

EVENTS: Risk Assessment and Hazard Control Plan



Event Name			
Location			
Description of Event			
Target Audience			
Crowd numbers	Spectators		Participants
Event start date			End date
Event start time			Event end time
Pack-in date			Time in
Pack-out date			Time out
Name of Event Organiser			Contact Number During event
Alternative contact person			Contact Number During event
Event Safety Person			Contact Number During event
Massey events team and roles (Are they trained for the role)			
Client roles			
Contractors Names and Roles (Have they submitted H & S plans?) Massey must cooperate, coordinate and consult on health and safety.			
Volunteers number and specific roles (Are they trained for the role?)			
Communication procedure on the day			

Emergency Procedures: Serious accident, bomb threat, fire, earthquake, hazardous substance, act of violence, protest action.

The following information outlines Massey University's standard emergency procedures Event Coordinators must follow. Please ensure you:

1. Familiarise yourself with University's two-step calling procedure when dialing 111.
2. Familiarise yourself with the building/area evacuation plan and assembly area(s).
3. Appoint an Emergency Warden who has been trained in the University's emergency procedures to assist in evacuation.
4. Have first aid provisions in place for the event i.e. first aider and kit.

Participants must be briefed on the following emergency procedures at the start of the event.

EMERGENCY TYPE	CONTROLS IN PLACE	EMERGENCY PLAN
Fire or other emergency evacuation required	<p>Advise participants of assembly areas and identify the Emergency Warden. Do not use the lift.</p> <p>Fire exits, aisles and pathways checked to ensure they are free (and kept free) from obstruction.</p>	<p><i>In the event of fire:</i></p> <ul style="list-style-type: none"> • Evacuate all attendees from the area to the designated assembly point. • Ensure the Fire Service has been called using 111. • Clearly state the address and venue • Call security on 06-350-5030 or extension 85030 after contacting fire service
Earthquake/Natural Disaster	<p>If you are inside, 'Drop, Cover, And Hold'. Do not use the lift.</p> <p>If you are outside, move to an open space if safe to do so. Avoid falling hazards. Drop, Cover, And Hold.</p>	<p><i>In the event of an earthquake:</i></p> <ul style="list-style-type: none"> • In case of Earthquake Expect aftershocks • Remove anyone in immediate danger to a place of safety • Switch off electrical equipment if safe to do so. • Follow instructions from Wardens/Emergency Services
Physical hazards causing injury	<p>Advise participants of first aid procedures and identify the First Aid Officer.</p> <p>Ensure organisers / participants are aware of hazards and the controls in place: (Identify hazards introduced by the event organisers).</p>	<p><i>In the event of a medical emergency:</i></p> <ul style="list-style-type: none"> • Call 111 for an ambulance • Clearly state the location and venue • Call security on 06-350-5030 or extension 85030 to advise an ambulance has been called.
Sudden Cardiac Arrest	<p>Ensure event organisers know the location of the nearest AED (defibrillator)</p> <p>NB: Security also have a portable AED unit available upon request.</p>	<ul style="list-style-type: none"> • Call an Ambulance. • Call security on 06-350-5030 or extension 85030 to advise an ambulance has been called AND REQUEST FOR USE OF AED.
Crowd control - People getting lost or going into unauthorised areas	<p>Good signage indicating activity location.</p> <p>Volunteers on hand giving advice (as and when required).</p>	<p><i>In the event of a missing person:</i></p> <ul style="list-style-type: none"> • Notify security on 06-350-5030 or extension 85030.

APPOINTED EMERGENCY WARDEN(S) NAME: _____

APPOINTED FIRST AID OFFICER(S) NAME: _____

Accident, Injury Reporting and Treatment

- a. All accidents, incidents and near misses occurring during the event are to be reported to the University Event Manager.
- b. The nature of the accident will be investigated and any necessary preventative action identified and taken.
- c. All accidents will be recorded in the University Accident Register. Notifiable events must be reported to Worksafe NZ as soon as practicable 0800 030 040.
- d. During the period of public access at the event, accident reporting and treatment will be undertaken by the on-site Event Coordinator.

Attached (as applicable)

Please attach other information such as emergency contacts, key contacts, site map, internal and/or external communication plans, and more explanation on how the event will be managed on the day and how you will ensure a safe event.

<input type="checkbox"/> Site plan	<input type="checkbox"/> Traffic management plan	<input type="checkbox"/> Security plan	<input type="checkbox"/> Waste management plan
<input type="checkbox"/> Other – specify:		This event hazard control plan is to be kept on site and available as needed.	

Participant Hazards eg. age, experience, fitness, children, accessibility, number crowds, security					
What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating L,M,H,E	Further controls required? (Needed to reduce residual Risk eliminate or minimise)	Action by: (Date and person)
<i>eg. Temporary marked paths on rough ground</i>	<i>falling on uneven surfaces</i>	<i>Clearly marked track, volunteers stationed</i>	<i>H</i>	<i>some sections need ramps, extra lighting</i>	
High Risk Hazards e.g. work at heights, flying operations, pyrotechnics etc, confined spaces, hazardous substances, moving set pieces					
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Workers Hazards : staff, contractors, volunteers					
What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating L,M,H,E	Further controls required? (Needed to reduce residual Risk eliminate or minimise)	Action by: (Date and person)
<i>Long hours</i>	<i>Fatigue</i>	<i>Catering and refreshments will be available. Provide area to sit and rest ensure breaks</i>	<i>m</i>	<i>Max of 12 hour shifts</i>	
Electrical Sound and Lighting; certified, working at heights.					
What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating L,M,H,E	Further controls required? (Needed to reduce residual Risk eliminate or minimise)	Action by: (Date and person)

Staging and Structures: dimensions, building consents, ground stability, scaffolding, working at heights.

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Pack In/ Pack down : moving vehicles, manual handling, shared workspaces,

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Traffic Management/Parking: speed, road legal, floats, access to site, route, marshals, pedestrians, emergency vehicles

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Crowd Control/Security fencing, barricades, alcohol, drugs, property protection

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Environmental: exposure to weather e.g. UV, heat, cold, level of light, wind, noise, strobe lighting

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Site Specific hazards e.g. any hazards identified by venue that may impact on event/activities					
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Stallholders/Vendors Hazards e.g. food/health safety					
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Other Hazards: e.g. drones, helicopters, waste management					
What are the Hazards? (what could potentially harm people)	How people may be harmed	Risk controls already in place (How effective are these controls?)	Risk Rating L,M,H,E	Further controls required? (Needed to reduce residual Risk eliminate or minimise)	Action by: (Date and person)

Complete and send this document (and associated documents/information) supporting your application, to j.mclaughlin@massey.ac.nz
Final approval will not be given until this form has been sighted.