

# HEALTH & SAFETY PLAN TEMPLATE

As the event organiser, I am responsible for the Health and Safety of any workers, volunteers and for the public at my event and must consider any hazards and have appropriate controls in place to protect the public and place.

### **General Information**

Event Name:
Event Location:
Number of participants:
Number of spectators:

**Key Personnel** 

**Designation:** Name: Event organiser: First aid coordinator: Mobile:

## Event Safety Risk Assessment and Management Plan

### Step 1 – Hazard Identification

Hazard identification is the process of recognizing hazards associated with an event. It is helpful to identify risks by considering the people involved, and their roles to ensure their safety at all time. Hazard 'groupings' that can assist in the identification process include:

- Human type and size of crowd expected, level of crowd participation
- Technological mechanical, utilities such as gas and electricity and plant and equipment
- Natural the physical location and site area conditions
- Environmental weather, ground impact etc

### Step 2 – Risk Assessment

Risk assessment is the process of estimating the potential effectors or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimization. In order to determine a risk rating consider:

- The consequence what will happen, the extent of the harm
- The likelihood chances of possibility of it occurring.

When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

### Step 3 – Risk Control

In order to control the risk you need to work out the best method of handling the risk. Look at the following methods, which are referred to as the 'hierarchy of control', to see if you can eliminate or reduce the risk.

 Elimination – by removing the hazard entirely through new design or implementing new process



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- Substitution by replacing hazardous materials or methods with less hazardous alternatives
- Engineering by isolating, enclosing or containing the hazard or through design improve-
- ments
  - Administrative by ensuring safe operating procedures are in place and that effective training, induction and monitoring is available to all in the workplace
  - Personal Protective Equipment (PPE) by making sure that appropriate safety equipment such as gloves, hats, sunscreen etc are available.

## Likelyhood

### Risk Assessment tables

#### Concequence

		Control da cine c	
Rare (1)	Once every 10 years or never heard of it happening	Less than minor (	not required
Unlikely (2)	Event will seldom occur, i.e. every 2 years	Minor (2)	Fire aid or minor treatment
Possible (3)	Event will intermittently occur, i.e. annually	Moderate (3)	Medical treatment required
Likely (4)	Event will occur in most circumstances, i.e. monthly	Major (4)	Serious harm, e.g. broken bones or hospitalisation
Almost Certain (5)	Event expected to occur in most circumstances, i.e. daily	Extreme (5)	Loss of life, multiple serious harm, permanent severe

Once the likelihood and consequence have been decided a risk score or rating should be calculated. The product of multiplication gives us a risk category as follows:

Score	Category	Description
1 - 3	Low	While control issues may still exist at this level the impact will be low.
4 - 7	Moderate	This level of risk is still considered unacceptable in certain circumstances.
8 - 14	High	Requires attention with a degree of priority, Remedial action should be identified and implementation commenced.
15 - 20	Critical	This level of risk also requires immediate attention and should not proceed without clear and timely action plans to reduce risk.
21 - 25	Extreme	Do not proceed with any risk at this level without specialist assistance including development of contingency plans or risk transfer strategies.

Example hazard Potential har	
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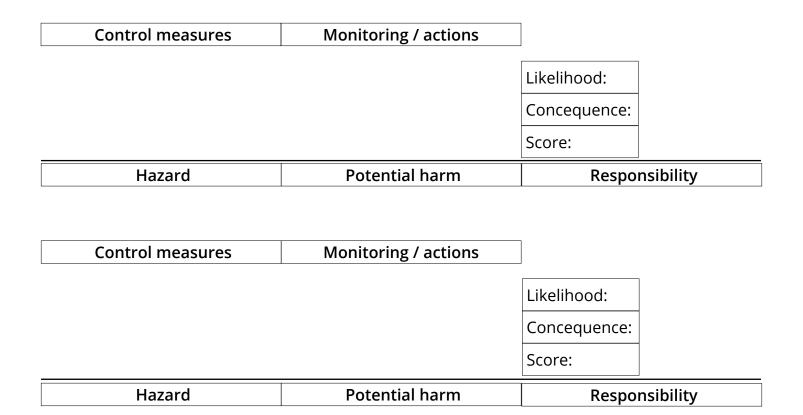
Control measures	Monitoring / actions	
		Likelihood:
		Concequence:
		Score:



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#### Hazards

Hazard	Potential harm	Responsibility



Control measures	Monitoring / actions		
		Likelihood:	
		Concequence:	
		Score:	
Hazard	Potential harm	Respo	nsibility

Control measures	Monitoring / actions	]
		Likelihood:
		Concequence:
		Score:



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## Hazards

Hazard	Potential harm	Responsibility

Control measures	Monitoring / actions		
		Likelihood:	
		Concequence:	
		Score:	
Hazard	Potential harm	Responsibility	
Control measures	Monitoring / actions		
Control measures	Monitoring / actions	Likelihood:	
Control measures	Monitoring / actions	Likelihood:	
Control measures	Monitoring / actions	Concequence:	
Control measures	Monitoring / actions		
Control measures Hazard	Monitoring / actions Potential harm	Concequence:	
		Concequence: Score:	
		Concequence: Score:	
		Concequence: Score:	

		Likelihood:	
		Concequence: Score:	
Hazard	Potential harm	Respo	nsibility

Control measures	Monitoring / actions	
		Likelihood:
		Concequence:
		Score:



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#### First Aid Plan

Describe what provisions have been made for first aid and include, if necessary:

- First Aid details of personnel (i.e. members and qualifications)
- Key emergency contacts and how recording of incidents will occur

**Emergency** Plan

Prepare plans for:

- Emergencies (bomb threat, fire, earthquake)
- Hazardous substances notify the fire service where appropriate

I will supply a Crowd Control / traffic management plan seperately

I will supply a Security Plan seperately

I will report all hazards to Turner Centre Management

I wil report all accidents, incidents and near misses to Turner Centre Management

Name Hirer: Date: Signature: