



WHANGANUI DISTRICT COUNCIL

Te Kaunihera a Rohe o Whanganui

COMMUNITY EVENT RISK ANALYSIS AND MANAGEMENT SYSTEMS FORM

Completion of this form assists in meeting obligations under the Health & Safety at Work Act 2015

On completion of this form please return to: parks@whanganui.govt.nz

Event Health & Safety Hazard Plan	
Event Name and description:	
Event Location:	Maximum number of participants:
Organisers:	On the day contact phone number:
Alternative Contact:	
Event Date:	Start Time: Finish Time:
Set-up Date:	Time:
Pack Down Date:	Time:
<u>Client - Names and roles:</u>	
<u>Subcontractor(s) and roles:</u> <i>(may require additional H&S documentation)</i>	
<u>Medical team and first aid procedures</u>	

RISK MATRIX

The Health and Safety Risk Analysis & Management Plan helps identify the likelihood of the hazard or risk occurring, which may affect the participants and others in the vicinity of the event, and indicates what controls or actions you have taken to eliminate and/or minimise each of those identified risks

LIKELIHOOD OF OCCURRENCE		
<i>Likelihood is the chance of something happening. The likelihood scale identifies how likely, or often, a particular thing is expected to occur.</i>		
RATING	DESCRIPTOR	CRITERIA
1	Rare	Only occurs in exceptional circumstances, 0 to 5% chance of occurrence
2	Unlikely	Could occur very occasionally, 6 to 29% chance of occurrence
3	Possible	May occur from time to time, 30 to 49% chance of occurrence
4	Likely	Occurs occasionally, 50 to 79% chance of occurrence
5	Almost Certain	Is expected to occur in almost all circumstances, 80 to 100% chance of occurrence

CONSEQUENCE OR IMPACT		
<i>Consequence of harm resulting from exposure to a hazard.</i>		
RATING	DESCRIPTOR	CRITERIA
1	Very Minor	No injuries, insignificant illness with no medical treatment required, and no lost time
2	Minor	Minor injury/illness requiring basic first aid / medical treatment (e.g. small cut, twisted ankle), and/or less than 2 weeks of reduced hours, or modified duties and/or no lost time
3	Moderate	Moderate injury/illness requiring medical treatment (e.g. sprained muscle), notifiable event and/or less than 6 days lost time and/or less than 3 months of reduced hour, or modified duties
4	Major	Serious injury/illness requiring specialist medical treatment/hospitalisation, notifiable event and/or more than 5 days lost time and/or more than 3 months of reduced hours or modified duties
5	Catastrophic	Loss of life, permanent disability (e.g. neck or spine injury)

Likelihood (L)	Consequence (C)				
	Very minor 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost certain 5	Low 5	Moderate 10	Significant 15	High 20	Extreme 25
Likely 4	Low 4	Moderate 8	Significant 12	High 16	High 20
Possible 3	Low 3	Moderate 6	Moderate 9	Significant 12	Significant 15
Unlikely 2	Low 2	Low 4	Moderate 6	Moderate 8	Moderate 10
Rare 1	Low 1	Low 2	Low 3	Low 4	Low 5

Hazard Identification and Plan of Control

Hazard Description	Likelihood	Consequence	Pre-Control - refer to Risk Matrix	Implement Controls	Post-control - refer to Risk Matrix	Person Responsible
RISKS <i>(What could go wrong)</i>	HAZARDS <i>(What could cause it to go wrong)</i>	OUTCOME <i>(What could be the consequences - harm, damage, injury, etc.)</i>	INITIAL RISK ASSESSMENT <i>(Risk level high, significant, moderate, low)</i>	DESCRIPTION OF CONTROLS <i>(What actions will you take to eliminate or minimise the risk)</i>	REASSESS after controls identified and note risk level <i>(Risk level- high, significant, moderate, low)</i>	WHO is responsible for the control actions?
1. Environmental effects on people to consider - the effect of wind/rain and UV protection, extreme weather conditions (cancellation/postponement)						
2. Participants - age/experience/suitability, accessibility needs, refreshments, lost children, facilities, animals						
3. Electrical, sound & lighting - registered tradesman, isolation required, tripping hazards						
4. Staging and structures/obstacles - dimensions and weight of structures, building consent, ground stability						
5. Accident & Health emergencies - first aid, fire extinguishers, emergency contacts, report/recording of accidents						

6. Set-up/Pack Down - what safety is in place while event site is a working site i.e. moving vehicles, first aid etc						
7. Security - protection of pedestrians and spectators, security/police						
8. Crowd Control - fencing/barriers and protection of property						
9. Staff/contractors/volunteers - briefings, responsibilities, refreshments, training						
10. Emergency procedures - fire, earthquake, hazardous substances						
11. Any Additional Considerations						

Health and Safety Risk Analysis & Management Plan Tips Supporting Your Open Space Application:

Event organisers must tailor planning for each risk to the specific event relating to the Open Space Application.

This RAMS assessment is a guide only, and is not an exhaustive list. There may be other items that need attention which do not appear on this breakdown, such as a site plan.

Additional forms / templates may be submitted to support your application.

Further information:

<http://www.sportnz.org.nz/managing-sport/tools-and-resources/risk-management-toolkit><http://www.dol.govt.nz/infozone/businessessentials/safety/plan/>