

# Event Health and Safety Plan

To be completed by Event Coordinator (or their delegate) for **all Massey events** held on or off campus

## Overview

<b>Name of Event</b>					
<b>Description of Event</b>	<i>A brief outline of what activities will be taking place at your event</i>				
<b>Location of Event</b>		<b>Date of Event</b>		<b>Start/finish time of event</b>	
<b>Name of Event Coordinator</b>				<b>Contact Number</b>	
<b>Alternative Contact Person</b>				<b>Contact Number</b>	

## 1 Activity Risks

Activity / Task	What are the Hazards?	Risk Controls already in place	Risk Rating L, M, H, VH	Further controls required?	Action by: (Date and person)

## 2 Emergency Preparedness

Resources & Contact Details	
Name of Qualified First Aider(s) attending the event	Adequately equipped first aid kit available? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Emergency Warden(s) attending the event	
Other	
Emergency Plan	
In the event of a fire	<ul style="list-style-type: none"> <li>• Evacuate all attendees from the area to the designated assembly point.</li> <li>• <b>Ensure the Fire Service has been called using 111.</b></li> <li>• Clearly state the address and venue</li> <li>• <b>Call security on 06-350-5030 or extension 85030 after contacting fire service</b></li> </ul>
In the event of an earthquake	<ul style="list-style-type: none"> <li>• If you are inside, 'Drop, Cover, And Hold'.</li> <li>• Do not use the lift.</li> <li>• If you are outside, move to an open space if safe to do so. Avoid falling hazards. Drop, Cover, And Hold.</li> <li>• Expect aftershocks</li> <li>• Remove anyone in immediate danger to a place of safety</li> <li>• Switch off electrical equipment if safe to do so.</li> <li>• Follow instructions from MU Wardens/Emergency Services</li> </ul>
In the event of a medical emergency	<ul style="list-style-type: none"> <li>• <b>Call 111</b> for an ambulance</li> <li>• Clearly state the location and venue</li> <li>• <b>Call security on 06-350-5030 or extension 85030 to advise an ambulance has been called and, Request for use of AED, if required</b></li> <li>• For serious incidents, <b>do not disturb the scene</b></li> </ul>
<b>Additional Plans Required</b>	<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:

### 3 Risk Rating

**How to use this form:**

1. List all the known or potential hazards associated with the proposed activity or area.
2. Identify how this hazard could cause people harm
3. Identify suitable control options for the hazard that will reduce the risk levels.
4. Consider the likelihood of it occurring and the consequence if it did occur.
5. Use the Risk Rating Matrix below to rate the hazard risk.
6. Determine if the controls to eliminate and minimise the hazard reduces the risk to an acceptable low level.
7. Think about what residual risk is left after these controls are in place and what further controls are needed.
8. Decide who and when these controls will be put in place.

Likelihood	Consequence				
	Minor	Moderate	Significant	Major	Severe
<b>Almost Certain</b> Is expected to occur	Low	Medium	High	Very High	Very High
<b>Likely</b> Will probably occur in most circumstances	Low	Medium	High	Very High	Very High
<b>Possible</b> Could occur at sometime	Low	Medium	Medium	High	Very High
<b>Unlikely</b> Event hasn't occurred but it could in some circumstances	Low	Low	Medium	Medium	High
<b>Rare</b> Exceptional circumstances only	Low	Low	Low	Medium	Medium

**Hazard:** means a situation or thing that has the potential to harm a person.

**Risk:** is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

**Residual Risk:** The level of risk remaining after all control measures have been implemented.

**Risk control** means if it is reasonably practicable;

**Eliminate** the hazard, this will also eliminate any risks associated with that hazard.

If it cannot be eliminated then:

**Minimise** the hazard either firstly by substituting, isolating or implementing engineering controls to the hazard.

If a risk still remains then the remaining risk may be minimised further by using administrative controls such as procedures, and or Personal Protective Equipment.