



WHANGANUI
DISTRICT COUNCIL
Te Kaunihera a Rohe o Whanganui

Event Risk Management/Health & Safety Frequently Asked Questions

[Why do I need to do a Risk Assessment \(RAMS\) and have a Health & Safety plan for my Open Space event application?](#)

Under the Health and Safety at Work Act 2015 (HSWA) Whanganui District Council (WDC) and any applicant that wishes to use Council land are required to demonstrate they have considered the risks associated with their event, and have a plan in place to ensure Health & Safety risks are eliminated, so far as reasonably practicable to ensure the safety of all people.

The Risk Assessment (RAMS) Health & Safety Plan demonstrates this and is an undertaking of intent to meet the requirement during an organised event.

In particular it records:

- The risks/hazards involved
- The controls in place for the safest way of eliminating or minimising identified hazards and risks during the event

[Why is there so much paperwork?](#)

WDC and its applicants must be able to **demonstrate** that all reasonably practicable steps have been taken to ensure safety, as well as actually taking those steps.

[What if there are no hazards?](#)

There is no such thing as a hazard free event. Every event has hazards and risks that are unique because of the varying nature of the event and the venue.

[Why can't Whanganui District Council just fill in the form for me?](#)

WDC provides constructive feedback when plans are submitted; however we are not the subject matter expert on your event.

[What if the other PCBU's¹ or event planning associations won't give me the information required?](#)

Under current Health & Safety legislation there is a primary duty of care to ensure all people in our workplaces are safe. The requirement to provide an open space Health & Safety event plan is also part of the agreement the applicant has with WDC. The production/event planning company, WDC and any other companies / associations working onsite are considered PCBU's and therefore have a responsibility to coordinate, cooperate and communicate.

¹ PCBU – Person in control of a business or undertaking and primary duty of care refer to [WorkSafe](#)



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What if everything is being supplied by an external consultant/contractor?

Under Health & Safety legislation the event organiser/group/organisation have a responsibility to ensure safe systems of work are in place so employees and others are not exposed to hazards. The applicant cannot contract out of these responsibilities as they have the ultimate responsibility for contractors they engage.

Does this make me as the applicant liable for the contractors and other people?

Yes, however if you have met your requirements under the current Health & Safety legislation this liability is likely to be minimised.

What are the time frames around open space event applications?

All events require the applicant to consider via risk assessment if an event Health & Safety plan should be developed. The applicant needs to submit this plan for review **at least** 20 working days prior to the event date. If an open space licence pertaining to the Health & Safety plan is required and is not submitted on time, this may result in the event not being issued a licence.

What if the event changes and these changes effect the Health & Safety of the event?

The event Health & Safety plan should be updated and resubmitted for review. The open space application Health & Safety plan is a living document and should be updated whenever the need arises. This may be before or during the event.

Useful Information:

WDC LICENCE GUIDELINES

- [WDC Drone Consent Request](#)
- [WDC Drone Guidelines](#)

HEALTH AND SAFETY

- [WorkSafe NZL Amusement Device guidance and notification information](#)
- [WorkSafe NZL information-guidance land-borne-inflatable-devices](#)
- [Sport NZ Risk Management for Events](#)