



## 2015 EVENT RISK ASSESSMENT TEMPLATE

No matter the nature or size of your event, your event will have risks. It is your responsibility as the event organiser, to identify and manage these risks.

Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. This process is called Risk Management and in order to know what risks need to be managed, a risk assessment needs to be conducted.

### Why does an event need to manage risks?

Event sites and activities are considered to be places of work and there are industry acts, regulations standards and guidelines that event organisers should be developing their procedures in accordance with these documents. There are also high penalties for failure to comply with the regulations and the risk of an event site being shut down by Worksafe for non compliance.

And of course, no one wants to see anyone hurt or have a bad experience at their event. If you manage the risks and know the regulations, then damage to property or injury to the public can be avoided. For further information on Risk Assessments – please refer to the contractors/sub contractors handbook for health and safety in the work place.

### What is a Risk Assessment?

A risk assessment is the process of identifying and quantifying the probability of a harmful effect to an item or an individual. To assess risks, an objective evaluation of the risks are considered and ranked by using a basic formula of rating the potential loss and the probability of occurrence.

### HOW TO DO A RISK ASSESSMENT

#### FIND IT

List all of the hazards or possible situations associated with the event activity that may expose people to injury, illness or disease. List these hazards in the 'hazards' column of the template

Use experts or experienced people to advise you on your risk assessment.

#### ASSESS IT

Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.

Use the **Risk Ranking Matrix** in the template.

#### FIX IT

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.

Use the **Hierarchy of Control** table to guide you as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.

LIKELIHOOD	RISK RANKING MATRIX				
HIGH	5	10	15	20	25
SIGNIFICANT	4	8	12	16	20
MODERATE	3	6	6	12	15
LOW	2	4	6	8	10
NEGLIGIBLE	1	2	3	4	5
CONSEQUENCE	NEGLIGIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC

LIKELIHOOD DEFINITIONS	
A <b>high</b> likelihood	<ul style="list-style-type: none"> <li>It is expected to occur in most circumstances</li> <li>There is a strong likelihood of the hazards reoccurring</li> </ul>
A <b>significant</b> likelihood	<ul style="list-style-type: none"> <li>Similar hazards have been recorded on a regular basis</li> <li>Considered that it is likely that the hazard could occur</li> </ul>
A <b>moderate</b> likelihood	<ul style="list-style-type: none"> <li>Incidents or hazards have occurred infrequently in the past</li> </ul>
A <b>low</b> likelihood	<ul style="list-style-type: none"> <li>Very few known incidents of occurrence</li> <li>Has not occurred yet, but it could occur sometime</li> </ul>
A <b>negligible</b> likelihood	<ul style="list-style-type: none"> <li>No known or recorded incidents of occurrence</li> <li>Remote chance, may only occur in exceptional circumstance</li> </ul>

CONSEQUENCE DEFINITIONS	
<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>Multiple of single death</li> <li>Costs to Event of up to \$5 million</li> <li>International and National Media outrage</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>Serious health impacts on multiple or single persons or permanent disability.</li> <li>Costs to Event between \$2.5 – \$5 million</li> <li>National media outrage</li> </ul>
<b>Moderate</b>	<ul style="list-style-type: none"> <li>More than 10 days rehabilitation required for injured persons</li> <li>Costs to Event between \$200,000 and \$2.5 million</li> <li>Local media and community concern</li> </ul>
<b>Low</b>	<ul style="list-style-type: none"> <li>Injury to person resulting in lost time and claims</li> <li>Costs to Event between \$50,000 and \$200,000</li> <li>Minor isolated concerns raised by stakeholders, customers</li> </ul>
<b>Negligible</b>	<ul style="list-style-type: none"> <li>Persons requiring first aid</li> <li>Costs to Event up to \$50,000</li> <li>Minimum impact to reputation</li> </ul>

### How to control hazards

By determining the consequences and likelihood of risks occurring, you can now, aim to eliminate, minimise and control the hazards. Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

HEIRACHY OF CONTROLS	
<b>ELIMINATION</b> Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. <i>If this is not practical, then substitute.</i>
<b>SUBSTITUTION</b> Substitute the process	Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. <i>If this is not practical, then engineer.</i>
<b>ENGINEERING</b> Change the equipment	Introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. <i>If this is not practical, then:</i>
<b>ISOLATION</b>	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. <i>If this is not practical, then administer</i>
<b>ADMINISTRATIVE</b>	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not practical, then PPE</i>
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

## EXAMPLE

The information provided in this example template document provides you with hazards and controls that are typical of an event.

Solutions to reduce or remove the risks have also been provided. Each event is different and pose their own 'special' risks so it important that the event organiser thinks outside the list of examples provided in this document and considers what the 'other' risks may be that are unique to your event.

<b>Name of Event: Rugby Tournament</b>				
<b>Date of Event</b>	27 September – 3 October 2014		<b>Site Supervisor: Ben Safe</b>	
<b>Location of Event:</b>	Owen Delany Park			
<b>Hazards</b>	<b>Persons Affected</b>	<b>Control / Actions</b>	<b>Risk</b>	<b>Responsibility</b>
Electricity cables/wires causing injury or trip/fall.	Staff/Volunteers Team Staff & Players Spectators	Cables covers used where needed and cables to be placed out of way of foot traffic.	4	Site Supervisor Contractor
Electricity - Injury from electric shock, burns.	Staff/Volunteers Team Staff & Players Spectators	Fixed electrical installation correctly installed by qualified electrician and inspected regularly. All repairs by qualified electrician. Players are warned not to take electrical items into shower/wet areas. In case of electrical storm, flood lights to be fenced off. All electrical circuits in the changing areas are protected by residual current devices.	10	Site Supervisor
Inadequate Lighting - Injury from slips and trips, bruising and cuts.	Staff/Volunteers Team Staff & Players Spectators	Both internal & external lighting is in good order. Emergency lighting is provided in the grandstand. External stairways are marked with exit signs	10	Site Supervisor
Falling items and External Fixtures.	Contactor Staff/Volunteers Team Staff & Players Spectators	The fabric of the building appears to be satisfactory with no obvious signs of unstable or loose material. Grounds maintenance equipment is kept secured. External seating/tables are maintained, secured and in good condition. Wooden fences are in good order with no sharp edges/nails protruding)	8	Site Supervisor
Slips, Trips or Falls in Changing room/showers - Injury from cuts and bruises	Staff/Volunteers Team Staff & Players Spectators	Non slip surface within changing rooms (concrete) and on floor of shower area. Floors are in good order	8	Site Supervisor
Hot surfaces and Water - Injury from burns and scalds	Staff/Volunteers Team Staff & Players Spectators	Beware of hot water in urns & zips. Hot water highlighted with warning signs.	8	Site Supervisor
Hygiene, illness or injury in Changing rooms	Team Staff & Players Referees	Change rooms cleaned daily, hygiene practiced taught & encouraged Change rooms monitored for damage	8	Site Supervisor
Hazardous Substances - Ingestion or coming into contact with the body.	Staff/Volunteers Team Staff & Players Spectators	All hazardous substances are secured away.	10	Site Supervisor
Erection of temporary structures causes an injury to contractor or member of the public.	Contactor Staff/Volunteers Team Staff & Players Spectators	Engineer the hazard by cordoning off the area. Site supervisor/s to monitor the area and ensure that the public are not entering the work space.	10	Site Supervisor Contractor
Temporary infrastructure blows away and causes injury to person or equipment	Staff/Volunteers Team Staff & Players Spectators	Ensure that all Temporary infrastructure is adequately secured. Monitor wind speeds via NZR's access to metconnect prior to and during the event.	10	Site Supervisor Contractor
Ground conditions	Players Referees Staff/Volunteers	ODP Ground staff to maintain & inspect the ground daily and confirm with tournament director that the field is safe for play.	6	Ground Staff Tournament Director

Hazards	Persons Affected	Control / Actions	Risk	Responsibility
Hard or sharp objects on the field causing injury	Players Referees Spectators	Fields checked by Ground staff and the following; Team Management before training, Referee & Tournament Director on match days	6	Ground Staff Tournament Director
Crowd injury if site was evacuated in an emergency.	Contacto Staff/Volunteers	Develop and communication and evacuation plan	6	Site Supervisor
Pole/goal posts collapse	Players Referees Spectators	Ensure goals are securely set up before start of game. Visual inspection by Ground supervisor & referee. Correct goal post padding to be used. Regular inspection by facilities staff to ensure that goals are in good working condition	10	Ground Staff
Litter on site	Staff/Volunteers Team Staff & Players Spectators	Adequate number of provided bins - plastic & aluminium recycling bins & general rubbish bins. Volunteers and staff briefed to keep venue litter free	4	Cleaner
Moving Vehicles & ground equipment/Machinery	Staff/Volunteers Team Staff & Players Spectators	Control areas where vehicles will be moving and use warning signage. Speed restricted to 10km within OD Park. Signs put up prior to start of event. E.g. Parking Signs	20	Site Supervisor
Food Poisoning	Contacto Spectators Staff/Volunteers Team Staff & Players	All food vendors have relevant food vendor permits from the Taupō District Council	10	Event Organiser Contractor
Weather Hot /humid conditions Cold/wet/icy conditions	Staff/Volunteers Team Staff & Players Spectators	Staff to ensure appropriate clothing for weather conditions is worn. Sunscreen & water provided for staff	12	Staff
Aggression from crowd	Staff/Volunteers Team Staff & Players Spectators	On the rare occasions that the crowd are aggressive they are to be kept away from the edge of the playing area and security/Police will take control of the situation.	3	Security
Lost Children	Child/Parent	Announcements will be made informing spectators to contact a member of the security/staff if they have become separated from their parents or child. Lost child to stay with a staff member until the parent is located. If this proves unsuccessful a missing person report will be completed and police will be notified.	8	Security

## CONTRACTORS

If you have organised contractors to be onsite during your event, you will also need to include risks associated with their business also.

Event: Food Stalls		Date of Event: 27, 30 Sept & 3 Oct 2015	Location of Event: Owen Delany Park		
Risk Management Team: Safe and Care		Site Supervisor: Kim Safe		Company: Cool Coffee	
Hazards	Persons Affected	Control / Actions		Risk	Responsibility
Manual Handling of Milk Crates	Staff	Eliminate the Risk: Max lift 20kg, Bend and Lift. Area clear of obstacles		1	Site Supervisor
Slips, Trips, Falls and Cuts	Staff	Administrative Control: Good Housekeeping. Equipment maintained to prevent leakage to floor. First Aid Kit and Fire Extinguisher available. Eliminate the Risk: Cleaning up any spillages immediately. Use electrical safety non trip mats for external electrical leads		2	Risk Management Site Supervisor
Hot Water	Staff	Administrative Control: Working thermometer to ensure temperature exceeds 55°C Eliminate the Risk: Keep work area clear to prevent spillage		1	Risk Management
Machinery	Staff	Administrative Control: Pre-check carried prior to starting, trained staff in cleaning and operation		1	Site Supervisor
Patrons	Customers	Eliminate the Risk: Keep the serving area clean and clear at all times		2	Site Supervisor
General Public	General Public	Eliminate the Risk: Keep work area free of rubbish. Keep access door closed		2	Site Supervisor

**Please complete the following template and return to your Venue contact.**

Print as many of the following page as you need and provide attachments as necessary to support the plan being effective (e.g. maps, photos, procedure, plans, insurances, licenses).

<b>Event Organiser:</b>	
<b>Event Name:</b>	
<b>Document Owner:</b>	
<b>Postal Address:</b>	<b>Physical Address</b> <i>(if differs from Postal):</i>
<b>Contact Number:</b>	<b>Email:</b>
<b>Description of Event:</b>	
<b>Location of event:</b>	
<b>Start date:</b>	<b>Finish date:</b>
<b>Person in Charge of Event:</b>	
<b>Risk Assessment completed by:</b>	<b>Contact number:</b>
<b>Venue Warden/Site Supervisor:</b>	<b>Contact number:</b>

## Emergency Procedures

Please ensure you include the following items

- **Incident Command System** - insert a flow chart of contacts incase of emergency including name, title and contact number.
- **Evacuation Procedure\***
- **Fire extinguisher locations\***
- **Weather Policy** if applicable
- **Media Policy** if applicable

\*TDC to provide for their venues.









## Attachments – Maps, Photographs, Diagrams

Use this Risk Assessment  
for evaluating risk based on  
likelihood and consequence.

### **MAPS (show on map the following):**

- Bump in / bump out access
- Floor plan
- Public parking
- Emergency Vehicle Access during an event

**Insert map/sketch here** – e.g. Google map

***In this section you are required to include the all Permits, License & Templates.***

*Some examples of things to include are Your Company's Health & Safety Policy, Scaffolding tickets, Contractors Agreement & Induction List, Volunteer Agreement & Induction List*

*For you convenience we have included the following documents*

- *Taupō District Council Health & Safety Policy Statement 2015*
- *Near Hit Card*
- *Incident report – All event organiser shall complete an incident report for all incidents and provide a copy to the TDC Event Manager within 48 hours*



## HEALTH AND SAFETY POLICY STATEMENT

Taupō District Council will ensure that due diligence is implemented, by taking reasonable practicable steps to ensure the safety of all employees, contractors, visitors and members of the public. Taupo District Council is committed to continuous improvement and Health and Safety is implemented in all work environments and decisions. All staff have a responsibility to ensure the Health and Safety of themselves and colleagues. Taupo District Council will comply with the Health and Safety Employment Act 1992 and amendments, Health and Safety in Employment regulations 1995, standards, relevant codes of practice and safe operating procedures.

### Management will:


- Commit the resources needed to ensure the work environment is a safe and healthy place to work, focused on the prevention of harm or potential harm to ourselves, others, staff, contractors, visitors and members of the public.
- Take all reasonable practicable steps to ensure that the Health and Safety of contractors, visitors and members of the public is not put at risk from work carried out from a person undertaking or conducting the business.
- Take all reasonable practicable steps to eliminate risk, if it is not practicable to eliminate, then to minimise those risks to health and safety.
- Ensure that Hazard and Risk Management is implemented, and all employees are aware of this process.
- Ensure that the reporting and recording of all hazards, risk, accidents, incidents and near misses are reported accurately and in a timely way to the appropriate person and that an investigation is undertaken if necessary. Encourage early reporting of discomfort or pain.
- Ensure employees have the opportunity and are encouraged to be fully involved in the development of safe workplace practices.
- Encourage an early return to work of employees following a workplace injury, illness or disability, and will look to proactively manage the rehabilitation process.
- Annually set and review health and safety objectives.

### Employees:

Employees are to take all reasonable practicable steps to ensure the safety of themselves and others. This is set out by:

- Following all safe work policies, procedures, rules and instructions.
- Complying with the Hazard and Risk Management system, and take all reasonable practicable steps to eliminate risk or minimise.
- Taking an active role in the rehabilitation and return to work process.
- Accurately and timely reporting, to the appropriate person, all hazards, risks, accidents, incidents and near misses. Report pain or discomfort early.
- Ensuring your own safety at work and no action or inaction by you at work causes harm to any other person.
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*The Health & Safety Committee consists of the CEO or a member of the Senior Leadership Group, representation from Human Resources, union members, two members from the H&S Representatives and other elected employee representatives. The Committee is annually responsible for the continued implementation, planning, monitoring and reviewing of health and safety policies, systems, procedures and practices. A formal feedback report to the Senior Leadership Group will be provided annually.*

  
Rob Williams  
Chief Executive Officer

March 2015

# Near Miss Card



- *A near miss is a close call that had the potential to cause injury*

Name of person completing this form: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

What happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who was involved:(Names): \_\_\_\_\_

Where did it occur: \_\_\_\_\_

\_\_\_\_\_

Why and how did it happen: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How could this Near Miss be avoided from happening again? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What property/vehicle damage was sustained: \_\_\_\_\_  
(If vehicle damaged complete form obtained in vehicle)

\_\_\_\_\_

\_\_\_\_\_

Was this caused by an existing hazard: Yes/No

Give this form to your H&S Representative



## Serious Harm Procedure

Manager/Supervisor/Health & Safety Advisor to Contact WorkSafe NZ

Phone **0800 030 040**

Date reported to WorkSafe: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reported to WorkSafe by:

WorkSafe representative name:

Scene Held: Y/N (circle one)    Scene Released: Y/N       

Scene Released by who:   
(WorkSafe, NZ Police, NZ Fire etc.)

## Hazard Management Process

Hazard related to accident/incident:

*Analysis/cause of accident/incident:*

Initial investigation by:

Investigation date: \_\_\_\_/\_\_\_\_/\_\_\_\_    Requires more investigation: Y/N..(circle one)

ID safety equipment used:

Did safety equipment fail: Y/N (circle one)

Equipment/machinery involved:

Preventative action required: Y/N (circle one)    Action taken date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Action taken by: (Name).....

**Completed by:**..... **Signature:**..... **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Sighted by  
Head of Department: (Name)..... **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Copied to (✓):  H&S Advisor     H&S Rep     Supervisor     Other:

**NOTE:** All information contained within is private and confidential for company personnel records only. Serious harm accidents are to be reported to work safe NZ as per legislative requirements, and TDC event manager is to be advised of any such event without delay.