



EVENT MANAGEMENT HEALTH & SAFETY (H&S) GUIDE



CONTENTS

1	PURPOSE	PAGE 3
2	DEFINITIONS	PAGE 3
3	LEGISLATION	PAGE 5
4	ROLES AND RESPONSIBILITIES	PAGE 5
5	RUNNING AN EVENT SAFELY: PLANNING	PAGE 7
6	MANAGING YOUR EVENT	PAGE 12
7	RISK REGISTER	PAGE 13
8	EVENT SAFETY CHECK	PAGE 16
9	QUESTIONS AND ANSWERS	PAGE 27
10	REFERENCES	PAGE 29

1 **PURPOSE**

The purpose of this document is to provide practical guidance on how to safely manage events in order for you to meet your obligations under the new Health and Safety at Work Act 2015 (HSWA) and manage risk of harm to people or damage to property.

Risks of injury to workers, members of the public and other people attending events should be eliminated or, if this is not possible, reduced so far as is reasonably practicable.

2 **DEFINITIONS**

OVERLAPPING DUTIES (MULTIPLE PCBU'S)

A PCBU is a 'person conducting a business or undertaking'. While a PCBU may be an individual person or an organisation, in most cases the PCBU will be an organisation (for example, a business entity such as a company).

An individual, such as a sole trader, can also be a PCBU.

This is when more than one person conducting a business or undertaking (PCBU) has health and safety duties in relation to the same matter. i.e. There may be a number of different businesses working together or alongside each other on a single worksite, and through contracting or supply chains.

SO FAR AS IS REASONABLY PRACTICABLE

For the purposes of managing risk, so far as is reasonably practicable is a balance between what is possible (the highest level of protection) and what is achievable (reasonable in the circumstances).

Duty holders need to consider what is reasonably able to be done in relation to ensuring the health and safety of workers and others, taking into account and weighing up all factors including:

- The likelihood of the hazard or risk concerned occurring
- The degree of harm that might result from the hazard or risk
- What the duty holder knows, or should reasonably know, about the hazard or risk, and ways of eliminating or minimising that risk
- The availability and suitability of ways to eliminate risk.

Only after assessing the extent of the risk, and the available ways of eliminating the risk, should the duty holder consider the cost. Consideration of cost should generally only take precedence over safety when it is grossly disproportionate to the risk.

For more information on this www.business.govt.nz/worksafe/information-guidance/all-guidance-items/hswa-fact-sheets/reasonably-practicable/reasonably-practicable.pdf

VOLUNTEER

A volunteer is "a person who is acting on a voluntary basis, whether or not the person receives out-of-pocket expenses".

VOLUNTEER WORKER

A volunteer is only a volunteer worker when:

- The volunteer is doing work for a business who knows that they are doing work for them, and
- The volunteer does the work on an on-going and regular basis, and
- The work is an integral part of the business, and
- The work is not:
 - Participating in fundraising
 - Assisting with sports or recreation for an educational institute, sports club or recreation club
 - Assisting with activities for an educational institution outside its premises
 - Providing care for another person in the volunteer's home e.g. foster care.

A volunteer must meet all the above conditions to be regarded as a volunteer worker.

For example:

- If a volunteer is working for a business on an on-going and regular basis, but the volunteer's work is not integral to the work of the business or vice versa, they would not meet the definition of a volunteer worker.
- Volunteer marshals for an annual race, while integral to the event, would not be volunteer workers, as they are not doing work for the organisation on a regular and on-going basis.
- A sports club (Not for Profit) running a sport tournament; The sports club is the PCBU, the non-paid helpers (parents, referees, coaches, officials) are Workers because they are assisting with sports or recreation for an educational institute, sports club or recreation club and are not doing work for the club on a regular and on-going basis.

All of the above individuals fall under the category of Worker and therefore have the duty of care of a Worker as explained in Section 4 Roles and Responsibilities.

Wherever 'worker' is referred to in this document, the term 'worker' includes all of the above individuals.

WORKPLACE

A place where work is being carried out, or is customarily carried out, for a business or undertaking. Includes any place where a worker goes, or is likely to be, while at work.

A "place" can also include:

- A vehicle, vessel, aircraft, ship, or other mobile structure; and
- Any waters and any installation on land, on the bed of any waters, or floating on any waters.

For further terms and definitions under the new HSWA, go to:

www.business.govt.nz/worksafe/hswa/legislation/terms-and-definitions

3 LEGISLATION

WHAT THE LAW SAYS

The Health and Safety at Work Act 2015 makes it very clear that everyone has a role to play in protecting the workplace (this will include events in public spaces) and those involved in activities undertaken within a shared workplace. All parties and people involved in events have duties and responsibilities to protect those attending and participating at events and are required to consult, co-ordinate and co-operate with each other before, during and after an event. Forming a Health and Safety Committee or Team and including all contractors is recommended.

For example:

The AV contractor rigging lighting in the ceiling of a room while the teeming contractor is dressing the room. These contractors are required to work together, and with the Health and Safety Committee/Team, on communicating, consulting and coordinating their timings, risks and movements.

Not knowing what you legally have to do is not an option. Please check out below what you should be doing to ensure you have your duties covered.

www.business.govt.nz/worksafe/hswa/working-smarter/understanding-hswa/about-the-health-and-safety-at-work-act

Health and safety legislation provides for a web of overlapping responsibilities to make sure coverage is complete, and responsibilities are applied consistently. In particular, the Health and Safety at Work Act 2015 (HSWA) aims to improve workplace health and safety by placing an explicit duty on PCBUs to co-operate, co-ordinate and consult with others in the workplace.

PCBUs must discharge their overlapping duties to the extent they have the ability to influence and control the matter. The **Special Guide – Introduction to the Health and Safety at Work Act 2015** offers more information on how to work out the extent of each PCBU's duty.

4 ROLES AND RESPONSIBILITIES

EVENT ORGANISER – DUTIES

Running any event safely requires the event organiser to;

- understand their legal duties,
- plan well in advance,
- manage the event safely,
- plan for incidents and emergencies,
- consult, co-operate and communicate with the multiple PCBUs (contractors and workers) and;
- review the event once it's over for learnings

Health and safety doesn't have to be complicated. All that's required is a basic series of tasks and if you follow these for all events no matter how large or small, you will be covering your duties and ensuring everyone keeps safe. You cannot simply rely on someone else to cater for your health and safety responsibilities or try and contract out of your responsibilities or say that it is too expensive to provide suitable safety at your event.

An event organiser has a duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks. A business or person with management or control over the event has a legal obligation to ensure, so far as is reasonably practicable, that no person is exposed to the risk of being harmed from the way in which their business is operated. This extends to people with whom there is no direct or formal relationship e.g. members of the public including children, people with disability, and the elderly and pregnant women.

Workers (including contractors) and officers (e.g. CEO, Senior Managers and people who hold positions that allow them to exercise significant influence over the management of the business) who work for an organisation may be liable to

prosecution for a failure to manage health and safety at a public event where their actions or lack of actions result in harm or injury to others.

It is important that a business or person with management or control of a public event can show they have taken reasonable steps to ensure a competent contractor with relevant experience is engaged, and that the contractor and workers of the contractor carry out the work in a safe manner, in safe premises, using proper and safe plant and substances, using work processes that are safe, and in a way that workers have received adequate instruction, training and supervision.

SITE OR VENUE OWNER – DUTIES

If you are in control of a work premises, you have a duty to make sure it is safe for those working there. This includes safe access and egress, safe equipment or substances provided at events. If the control of a site or venue is shared, the responsibilities should be clearly defined, written down, clearly articulated and assigned to specific people. This includes putting in place effective communication processes on health and safety matters and sharing safety information so people are explicitly made aware of the risks they are unlikely to be aware of, e.g. the location of buried electrical or gas services.

CONTRACTORS – DUTIES

Contractors have a duty to ensure that no one is put at risk from harm from their actions or inactions for the work they will be doing. Contractors will need to show that they can for example:

- Demonstrate knowledge and understanding of the work and the health and safety risks involved e.g. provide a Hazard Management Plan
- Provide evidence of a trained workforce and the competence of key staff on site or at the venue for the work they will do e.g. provide evidence through certifications for workers and training records as appendices to their Hazard Management Plan.
- Confirm that they have sufficient resources to do the work safely.
- Provide evidence of successful work that shows they can adopt and develop safe systems of working. In the absence of suitable previous work experience, they can demonstrate an appropriate level of technical ability (e.g. references from previous employers, the contractor is a member of an accreditation scheme, professional organisation or trade association that monitors standards and has a formal code of conduct for all members).

- Show they have established systems and procedures for managing the occupational health and safety risks (Site Safe have free templates that the contractor can use to undertake a specific risk assessment to ensure risks are identified and controlled for the contract services). For minor contracts without involving a formal tender process the completion of a risk assessment by the contractor is an important step to ensure health and safety risks are addressed prior to the contract commencing.
- Plant and equipment is appropriately licensed or registered and maintained and/or inspected on a regular basis. e.g. An inspection log or maintenance log that must be dated no less than a year as appendices to their Hazard Management Plan
- Refer to Work Safe for information on contractor management.

WORKER – DUTIES (INCLUDING SUPERVISORS)

RESPONSIBILITIES OF WORKERS (EMPLOYEES, CONTRACTORS AND CONSULTANTS)

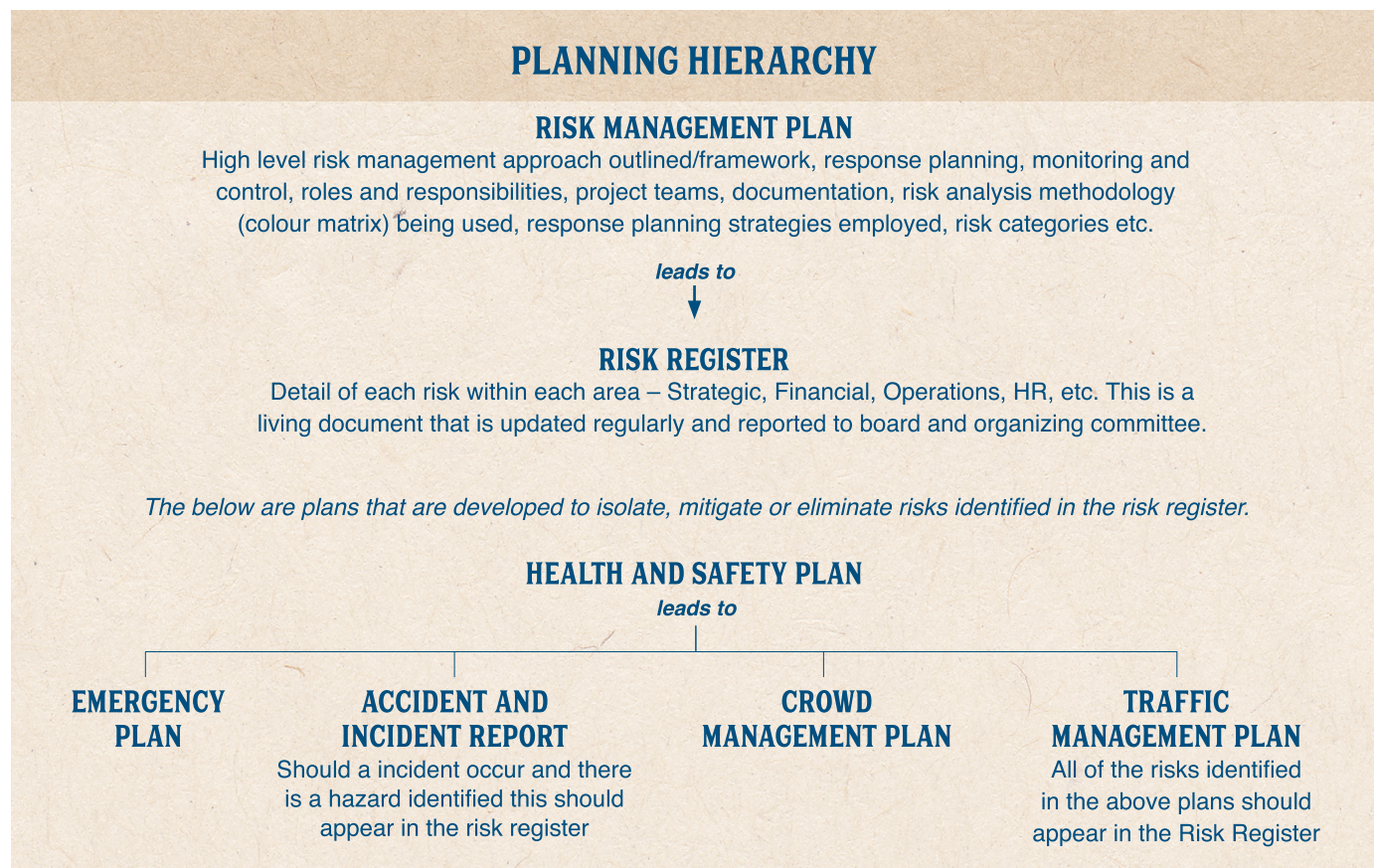
- All workers must ensure they do all that is reasonably practicable to ensure their own health, safety and wellbeing and the health, safety and wellbeing of others.
- Workers must comply with MBIE's reasonable instructions in relation to health, safety and wellbeing and this policy and associated standards, guidelines and procedures.
- Workers must ensure all incidents, near misses, and hazards are reported within stated timeframes, as reflected in the relevant mandatory procedures.
- Workers will take an active role in their own rehabilitation following injury or illness.
- All workers must ensure they are prepared for any reasonably foreseeable emergency.
- Workers will complete mandatory training as prescribed by MBIE, as reflected in the relevant mandatory procedures or when a new requirement arises.

You have a responsibility to co-operate with your employer by, for example:

- Following company and site rules.
- Wearing personal protective equipment.
- Reporting accidents and unsafe practices.
- You should not turn a blind eye to unsafe behaviour and it should be reported immediately.
- You will also have a responsibility to monitor health and safety at your event as per the safety plans developed.

5 RUNNING AN EVENT SAFELY: PLANNING

GETTING STARTED: PLANNING



The level of detail in your planning should be proportionate to the scale of the event and the degree of health and safety risk involved. Set up an organising team that has responsibility for health and safety at the event.

STEP 1: THE HEALTH AND SAFETY COMMITTEE OR TEAM

First, decide who will help with your duties as an event organiser.

Whatever the scale of the event, make sure there is a clear understanding within the organising team of who will be responsible for safety matters. Have safety representatives from the contractors and other parties involved along with the organiser or venue owner in your team. Consult, communicate and coordinate with them early in your planning process.

STEP 2: HEALTH AND SAFETY PLAN

The Safety Plan covers all aspects of the event including the roles and responsibilities of individuals and organisations working on the event, the event or site design; how the event is managed on the day; the risks and how these will be controlled and finally the process for reviewing the event once completed.

Use the Event Safety Check List template at the back of this document to guide you through what you need to consider.

WORKER INVOLVEMENT

By law, employers must consult all their workers on health and safety matters.

The best way to protect workers and visitors from harm and illness is to involve your workers during the planning phase.

The event organiser and the organising team must consult with all the workers on health and safety. This does not need to be complicated but requires listening and talking to them about:

- Health and safety and the work they do
- The best ways of providing information and training
- The risk assessment for the event, including the hazard controls in-place
- How to deal with any potentially dangerous situations
- Specific requirements for temporary or vulnerable workers, e.g. pregnant employees etc., and changes to workplace conditions or practices, e.g. new equipment or change in processes.

Consultation is a two-way process, allowing workers to raise concerns and influence decisions on the management of health and safety. Workers are often the best people to understand risks in the workplace and involving them in making decisions shows them that the event organisers take their health and safety seriously. Remember that telling people about health and safety lets them know about it, but involving them helps them understand better.

There are various methods for consulting with workers including:

- Providing information during workplace induction processes
- Carrying out briefings with them to take account of site conditions and pass on information about changes
- Using an interpreter and/or having information translated if necessary
- Supply a mechanism for ongoing feedback and reporting

TRAINING AND INSTRUCTION

The law expects, as Standard Operating Procedures, that workers are trained and instructed in their duties and provided the necessary level of supervision. Records need to be made and kept so the event organisers can see when the training needs to be repeated.

Self-employed people and contractors as workers also need to be given information and comprehensive instruction about the risks in the workplace. Event organisers need to ensure that these workers know who to talk to if they have concerns about health and safety issues. Event organisers may also need to provide training and supervision so that they can carry out their duties without putting themselves or your employees at risk.

For example:

You could provide a laminated card with contact details and instructions for gaining more information or reporting of issues.

STEP 3: RISK ASSESSMENT

Every Safety Plan must have a risk register covering all hazards that may arise and how these will be managed to minimise the risk to people.

- | | |
|-------------------------------------|--------------------------------|
| 1. Venue and site design | 10. Amusements and attractions |
| 2. Temporary demountable structures | 11. Employee welfare |
| 3. Crowd management | 12. Alcohol |
| 4. Transport | 13. Handling waste. |
| 5. Falls from height | 14. Hazardous substances, |
| 6. Electrical safety | 15. Plant and machinery |
| 7. Fire safety | 16. Confined spaces, |
| 8. Special effects | 17. Food safety, |
| 9. Noise | 18. Communicable diseases. |

Write down in your risk register all the hazards that could cause harm. Then assess for each what the risk is if it did go wrong, i.e. fall from height will cause death, slip or trip will cause a minor strain. Then determine what you could do to avoid harm.

For example:

Safe work practices for height work/only competent persons undertake this work; clean up spills as soon as they occur and use signage to prevent people walking on slippery services.

Lastly, evaluate the risk once these safe systems are in place. You will want to see a lower risk than when you started.

Check out the risk register template to get you started.

STEP 4: EMERGENCY PLANNING

PLANNING FOR INCIDENTS AND EMERGENCIES

The event organiser must have plans in place to respond effectively to health and safety incidents and other emergencies that might occur at an event. This emergency plan needs to be in proportion to the level of risk presented by event activities and the potential extent and severity of the incident.

Considering the key risks to the event, the event organisers need to develop emergency procedures to be followed by workers and volunteers in an emergency, e.g. a fire or structural failure. This includes contingencies to deal with incidents and situations as varied as an entertainment acts cancelling at short notice, severe weather, or the unavailability of key staff in your team. The emergency plan needs also to consider more serious emergencies, including major incidents that will require the help of the emergency services and implementation of their regional emergency plans which may not be specific to the event.

For all events, the emergency plan needs to be written down and shared with the police, fire and rescue service, ambulance service, council and for fixed premises like stadiums and arenas, the venue management. The detail and complexity of any discussions should be proportionate to the risks involved. Both the event organiser and emergency services should be clear about who will do what if there is an emergency or major incident.

The event organiser should appoint suitable people to implement emergency procedures if there is an incident or emergency. Make sure all staff (workers and volunteers) are aware of the emergency plan and understand their roles and responsibilities in the event of an emergency.

For example:

They know where the emergency exits are, where emergency equipment is and when and how to use it, how to raise the alarm and from whom they should receive instructions.

DEVELOP AN EMERGENCY PLAN

www.business.govt.nz/worksafe/information-guidance/all-guidance-items/emergency-procedures

Most event emergency plans should address the same basic requirements, to:

- Ensure the safety of staff when responding to the emergency Get people away from immediate danger.
- Summon and assist emergency services.
- Isolate the risk if possible and restrict access to the danger area
- Handle casualties.
- Deal with the displaced / non-injured (e.g. at a festival with camping).
- Identify who are key contacts
- Develop a communications hierarchy
- Liaise with the emergency services and other authorities (and, where the situation is serious, hand over responsibility for the incident / emergency).
- Protect property.

EMERGENCY PROCEDURES

Procedures for workers to follow in an emergency should include:

- How to raise the alarm.
- How to inform the public.
- On-site emergency response, such as the use of fire extinguishers, defibrillators.
- Providing first aid and medical assistance.
- How to call the emergency services.
- The communications hierarchy – who to call and what they will take responsibility for e.g. they will call emergency services and send help so the worker can get on with dealing with the emergency at hand.
- Crowd management, including evacuation where necessary.
- Evacuation of people with disabilities.
- Traffic management, including emergency vehicles. E.g. meets emergency vehicles at the entrance of the venue; direct and manage their progress to the incident. Do not expect them to find the emergency on arrival.
- Incident control.
- Liaison with emergency services.

An emergency plan should contain;

- a map that shows;
 - the exits to the venue
 - muster/assembly points
 - the location of first aid kits or stations, defibrillators, fire equipment,
 - lost children area

FIRST AID AND MEDICAL ASSISTANCE

When considering your emergency plan, consider the level of medical support you may need to provide to the public in your assessment. Consider minor injuries and incidents as well as major emergency procedures. Except for small, low-risk events where ambulances may not be required, and at events where the ambulance is not on-site, plans should be drawn up (including map) in conjunction with the ambulance service to clarify;

- How the ambulance or paramedics can best access the venue
- Who the primary contact will be
- Where the medical station on site is
- How patients will be taken to hospital.

EVACUATION

Emergencies can develop very rapidly. Make sure that you are equipped to move the audience to a total or relative place of safety without delay. The following will be helpful:

- Equip your staff with tools to manage their own panic and direct the public in specific and unexpected emergencies e.g. torches, communications equipment with emergency HQ, loud hailer, written procedures for anticipated incidents.
- Make your staff visible and distinguishable from and to the public e.g. High Vis clothing, hard hats, light wands and torches
- Plan escape routes and make sure they remain available and unobstructed.
- All doors and gates leading to final exits, as well as site exits themselves, should be available for immediate use at all times. Check they are:
 - unlocked – if security is an issue they should be staffed not locked,
 - free from obstructions,
 - open outwards in the direction of escape
- Consider signs for people unfamiliar with escape routes.
- Light all escape routes sufficiently for people to use them safely in an emergency.
- Use an independent power source, e.g., a generator, in case the mains electricity supply fails.
- Consider installing floodlighting, lighting towers etc., specifically for use in an emergency.
- Plan how you will evacuate people to a place of relative safety from where they can proceed to a place of total safety.
- Plan to provide additional assistance to people with a disability, those with limited mobility and children.
- Where children are separated from their parents, as in crèches, play areas etc, make parents aware of the arrangements in place for their safe evacuation so that parents don't try to reach them against the normal direction of escape.

STOPPING THE EVENT IN AN EMERGENCY

Effective response to an emergency can sometimes mean a rapid and controlled halt to an event to prevent further risk to the audience and/or to initiate an evacuation.

'Show stop' (*a term used for this procedure*) involves:

- Identifying the key people involved, in particular:
 - who can initiate a show-stop procedure
 - who will communicate with the performer or participants, and who will communicate with the audience.
- Deciding how these key people will initiate a show-stop procedure.
- Having a pre-agreed text for public announcements (consider your lines of communication, e.g., radios, PA systems).
- Briefing the management of performers or participants in advance about the show-stop procedure.

This should be documented to ensure good communication between key agencies and adherence to the agreed plan.

AFTER THE INCIDENT:

- Once the risk has been reduced to a tolerable level, you can consider restarting the performance / event.
- Only restart the performance after consultation with other key agencies on site, e.g., emergency services.

TRANSFER OF AUTHORITY FOR AN EMERGENCY/MAJOR INCIDENT

If the emergency services declare an emergency / major incident onsite at an event, all of the event personnel and resources will work under the command of the police. However, it may be that the police declare one part of the event as under their authority in order to respond to the emergency / major incident, but leave other parts of the event under the control of the event organiser.

TESTING YOUR EMERGENCY PLAN

Test your emergency plan. Prior to the event, make sure your emergency plan is appropriate to the event and risks identified. This can be done as a table top or drill exercise, where you and others work through a range of scenarios and establish the effectiveness of your responses.

Test the communication systems, e.g., radios and public announcement equipment, before the event.

6 MANAGING YOUR EVENT

Once physical activity starts at the event site, attention should move away from planning and paperwork to the effective management and monitoring of site operations, as follows:

1. MANAGEMENT

Have appropriate management systems in place for each phase of the event to make sure health and safety risks are controlled. While the numbers onsite during the public period will be significantly greater, the need for safety management during build up, load-in, breakdown and load-out is just as important. There may be fewer people, but this is likely to be when the highest-risk work activities are carried out.

2. CO-ORDINATION AND COMMUNICATION

Ensure co-operation, co-ordination and communication of all work activities on the site. This does not mean the event manager is solely responsible for all the individual technical work carried out by third parties. Rather, the event manager should develop a safe overall phased programme of work, working through a 'draft' through to 'final' process of programming. The process should take into account the individual contractor risk assessments, timing of activities and then be communicated this to all relevant parties for feedback until all are agreed and a final programme can be settled on. It is particularly important to not forget pack-in (setup) and pack-out (breakdown) programming.

3. INFORMATION

Provide workers and others, including contractors, with relevant information on any risks to their health and safety identified by your risk assessment/s. Contractors will need to do the same for their workers.

Do this as part of a general site induction and briefings about individual work activities or tasks. For example, people coming onto site may need to be informed about:

- Site hazards and control measures e.g. Hazard board at the entrances of event sites for pack-in and pack-out (written and maintained by the appropriate PCBU)
- Buried services such as electric cables or gas supplies
- Safe speed limits
- Where they can safely park
- First aid, toilets and wash facilities
- Emergency arrangements
- Weather forecast news
- Procedures for using / booking plant

Provide relevant health and safety information to the public, e.g., in the form of signage.

4. MONITORING AND REVIEW

The Risk Register is the foundation of your monitoring and review process *(see definition on next page)*

All risks on the register should be reviewed and updated on a regular basis. Depending on the size and scale of your event, different people may have responsibility for different parts of the Register – e.g. Strategic and financial risks may be owned and managed by the Board and discussed at management meetings; for a sports event incorporating multiple sports and multiple venues, risks may be divided by sport or by venue. However, review of the Risk Register should be a regular item at all your Health and Safety Team meetings and all workers should be aware of the register and the process for updating the register with new risks as and when they arise.

You should also have processes in place to check and test the controls in place. Methodologies, frequency and responsibility should be clearly outlined on the register.

You should also have processes in place to check and test the controls in place. Methodologies, frequency and responsibility should be clearly outlined on the register.

AFTER AN EVENT

Debrief after an event. Include your Health and Safety Committee and Team, other agencies like the police and local authority in the debrief process. Identify problems and successes and make improvements for future events.

Update any learnings and changes to your Health and Safety Plans and risk registers. Communicate learnings and any changes to risks to all relevant parties for that event. This will ensure everyone gains by each other's learnings and by doing so raise the standard of health and safety for future events.

7 RISK REGISTER

A Risk Register is a key part of your Risk Management and Health & Safety Plans. It is a tool to help you to manage risks associated with your event, including Health and Safety risks. The register may include a wide range of risks from high level strategic risks through to detailed operational risks.

In the Risk Register you will identify all potential hazards and then assess them for 'likelihood' and 'impact'.

Risks are expressed as "if x happens, then y may occur" e.g. if the temperature rises above 25 degrees there may be an increased risk of heatstroke. You can then identify controls to help you to eliminate, isolate or minimise that risk. E.g. ensure there are shaded areas and easy access to water for all attendees.

Once you have identified a control you can reassess the risk with that control in place to see if it becomes an acceptable level of risk. Each item should be assigned to a specific person with timeframes for implementation and review. Controls and actions arising from controls may form part of other plans such as your Health and Safety Plan – e.g. induction guides for volunteers, lists of first aiders, health and safety communications plans.

A Risk Register is a living document, and must be reviewed and updated on a regular basis. Review of the Risk Register should be a regular item at your Health & Safety Team meetings.

KEY DEFINITIONS

HAZARD

A hazard is something (e.g. an object, a property of a substance, a phenomenon or an activity) that can cause adverse effects. For example:

- Water on a staircase is a hazard, because you could slip on it, fall and hurt yourself.
- Loud noise is a hazard because it can cause hearing loss.

RISK

Risk is the likelihood that a hazard will actually cause its adverse effects, together with a measure of the effect. It is a two-part concept and you need both parts to make sense of it. Likelihoods can be expressed as probabilities (e.g. "one in a thousand"), frequencies (e.g. "1000 cases per year") or in a qualitative way (e.g. "negligible", "significant", etc.).

RECORDING RISKS IN THE REGISTER

CONTROLS

A control is any measure or action that will modify the risk. They include any policies, procedures, technologies, practices or device that modifies or manages the risk. It can also be thought of as "how will we manage this risk?" e.g. if the temperature rises above 22 degrees heatstroke may affect festival attendees".

Make sure that your risk register assigns responsibility for each risk control and includes timeframes.

RISK REGISTER (EXAMPLE)

Note: If you are holding events more than monthly your risk will also sit in the medium to high category by nature of the frequency.

Potential hazards	Risk	Risk Matrix (assess risk using the risk rating matrix)			Controls required to eliminate / reduce risk (using the hierarchy of controls identify further control measures to be implemented)	Risk Matrix (re-assess risk with further control measures in place)			Person responsible	Date for review
Excessive noise	Noise is an issue for events industry from music above 85dB	E	5	25	<ul style="list-style-type: none"> • Providing hearing protection • Regularly monitoring workplace noise levels, particularly with changes in processes or plant and machinery • Isolating the noise from employees • Training and education • Baseline and regular health monitoring with employee consent. 	B	1	19		
Intoxication from Alcohol	Visitors arrive intoxicated. Poor behaviour/ judgement.	E	4	23	<ul style="list-style-type: none"> • Refuse entry - have dedicated security at all entry points • Ensure all entry points communicate clearly of suspected intoxicated visitors • Set expectations – clear signage on alcohol policy • Limit alcohol drinks or only allow purchase of 1 at a time • Provide qualified First Aiders 	E	1	15		
Large Crowds	Crushing from crowds.	E	4	23	<ul style="list-style-type: none"> • Limit numbers entering areas all at once – space out • Provide multiple entrances and exits • Provide sufficient space for numbers expected • Control entry and security control of people where possible 	E	1	10		

RISK MATRIX

LIKELIHOOD							
CONSEQUENCE	Severity	Health & Safety	Occurs less than 100 yrs - Rare	Occurs every 10-100 yrs - Unlikely	Occurs once every 1-10 yrs - Possible	Occurs once every month to a year - Likely	Occurs more than once a month - Almost Certain
	Slight 1	<ul style="list-style-type: none"> First Aid or no treatment injury Minor health effects Immediate return to normal duties 	Low (A1 - 1)	Low (B1 - 2)	Low (C1 - 4)	Low (D1 - 7)	Medium (E1 - 10)
	Minor 2	<ul style="list-style-type: none"> Medical treatment Short term health effect Restricted work injury (temporary) 	Low (A2 - 3)	Low (B2 - 5)	Low (C2 - 8)	Medium (D2 - 11)	Medium (E2 - 15)
	Moderate 3	<ul style="list-style-type: none"> Medium term health effect Lost time injury Restricted work injury (permanent) 	Low (A3 - 6)	Low (B3 - 9)	Medium (C3 - 12)	Medium (D3 - 16)	High (E3 - 20)
	Major 4	<ul style="list-style-type: none"> Long term chronic harm Multiple lost time injuries 	Medium (A4 - 13)	Medium (B4 - 14)	Medium (C4 - 17)	High (D4 - 21)	High (E4 - 23)
	Extreme 5	<ul style="list-style-type: none"> Fatality Permanent chronic harm 	Medium (A5 - 18)	High (B5 - 19)	High (C5 - 22)	High (D5 - 24)	High (E5 - 25)

8 PURPOSE

This checklist is provided as a prompt to assist you in thinking through your events potential risks. . The list is not exhaustive and the organiser should ensure that they identify any other hazards and risks that may be specific to the event.

The checklist below has been developed as a basic event risk assessment to ensure that controls is in place to isolate, eliminate or minimise risks at an event.

NAME OF EVENT _____

DATE OF EVENT _____

ORGANISER/S _____ PHONE _____

INDOOR EVENT _____ OUTDOOR EVENT _____

COMPLETED BY _____ DATE _____

Risk Assessment must be carried out before proceeding to the next section.

A Health and Safety Plan must be carried out before proceeding to the next section.

HEALTH AND SAFETY PLAN

Does the health and safety plan include the following?

	YES	NO	N/A
Organisational Chart - detailing allocation of responsibilities, Event Leader, Event team, Chief Steward, Lost Children Officer, Contractors etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Management - all Contractors have been provided with appropriate Contractor Induction guide; aware of event emergency management plan; aware of risk register and have submitted risk assessments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of event - including schedule of activities, details of acts/entertainers, times, locations, venue capacity etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Plan - including location of first aid base, details of staff, liaison with local Dr's/ health centre/hospital.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan - showing location of activities, location of road/car-park closures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications Plan - showing allocation of Radio's, mobile phone details of key personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stewards List - showing adequate numbers of staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duties List - Showing details of tasks, locations, and times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crowd Control/Traffic Issues - Including crush barriers - numbers and locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Plan - evacuation procedures, crowd control, assembly points, insurance cover, structure inspection report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Complete the following checklist for the event making sure to answer yes or no to all questions. Mark N/A [non-applicable] where a question asked is irrelevant.

PLANNING

Has consideration been given to?

	YES	NO	N/A
The suitability of location or venue design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selection of competent workers, contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction of stages, tents etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe delivery and installation of equipment and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows - crowd management, transport strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrangements for fire, first-aid contingencies and major incidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removal of equipment and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rubbish collection and waste water disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate public insurance for the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checked vendors/exhibitors insurance certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid provision suitable for the number of people attending the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a voluntary first aid service is to be provided are they aware of your emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid centres clearly signposted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are first aiders clearly identifiable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. VENUES AND SITE DESIGN

Has consideration been given to?

	YES	NO	N/A
Space for audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backstage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking - restricted pedestrian access during set up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rendezvous points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ground Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic and pedestrian routes, emergency access and exit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are they suitable to handle proposed capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geographical location, proximity to services, facilities etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous features (natural hazards, rivers, drain covers, manholes, cliffs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Venue access and egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sight lines for audience (to reduce density in front of stage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production infrastructure or backstage requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire and ambulance requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police and stewarding positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perimeter fencing /stage barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearly posted first aid stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excess visitors – contingency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage for way-finding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission to use site/ parade permission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provision of undercover areas (for shade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provision of sunscreen for outdoor workers and attendees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate drinking water available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audio visual/special effects devices secured and tamper proof (e.g. out of reach/ locked/barricaded)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash handling risks identified to reduce risk of robbery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. FIRE SAFETY

Has consideration been given to?

OUTDOOR VENUES	YES	NO	N/A
Is there a plan to deal with all emergencies which could arise, e.g. fire, cancellation of events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number and size of exits in fences etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits and gateways locked/unlocked, staffed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All exits and gateways clearly marked by signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stewards throughout event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provision of fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has local fire station been notified of event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a clear entry been left for fire emergency services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are generators located so that they do not create a noise nuisance to local residents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you contacted any local residents who may be affected by noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDOOR VENUES			
Does the venue have adequate and working fire exit signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What are the venues fire safety arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers provided in all areas to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have fire-extinguishers been recently checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any electrical hazards been identified and made safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all emergency exits clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable generators to be used, if so has the area been made safe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pyrotechnics to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids or materials to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm in working order and recently checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the organisers and stewards trained on the fire evacuation procedure and are safe exit routes displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a means of warning people of fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If declared by emergency services, will any fire ban days impact this event (will an exemption be required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How will disabled persons be evacuated from the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an identified smoking area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. CROWD MANAGEMENT

Has consideration been given to?

	YES	NO	N/A
Entry & exit of audience - are there sufficient entry points to the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage – is it suitable and sufficient to NZ Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front of stage area crowd pressure - need for mo-jo barrier or crush barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police involvement- traffic control and/or crowd control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People with a disability-access issues/seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children-crushing, lost children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stewarding-organisation, competency, training, conduct, equipment. Are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stewards trained and competent to deal with queuing public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an adequate means of communicating with the public, other emergency staff and HQ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. TRANSPORT MANAGEMENT

Has consideration been given to?

	YES	NO	N/A
Traffic signs and highway department road closures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic marshalling in place who does it, do you have enough trained people, do they need PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate provision for parking for cars and buses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you obtained the necessary permission to close a road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan in place – signed off by council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-site vehicle management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary roadways - has the Traffic Management Officer for the police been informed for events involving the highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate lighting in the car park	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you put in place measures to retrieve broken down vehicles or ones that may become stuck due to poor weather conditions (mud or overheating).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. EMERGENCY PLANNING

Has consideration been given to?

	YES	NO	N/A
Stopping/re-starting the event – how to notify attendees and workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancellation of event(s) before or during event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency routes and access for emergency services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People with special needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holding areas for performers, workers and audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures for alerting emergency services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public warning mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation and containment measures, processes and reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of script of PA announcement to audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agreed rendezvous point for emergency services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ambulance loading points and triage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locations of hospitals prepared for major incident and secured traffic routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of temporary mortuary facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline of the role of those involved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details of emergency equipment location and availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bomb threats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drones – are they safe and is there adequate network coverage to ensure they do not fail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. STRUCTURES / ELECTRICAL INSTALLATION AND LIGHTING

Has consideration been given to?

	YES	NO	N/A
Location considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplier considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design considerations - have scaffolds/stages/platforms been signed off by a licensed rigger/scaffolder/local council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erection – has any seating, staging, lighting been erected by a competent person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting and rigging equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dismantling considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation - design drawings/calculations; risk assessments; completion certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a procedure for dealing with accidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a Work Safe NZ form for recording the details of any accidents and arrangements for notifying the regulator authority should	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notifiable Events occur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring of structure - are there stewards in place to prevent overloading of any structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection against falls - if safety barriers are provided, can they withstand the likely loading on them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All ladders meet NZ Standards. If there is a risk of falling more than 2 m a Safe Work Method Statement must be submitted and Work Safe NZ notified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning e.g. total power, use of generators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of lighting - for means of escape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the electrical installation been installed by a competent electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the supply protected by a suitable earth leakage device (RCD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all parts of the electrical installation protected from the weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do any cables create a trip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cables and other electrical equipment protected against damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is any generator fenced to prevent access, tested and in a safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. COMMUNICATION

Has consideration been given to?

	YES	NO	N/A
Communication within the organisation event team and contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication between the agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public information and communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How is it carried out – CCTV; radios; alarms; PA systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there means of communication between key organisers and stewards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If communications are reliant on mobile phones, do they work in all areas of the site - they may not work in a large emergency event when networks are overloaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there adequate methods of communication with the public especially if the site needs to be evacuated, e.g. loud speakers emergency public announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Social Media platforms for public safety information and notifications e.g. an Event Ap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process for reporting issues, troublesome areas, staff requesting assistance during the emergency, staff reporting successfully evacuated areas, redistribution of emergency resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. FOOD AND DRINK / STREET TRADING

Has consideration been given to?

	YES	NO	N/A
Catering operations – are food businesses carrying out their work in a safe and hygienic manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positioning of catering operators –ensure they have suitable food hygiene certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical installations –power supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe drinking water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring of arrangements on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the caterer have adequate fire fighting equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street trading -positioning of stalls/trader/vans to ensure they are in safe positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power supplies - if they are using their own generator, is it electrically safe and located in a secure position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks on gas/electrical equipment on site - if any gas cylinders are used, are they adequately secured and located where they cannot be tampered with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public/products liability insurance checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copyright, trading standards, trademark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control of movement of vehicles- entry/egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All vendors have appropriate insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All food vendors hold appropriate food licence/permit – licence displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If alcohol is to be served: <ul style="list-style-type: none"> • At least one person responsible for the service of alcohol must be trained in “Responsible Service of Alcohol” • Alcohol licence obtained and displayed • Management of intoxicated persons is planned and foreseen. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendors are given site map indicating: <ul style="list-style-type: none"> • Emergency access and egress • Emergency Evacuation Assembly Point • Location of amenities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. SANITARY FACILITIES / WASTE MANAGEMENT

Has consideration been given to?

	YES	NO	N/A
Numbers attending/numbers of units required - are there adequate toilets for the number of people likely to attend the event http://showtimetoilets.com.au/general-info/how-many-toilets-do-i-need/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there suitable W.C. provision for people with special needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location - are toilets visible, well-lit and adequately signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there measures in place to insure they are kept clean and provided with toilet paper, soap, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there suitable containers for the disposal of sanitary towels and nappies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage disposal – is there adequate removal of sewage, safe access and egress for vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste management - are there adequate rubbish bins around the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of waste – is there provision for recycling including green waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methods of removal - are waste collectors provided with approved personal protective clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there adequate storage and collection facilities for waste from the toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. OTHER CONSIDERATIONS

If your event includes any of the following, make sure your risk considers the items listed under each heading:

AMUSEMENTS AND ATTRACTIONS

- Inflatable rides– particularly weather issues
- Assessment of hazards
- Competence of operators
- Insurance/inspections certificates
- Setting up, operating, dismantling
- Space/emergency access
- Noise -control and monitoring
- Employees
- Audience
- Maintenance Report checking

SPECIAL EFFECTS, FIREWORKS AND PYROTECHNICS

- Fog and vapour effects – strobe lights
- Lasers/high power projectors
- Fireworks – arrangements including whether a pyrotechnics/fireworks permit is required
- Pyrotechnics
- Weather, particularly wind strength and direction
- Consents and licences
- Noise

ARENA EVENTS

- Planning and management
- Crowd management
- Transport management
- Venue design
- Venue, as PCBU; Risk Management and Health and Safety procedures and plans

FACILITIES FOR PEOPLE WITH SPECIAL NEEDS

- Provision of information
- Site design
- Access
- Ramps
- Viewing areas
- Facilities
- Support
- Evacuation

CHILDREN

- Lost children
- Care of children at dedicated areas
- Child protection across the event site - this includes procedures to eliminate the risk of physical or sexual abuse by staff or other people including police and background checks of all staff and volunteers coming into contact with children including performers
- Facilities at dedicated areas
- Numbers of children at dedicated areas
- Activities at dedicated play areas
- People with access to children including, staff, volunteers and performers
- Good lighting and open plan toilets so the children can be seen entering and exiting the toilet

TV AND MEDIA (PRE, DURING AND POST EVENT RISKS

- Reputational risk
- Access to restricted areas
- Photography – copyright and permissions of public, performers etc.
- Management and media area
- Pre-event information
- Media releases
- Prepared statements, spokesperson in case of incident

RISKS FOR/FROM PERFORMERS

- Performers' areas and accommodation – risks of transport (time delays, drink driving), access from changing rooms to stage
- Risk to event if the performer is late or doesn't turn up.
- Alcohol back stage
- Crowd safety and control – mosh pit
- Performers safety
- Financial risk if have to cancel event

OTHER COMMENTS

SIGNATURE AND NAME OF PERSON
CARRYING OUT THE EVENT SAFETY CHECK

DATE COMPLETED

9 QUESTIONS AND ANSWERS

Q: UNDER HSWA, WHO IS RESPONSIBLE FOR WORKPLACE HEALTH AND SAFETY?

In short, everyone:

- The business itself – a new legal concept will be a Person Conducting a Business or Undertaking (PCBU). A PCBU will usually be a business entity, such as a company, rather than individuals who work for a business. A sole trader is a PCBU.
- The PCBU will have the primary duty under the new law to ensure the health and safety of workers and others affected by the work it carries out.
- That's why the business may also need to consult with other businesses where it shares a worksite or are part of a contracting or supply chain, to make sure all workers are safe and healthy.
- Other people who come to the workplace, such as visitors or customers, also have some health and safety duties. It's all about taking responsibility for what you can control.
- Officers – includes directors and other people who make governance decisions that significantly affect a business. Officers have a duty of due diligence to ensure their business complies with its health and safety obligations.
- Workers – must take reasonable care to ensure the health and safety of themselves and others, and to comply with the business's reasonable instructions and policies.

Q: DOES A VOLUNTEER WORKER HAVE ANY RESPONSIBILITY FOR HEALTH AND SAFETY?

Yes. Volunteer workers have the same duties as other workers and must:

- Take reasonable care of their own health and safety,
- Take reasonable care that what they do or don't do doesn't adversely affect the health and safety of others,
- Cooperate with any reasonable policies or procedures the business or undertaking has in place on how to work in a safe and healthy way, and
- Comply with any reasonable instruction given by the business or undertaking so that they can comply with HSWA and the regulations.

Q: I'M A PROPERTY MANAGER. DO I HAVE A DUTY?

Under HSWA, a property manager is also a PCBU and will also have a duty of care, so far as is reasonably practicable, to ensure the health and safety of everybody involved with or affected by work on the property that you are responsible for.

As the property manager with the management and control of the property, you will also have the duty to ensure, so far as reasonably practicable, the property (if it's a workplace) is without risks to health and safety.

Q: WHAT HAPPENS WHEN THERE IS MORE THAN ONE BUSINESS INVOLVED IN MY EVENT OR AT MY EVENT WORKPLACE?

When there is more than one business with health and safety duties in relation to the same matter, you all must work together, so far as is reasonably practicable, by consulting, cooperating, and coordinating your activities in relation to workplace health and safety.

More than one business can have a duty in relation to the same matter. This is called overlapping duties. Ensure all parties with duties are part of the planning, safety management and event implementation. All parties must align their safety and risk plans so that everyone involved is aware of hazards and agrees mitigation strategies to prevent harm. The earlier in the event planning phase you do this, the less conflict may arise later down the track. Ensure you have regular review meetings with all parties throughout the lifecycle of the event to raise issues early and reduce conflict.

Apart from all working together, the party that holds the most risk may be best placed to take the lead for that event or site. This can be agreed at planning meetings with all parties and also what this involves, i.e. the primary person for contacting or managing in the event of an emergency.

Q: AN ACCIDENT HAS HAPPENED AT MY EVENT AND I BELIEVE THE PROPERTY OWNER HOSTING MY EVENT IS RESPONSIBLE FOR THE FAILING? WHAT CAN I DO?

Conflict can arise where an incident occurs at an event and there are overlapping duties or where your own investigations are in conflict with others. Where agreement cannot be reached in these circumstances, or there is no acceptance of liability from some parties, then the best way forward is to have an independent investigation undertaken. This can be agreed at the initial planning meetings as a strategy for managing incidents.

An independent health and safety company or consultant can undertake an investigation to ascertain what the cause of the incident was, what recommendations are required to prevent a recurrence and who is responsible for rectification.

Remember in these circumstances, the fault may fall on all parties, as you will all have a role to play in managing health and safety. It is more important to work together to learn and prevent a recurrence.

A notifiable event is when any of the following occurs as a result of work:

- a death
- notifiable illness or injury
- a notifiable incident.

Under the Health and Safety at Work Act 2015 (HSWA) you must notify Worksafe when certain work-related events occur.

Deaths, injuries or illnesses that are unrelated to work are not notifiable eg:

- a diabetic worker slipping into a coma while at work
- a worker being injured driving to work, when that driving is not part of their work
- injuries to patients or rest home residents that are triggered by a medical reason (eg injuries from a fall caused by a stroke)
- a worker fainting from a non-work related cause.

Q: I ALREADY HAVE A HEALTH AND SAFETY PLAN. DO I NEED TO CHANGE IT BECAUSE OF THE NEW LEGISLATION?

If you have a comprehensive health and safety plan that already covers off the recommendations in this guide, then you are likely meeting your duties under the new Act. The main points to ensure in your plan are:

- Identified clear roles and responsibilities,
- Identified hazards and risks and documented how you will eliminate or reduce them; and
- Communicated your plan to all relevant parties.

You may want to review your documentation to ensure it reflects the new duties and responsibilities for officers and PCBU's. It is also good practice to undertake regular reviews of all health and safety management practices to ensure you are up to date with the legislation have included learnings from incidents and previous events; and are showing continual improvement.

Q: I AM ORGANISING AN EVENT AND AM CONCERNED ABOUT THE LEVEL OF SAFETY OR LACK OF OTHER PARTIES COOPERATING? WHAT DO I DO?

If you find you cannot agree the safety measures or management required with others for your event or there is a lack of cooperation, you will need to report this immediately to your Line Manager or the CEO of your company.

You have a duty to report where safety is being compromised or is not being managed effectively, particularly if people are at risk of harm. You may be able to work with your line manager or CEO to rectify the situation and ensure safety is not compromised.

10 REFERENCES

1. Risk Management of Public Events - Work Safe ACT
2. Risk Assessment/Safety Checklist - University of the Sunshine Coast
3. www.hse.gov.uk/event-safety/ -Health and Safety Executive UK
4. A principal's guide to contracting to meet the Health and Safety at Work Act 2015 – Work Safe NZ
5. The Site Specific Safety Plan - free download – SiteSafe NZ
6. Alcohol Organisation NZ