Event Health & Safety Plan Template

There are now many venues that are requesting that the Society holding the competition submits an Event Health and Safety Plan.

This template is one that has been designed to assist you in designing a plan if requested.

It is a Standard one that is being suggested for use by many venue management and councils.

**How to use this event operation health and safety plan template**

As an event organiser, you are responsible for planning and managing risk at your event. This event operation plan template is provided to assist you to plan and deliver a safe, healthy and operationally successful event. This will be an evolving document that will be used to explain the operations involved in your event.

The template has been developed to reflect expectations for the management of risk at events and should be populated in consultation with WorkSafe NZ event safety guidelines.

This template suggests format, wording and content tailored to your event scale, nature and complexity. You are responsible for identifying additional content, editing wording to reflect your management approach and adding any and all information critical to your event operations under the Health and Safety at Work Act 2015 (HSWA).

**Notes before you start:**

* This template is a suggested tool for your reference and use and can be modified where required. You are welcome to develop your own documentation should you choose not to use this template.
* The event safety guide should be used as a reference point on the level and type of information required within this or any other health and safety documentation.
* Yellow highlighted text indicates where specific event information must be tailored.
* Sample information is placed throughout the template for reference only and should be deleted and replaced with information specific to your event.
* There is reference throughout the template to a H&S Officer – it is recommended that your committee appoint someone to this role for the duration of the event. This can be any member of your committee.

(Place your Society Logo Here)

**EVENT**

**HEALTH AND SAFETY**

**PLAN**

**Highland Dancing Competition**

**(Date of Competition)**

**Venue:**

**(Enter Venue details here)**

# Purpose

This document outlines how (Society Name) plans to take all practicable steps to deliver a safe and therefore enjoyable event experience at our Highland Dancing Competition to be held (Enter date and venue of competition here)

We understand and accept that under the Health and Safety at Work Act 2015 (HSWA), **(Society Name),**  have at all times a duty of care to ensure the health and safety of all event participants, spectators and volunteers, and other event delivery participants such as sponsors, and any persons legally entitled to be at or in the vicinity of the event site.

|  |  |
| --- | --- |
| Name: |  (Enter Presidents / other person responsible for this event plan name here) |
| Role: |  |
| Date: |  |
| Signature: |  |

# Event Details

|  |
| --- |
| Event Name:  |
| This Plan Dated:  |  |
| Event Location |  |
| Event Date |  |
| Organisation delivering event |  |
| Number of Participants |  |
| Event Description |  |

# Event Personnel & Contacts

# (enter details as required – the below is an example)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Responsibility | Contact Details |
|  | President | Responsible for the Management of this Event and ensuring this H&S Plan is followed  |  |
|  | Secretary | Responsible for ensuring this plan is communicated to relevant stakeholders (Volunteers or members of the committee assisting in running the competition)To report any incidents to CHS |  |
|  | H&S Officer | Will ensure all aspects of the plan are followed and will be responsible for any reporting requirements in the event of any incident occurring |  |

# Event Risk Assessment & Management Plan

To plan for a safe and successful event and meet health and safety duties, risks that arise from the event must be effectively managed. As the event organiser we are aware that risks to health and safety arise from people being exposed to hazards.

**Hazard** = anything that could cause harm,

**Risk** = the potential harm caused by the hazard.

The risk control plan describes:

* All known event risks including during pack in and out,
* How they are being managed (eliminated or minimised),
* Who is responsible for managing the risk, and

## Evaluate the Risks

### Likelihood of Risk

This is not an exact science and can change depending upon changers in participating numbers etc. etc.

* **Almost Certain** – the risk has a 90%+ likelihood of happening
* **Likely** – the risk incident has a 70-89% likelihood of occurrence
* **Moderate** – the risk incident has a 30-69% likelihood of happening
* **Unlikely** – the risk has a 5-29% likelihood of happening
* **Rare** – the risk has less than a 5% likelihood of happening

### Impact of Risk

Extreme – Death, brain/spinal injuries, serious organ damage, permanent disability, emergency medical assistance, hospital for 6+ weeks

Major – Fractures, crush injuries, serious facial injuries, recovery of 6+ weeks, emergency medical assistance, hospital care

Moderate – Dislocation/simple fractures of ribs/limbs, medical assistance on site/at hospital/at GP, participant does not continue event, recovery of 1-6 weeks

Minor – Contusions, sprains, lacerations, minor first aid, participant continues event, less than 1 week’s recovery

Insignificant – Bruises, grazes, participant continues event, no recovery time or medical assistance



### Overall Risk Level

Use the above risk matrix to determine the overall level of risk for each risk. Plot the likelihood and the risk impact and identify where they intersect.

* Red = critical risk
* Orange = high risk
* Yellow = moderate risk
* Green = low risk

If there are a large proportion of critical risk levels, then revisit your controls and re-assess to see if there are other ways to minimise risk.

Fill in Column ‘Overall Risk Level’ on the table.

### Identify Controls for Each Risk

Some risks may be too great without action being taken to reduce them thus making them more acceptable. In considering all unacceptable risk, your options are to:

* Eliminate - Can the risk be removed
* Substitution/ Isolation - whether the risk could be replaced by one posing less risk, or can Isolating the hazard can prevent people coming into contact with it
* Engineering control - Apply physical control measures to minimise risk
* Administrative controls - If engineering controls are not sufficient to remove the risk, you are required to apply processes to make it safer.

**NOTE:**

**The below Hazard ID and Risk Assessment is an example – please assess what risks you may encounter during your event and put these in the table)**

**A lot of venues are now requesting that any electrical equipment you bring into the premises must be tagged and tested.**

|  |
| --- |
| **Event Hazard Identification and Risk Assessment** |
| **Hazard or Risk identified.** | **Overall Risk Level** | **Level of Control****(see previous page)** | **Action** |
| What could go wrong? | LowModHighCritical | Eliminate | Substitute | Engineer control | Admin Control | ResidualRisk after prevention steps put in place | How will we prevent it? | Person responsible | What we will do if it happens? |
| Sprain or break from a fall or trip | Mod | no | no |  | yes | Mod | Remove tripping hazardsEnsure contestants have warmed up correctlyEnsure the stage edge lighting is always onEnsure the Stage is not slippery |  | Refer to onsite first aid, inform Complete accident register formcall emergency services if required |
| Attendee hit by vehicle in carpark | Mod | no | no |  | yes | Low | Have car parking attendant in placeAdvise attendees of car parking entrance location) and speed restrictions on site prior to event. Arrange delivery and pick up of items prior to and post event arrival and departure of participants |  | Provide first aid, Complete accident register formcall emergency services if required |
| Electrocution | Critical | no | no | yes | yes | Low | Ensure all electrical items brought onto site have a current test and tag sticker.Not allow items to be used if not tested |  | Provide first aid, call emergency services, Complete accident register formcall emergency services if required |
| Cuts from using knife in food preparation in Kitchen | Mod | no | no | no | yes | Mod | Only authorized volunteers to use any knife in the kitchen or food preparation areaEnsure safe use of the knife usedWhen cutting with the knife ensure fingers are clear of any blade |  | Refer to onsite first aid, Complete accident register formcall emergency services if required |
| Burns from hot equipment in the kitchen (eg. Toasted sandwich machine) | Mod | no | no | no | yes | Mod | Only authorized volunteers to use the equipment in kitchen or food preparation areaDo not touch hot plate area of the machine – ensure use a spatula |  | Refer to onsite first aid Complete accident register formcall emergency services if required |

# Core Provisions and Communications

(**below is an example – add anything that you think is relevant for your competition)**

|  |
| --- |
| **Core Provisions:** Please give details of the following core provisions as they apply to your event or state NA if they do not apply |
| **Item.** | **Provider** | **Person Responsible** | **Contact** | **Management Notes** |
| First Aid and Medical services | First Aider on site and if required nearest A&E clinic |  |  | First Aid Kit to be readily available. If needed have someone able to transport to nearest A&E clinic. |
| Food (if supplied or sold to participants) | Committee Volunteers of the Society |  |  | Food Hygiene Standards to be adhered to. |
| Spectator Controls (ushers) if required. |  |  |  |  |
| Parking management | Committee Volunteers of the Society |  |  | The carpark will be spot checked during the day to ensure no one is double parked, no vehicles is blocking others and no unauthorized vehicles are in disabled carparks. |

# Event Day Incident Procedure

 **(this in an example – you may alter this to be relevant to your event)**

**Incident Occurs**

**If required the H&S Officer, President or Secretary to call emergency services. (Ambulance or Fire)**

**Implement evacuation plan (if required)**

**If a Serious Harm (as prescribed in HSWA 2015), H&S Officer to undertake a preliminary investigation and inform the Venue Management contact.**

**Record the incident on the Log Sheet**

**Advise H&S Officer, President or Secretary of the Society of the Incident**

**Check the site and do not disturb unless it is required to assist someone. Provide 1st Aid if required.**

# Inductions

(Enter Society Name here) will provide pre-briefings and onsite inductions to the event team members to ensure H&S information is clearly communicated.

At the commencement of the Competition a briefing of evacuation plan and information on amenities will be given to participants and spectators.

# Evacuation Plan

In the Event of an Evacuation all Persons in the venue will follow the Instructions of either the appointed H&S Officer, President or Secretary of the (Society Name). These people will appoint at least 2 members of their volunteer committee to act as evacuation Wardens whose task will be to escort and ensure that all occupants have evacuated the building to the assigned assembly point as described below.

The wardens will report to the H&S Officer that all areas are clear and everyone is assembled at the assembly point.

The H&S Officer will then report to the Emergency services that the building is all clear.

Once the All Clear has been given by the Emergency Services, The H&S Officer, President or Secretary will give the instruction to re-enter the building.

**The Evacuation wardens will be identified by a Hi-Viz vest. (example – you can use another form of ID if you wish and note this here)**

 **FIRE ACTION**

**IF YOU DISCOVER A FIRE**

**WARN THE OTHER BUILDING OCCUPANTS IF REQUIRED MANUALLY**

**OPERATE FIRE ALARM & PHONE THE FIRE SERVICE**

#### (FROM A SAFE PHONE) DIAL: 111

**WHEN WARNED OF A FIRE IN THIS BUILDING**

**LEAVE THE BUILDING IMMEDIATELY USING THE NEAREST EXIT AND ASSEMBLE AT:**

#### (ENTER THE ASSEMBLY POINT HERE – you will need to get this information from the venue)

**WALK - DO NOT RUN**

**EARTHQUAKE ACTION**





**If you are inside a building, move no more than a few steps, drop, cover and hold. Stay indoors till the shaking stops and you are sure it is safe to exit.**

**If you need to Evacuate:**

**Use the Evacuation plan to leave the building.**

## Parking

If parking area for participants is full then parking will need to be sought outside of the premises.

There is to be no Double Parking or blocking other vehicles in and this will be spot checked by a volunteer of the (Society Name) at various times during the event.

Only vehicles with authorised Disability / Mobility display cards may park in any disabled parks.

## Event Day (Incident/Issue) Log

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date/time | Reported by (name) | Location of issue/observation | Description (What is wrong/info to be recorded) | Actions to be taken | To be actioned by | Closed Y/N | Comment for debrief |
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|  |  |  |  |  |  |  |  |

## First Aid Register

Use this form to record details when first aid treatment is given.

|  |  |
| --- | --- |
| Name  |  |
| Location  |  |
| Date of treatment  |  |
| Time of treatment  |  |
| First aider  |  |
| Description of injury  |  |
| Treatment provided  |  |
| First aid items used |  |