



2016 EVENT RISK MANAGEMENT EXAMPLE

This document is designed to assist event organisers to deliver well-planned, safe events. No matter the nature or size of your event, your event will always have risks. As an event organiser you are responsible for protecting the health and safety of everyone attending, whether they are members of the public, event participants, volunteers or part of the event team.

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.

What is a Risk Assessment?

A risk assessment is the process of identifying and calculating 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. When a hazard is identified and assessed, the appropriate controls must be applied to prevent incidents.

HOW TO DO A RISK ASSESSMENT

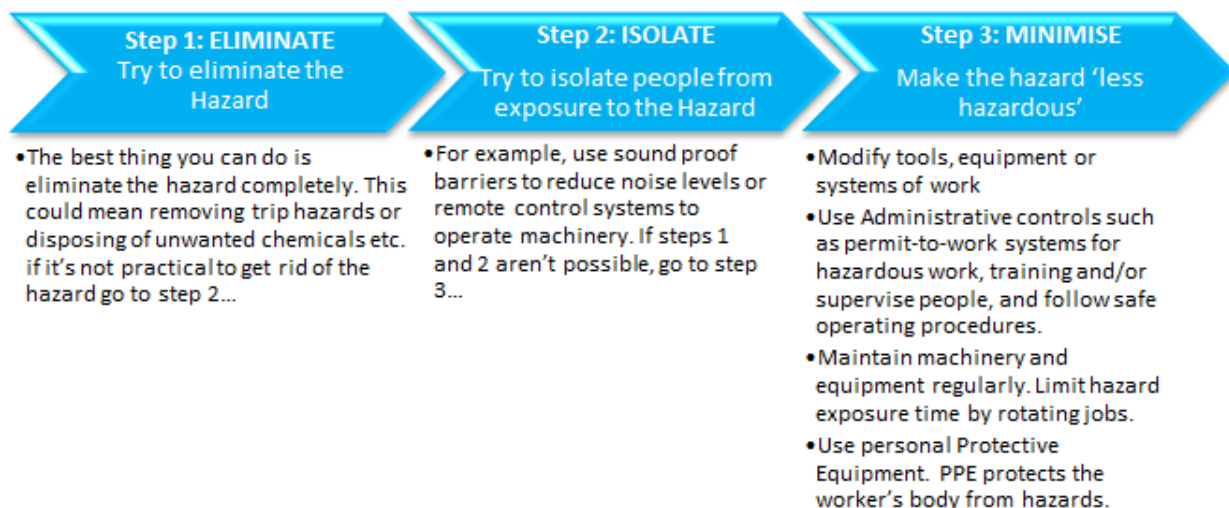
FIND IT: Hazards are anything with the potential to cause harm and are traditionally identified by walking around the place of work – that is, by looking for hazards. List all of the hazards or possible situations associated with the event activity that may expose people to injury, illness or disease. List these hazards in the ‘hazards’ column of the template. It is best to consult with experts or experienced people when creating 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 below **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.



Risk Assessment Criteria

Consequence					
Health & Safety	Minor Injury or Ailment Requires no first aid or medical treatment	Minor Injury (requires onsite first aid, no medical care, person can continue working)	Serious Injury (requires medical treatment by a doctor with or without time off work) or multiple minor injuries	Serious Injury (life threatening injury with or without hospitalisation) or multiple non life threatening serious injuries	Death or Multiple Life Threatening Injuries
Reputation	Self-improvement review required	Scrutiny required by internal committees or internal audit to prevent escalation	Scrutiny required by external committees or the OAG	Intense public, political and media scrutiny evidenced by front page headlines and/or television coverage.	Royal Commissions/ Parliamentary Enquiries
Financial	1% of Budget	2-5% of Budget	> 5% of Budget	> 10% of Budget	> 25% of Budget
Organisational Objectives - Strategic Plan	Very little consequence to achievement of plan	Would require some adjustment to achieve plan	Would require significant adjustment to achieve plan	Would threaten achievement of objectives	Would stop achievement of strategic plan

		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Expected in most circumstances. Has occurred on an annual basis at the Taupō District Council in the past or circumstances are in train that will cause it to happen	L	M	H	E	E
	Has occurred in the last few years at the Taupō District Council or has occurred recently in other similar agencies or circumstances have occurred that will cause it to happen in the short term	L	M	H	H	E
	Has occurred at least once in the history of the Taupō District Council or is considered to have a 5% chance of occurring in the current planning cycle	L	M	M	H	H
	Has never occurred at the Taupō District Council but has occurred infrequently in other similar agencies or is considered to have a around a 1% chance of occurring in the current planning cycle	L	L	M	M	H
	Exceptional circumstances only. Is possible but has not occurred to date in any similar agency and is considered to have very much less than a 1% chance of occurring in the current planning cycle	L	L	L	M	M

Extreme	Unacceptable	Detailed Action Plan	SLG responsibility
High	Active Management	Detailed Action Plan	Activity managers
Moderate	Tolerable	Specific procedures to manage and monitor	
Low	No Action Required	Manage by routine procedures	

EXAMPLE

This the cover page of your assessment which provides an overview of your event.

Event Organiser: National Rugby LTD	
Event Name: National Rugby Tournament	
Postal Address: PO Box 1273 Wellington 6140 New Zealand	Physical Address <i>(if differs from Postal):</i>
Contact Number: 027 123 4567	Email: Jo.blogg@nationalrugby.co.nz
Description of Event: <p>The National Rugby Tournament is a week-long competition held from the 27th September to the 3rd of October 2015 at Owen Delany Park Taupō. This is the 2nd year of this event which attracts and estimated 1,600 participants</p> <p>The tournament features 16 seeded teams determined from regional qualifying tournaments and feature one team from each ITM Cup Provincial Union, a second team from Auckland RU because of their strong player numbers and a Junior Heartland XV comprised of young players from the Heartland Championship Provincial Unions.</p> <p>As well as hosting the on-field action, National Rugby LTD will also run a variety of development seminars for players, coaches and management during the week.</p>	
Location of event: Owen Delany Park - Taupō	
Start date: 27th September 2015	Finish date: 3rd October 2015
Pack in date: 25 th September 2015	Pack Out date: 4 th October 2015
Anticipated Participants: 1,600	Anticipated Spectators: 3,000
Person in Charge of Event: Jo Blogg – Tournament Director	
Risk Assessment completed by: Sarah Hazard	Contact number: 021 5483697
Venue Warden/Site Supervisor: Ben Safe	Contact number: 027 5413769

LIKELIHOOD	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	LOW	MODERATE	HIGH	EXTREME	EXTREME
Likely	LOW	MODERATE	HIGH	HIGH	EXTREME
Possible	LOW	MODERATE	MODERATE	HIGH	HIGH
Unlikely	LOW	LOW	MODERATE	MODERATE	HIGH
Rare	LOW	LOW	LOW	MODERATE	MODERATE

EXAMPLE

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

Name of Event: National Rugby Tournament				
Date of Event	27 September – 3 October 2015	Site Supervisor: Ben Safe		
Location of Event:	Owen Delany Park			
Hazards	Persons Affected	Control / Actions	Risk	Responsibility
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.	MOD	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.	MOD	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	LOW	Site Supervisor
Falling items and External Fixtures.	Contractor 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)	MOD	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	MOD	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.	MOD	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	LOW	Site Supervisor
Hazardous Substances - Ingestion or coming into contact with the body.	Staff/Volunteers Team Staff & Players Spectators	All hazardous substances are secured away.	HIGH	Site Supervisor
Erection of temporary structures causes an injury to contractor or member of the public.	Contractor 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.	MOD	Site Supervisor Contractor

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Rare	LOW	LOW	LOW	MODERATE	MODERATE

Hazards	Persons Affected	Control / Actions	Risk	Responsibility
Temporary infrastructure blows away and causes injury to person or equipment	Staff/Volunteers Team Staff & Players Spectators	Ensure that all Temporary infrastructures are adequately secured. Monitor wind speeds via metconnect prior to and during the event.	MOD	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.	LOW	Ground Staff Tournament Director
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	MOD	Ground Staff Tournament Director
Crowd injury if site was evacuated in an emergency.	Contactora Staff/Volunteers	Develop and communication and evacuation plan	LOW	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	LOW	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	LOW	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	MOD	Site Supervisor
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	LOW	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.	MOD	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.	LOW	Security

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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	MOD	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	MOD	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	HIGH	Risk Management	
Machinery	Staff	Administrative Control: Pre-check carried prior to starting, trained staff in cleaning and operation	LOW	Site Supervisor	
Patrons	Customers	Eliminate the Risk: Keep the serving area clean and clear at all times	LOW	Site Supervisor	
General Public	General Public	Eliminate the Risk: Keep work area free of rubbish. Keep access door closed	LOW	Site Supervisor	

When creating your Risk Matrix the following should be taken into account:

- Any slipping, tripping or falling hazards
- Hazards relating to fire risks or fire evacuation procedures
- Any chemicals or other substances hazardous to health e.g. dust or fumes
- Moving parts of machinery
- Any vehicles/generators/fuel dumps on site
- Electrical safety
- Manual handling activities
- High noise levels
- Poor lighting, heating or ventilation
- Using public roads, vehicle movement, traffic
- Weather
- Alcohol/drugs
- Structures and loadings, marquees/tent suitability, inflatable equipment

Participants

- Accessibility needs – parking, toilet, venue accessibility
- Refreshments
- Information line
- Lost Children
- Animals

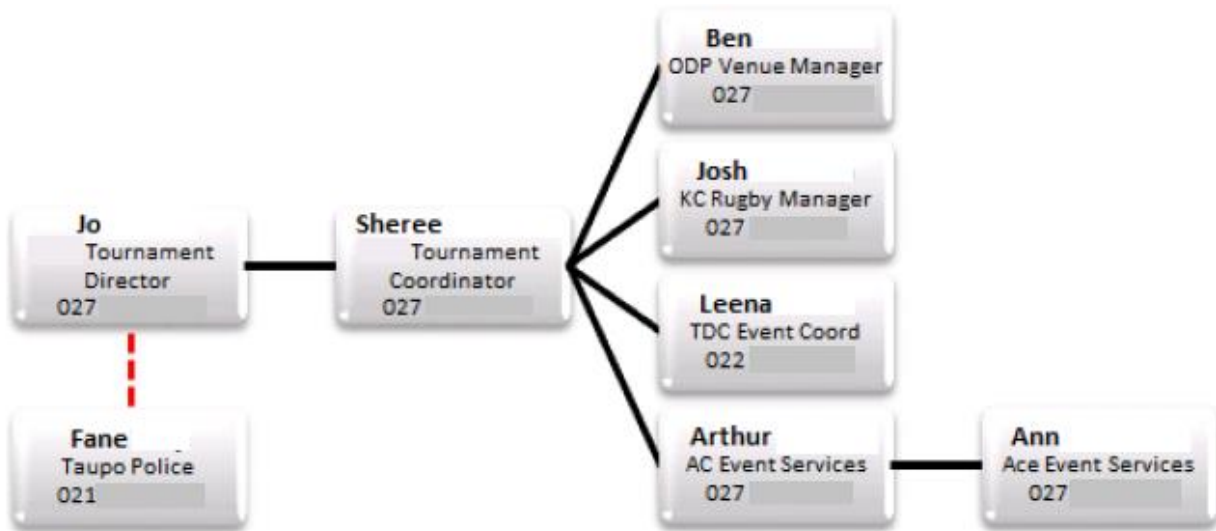
This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event. For more information and advice contact the Work Safe NZ – 0800 030 040.

If you need help with your safety plan form please contact your **Taupō District Council Event Coordinator**.

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Emergency Procedures

All incidents must be reported to the Tournament Director who will then cascade all information onto the required personal. In the event the tournament director can not be located for notification of a major incident or emergency, please use the flow chart listed below.



Owen Delany Park Grandstand

EVACUATION PROCEDURE

IF YOU DISCOVER A FIRE:-

- Sound the Evacuation Alarm
- Leave the building
- Call the Fire Service immediately

Dial 111

WHEN YOU ARE WARNED OF A FIRE IN THIS BUILDING:-

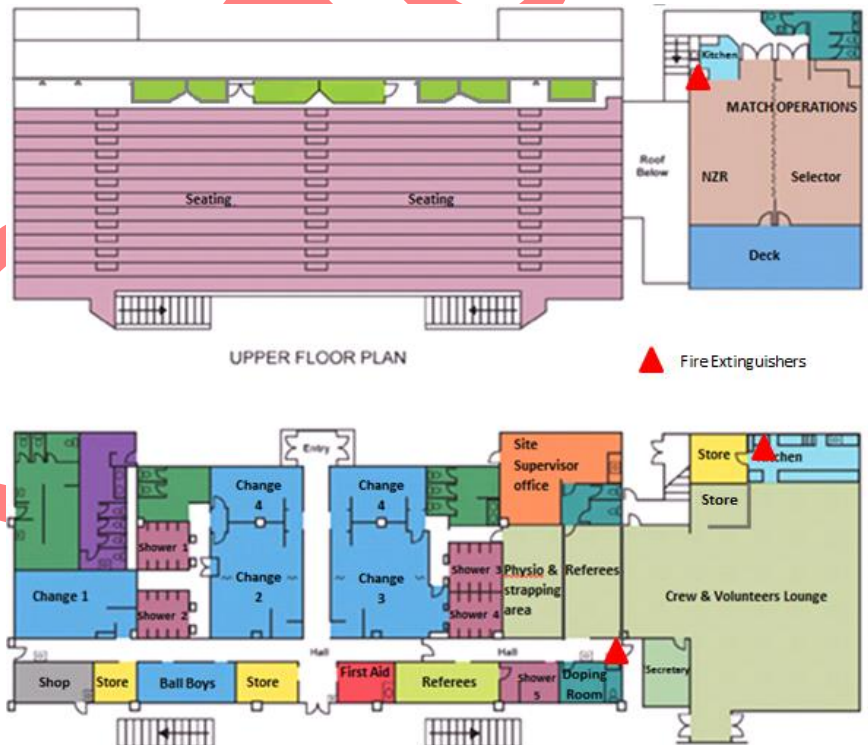
- Leave the building immediately by the:-

Nearest safe marked exit

ASSEMBLE AT THE DESIGNATED AREA:-

Main Sports Ground away from building

Stay at the assembly point until the "ALL CLEAR" is given.



Weather Policy

If the weather is not conducive to running the tournament in a safety conscious manner the event will be postponed at the discretion of the Tournament Director. The decision to proceed, alter or cancel the event will be referred to the Tournament Director who will use MetConnect to assist in the final conclusion.

Media Policy

Nobody connected with the tournament is authorised to speak to the media without the express permission of the Tournament Director. Staff and Volunteers are notified of this policy during briefing. Any unauthorised release of photographs or statements is absolutely forbidden. Following a major incident the Tournament Director will create a Press Release and speak to media as appropriate. This will only take place after they have all of the information about the incident and have had time to digest it and develop a well-balanced response on behalf of the event

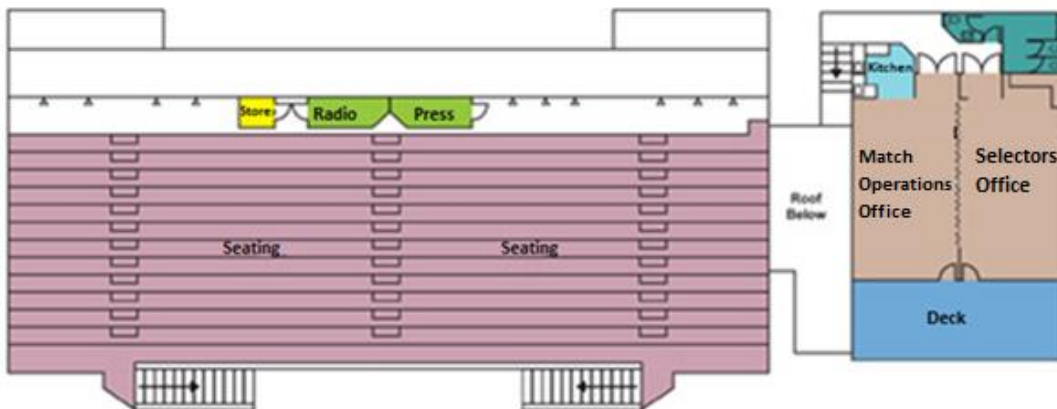
Site MAP:

A useful site map includes a grid to enable all event team members to identify their location. The grid also allows emergency services to locate specific areas of the venue with radio or mobile instructions.

When creating a site map consider the following:

- Entry & Exit points
- Vehicle access paths
- Parking
- Food & Vendor sites
- First aid posts
- Emergency Vehicle Access during an event
- Seating
- Lost & Found
- Safety fencing
- Rubbish bins
- Centre for emergency services
- Media Centre
- Pedestrian routes
- Stage locations
- Communication centre
- Rest areas
- Toilets
- Water outlets
- Information centre
- Security & police locations
- Details of Volunteer or marshals
- Evacuation points

Indoor Site Map



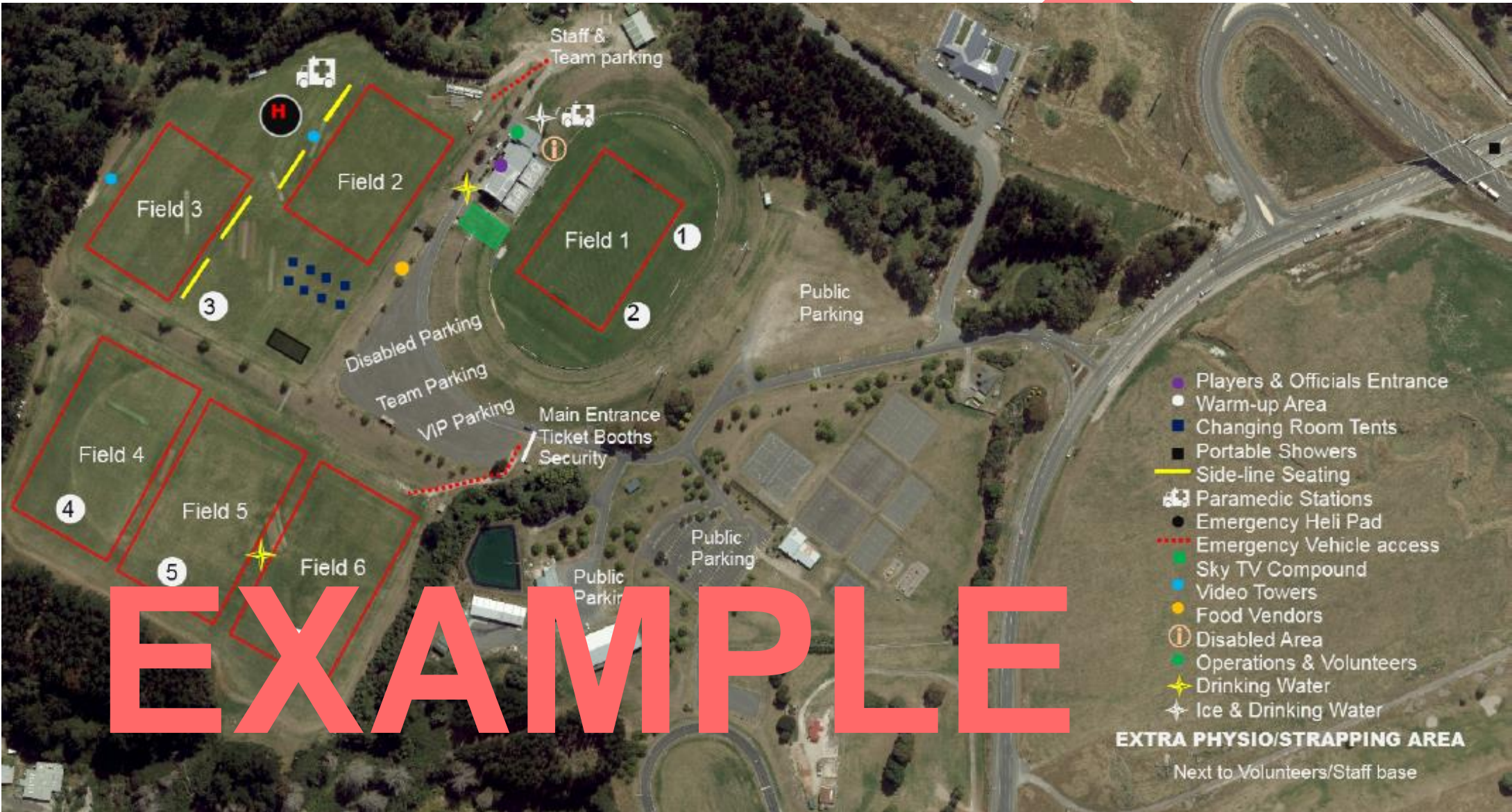
UPPER FLOOR PLAN

- ▲ Ice & Drinking Water
- ▲ Drinking Water



GROUND FLOOR PLAN

Outdoor Site Map



EXAMPLE

- Players & Officials Entrance
- Warm-up Area
- Changing Room Tents
- Portable Showers
- Side-line Seating
- 🚑 Paramedic Stations
- Emergency Heli Pad
- ⋯ Emergency Vehicle access
- Sky TV Compound
- Video Towers
- Food Vendors
- ⓘ Disabled Area
- Operations & Volunteers
- ★ Drinking Water
- ★ Ice & Drinking Water
- EXTRA PHYSIO/STRAPPING AREA**
Next to Volunteers/Staff base

In this section you are required to include 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 Miss Card*
- *Incident report – All event organiser shall complete an incident report for all major incidents and provide a copy to the TDC Event Manager within 48 hours*

EXAMPLE

HEALTH & SAFETY POLICY STATEMENT

The Health and Safety Committee is annually responsible for the continued implementation, planning, monitoring and reviewing of health and safety policies, systems, procedures and practices. The Committee consists of the CEO or a member of the Senior Leadership Group, People and Capability Manager, Health and Safety Business Partner, union representation by invitation, up to two members from the health and safety representatives, elected member representation will be invited to observe and other elected managers as appropriate. A formal feedback report to the Senior Leadership Group will be provided annually.



OUR ORGANISATION:

Taupo 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. We are committed to provide a framework for continuous improvement and progressively higher standards of work health and safety. All staff has a responsibility to ensure health and safety of themselves and colleagues. Taupo District Council will comply with the Health and Safety at Work Act 2015 and amendments, Health and Safety Employment regulations 1995, standards, relevant codes of practice and safe operating procedures. Taupo District Council will provide a balanced framework to secure the health and safety of workers and workplaces.

AS MANAGERS WE WILL:

BE COMMITTED

Commit the resources needed to ensure the work environment is a safe and healthy place to work, focused on the prevention of harm to ourselves, staff, visitors, contractors and the public.

BE RESPONSIBLE

Take all reasonable practicable steps to protect workers and other person against harm to their health, safety, and welfare by eliminating or minimising risk arising from work or from high risk areas.

TAKE OWNERSHIP

Ensure Risk Management is implemented and that all employees are responsive to report and record all risks, accidents, incidents and near misses in an accurately and timely manner.

ENGAGE

Provide for a fair and effective workplace, representation, consultation, cooperation, and resolution of issues in relation to work health and safety.

ENCOURAGE

Encourage an early return to work of employees following a workplace injury, illness or disability, and will look to proactively manage and support the rehabilitation process.

REVIEW

Annually set and review health and safety objectives and evaluate health and safety in the workplace.

AS EMPLOYEES WE WILL:

LEAD BY EXAMPLE

Follow all safe work policies, procedures, rules and instructions by the PCBU. Ensure compliance with the risk management system and take all reasonable practicable steps to eliminate or minimise risk.



Rob Williams
Chief Executive Officer

TIMELY MEASURE

Accurately and timely report all hazards, risks, accidents, incidents and near misses to the appropriate person and ensure any pain or discomfort is reported early.

KEEP PEOPLE SAFE

Ensure our own safety at work and no action or inaction by ourselves at work causes harm to any other person. It is also important to take an active role in the rehabilitation and return to work process.

February 2016

Near Miss Card



- *A near miss is a close call that has the potential to cause harm*

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

Phone **0800 030 040**

Date reported to WorkSafe: ____/____/____

Reported to WorkSafe by:

Name:

WorkSafe representative name:

Name:

Scene Held: Y/N (circle one)

Scene Released: Y/N

Date:

Time:

Scene Released by who:

(WorkSafe, NZ Police, NZ Fire etc.)

Name:

Hazard Management Process

Hazard related to accident/incident:

E.g. "Slide" AC Baths:

Analysis/cause of accident/incident:

Initial investigation by:

Name:

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.