areas) and take instructions from the lead agency controlling the incident until advice that normal public domain business can be resumed. Resource and coordination support from stakeholders will be provided upon request to assist in incident resolution and recovery efforts.

It is envisaged that the emergency policies, procedures and plans already being used by NZ Emergency and Civil Defence Authorities will be used for this event.

It is expected the public will be controlled via verbal commands in specific areas and this is achieved via the use of all event management personnel. This process allows for the orderly movement of people from specific locations without the potential “full flight” (panic movement) syndrome by the members of the public in the area. This process ensures there is movement away from the specific location towards a designated safe place for the public to gather at. The area cleared allows for the emergency services to gain clear access and attend to the situation.

**Area Management**

In the event of an emergency all areas will have implemented an emergency evacuation programme. The responsibilities for providing assistance and management of the area is assigned to the event management, Security and the NZ Police.

**Review**

The emergency plan will be reviewed prior to the event to ensure that the information it contains is accurate and current. Critical changes such as contact information will be implemented and communicated to all event managers at the location.

**Emergency Management**

**Evacuation Procedure**

*In all cases if there is a requirement to remove or clear an area of people (public) call for support and the emergency service by ringing 111.*

*State the location the reason for the call and the actions being taken.*

Notification to the public in the area is via the audio system with security and event management notifying the public to move to the specified location.

The number of potential situations or events that are classed as a potential to require an area to be cleared are:

|  |  |
| --- | --- |
| Storms | Lighting strike (multiple) |
| Tornadoes | Earthquake |
| Fire | Bomb threat |
| Chemical spill | Medical emergency (event) |
| Missing person | Threatening behaviour from Protestors |
| Motor vehicle incident on a site | Armed aggression |
| Structural failure (collapse) | Volcanic eruption |
| Tsunami | Serious harm emergency |

The potential emergency situations are identified and recognised as potential safety and emergency events in this plan. In all cases this is not the inclusive list.

An evacuation is defined as the planned clearing of all people from the area of danger or the potential area of danger. This is achieved by having people, either move to a known “safe zone” or marshalled away from the area into public spaces clear of all facilities and service corridors.

*i.e. The planned area is the open field in front of the Grandstand.*

An event that may require the area to be cleared is notified to the area management by:

* The site management (representative)
* The site emergency alarm system, radio link and phone
* The NZ Police
* Marshals and volunteers for the directing of the public.

In all cases, until told otherwise, all notifications of an emergency event are to be taken as a “live” or true event and the procedure and action must be followed.

Communication with event management and emergency services is via known means and controlled by event management. No media communication is required and any external form of communication is to be in accordance with the communications plan.

**Provide assistance**

All event personnel are to provide assistance and advice to any person with a physical impairment and the person’s carer. Guide the people to the assembly area and request assistance (where possible) to guide others to the assembly area.

Advise the emergency services of a person who may require assistance.

**First Aid and emergency equipment**

There is first aid equipment available at the site with St John in attendance. The location of the equipment is to be known by all event management and staff. The location of the equipment is to be identified and the equipment placed with easy access.

Any person providing first aid equipment to a member of the public (i.e. a band aid) must record the action taken and why on the incident forms at the site office.

Emergency equipment placed at the site or venue is only to be used if and when it is safe to do so and only after all people are clear of the area. The person using the equipment is to be aware of the conditions and situation and must have a second person present acting as support.

**Emergency Evacuation notification procedure**

If you are told about or discover an event or situation

* Confirm the location of the situation
* Contact site management; communicate the event and procedure to isolate the area if practicable
* Contact and request assistance from site management and security at the venue
* Inform (verbal communication) the public in the area to move away and exit the area
* Proceed and guide the public to the open grass areas away from the location and follow instructions from the Head Warden and emergency services

In all cases everyone is to listen and follow instructions as provided by the senior management and the Emergency service controllers, these being the Fire Police or Civil Defence representatives.

**Emergency notification from a venue**

In the event there is an emergency activation at the venue during the event the management team will take charge of the movement of people from within the [Event Name] route.

Once the people are outside the venue

* All personnel are require to provide assistance in keeping the access area clear
* Keep the public moving away from the location to a safe location clear of the roads and vehicle access ways
* Provide assistance to any person with a physical impairment
* Report any area of concern or trouble

**Management of a Location**

**Crowd Management**

**Congestion:**

Event management are to monitor the movement of the public and ensure there is no opportunity for crowd congestion.

Active monitoring of the movement of public when near or in areas with buildings, fencing or natural obstructions, there is to be clear pathways for the public to use.

If there is a queue forming, find out why and work back up the queue of congestion to divert the public to other locations via other routes.

An indication of normal movement is a person able to walk without contact to another person around them.

**Threatening behaviour, aggressive, armed person.**

* Have a person notify Auckland Live Security and the NZ Police and wait for them to arrive
* Be deliberate in your actions verbally
* Communicate in a neutral tone and do so clearly
* If possible move the conversation to a less populated location, keep clear of structures, tables and items
* Do not get closer than 1 metre to the person
* Do not turn your back on a person
* Do not threaten a person
* Do not swear at a person
* Where possible warn others to stay clear
* Observe the person, (height, colour of hair, clothing, speech, shoes, tattoos, accent etc.)

**Emergency Situation**

Access to the [Event Name] route will be allowed to any emergency vehicle with direction and communication via the Command Base.

Notification to all [Event Name] Officials is required to ensure a smooth safe transfer. The location of emergency vehicles destination is required (if known).

There will be a St John representative located at the command centre.

Notification of this requirement will be provided to the NZ Fire Service.

**Lost Children**

The event Management in co-ordination with NZ Police will manage the lost person and facilitate notification of lost children or misplaced parents.

All event management will make use of the [Event Name] communication link public announcement system to notify the public of the lost person and the location where they must go to. No names will be used during the announcement.

Person collecting the lost person must provide photo ID and if there is any doubt to the persons bone fides the lost person team are to contact the police immediately. The NZ Police appoint a person to assist and review the procedure at the collection point.

Recording details of the person collecting the children including identification used (i.e. driving license number etc.) is to be recorded on the register attached to this plan.

Two people will stay will the lost person at a specified known location at the event.

In accordance with the NZ Police requirements those people placed in charge of the lost person area are to provide their full name, address and contact details to the procession management and to the NZ Police upon request. The [Event Name] Management is to review and appoint only those persons deemed appropriate for the role and where practicable these people may have experience with the management of young people.

If a child is not united with their family or caregiver by the end of the procession the NZ Police will take charge of the child.

*Register Attached*

**Operations Plans**

**Temporary structures,**

This is able to include but not restricted to stages, seating and equipment installed for the benefit of the public to view from.

Where required due the type of structure an Auckland Council permit will be obtained.

As identified in the hazard register all structures are to be development to suit the required standards and installed by a certified competent person as per the Scaffolding NZ Best Practice 2009 section 8.2.

**Security**

Security personal are engaged to provide support on the route and at the [Event Name] controlled locations. In addition there are operations security in place provided by the venue directly to assist in the [Event Name] functions

A security plan for this event has been sent to NZ Police for review. The security plan was developed by the company engaged who will be the onsite security contractor for sections of this event.

The Security Company is required to confirm that the agreed plan is delivered for this event

**Traffic Management**

All traffic management plans are development and submitted for approve in accordance with the CoPTToM.

The approved plan for this event has been agreed to by Auckland Transport Special event team and will be managed and controlled by the TMP listed STMS team of Evolution Road Services Ltd.

The traffic management company, will develop, submit and implement the TMP agreed to within the dates and time frame of the event in a safe manner for everyone.

**Lost Children/Persons Report Form**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event** | **Name:** | **Date** | | | | | **Time** | | |
| Report Written by | Name: | | |  | |  | | | |
| Person who delivers child | Name | | |  | |  | | | |
|  | Mobile:  Phone  Email | | Address | | | | |  | |
| Location where child was found |  | | |  | |  | | | |
|  | Names | | |  | |  | | | |
|  | Gender | | | Ethnicity | | Age | | | |
| Child details | Clothing | | | Eye colour | | Hair colour | | | |
|  | Mobile No: | | |  | |  | | | |
|  | Names | | |  | |  | | | |
| Caregivers/parent details | Mobile:  Phone  Email | | | | Address |  | | | |
|  | ID Type  Number | | | | Relationship to child | | | |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of caregiver Signature of event staff

**Event Inspection Checklist**

|  | | Acceptable | Not Acceptable | Not Applicable |
| --- | --- | --- | --- | --- |
| **Name of event and person:** |  | | | |
| **Location:** |  | | | |
| **Date:** |  | | | |
| Health and Safety | |  |  |  |
| * H&S documentation and information is on site | |  |  |  |
| * Accident report record and documents | |  |  |  |
| * Hazard identification forms on site | |  |  |  |
| * Emergency procedures known | |  |  |  |
| * Protective clothing and equipment records | |  |  |  |
| * Work areas free from rubbish and obstructions | |  |  |  |
| * Surfaces safe and suitable, | |  |  |  |
| * Free from slip/trip hazards (no trip hazard due to cable set) | |  |  |  |
| * Vision clear at corners | |  |  |  |
| * Clear directional signage for the public to follow | |  |  |  |
| * Security are contracted with confirmation of their role at the event | |  |  |  |
| * Time frame of the pack in is communication to all | |  |  |  |
| * Venue H & S information and been provided and reviewed | |  |  |  |
|  | |  |  |  |
| Personal Protection, during pack in and pack out | |  |  |  |
| * Employees provided with PPE, (gloves, glasses, hats, overalls, masks etc) | |  |  |  |
| * PPE being worn by employees (observed) | |  |  |  |
| * Correct signage at access points restricting access | |  |  |  |
| Amenities | |  |  |  |
| * Washrooms clean and open for period during packin, event and pack out | |  |  |  |
| * Toilets clean and known service frequency to reflect volume of public | |  |  |  |
| * Meal rooms clean and tidy for contractors and participants | |  |  |  |
| * Rubbish bins available – covered for the event management and public | |  |  |  |
| First Aid | |  |  |  |
| * First aid equipment is on site and available | |  |  |  |
| * First aiders names are known and contact details, from venue support, security | |  |  |  |
| * Accident report forms available | |  |  |  |
| Emergency Control | |  |  |  |
| * Venue has an appointed chief warden for the duration of the event | |  |  |  |
| * Copy of the venue emergency plan has been provided | |  |  |  |
| * Emergency personnel identified and trained | |  |  |  |
| * Extinguishers in place with serviced/tagged | |  |  |  |
| * Appropriate signing of extinguishers | |  |  |  |
| * Exit doors easily opened from inside | |  |  |  |
| * Exit path ways clear of obstruction | |  |  |  |
| * Alarm/communication system – is known and explained | |  |  |  |
| * Understanding for responsibilities re security on site | |  |  |  |
| * Explanation of restricted areas at the venue are identified | |  |  |  |
| Contractors/Other activities for an event | |  |  |  |
| * Pyrotechnics, review setup plan and operation licence | |  |  |  |
| * Number of personal are training via training matrix recorded in the in operation plan | |  |  |  |
| * Confirm restrictions of operation for equipment and display items i.e. wind rain height of roof, heat deflection material etc. | |  |  |  |
| * Emergency plan in the contractor operation plan | |  |  |  |
| * Vehicles and equipment in good condition | |  |  |  |
| * Safety inspection procedures/checklists | |  |  |  |
| * Warning and instructions displayed | |  |  |  |
| * Satisfactory operating practices | |  |  |  |
| * Any stage or structure is built with a PS1, PS2, PS3, PS4 sighted and signed | |  |  |  |
| * All power tools are in good condition and consider PAT tag reflecting 3 or 6 month period only | |  |  |  |
| * Contractor drivers, are the vehicles and driver cleared and confirmed | |  |  |  |
| Protection to Others/public and venue staff during packin, packout | |  |  |  |
| * Appropriate barricades and fencing in place | |  |  |  |
| * Signage in place and visible | |  |  |  |
| * Suitable lighting inside buildings | |  |  |  |
| * Noise controls in place | |  |  |  |
| * Site access controlled | |  |  |  |
| * Traffic control procedures in place and known | |  |  |  |
| * Public complaints actioned (check with management if required) | |  |  |  |
|  | |  |  |  |

**Hazard Register**

The hazards listed below are related to participants in the event and able to be found in all locations related to but not limited to the event. All hazards are reviewed on an annual basis. The register is ranked from highest to lowest on residual risk.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard Type | Harm | Initial Risk | Eliminate | Minimise | Residual Risk |
| Physical | Trips | E | N | The route is marked, spectators, visitors and items could protrude in to the route. Costumes can cause limited visibility for procession participants. Brief them during costume dressing and have minders with people where required. Show caution at all times. Provide warning to the person in costume when crossing road edges (gutters) and no running. | H |
| Physical | Injury | E | N | Any person with an injury is to be separated from the event and treated. Everyone is required to check for head injuries and notify the Event management immediately. | H |
| Physical | Spills, discharge of oils, grease, any liquid etc. from generators | E | N | Clean up if possible with suitable material. Advise all participants to show extreme caution. Consider calling the emergency clean up service providers. | M |
| Physical | Electrical Shock | E | N | Only authorised people to undertake any connections required to any power source. Ensure the connections are correct for the purpose intended, are dry, are in a good condition and are fitted to the power source firmly. Cables are covered and placed away from pedestrian areas where possible. | M |
| Physical | Slips, (surface conditions) | E | N | Monitor the surface conditions and consider advising the participants. | M |
| Physical | Being hit with a moving object (vehicle) | E | N | Everyone to be aware of moving vehicles, the direction of travel, all drivers to be responsible for all others at their location. Ensure there is a clear gap between all vehicles with no-one closer than 1m to the vehicle during the [Event Name]. Drivers to ensure they have clear visibility at all times.  All vehicles towing a float to be driven with extreme caution to ensure a smooth transfer when starting and stopping. No vehicle is allowed to reverse with a float; the float is removed and manually moved and reattached to the vehicle. Ensure there are a number of people for this task and not completed by a single person. A vehicle must have a spotter if reversing at any time in the assembly area. | M |
| Physical | Congestion | H | N | Personnel are charged with being able to assist with the movement of all spectators. Obtain assistance from others as required. Open the barriers with instruction from [Event Name] management and the NZ Police. | M |
| Physical | Standing on a moving platform ([Event Name] floats or another moving platform) | H | N | Ensure everyone has a stable platform to stand on. Where possible additional hand support is to be provided. Instruction is to be provided to all participants and the float reviewed on the day of the [Event Name]. | M |
| Physical | Biological | E | N | Ensure no-one has direct contact with any body fluids as prescribed by normal first aid requirements, use a barrier i.e. gloves. All items used are disposed of in secure containers (bags). | L |
| Physical | Atmospheric Conditions (i.e. UV exposure) | H | N | Use of suitable protection for the conditions is required by all participants, suitable liquid in take to suit conditions. | L |
| Physical | Bridges hole covers etc., (over gutters on roads) | H | N | Move around the area with caution. Do not run. Keep the footpath clear and allow clear identification of the footpath edge to the road. Area is monitored by event management. | L |
| Physical | Platforms for seating | H | N | Move around the area with caution. Do not run. All scaffolds are to meet the required standards and installed by a certified competent person as per the Scaffolding NZ Best Practice 2009 section 8.2. | L |
| Physical | Falls | H | N | No-one is allowed to mount or dismount from moving vehicles or [Event Name] items until directed and with assistance for those in costumes. Getting people down from a height ensure the ladder is on a level platform, secured &/or have someone hold the base at all times, guide the person descending the ladder verbally and physically. | L |
| Chemical | Gases | H | N | Be aware of the exhaust fumes from vehicles and generators. All vehicle engines’ are to be turned off when possible. No item is to be placed over, near or obstruct the exhaust flow from the vehicle or generator. | L |
| Physical | Manual Handling | H | N | All personnel are to show extreme caution (get assistance and plan the route) when moving floats out of storage. Follow instructions from the leaders and only move items when instructed to.  Do not lift beyond your ability. Get help, ensure a stable footing, and limit lifts above shoulders & below knees. Use the ladder secured and stable for access. | L |
| Physical | Mechanical failure to the substructure of a float | H | N | Communicate to all participants the procedure to follow in the event of a sub structure failure during the [Event Name] briefing held for section leaders and at the daily briefing. The float will become stationary and immobilised until made safe. All participants will be removed from the float. Identify hot surfaces and keep clear. | L |
| Physical | Gas use and release | H | N | Helium is used for the inflation of the large balloons, only HSNO approved handlers to operate tanks and provided copies of their certification, all fittings to be at approved standards. Leader to control all people entering the area during filling. Operation is reviewed on the day by the safety officer. | L |
| Psychological | Conflict | M | N | Do not get involved, move away and request assistance from the NZ Police, Security and event management | L |
| Physical | Hits | M | N | If an item on a float becomes loose, is hit by other items, participants are to move away from the location of the item and notify the Leaders. Isolate the item & location and keep public clear. Get assistance to remove the item from the area. | L |
| Physical | Hit, fall,  Due to low tree branches | M | N | Areas are to be reviewed and all branches lower than 4.5m to be trimmed by Auckland council workers prior to the event. All drivers will be briefed on any seen in the assembly area. | L |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequences** | | | | |
|  | **Minor** | **Important** | **Serious** | **Major** | **Catastrophic** |
|  | 1 | 2 | 3 | 4 | 5 |
| A (almost certain) | H | H | E | E | E |
| B (likely) | M | H | H | E | E |
| C (Possible) | L | M | H | E | E |
| D (unlikely) | L | L | M | H | E |
| E (rare) | L | L | M | H | H |

**Legend**

**E**: extreme risk, immediate action required; **H**: high risk, senior management attention needed; **M**: moderate risk, manager responsibility must be specified; **L**: low risk, manage by routine procedures.

**RISK ASSESSMENT SHEET**

**How likely is an event to occur?**

**PROBABILITY/LIKELIHOOD**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Description** |
| **A** | Almost certain | The event is expected to occur in most circumstances |
| **B** | Likely | The event will probably occur in most circumstances |
| **C** | Possible | The event should occur at some time |
| **D** | Unlikely | The event could occur at some time |
| **E** | Rare | The event may occur only in exceptional circumstances |

**If it does, what are the worst-case scenario consequences?**

**CONSEQUENCES OR IMPACT**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Example detail description** |
| **1** | Minor | No injuries/First aid treatment |
| **2** | Important | Medical treatment but at work |
| **3** | Serious | Medical treatment required lost time |
| **4** | Major | Extensive injuries, loss of production capability |
| **5** | Catastrophic | Death |

Use the information above to find risk level (i.e. Likelihood “C”, Consequence “3”, would equal “H” or High Risk

**[Event Name]**

**Participant/ Volunteer briefing**

* Wear appropriate clothing and footwear
* Use sun protection when necessary
* Know the emergency procedure

**Volunteer Briefing**

Date of Briefing:

By signing you are acknowledging that you have understood your responsibilities as a volunteer for {Event Name}

|  |  |
| --- | --- |
| **Name** | **Signature** |
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