TURNER CENTRE
PERFORMING ARTS & CONFERENCE VENUE
TE PUAWAI

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:	Mobile:
Event organiser:		
First aid coordinator:		

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

- Substitution – by replacing hazardous materials or methods with less hazardous alternatives
- Engineering – by isolating, enclosing or containing the hazard or through design improvements
- 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.

Risk Assessment tables

Likelyhood		Concequence	
Rare (1)	Once every 10 years or never heard of it happening	**Less than minor (1)**	Minor injury, first aid 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 disability

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.

<table>
<tr><td>Example hazard</td><td>Potential harm</td><td colspan="2">Responsibility</td></tr>
<tr><td>Tripping</td><td>Sprains, strains and fractures to arms</td><td colspan="2" rowspan="2">1. John to do a pre-event check.
2. All staff must ensure the area is tidy and leads are taped down.</td></tr>
<tr><td>Control measures</td><td>Monitoring / actions</td></tr>
<tr><td rowspan="4">1. If leads are used, tape them down
2. Remove all clutter
3. Walkways to kept clear</td><td rowspan="4">1. Ensure there is tape in the event kit
2. Check before start of event</td><td>Likelihood:</td><td>Possible (3)</td></tr>
<tr><td>Concequence:</td><td>Moderate (3)</td></tr>
<tr><td>Score:</td><td>High (8-14)</td></tr>
</table>

Hazards

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

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		Likelihood:	
		Concequence:	
		Score:	

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: