

EVENT HEALTH & SAFETY PLAN – Template

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KEY EVENT INFORMATION			
Event Name:		Event location / address: (including <u>rapid number</u> and <u>road name</u>)	<ul style="list-style-type: none"> • Hall - • Site A - • Site B -
Event date and times:		Location of safe assembly area:	eg Outside in the car park
Event type (Brief description)	Eg Field day, beginning in local hall and visiting two on-farm sites	Wheelchair and mobility access:	
Audience (type, number)	Eg Farmers and rural professionals 80-130	Location of nearest AED:	
Event organiser: (name / contact phone no.)		Other involved: eg caterers, any suppliers of equipment etc.	
Host(s): (name / contact phone no.)		Event first aider: (name / contact phone no.) Who will have the first aid kit?	
Property owner (if not the host):		H&S equipment required? (eg road cones, hazard tape etc)	
Contact details, location, opening hours of nearest medical centre/hospital:	Name: Address: Phone: Opening hours:	Any other H&S resources required? (eg sunblock, drinking water) Who will have the H&S plan?	

PRE-EVENT PLANNING & COMMUNICATION

- Email registered attendees the itinerary and what to bring at least 3 days prior to event and if not already done so, request any dietary information.
- Request voluntary disclosure of any medical conditions/allergies by email prior to event or during H&S briefing at the event.
- In the event that the activity needs to be changed or cancelled last minute the organisers will phone registered attendees to notify them as early as possible.
- Weather forecasts must be checked regularly in the lead up to the event to ensure conditions are still suitable for the activity to go ahead.

- Road conditions and status from NZTA must be checked regularly to ensure roads are open.
- Follow up with event hosts etc within 3 days of the event to ensure logistics are acceptable and any last minute concerns can be addressed.
- Event organiser to ensure all safety equipment required for the event is fit for purpose. **First Aid kit to always be carried at events.**

ON THE DAY

- Check weather and conditions early before the event
- Safety/event briefing at the event
- Logistics of the day and roles clarified during the briefing ie who is event leader, who is first aid trained etc
- Monitor conditions and participants throughout the event.

EVENT BRIEFING

Announce the following notices as part of the event welcome

This is a template only – review and amend to fit local conditions and event type

<p>Health and safety procedure</p> <ul style="list-style-type: none"> ● Accident or emergency In the event of an accident or emergency, follow the instructions of the event organiser and host(s). ● Safe assembly area: The safe assembly area for this event is located in the car park (hall). We will use the event attendance register as a roll call. Remain at the safe assembly area until you are given the all clear by the event organiser / host ● Earthquake: In the event of an earthquake, keep clear of collapsible structures and (where possible) seek shelter from falling debris. ● First aid: If you require first aid, the first aider for this event are the QS team. ● Allergies: Ask attendees to notify you or the designated first aider if they have any known serious food or other allergies and whether they carry medication for the reaction and how to administer it. ● Incidents: In the event of an incident (accident, injury or near-miss), notify Chloë Dear, Manager, Quorum Sense ● Specific procedures for this event: ADD or mark n/a 	<p>Emergency equipment and exits:</p> <ul style="list-style-type: none"> ● Notify attendees who will be carrying first aid kits and any other H&S resources eg sunblock, drinking water, contact details of medical centre etc ● Notify attendees of who is designated first aider. ● Notify attendees of emergency exits and assembly point locations.
	<p>Accessibility:</p> <ul style="list-style-type: none"> ● Notify attendees of any accessibility issues
	<p>Event-specific risks and mitigations:</p> <ul style="list-style-type: none"> ● Use the risk assessment attached to plan for site/event specific hazards and mitigations. ● Notify attendees of the risks and mitigations identified <p>KEY RISK/S for this event:</p> <ul style="list-style-type: none"> ● ADD or mark n/a
	<p>Housekeeping and general event rules:</p> <ul style="list-style-type: none"> ● Location of toilets ● Location of drinking water ● Smoking policy

DETAILED EVENT MANAGEMENT PLAN

This is a template only – review and amend to fit local conditions and event type. Not all of this may be required.

Health and Safety Procedures

Accident procedure <ol style="list-style-type: none"> 1. Stay calm. 2. Shut down any plant or equipment. Ascertain any other risks that need to be dealt with. 3. Provide first aid if someone is injured. 4. Dial 111 and ask for the appropriate emergency services (provide the rapid number and road name). 5. Arrange for someone to meet emergency services at a specified location. 	Emergency procedure <ol style="list-style-type: none"> 1. Provide an evacuation signal (e.g. verbal instruction from the event organiser / host). 2. Evacuate attendees to the safe assembly area (identified in 'event details' on page 1). 3. Dial 111 and ask for the appropriate emergency services (provide the rapid number and road name). 4. Use the event attendance register as a roll call. 5. Remain at the safe assembly area until it is safe to give the all clear / you are given the all clear by emergency services.
Earthquake procedure <ol style="list-style-type: none"> 1. Stay calm. 2. Keep clear of collapsible structures. 3. Seek shelter under a solid object that will provide protection from falling debris (where possible). 4. If required, follow the procedures above for an accident or emergency 	Late arrival procedure (on-farm events). <ol style="list-style-type: none"> 1. Where possible, ensure that for the first 20-30 minutes the group is based at the original arrival point, to enable any late arrivals to check in and be given a health and safety briefing. 2. Prior to the event, make clear to all attendees that those arriving after the group has left to tour the farm must immediately contact the event organiser and remain at the arrival point until the farmer or event organiser collects them. 3. Leave a sign at the arrival point / farm entrance for late arrivals: 'If the group has already left, wait here and call / text XXXX.'

POST EVENT

- Confirm all staff and participants are accounted for
- Report/record any incidents or near misses
- Update risk register if required
- Follow up with any recommendations or improvements for further events

This plan and assessment has been prepared by:	Name & Role: Phone:	Signature:	Date:
This plan and assessment has been checked and approved by:	Name & Role: Phone:	Signature:	Date:

INCIDENTS

In the event of an incident (accident, injury or near-miss):

- Notify xxxxxxxx as soon as possible
- Record the incident in the register held in the Health and Safety folder and provide details in an email to xxxxxx
- In the event of a notifiable incident (ie a serious incident that did or could have resulted in death or serious injury) occurring, it must be reported to WorkSafe by the fastest means possible www.worksafe.govt.nz/notify-worksafe/ or by phone.. This should be done by xxxxx if possible.

RISK ASSESSMENT

Template only-Delete as appropriate-Use Risk Matrix below to assess risk. For on-farm activities, please refer to the farm's own health and safety plan and adapt the following accordingly.

Identify Hazards	Assess the Risks	Risk score	Manage the Risks	Monitor
Machinery and Equipment	Danger of injury from working machinery. Machinery operator may be distracted or unable to hear or see people. Person could fall into working machinery. Person could be run over by large machinery.	Likelihood-Possible Impact-Major Score - 12	Ensure that anyone attending the event has been briefed about H&S and possibility of large machinery operating. Ensure that all farm workers know that members of the public are on farm. Try to keep large machinery away from site of event. Event organiser or nominated H&S person to wear hi viz vest.	Event organiser or nominated H&S person to keep a watch out for any large machinery approaching and warn people, move people out of the way.
Livestock	Animals can be unpredictable and may pose risks such as bites, kicks, or crushing injuries especially bulls or mothers and calves.	Likelihood-Possible Impact-Moderate Score- 9	Brief those attending on the dangers of livestock. Avoid paddocks where stock are present. Check with the farmer before entering a paddock with stock.	If stock are present, a nominated person can monitor stock behaviour and if stock become agitated or distressed notify the party to exit.
Slips, trips and falls	Uneven terrain, slippery surfaces and vegetation can create hazards when walking around a farm.	Likelihood-Possible Impact-Minor Score - 6	Brief those attending on the risks of slips, trips and falls. Ensure any hazards are identified verbally or use tape and waratahs to fence off large hazards such as holes or ditches etc Brief attendees to wear suitable sturdy footwear prior to the event taking place.	Hazards identified as they move around the farm.
Weather Conditions	Extreme weather like storms, heatwaves, or sudden changes in temperature can pose risks	Likelihood-Possible Impact-Moderate Score- 9	Check the weather forecast regularly and if there is any chance of extreme weather postpone the event. If bad weather (hot or cold) is forecast ensure attendees have been briefed and are wearing appropriate clothing for the conditions. Provide sunblock and water if hot.	Keep up to date on local weather forecast. If the weather changes dramatically during the event then halt the event and ensure everyone is safe.
Allergic reaction	Severe allergic reaction to food or insect bite/sting etc	Likelihood-Possible Impact-Major Score - 12	Ensure that anyone with known severe allergy has made themselves known to event organiser prior to the event and that they have appropriate medication and nominated H&S person is comfortable to administer it in an emergency. In case of emergency dial 111 ensure the address and exact location of the event is known to direct emergency services.	Make those attending aware of any bee hives in the close proximity.

Driving vehicles	Driving on public roads, driving on gravel roads, driving on farm tracks, danger of crash or accident which could result in injury.	Likelihood- Possible Impact- Major Score- 12	Ensure attendees are driving to the conditions and obeying the road laws. Point out any hazards that they may encounter on route.	Monitor driving of those attending. Point out any major hazards before setting off/moving between sites etc.
Heart attack/Stroke	Could cause death or serious injury.	Likelihood- Unlikely Impact – Catastrophic Score - 12	In case of emergency dial 111, ensure the address and exact location of the event is known to direct emergency services. Ensure H&S appointed person has completed first aid training including CPR. Prior to event get the location of nearest AED and appoint person responsible for retrieving it or transporting patient to nearest AED.	Ensure there is cell phone coverage at the location of the event and throughout.
Cuts, scrapes, minor injuries, broken bones	Risk of minor injury from vegetation, livestock, insect bite/sting, sharp objects, machinery slips, trips and falls etc	Likelihood-Possible Impact- Minor Score - 6	Attendees are briefed on possible hazards and made aware of who has first aid kit. A first aid kit will be carried by event organiser.	Identifying any hazards along the way that could cause injury.
Rivers, ponds, effluent ponds, ditches etc	Risk of drowning in water	Likelihood-Unlikely Impact- Major Score - 8	Ensure attendees are briefed on any open water hazards. Keep away from effluent ponds and other water dangers.	Identify any trip hazards which could result in falling into water.

RISK MATRIX

Likelihood	Impact / Consequence				
	1 Negligible	2 Minor	3 Moderate	4 Major	5 Catastrophic
5 Almost certain	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Rare	1	2	3	4	5

DEFINITION

Score -Risk	Action
20-25 Extreme Risk	The activity MUST NOT take place until actions are taken to eliminate the hazards or minimise the risk.
15-16 Very High Risk	Actions are to be taken to eliminate the hazard or minimise the risk.
10-12 High Risk	Actions are to be taken to eliminate the hazard or minimise the risk.
4-9 Moderate Risk	Actions are to be taken to eliminate the hazard or minimise the risk.
1-4 Low Risk	The activity can take place provided controls and mitigations are identified.