

GREENSPACE

# Event Management Health and Safety Plan

## Organiser details

Name of hirer: \_\_\_\_\_

Health and Safety Controller: \_\_\_\_\_

## Event details

Date/period: \_\_\_\_\_ Duration: \_\_\_\_\_

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_ Total expected numbers: \_\_\_\_\_

Venue: \_\_\_\_\_ Booking reference: \_\_\_\_\_

Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

I acknowledge that I am familiar with the contents of the below Health and Safety Plan and undertake to ensure that all risks are identified and mitigated. This plan will be reviewed and updated on an ongoing basis. Additional risks and their mitigations will be noted as far as is reasonably practicable. The reasons for any changes will also be noted.

Date of Health and Safety Plan: \_\_\_\_\_

Name of nominated Health and Safety Controller: \_\_\_\_\_

Signature of Health and Safety Controller: \_\_\_\_\_

**PLEASE NOTE** - A signature is not required if you submit this form electronically. By entering your name in the section above you acknowledge that you are the nominated Health and Safety Controller and will be taking responsibility for this Health and Safety Plan.

## Health and safety – hazard and risk identification

It is the responsibility of the event organiser to identify and manage risks.

Please note that any incident/near miss/damage of any kind that occurs during the hire period must be reported to the Council Office by email [office@wmk.govt.nz](mailto:office@wmk.govt.nz) or phone 0800 965 465 (0800 WMK GOV).

## Health and Safety Plan

It is the responsibility of the event organiser to identify and manage risks. For each risk, you need to consider the likelihood (possibility) of an incident happening, and the consequence (impact) should it occur.

How will you ensure health and safety is covered for the items/activities that you have identified above for your event?

For a list of common triggers you may need to consider please see <https://www.waimakariri.govt.nz/leisure-and-recreation/facilities/event-health-and-safety> to help you identify factors that might trigger a risk (e.g. event activities, services and equipment) which should be considered and included in your health and safety plan.

**Please Note:** The Council requires your health and safety plan and declaration on the front page to be completed and returned to us prior to your event in order to confirm your booking.

The Health and Safety Plan below contains two examples of mitigation actions, person(s) responsible and timings, based on the potential hazards and risks. These are examples only. Please consider whether there are additional factors specific to your event and add them to the hazard register in the blank space provided. You can find a list of common factors on our website here to help you with completing this form.

Item/Activity	Risk	Mitigation Actions	Person responsible	Time/By When
<b>Example only:</b> Natural disaster (e.g. earthquake)	Injuries, death of participants	Stop event and evacuate to a safe area (evacuation point must be determined in advance and communicated to volunteers/organisers).	Event Organiser	Ongoing
<b>Example only:</b> Emergency situations	Event organiser busy with emergency	Event hierarchy to be determined prior to the event. All volunteers to be briefed on procedures and alternate management.	Event organiser to nominate alternate manager as required.	Before commencement of event and ongoing

Item/Activity	Risk	Mitigation Actions	Person responsible	Time/By When
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## **Additional information (if required)**

### **Other notes**

Is there any other information that needs to be taken into consideration for a safe and successful event?

### **Detailed event timeline**

Is there a detailed event timeline that needs to be taken into consideration?

### **Safety briefing information for volunteers and participants**

What are the details of the safety briefing that will be provided to volunteers and participants (list what you are going to communicate to your volunteers and participants prior to the event)? We suggest you include evacuation management, fire exits in your safety briefing and any general housekeeping.