

## Event overview and H&S plan

**Date:**

**Pack in time:**

**Event time: start:            finish:**

**Pack out time:**

**No of attendees –**

**Site:**

**Event organiser:**

**Name:**

**Contact phone number:**

**Contact email:**

**Overview:**

Overview of activity e.g. 1 yr birthday party

*Infrastructure:*

(e.g. shade marquees (provide number and sizes plus how they will be weighted down), Tables, chairs and mats, staging, lighting etc.)

*Entertainment*

e.g. Music via battery powered speaker system.

*Decorations* – **N.B** no confetti, we encourage use of bubbles. Avoid balloons as burst balloons are a risk to wildlife on site.

No pest plants are to be brought to site regarding floral decorations or plant sales. [Refer to the Auckland Regional Pest Management Plan Part 7.7](#) for a list of pest plants.

Please ensure that anyone responsible for decorations or plants understand they cannot bring a known pest plant to site as it contravenes the Biosecurity Act. This is especially the case for Pampas Grass.

**Event run sheet:** (include pack in & out timings, event times and activity )

**Waste management:** Organisers will take all rubbish home with them. Event bins must be used to assist on site event management.

**Public liability:** Auckland Council will not be liable for any injury that occurs because of infrastructure used for the event. This will be covered by the organisers. – *attach/note liability cover here if obtained*

**Traffic management:**

e.g. Event organisers and attendees will park in Car park 2 and trolley the infrastructure and food on to site.

## Health & Safety

Hazard	Risk	Prevention	By whom
Marquee	Trip hazard & insecure	<p>Marquee to be secured using pegs or weights – pegs no longer than 500mm to avoid underground power and water infrastructure. (see ABG staff regarding this)</p> <p>Keep guy ropes uniform</p> <p>Highlight lines with bright ribbon</p> <p>Inform attendees of trip hazard/s.</p>	Organisers
Vehicles on site	Injury	<p>All attendees to be informed of vehicle use on site</p> <p>Parents/carers to always observe children</p> <p>Implement traffic management plan (if required)</p>	Organisers, parents and carers
Water – Lakes & water features	Drowning	<p>All attendees to be informed of lakes and water features on site</p> <p>Parents/carers to always observe children</p>	Organisers, parents and carers
Weather	Sun stroke or wet weather issues	Organisers to inform attendees to bring clothing suitable for the weather. Provide sunscreen if necessary.	Organisers
Allergies	Food or insect allergies	<p>Attendees asked to bring any medication used for allergic responses with them.</p> <p>Organisers to advise attendees of what is in the food brought to site.</p> <p><a href="#">See MPI advice for food declarations.</a></p>	Organisers
Underground utilities of power and water	Possible electrocution or burst water pipe	<p>Pegs to be no more than 500mm deep in the ground.</p> <p><i>Anything longer requires the site to be marked clearly to denote underground services. This must be agreed in advance (charges apply)</i></p>	Organisers
Dogs on site	Dog attack	Dogs must be always on leash	Organisers

		Organisers to inform attendees that dogs are allowed on site, but they are in a dog on leash area.	
Wildlife	Injury from unmanaged waste	All decorations to be taken away to ensure wildlife do not ingest any decorative materials that may cause harm. No confetti of any type –use bubbles	Organisers
Other public on site	Interference & injury	Organisers to demarcate event area to keep public out of the site.	Organisers
Catering	Fire	No BBQs to be used on site without a permit. LPG cylinder must not be corroded, damaged or have poor hose fittings Store LPG cylinder upright. Inform attendees of any potential allergens in food.	Organisers Food to be precooked and brought into the event.
Bouncy castle	Injury	Use a certified bouncy castle displaying AS3533 label <i>Note operator guidelines for safe use here</i> <i>Note how you will secure to avoid damaging underground services and removing risk of death if you hit a power line.</i> <i>Note how you will manage safety with respect to weather conditions and terrain, maximum no. of persons allowed, supervision at all times and site specific hazards.</i>	Organisers
Heavy Rain	Slip Hazards, unstable surface	Eliminate through postponing or cancelling the event Minimise - Organise a route that reduces risk of high impact areas. Inform participants of uneven ground and risk of slipping	Organisers
Manual Handling- lifting	Sprains, back strains, injuries	Reduce or split load. Ask for assistance Good lifting techniques to be used	Event crew
Unruly members of the public	Vandalism/ Violence/inappropriate behaviour	Remain calm and avoid confrontation. Contact police if necessary. Stop the event if required. Ensure event crew remain with any infrastructure to reduce risk of theft.	Organisers

		If inappropriate behaviour is witnessed call the police in the first instance and then report it to staff on site. Keep distanced from the perpetrator(s)	
Falling equipment	Potential injury to participants	Ensure structures are adequately staked or placed on the ground. Event crew to ensure equipment use does not put participants at risk and intervene if necessary.	Event crew
Kauri die back	Spread of kauri die back through soil	Ensure all attendees have clean footwear. Event organiser must advise participants in pre-race information so they come with clean shoes	Event crew
Walks/runs/orienteering - Participants running off course into the garden displays	Damage to garden beds	Ensure all participants are instructed to keep to paths or lawn areas Any maps used must be up to date regarding the path network.	
Site specific hazards			

Signature of \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_