



**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 [events@whanganui.govt.nz](mailto:events@whanganui.govt.nz)

**Event Health & Safety Hazard Plan**

*Event Name and description*

<i>Event Location</i>		<i>Maximum number of participants</i>	
<i>Organisers</i>		<i>On the day contact phone number</i>	
<i>Alternative Contact</i>		<i>24hr contact phone number</i>	
<i>Event Date(s)</i>		<i>Times</i>	
<i>Set-up Date</i>		<i>Times</i>	
<i>Pack Down Date</i>		<i>Times</i>	

*Client - Names and roles*

*Subcontractor(s) and roles \*may require additional H&S documentation*

*Medical team and first aid procedures*

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

**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 (What could go wrong)	HAZARDS (What could cause it to go wrong)	OUTCOME (What could be the consequences - harm, damage, injury, etc.)	INITIAL RISK ASSESSMENT (Risk level high, significant, moderate, low)	DESCRIPTION OF CONTROLS (What actions will you take to eliminate or minimise the risk)	REASSESS after controls identified and note risk level (Risk level- high, significant, moderate, low)	WHO is responsible for the control actions?
<b>1. Environmental effects on people to consider</b> - the effect of wind/rain and UV protection, extreme weather conditions (cancellation/postponement)						
<b>2. Participants</b> - age/experience/suitability, accessibility needs, refreshments, lost children, facilities, animals						
<b>3. Electrical, sound &amp; lighting</b> - registered tradesman, isolation required, tripping hazards						
<b>4. Staging and structures/obstacles</b> - dimensions and weight of structures, building consent, ground stability						

<b>5. Accident &amp; Health emergencies - first aid, fire extinguishers, emergency contacts, report/recording of accidents</b>						
<b>6. Set-up/Pack Down - what safety is in place while event site is a working site i.e. moving vehicles, first aid etc</b>						
<b>7. Security - protection of pedestrians and spectators, security/police</b>						
<b>8. Crowd Control - fencing/barriers and protection of property</b>						
<b>9. Staff/contractors/volunteers - briefings, responsibilities, refreshments, training</b>						
<b>10. Emergency procedures - fire, earthquake, hazardous substances</b>						

**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. Please ensure that all certification and registration is valid for the date of your event and will not expire prior.

**Further information -**

<http://www.sportnz.org.nz/managing-sport/tools-and-resources/risk-management-toolkit->

<http://www.dol.govt.nz/infozone/businessessentials/safety/plan/>