EVENTS OPERATIONS TEMPLATE

How to use this event operations plan template

As an event organiser, you are responsible for planning and managing risk at your event. This event operations plan template is provided by Dogs New Zealand to assist you to plan and deliver a safe, healthy and operationally successful event and will compliment your other plans for programming, marketing, funding etc. 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 Dogs New Zealand's expectations for the management of risk at events.

This template suggests format, wording and content tailored to your event scale, nature and complexity as described in your event application form. 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, reflecting Dogs New Zealand's expectations of an event operations plan. 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.

- Grey 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.

- Sections 1 – 6 ask for operational information that describe your event and demonstrate in a general sense how you are going to deliver a safe event environment.

- Section 7 suggests headings and content for more detailed plans or procedures for managing risks identified through your risk control planning (Section 6).

- Section 8 provides example appendices i.e. forms, definitions and a sample risk management framework relevant to your event.

Any questions or concerns please contact your event coordinator at Dogs New Zealand. Happy planning.
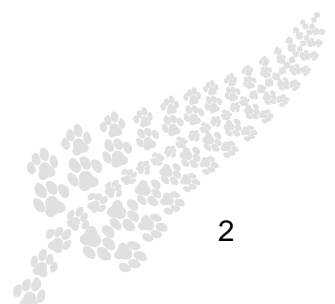
NATIONAL EVENT operations plan

Purpose

This document outlines how Dogs New Zealand plans to take all practicable steps to deliver a safe and therefore enjoyable event experience at our Events, when and where.
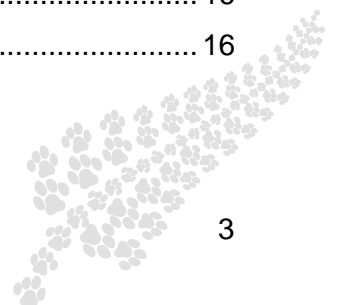
We understand and accept that under the Health and Safety at Work Act 2015 (HSWA), Dogs New Zealand, have at all times a duty of care to ensure the health and safety of all event participants and spectators, event staff, contractors, subcontractors, volunteers, other event delivery participants such as sponsors, and any persons legally entitled to be at or in the vicinity of the event site.
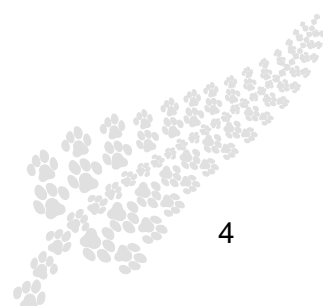
Name:	
Role:	
Date:	
Signature:	

Contents

1. EVENT HEALTH AND SAFETY COMMITMENT

As the event organisers for EVENT NAME I/we will deliver a safe and healthy event environment for all people associated with the event, and anyone who may be affected by our activities. We will deliver this by:

1. Having a risk management process in place for identifying, documenting, assessing, managing, and reviewing event risks;
2. Providing event health and safety information to all event stakeholders through preplanning meetings, site inductions, event signage, event day briefings and event day incident reporting;
3. Having clear health and safety roles and responsibilities for the event's delivery team (including contractors, volunteers, delivery partners);
4. Having clear lines of communication and consultation with contractors (PCBUs[1])
5. Having an agreed process for reporting and investigating incidents;
6. Event day site checks and monitoring, that feeds into daily/end of event debriefs to ensure continuous improvement; and
7. Complying with all relevant legislation, regulations, codes of practise and industry standards.

2. EVENT DETAILS

Event name:		
Event summary & scope: *(briefly outline the nature and scope of the event and activity on the event site)*		
Site description: *(e.g. name, address, key features)*		
Event dates & times: **Note:** If maritime event include set up and pack down time required on water	Pack-in date/s:	Pack-in times/s:
	Event start date/s:	Event end date/s:
	Event start time:	Event end time:
	Pack-out date/s:	Pack-out time/s:
	Contact name:	

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[1] PCBU – Person conducting a business or undertaking ref Health and Safety at Work Act 2015
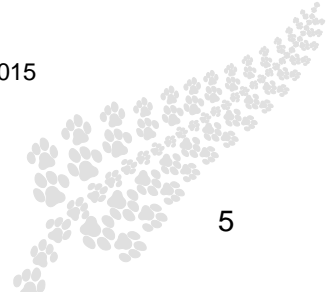
Event organiser contact details:	Mobile: Phone: Email:	Address:
Alternative contact:	Contact name:	
	Mobile: Phone: Email:	Address:

Total site capacity: *Number of people that the site can accommodate at any one time*	
Anticipated participation numbers (workers/spectators etc.) on the event site at any one time:	

Anticipated Participants and spectators	Yes	No	Expected number of persons:
Participants	☐	☐	
Employees	☐	☐	
Spectators/patrons	☐	☐	
Contractors *(include staff numbers)*	☐	☐	
Volunteers	☐	☐	
Vendors *(include staff numbers)*	☐	☐	
Dogs	☐	☐	
TOTAL			
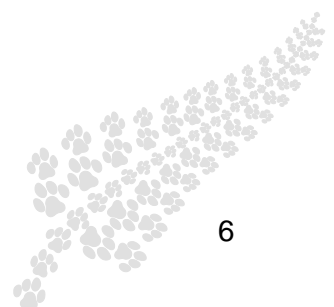
Other contributory factors (included in Risk Control Plan)	Yes	No	References used to develop this plan:
Amusement Devices			
Involvement of animals			
Accessibility needs			
Working at heights			
Presence of alcohol			
Involvement of children and/or vulnerable persons			
Traffic management			
Vehicles e.g. parade, site access			
Lasers and lighting			
Naked flames			
Noise (e.g.: drumming, amplified noise)			
Temporary structures (e.g.: scaffold, stage etc.)			
Ground penetration (e.g.: pegging marquee or structures)			
Usage of LPG (e.g.: food stalls)			
Electrical installations/generators			
Water/ponds			
Other			

2.1 Ticketing

INSERT DETAILS OR DELETE IF NOT RELEVANT e.g. Tickets available from:
LOCATION/WEBSITE
Cost of tickets: etc.

2.2 Site map

INSERT/ATTACH SITE MAP

2.3 Event programme

INSERT OR PROVIDE GENERAL OVERVIEW OF TYPE OF ENTERTAINMENT IF NOT FINALISED
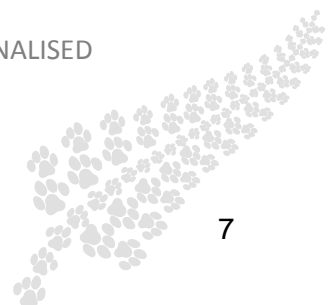
2.4 Production schedule and run sheet

INSERT (WHEN AVAILABLE) – schedule including pack in and out activities.

3. KEY CONTACTS AND RESPONSIBILITIES

The key contacts and their role/service are in Appendix 8.1. After-hours contacts are required in case of an incident that need to be communicated i.e. postponement.

4. CONTRACTOR MANAGEMENT

The event recognises that contractors and the event management company are a PCBU (person conducting a business or undertaking) under the HSWA.

4.1 Event organiser contractor responsibilities

EVENT ORGANISER commits to undertaking the following actions at EVENT NAME to support delivery of a safe event environment; or where harm occurs, effective management of the occurring incident by:

- **Reviewing all contractors' event specific health and safety management plans** prior to any works taking place and accepting the level of risk management associated with their works
- **Site inductions for all contractors** including event overview, on site hazards, H&S reporting and investigation processes, location of facilities (toilets, water) (refer to induction check list)
  - o EVENT ORGANISER is taking a contractor induction: WHERE AND WHEN
- **Onsite monitoring** of contractor activity in line with contractors event specific H&S plans (pack in/out and event day) o EVENT ORGANISER is monitoring contractors when on site
- Providing **post event feedback** to inform future planning and documentation.

4.2 Contractor responsibilities

To support the delivery of a safe and successful event environment and to meet current legislation EVENT NAME/ORGANISER requires contractors to complete event specific H&S documentation; or where harm occurs effective management of the incident, evidenced as follows:

- All **contractors to follow best practice systems and processes** in accordance with respective industry standards at all times
- Risk created by work undertaken by a contractor (or a subcontractor) are clearly identified, documented and managed by the contractor and communicated to the event manager/event H&S representative
- **Event reporting and communication lines are followed if an incident occurs** (including hazard, accidents and near misses); and Compliance with all required legislation and regulations.

4.3 Contractor list

Appendix 8.2 - Contractors that have been engaged for the event.
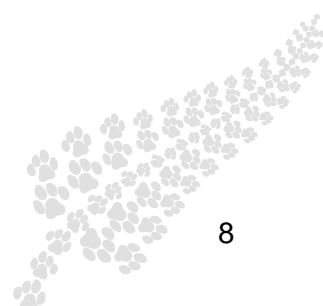
5. INDUCTIONS

EVENT ORGANISER will provide pre-briefings and onsite inductions to the above contractors to ensure H&S information is clearly communicated. (Refer induction check list in appendix 8.3 for what is covered and who has been inducted on site)

6. RISK MANAGEMENT

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
- how it is used as a daily hazard check list

6.1 Risk control plan

The risk control plan has been provided to all named in the 'owner' column in the plan below, where possible both as a hard copy and electronically. The ratings definition table below has been used to assess the likelihood and impact of each identified risk and therefore show the level of risk via a risk score. Please refer to appendices – risk management framework.

Risk rating definitions table

6.2 Command, control and communication

The below personnel chart shows the event structure and who will communicate with whom in the case of an incident, where 111 is not the first point of call. (SAMPLE: See Appendix 8.)

In the case of an incident all event stakeholders are briefed to meet at INSERT LOCATION to get a detailed report on the incident, and develop the action plan to manage safety of those on site.

Communication channels (SAMPLE. Describe how stakeholders on site are to communicate with each other)
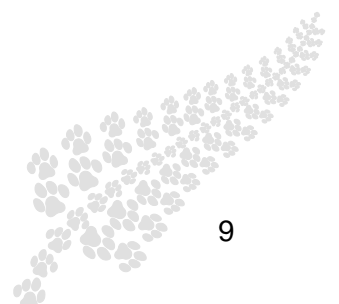
6.3   Event day reporting and incident management

The below section outlines how event day reporting will be managed depending on the information or incident that has occurred.

The event day log will record all key event information (weather, crowd levels, and operational issues) and incidents/accidents/near misses (minor or major). Serious harm accidents, will be noted in the event day log (see appendices). The investigation and reporting will follow WorkSafe procedures and forms (refer to risk control plan documents section titled notifiable accident reporting).

6.3.1   Event day incident procedure

(SAMPLE: Delete and develop your own if the below is not relevant to your event.)

```
                         Issue/incident occurs
                                 ↓
   Check the site, do not disturb, unless it is requried to assist someone. Provide first aid if
                                qualified.
                                 ↓
        Advise the event manager via RT/mobile. Need location and descirption of incident.
                                 ↓
          Event manager to send required services i.e. security, St John, H&S
                              representative
                                 ↓
   Incident recorded in event day log, and advises key event services at debrief, or if serious
                            harm immediately.
                                 ↓
   If serious harm, H&S representative attends to implement preliminary investgation and
      contact Event Manager with an update, WorkSafe and Dogs NZ if required.
                                 ↓
                    Implement evacuation plan (if required)
                                 ↓
   When the incident is resolved, the event manager agrees on key messaging, and key
                     services are updated by event 2IC.
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6.3.2   Emergency management

In the case of a civil defence or emergency outside the event site/organisers control, the event will follow the instructions of the lead emergency agency (NZ Police/Fire Service). The event evacuation plan will be implemented if required, and event day incident procedure (as above) followed.

7.   RISK CONTROL PLAN DETAILS AND SUPPORTING OPERATIONAL DOCUMENTATION

The below plans/procedures describe actions undertaken to eliminate or minimise the risks identified in the risk control plan (Section 6.1)

DELETE ANY OF THE HEADINGS IN SECTION 7 THAT DO NOT APPLY TO YOUR EVENT AND ADD ANY SPECIFIC TO YOUR RISK CONTROL PLANS.

7.1   Emergency services

NZ Police – Describe how you have engaged with Police, if they will be present at the event, key contact and onsite location.
NZ Fire Service – Describe how you have engaged with Fire Service, if they will be present at the event, key contact and onsite location.

7.2   First aid provision

First aid register – refer to appendices.

7.3   Notifiable accidents reporting procedure (WorkSafe)

The event site is a workplace. Any incident that occurs within the event footprint or area of control will follow the below WorkSafe procedures.

7.3.1   Reporting notifiable events to WorkSafe New Zealand and key stakeholders (i.e. the land owner e.g.: local Council)

Notification to WorkSafe and any land owners (e.g. Council) will be done if a work-related event (notifiable event) occurs.

Under HSWA, the event organiser is required to:
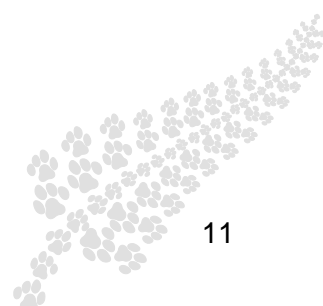- Notify WorkSafe as soon as possible, when a notifiable event occurs.
- Preserve the site of the incident until a WorkSafe inspector arrives, or you are otherwise directed.
- Keep records of all notifiable events.

A notifiable event is a:
- Death,

- Notifiable illness or injury, or
- Notifiable incident occurring as a result of work.

Only serious events are intended to be notified.

7.3.2   Notifiable event procedure

7.3.2.1 Preserve the site

The person who manages or controls the event site (workplace) must take all reasonable steps to ensure that the site of the notifiable event is preserved and not disturbed until a WorkSafe inspector authorises you to do so.

The site may only be disturbed if:
- You need to assist the injured person,
- It's essential to make the site safe or minimise the risk of someone else being hurt or killed,
- Directed to do so by the Police, and/or ⬚   Permitted by WorkSafe.

To ensure the site is not disturbed:
- The work set-up should not be changed,
- Any plant, substances or other things involved in the event should stay where they are,
- Work that could interfere with the site should stop; work may continue in other parts of the workplace, and/or
- No alterations should be made to the plant, vehicles, or structures involved.

Note:
- ⬚   If you are reporting a hazardous substances emergency, please call 111 and request New Zealand Fire Service and then the WorkSafe response team directly on 0800 030 040.

7.3.2.2 Notify WorkSafe

If someone is seriously injured as a result of the event activity, then the process will be:
- Notify WorkSafe as soon as the event organiser (or representative) is aware that someone has been seriously injured (notifiable).
- The notification will be made even if emergency services attend.
- Only one notification is required for each notifiable event.

If there are multiple businesses involved with the work, then one of the businesses/contractors will be nominated to notify WorkSafe.

Note that all businesses involved with the work are responsible for making sure that the notification is made by the nominated business.

How to notify WorkSafe:
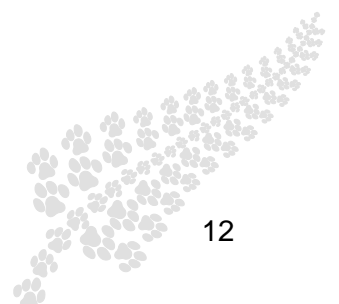
1. Phone: 0800 030 040
2. Online: http://forms.worksafe.govt.nz/notifiable-event-notification
3. Form: Refer to appendices

7.3.2.3 Keep records

Records of all notifiable events will be kept for at least five years from the date of the event. (Refer to forms section in appendices)

7.4 Lost child procedure

Lost children management plan

Where the presence of children (or vulnerable persons) is involved, a procedure is in place to ensure the safe and timely return of lost dependents. Refer to forms section of the appendices for the lost child form.

Lost child centre

DESCRIBE THE AREA, LOCATION, TYPE OF STRUCTURE AND HOW IT WILL BE IDENTIFIED TO THE PUBLIC e.g.: Tent, signposted, noted on maps and publicised via PA announcements as the location for care-givers to report or collect lost children.

Communication

DESCRIBE HOW EVENT STAFF AND VOLUNTEERS WILL FACILITATE COMMUNICATION FOR LOST CHILDREN e.g. all event staff, volunteers and security to have cell phones or some other form of communication device to facilitate communication re lost children.

DESCRIBE HOW YOU WILL HAVE INFORMED STAFF ON WHAT TO DO e.g. All staff briefed to take any lost children to lost child centre and on lost child procedure, contact phone number to be displayed at stage.

Staffing

INSERT DETAILS ON WHO WILL MANAGE THE LOST CHILD CENTRE AND PROCEDURE, HOW HAVE THEY BEEN SELECTED, HOW AND WHEN STAFF WILL BE BRIEFED ON LOST CHILD PROCEDURE e.g. procedure included in all staff briefing, hard copy of the lost child procedure is available for easy reference, staffed with 'children orientated' volunteers with childcare experience
- Minimum 2 volunteers available to staff lost child centre at all times
- One volunteer responsible for coordinating the procedure and capturing dependent's information and another caring for the dependent/s.

Procedure

DESCRIBE HOW THE PROCEDURE WILL BE MANAGED FOR LOST CHILDREN e.g. the
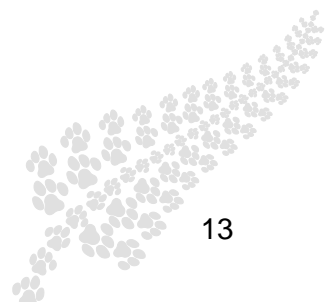
lost child centre will be the main point for coordination and collection. All staff will be briefed on the following procedure:

1. If approached by someone who has lost a child, staff will ask the following (form provided in appendices):
   a. ID of the person
   b. Description – sex, age, ethnic group, hair colour, clothing description, name (and if the child knows their name).
   c. Location last seen/found
   d. Approximate time missing/lost
2. Contact the lost child centre with details. If lost child centre cannot be contacted, contact the Event organiser.
3. Children found by staff or by a third party to be taken to the lost child centre by the staff member who finds or receives the child. **Do not let the dependent go with another member of the public to the lost child centre**.
4. The lost child is looked after by Lost child centre staff, who add details (a,b,c above) to register
5. Lost child centre to confirm details over radio/mobile with event staff and arrange an announcement on stage or over PA to be repeated every 10 minutes until the child is found. **NO NAMES TO BE USED** only a description of the child.
6. If after 30 minutes the child hasn't been located, ensure the Police are contacted via the onsite Police if available or through the local Police Station.
7. When the dependent is found the lost child centre should ensure all staff are aware of the missing child e.g. stage manager and Police are notified and to stop the search.
8. Staff at lost child centre to ensure correct person collects dependent.
   • Children are not to be given to any caregiver unless staff are satisfied with identification of the caregiver and the reaction of the dependent. Get them to sign for the dependent and print name and contact number on the lost child form (ID REQUIRED) See forms appendix.
   • Check child's reaction. If child becomes distressed or seemingly fearful staff MUST contact Police and pass on your concerns.
9. At the end of the event, if children are still present, Police to assist in repatriation.

7.5   Security

Security Contractors: COMPANY NAME (refer to key contracts for details)
Security base: DESCRIBE LOCATION WITHIN THE SITE
High level security schedule (refer to plan for detail) see Appendix #

DELETE IF NOT APPLICABLE - INSERT/ATTACH SECURITY PLAN

7.6   Crowd management

DESCRIBE ANTICIPATED CROWD e.g. crowd demographics, expected peak times for capacity crowds, any previous crowd issues i.e. behaviour.
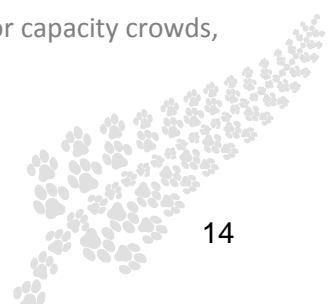
DESCRIBE CROWD COMMUNICATIONS PLAN e.g. agreed messaging that will be given by the stage/security/event crew in the case of different crowd issues such as when crowd is almost at capacity and how these messages be given (loud hailers/PA system/stage mics).

DESCRIBE HOW EVACUATION COMMUNICATIONS WILL BE IMPLEMENTED I.E. LINK WITH EVACUTATION PLAN.

7.7   Emergency access

The site will be set up to ensure that there are no restrictions for emergency service vehicles or personnel.
A minimum of 3 meters will be maintained along site access points and pathway/roads to allow for Fire Service and Ambulance access.

7.8   Evacuation plan

If an incident occurs that is significant, the evacuation of the event site will be agreed between the event manager, event H&S and Police/security refer to event day incident procedure section 6.
INSERT VENUE EVACUATION PLAN – SITE MAP WITH EGRESS POINTS, CROWD FLOWS, MUSTER POINT AND AN OVERVEIW ON HOW THIS WILL BE MANAGED AND COMMUNICATED.

7.9   Accreditation

DESCRIBE WHO WILL RECEIVE ACCREDITION AND HOW AND WHEN THIS WILL BE DISTRIBUTED, INSERT IMAGE/S OF ACCREDITATION AND INSERT/ATTACH ACCREDITATION MAP (WHAT PASS GETS YOU WHERE)

7.10   Special effects & pyrotechnics

Contractor name:	INSERT NAME
Description of activity:	DESCRIBE
Location of activity/exclusion zone:	MAP
Schedule of activity pack in/event/out:	DESCRIBE
Certification/license number	INSERT APPROVED HANDLER, TEST DISPLAY LICENSE NUMBER

INSERT PLAN and Event/Site specific safety plan

7.11   Event waste

Waste management provider:	INSERT NAME
Portaloo provider:	INSERT NAME
Waste water provider:	INSERT NAME

DESCRIBE WASTE MANAGEMENT APPROACH E.G. APPROACH TO RECYCLING INSERT SUPPLIERS PLAN/SCHEDULE e.g. outlining what services are being provided, when, servicing schedule, waste incident response procedure.
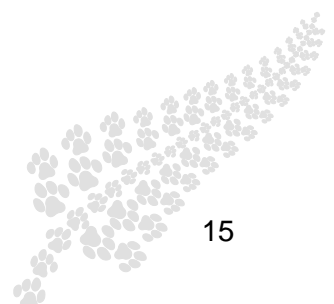
7.12   Noise

DESCRIBE HOW THE EVENT WILL MANAGE NOISE LEVELS/RESTRICTIONS i.e.
monitoring at sound desk, comment on any decibel levels that may apply to the event location or resource consent conditions, describe any personal protective equipment required by event crew/contractors and who is providing and monitoring use.

7.13   Volunteers

DESCRIBE HOW YOU WILL MANAGE VOLUNTEERS e.g.

Volunteer manager: NAME

Volunteer meeting point/rest area: location

Volunteers will have information on the event, their roles and H&S communicated by:
- a pre-briefing DATE/LOCATION (and hard copies of event documentation where required is provided) specific to their role, in addition to the pre-briefing information given to all contractors/services delivering to the event as mentioned above.
- Be inducted to site as per site induction checklist
- Recorded on the Volunteer event day check in/out sheet (refer forms).

7.14   Alcohol management

DESCRIBE ALCOHOL MANAGEMENT APPROACH
Is alcohol being allowed, supplied or sold and if so who is supplying when, license number, who has approved this and under what terms e.g. alcohol will be managed in accordance with the attached alcohol management plan.

INSERT ALCOHOL MANAGEMENT PLAN IN APPENDICIES IF REQUIRED

7.15   Camping

DESCRIBE CAMPING OPTIONS & MANAGEMENT

Is camping available on site or at another location and if so who is supplying when, license number, who has approved this and under what terms e.g. alcohol will be managed in accordance with the attached alcohol management plan.

INSERT CAMPING PLAN IN APPENDICIES IF REQUIRED

7.16   Traffic and transport

7.16.1   Vehicle site access

DESCRIBE SITE ACCESS LOCATION/TIMES/ ACCREDITATION REQUIREMENTS
INSERT VEHICLE ACCESS MAP
INSERT VAP IMAGE (VEHICLE ACCREDITATION PASS)
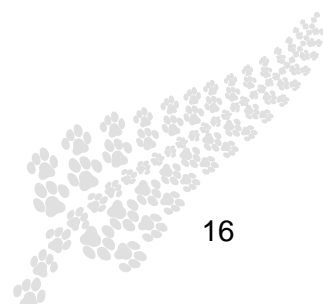
7.16.2   Traffic management plan

The event traffic management plan has been reviewed and approved by local council's transport department.

Overview of traffic management: Explain why and what, and who the contractor is. Road closures: E.g.: Smith Street (between Brown Street and White Road) from 2pm to 8pm on Saturday, 5 June 2016.

Parking restrictions:

For full plan see appendices. INSERT TMP

7.16.3   Public transport

DESCRIBE PUBLIC TRANSPORT PROVISIONS / OPTIONS / BUS TIMETABLE ETC

7.16.4   Parking

Parking is provided at: See Appendix #

If the parking options are full, this will be communicated by the event manager by INSERT ROLE. DESCRIBE PROCESS TO ACTIVATE CONTINGENCY SITES e.g. Contingency sites will be opened, and event crew / security will advise attendees on the ground. INSERT RADIO / SOCIAL MEDIA OPTIONS FOR COMMUNICATION AND WHO IS ACTIONING THIS.

7.17   Particular hazardous work

DELETE ONE There is no known particularly hazardous work taking place at this event/the following particularly hazardous work has been advised to WorkSafe

7.18   Amusement devices

All mechanical devices used at the event will hold Worksafe certification and obtain a licence to operate from Council.

Land-borne inflatables (bouncy castles etc.) will operate in accordance with the Worksafe land-borne inflatable device operating requirements.

Where required, Council will be provided with appropriate health and safety documentation for relevant amusement devices.

7.19   Power

Contractor: INSERT NAME

DESCRIBE SERVICES – tagged and tested, generators

7.20 Lighting

Contractor: INSERT NAME
DESCRIBE SERVICES - comment on any lux levels that may apply to the event location (resource consent conditions)

7.21 Marquees

Contractor: INSERT NAME
DESCRIBE marquee dimensions, how being secured (pegging/weights). Show on site map.

7.22 Fencing

Contractor: INSERT NAME
DESCRIBE SERVICES – type e.g. crowd control barriers, if scrimmed or containing signage. Show on site map.

7.23 Sound/AV

Contractor: INSERT NAME
DESCRIBE SERVICES/EQUIPMENT – PA, mics etc.

7.24 Staging

Contractor: INSERT NAME
DESCRIBE LOCATION(S)/DIMENSIONS.

7.25 Food vendors

The food vendors will provide the current certificate, insurances and relevant food safety documentation. See Appendix #

7.26 Radio communications (RTs)

Contractor:
DESCRIBE SERVICES – Quantity of RTs, delivered on DATE.

Channels: e.g. General communications   1
                    Stage   2
                    Emergency channel   3
See Appendix #

7.27 Information tent

Location: DESCRIBE LOCATION
Staffing: DESCRIBE WHO WILL STAFF
Provides: DESCRIBE STAFF ROLES e.g. provides event programmes, lost child forms, first aid kit, lost property / found property form
Communications: e.g. RT provided channel x/landline available)

7.28   Accessibility

DESCRIBE HOW YOU HAVE INTERGRATED ACCESSIBLITIY PLANNING PROVISIONS
TO KEY FACILITIES FOR MOBILITY IMPAIRED e.g. toilet, venue access, sign language and parking
facilities.
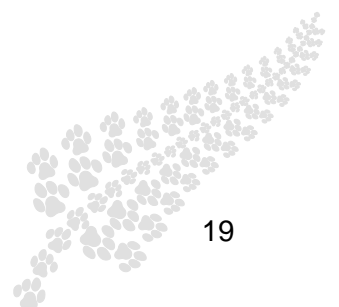
8. APPENDICES

8.1 KEY CONTACTS AND RESPONSIBILITIES

Responsibility	Name of contact	Contact number (during event and after hours)	Company/organisation
Event controller/manager (24/7)			
2IC event manager (24/7)			
Event H&S representative (prior/during and post)			
Liquor licensee			
Stallholder manager			
Event day operations centre			
First aid on site			
Event medical assistance provider			
Local hospital/A&E			
Local after hours medical centre			
NZ Police (local station or officer in charge)			
Security manager			
Traffic management (incl. parking)			
Maritime/water safety			
Waste management			
Lost children			
Council contact			
After hours council contact			
INSERT OTHERS			

8.2 CONTRACTOR MANAGEMENT

Type of service	Description of work undertaken and equipment to be used	Most senior person responsible for safety at the event and company name	Contact number and email	Event specific safety plan received	Industry certification/license no (if applicable)	Event site induction completed/date
Amusement equipment						
Electrical						
Food Stalls						
Stage						
Sound						
Marquee						
Fencing						
Security						
Traffic Management						
LP Gas						
Cleaning						
Waste						
Drinking water						
Toilet facilities						
OTHER						

8.3   INDUCTIONS

What	Attendees Should include anyone required on site throughout pack in/pack out other than general public on event day.	Date/time	Meeting location point
Pre-briefing			
Site induction		Upon arrival to site.	

8.4   RISK MANAGEMENT

Risk rating definitions table

Likelihood (L)	Definition	Impact (I)	Definition	Risk score	Category	Description
1 Rare	Once every 10 years, never heard of it happening	1 Less than Minor	Minor injury, first aid not required	1-3	Low	While control issues may still exist at this level, their impact will be low.
2 Unlikely	Event will seldom occur i.e. every two years	2 Minor	First aid or minor treatment	4-7	Moderate	This level of risk is still considered unacceptable in certain circumstances.
3 Possible	Event will intermittently occur i.e. annually	3 Moderate	Medical treatment required	8-14	High	Require attention with a degree of priority. Remedial action should be identified and implementation commenced with appropriate priority.
4 Likely	Event will occur in most circumstances i.e. monthly	4 Major	Serious harm, for example broken bones, hospitalisation	15-20	Critical	This level of risk also requires immediate attention and should not proceed without clear and timely action plans identified to reduce the risk.
5 Almost certain	Event expected to occur in most circumstances i.e. daily	5 Extreme	Loss of life, multiple serious harms, permanent severe disability	21-25	Extreme	Do not proceed with any risk at this level without specialist assistance to further treat/reduce risk including the possible development of contingency plans and/or risk transference strategies.

IDENTIFY			ASSESS	PLAN			IMPLEMENT	
Risk ID *Reference number*	Description of risk *What could go wrong and its cause (trigger/hazard)*	Potential impact *What could be the effect of this risk*	Risk (likelihood x impact) *Before controls are in place.*	Controls *What is the plan to eliminate the risk, or reduce the likelihood or impact if it occurs (minimise)*	Owner *Person responsible for the controls*	Residual risk (likelihood x impact) *after controls are in place*	Event check/notes *Date/who/actions.*	Documentation reference *i.e. security plan*
Pack-in/-out i.e. moving vehicles, working at height, fatigue								
1	*Moving vehicles (2)*	*injury to pedestrians (3)*	*6 (2x3)*	*Event fenced. Entry points manned. Essential vehicles walked in 5km/h max. with hazards*	*Site manager*	*2 (1x2)*	*event date/no incidents logged/note for debrief*	*Debrief*

Environmental effects i.e. the effect of wind/rain and UV protection, extreme weather conditions (cancellation/postponement)									
	High winds	Falling trees		• Cancel or delay event					
	UV exposure	Sun burn/ heat stroke/Dehydration		• Promote the use of sun screen • Provide refreshments • Provide shade options. •					
	Heavy rain	Slip hazards		• Cordon off slip areas • Cancel or delay event.					
High risk activity i.e. Pyrotechnics, gas work, working at height,									
	Defective LPG/Natural Gas Bottle (e.g.: BBQ bottle)	Fire, explosion/ injury to public		• Gas bottles have a current certification date. • A charged and appropriate fire extinguisher with current certification/ fire blanket					
Electrical, sound & lighting i.e. registered tradesman, isolation required, tagged and tested, tripping hazards									
	Electrical cables	Physical injury Electric shock		• Electrical cables to be covered or laid away from high traffic areas. • Any mains or generator powered portable electrical equipment to be used in conjunction with an RCD (Residential Current Device) and suitable for outdoor use • Electrical cables are well maintained, tagged and tested and safe for use outdoors • Contractors have good testing processes • Onsite power has been checked to have been serviced and maintained by Council/Asset owner.					

Staging and structures/obstacles i.e. dimensions and weight of structures, building consent, ground stability								
	Bouncy Castle or amusement device	*Injury to public*		• *TCC registered Bouncy Castle Provider is being used.* • *The ground being used is free from hazards and flat.* • *Children are being safely managed on and off the inflatable, with matting placed at egress points where ground is too hard.* • *Separation of larger or more boisterous users from smaller or more timid ones* ⬚ *The Bouncy Castle Provider is:* o *Installing and uninstalling the*				
				inflatable. They will advise if it is too windy to install, or when it should be deflated if weather changes during the event. o *Training an adult to help ensure safe use by users, if the provider isn't on site.* ⬚ *Providing a Residual Current Device (RCD) and proof of tag and testing for any cables.*				
Participants i.e. age/experience/suitability, accessibility needs, refreshments, lost children, facilities, animals								
Staff, contractors, volunteers i.e. briefings, responsibilities, refreshments, training								
Crowd and asset protection i.e. protection of pedestrians and spectators, security, fencing, property protection								

Emergencies outside of the events control i.e. measles outbreak, tsunami, earthquake								

8.5   FIRST AID PROVISION

The following first aid provisions are in place:

	Describe services/provider	Services location onsite and duration	Contact name/mobile number/radio channel
Pack in	First aid kit		
Event day			
Pack out			

8.6   SECURITY

	Date & Time to – from	Roll	Key onsite contact/mobile
Pack in		Trophy protection	
Event			
Pack out			

8.7   PARKING

Parking is provided at:

Who	Location	Duration (date/ time)	Number of car parks
Event crew			
Volunteers			
Emergency services			
Entertainment			
Attendees (participant/spectators)			
Contingency sites			
Suppliers/contractors			

8.8   CAMPING

Camping is provided at:

Who	Location	Duration (date/ time)	Number of camping sites
Camping Site			
Event crew/Volunteers			
Waste Stations			

8.9   PARTICULAR HAZARDOUS WORK

Type of work	Location	Date of work	Key contact	Date submitted/approved by WorkSafe

8.10   AMUSEMENT DEVICES

Company	Device description	Device serial number	License/certification No.	Specific onsite H&S requirements

8.11   FOOD VENDORS

Company name	Food description	Site location	Food safety license no.	Insurance certificate	Site induction and pre-briefing (Date/time)

8.12   RADIO COMMUNICATIONS (RTS)

RT reference no.	Assigned to	Default channel	Sign in	Sign out
Unique RT no.	(Name/role)			

8.12.1 Comand and control

NZ Police	Police RT system	Site phone if relevant/mobile
First aid provider	Own RT system	Site phone if relevant/mobile
Security	Own RT system	Site phone if relevant/mobile
Event manager	Event RT system	Site phone if relevant/mobile