

GREENSPACE

Event Management Health and Safety Plan for Rangiora Town Hall and Oxford Town Hall

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 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?

Please see the following pages for hazards and risk which you may need to consider for your event:

www.waimakariri.govt.nz/__data/assets/pdf_file/0018/43227/H-and-S-Hazards-Register_RTH-and-OTH.pdf

www.waimakariri.govt.nz/leisure-and-recreation/facilities/event-health-and-safety

This will 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
Example only: Pack in/out, moving equipment	Collision injury	Restrict access, tool box meeting prior to work start, maintain clear lines of site, use spotters, work as team, maintain vocal communication.	Event Organiser	At start and end of event when packing in/out
Example only: Temporary staging	Trip/fall hazard	Where possible cable is to not be run along the floor – avoiding the creation of trip hazards. Cable to be run in such manner to minimise crossing of egress. Cable to be taped down.	Stage Manager	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.