Event Hazard Management Form

MARLBOROUGH DISTRICT COUNCIL

Event name:

Event location:

Total Anticipated crowd numbers

Spectators

Exhibitors

Pack in date:

Event date:

Pack out date:

Event Organiser:

Contact #:

Alternative contact:

Contact #:

Alternative contact:

Contact #:

INSTRUCTIONS

- **The responsibility is on the Event Organiser, to identify, manage hazards and for ensuring that the plan is followed and that there is compliance with the requirements of the Health and Safety in Employment Act 1992.**

- **Please identify hazards and issues in the boxes over leaf and describe how each hazard or issue is to be managed. Ask yourself "what if?"**

- **Assess if the risk control will Eliminate, Isolate or Minimise – these are standard health and safety terms to describe how you are reducing or removing the hazard. Ideally you will eliminate (remove) the hazard, then isolate or minimise.**

- **Estimate the likelihood of the hazard occurring - 1 is low, 5 is high. If something does not apply please state not applicable (N/A).**

- **Ensure the FIRST AID BOX (events) is taken to all events.**

- **This is a guide only, and is not an exhaustive list. There may be other items that need attention that are not on this list, please add accordingly.**

Attached

- [ ] Site plan
- [ ] Traffic management plan (if applicable)
- [ ] Security plan
- [ ] Waste management plan (if applicable)
- [ ] Other – please specify: _

1. Environmental effects on people to consider - effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	When	Event day ✔

2. Participants / Spectators- age/experience/suitability, accessibility needs , refreshments, lost children facilities, animals

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

3. Electrical, sound and lighting - registered tradesman, isolation required, tripping hazards.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

4. Staging and structures - dimensions and weight of structures, building consent, ground stability

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

5. Accident & health emergencies - first aid , fire extinguishers, emergency contacts, report/recording of accidents. Ensure the First Aid Box (Events) is easily accessible and a trained First Aider at hand.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

6. Waste management - toilet facilities, rubbish collection/removal, animal waste, recycling.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

7. Set-up/pack-down - what safety is in place while event site is a working site i.e. moving vehicles, first aid

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

8. Traffic management & parking - traffic management plan, signage, marshals, route, pedestrian management.

Risk	Hazard	Risk control	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

9. Vehicles participating - road legal, speed, floats, access to site for emergency vehicles

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

10. Activities - amusement rides, giveaways

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

11. Security - protection of pedestrians and spectators, Security/Police

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

12. Crowd control - fencing/barricades, alcohol, and protection of property.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

13. Stallholders/vendors - contracts, food/health licenses, emergency equipment, briefings

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

14. Staff/contractors/volunteers - Briefings, responsibilities, refreshments, training

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

15. Emergency procedures - bomb threat, fire, earthquake, Hazardous substances

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

16. Miscellaneous - site specific hazards

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

17. High risk - i.e. on roads, in water, pyrotechnics, work at height, hazardous substances

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1-5	Who is responsible And what action is to be taken	when	Event day ✔

18. Other relevant information

Could use for emergency contacts, site or route map or info to assist in showing how you ensure a safe event.

Key Contacts on day:

Key Contacts to be visually identifiable:

The above contacts will wear name tags for the ease of identification to enable stallholders and the public to raise and address issues as they arise.

19. Debrief

Make notes which could help for the next time this event is run ie;iIs there anything that could be done differently to prevent a hazard?

20. I have read this form and I am familiar with the risks associated with the event and the measures to minimise the risks. I am familiar with the emergency procedures and the equipment required to run the event.

NAME: SIGNED: DATE: Current 1st Aider   Y / N

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NAME: SIGNED: DATE: Current 1st Aider   Y / N