INSERT EVENT NAME risk control plan

1. Consider your event, are the below hazards **(Column B)** (often found in public open space), relevant to your event? If not delete the hazard
2. Review the recommended actions/controls **(Column D)**, if these are the actions/controls you are putting in place maintain them, or delete and add what action/control will be taken to reduce the risk of the hazard at your event
3. Add the level of risk after you have confirmed your controls **(Column E)**. ***To do this use the Likelihood and Consequence Table at the end of this document***
4. List who will be responsible for the risk and actively managing the risk from your organising team **(Column F)**
5. Consider what other hazards your event or the venue you are using may have and add to the bottom of the table

Please note; people and organisations using the health and safety guidance in this document are responsible for ensuring compliance with current health and safety legislation, standards, regulations, codes of practice, guidelines and acceptable health and safety good practice.

- Examples are included in this plan. Please delete if not applicable.

(B) Hazard – what could cause harm	(C) Risk – potential harm caused by the hazard	(D) Actions/controls to reduce the risk	(E) Level of risk after controls are in place (Score = Likelihood x Consequence)	(F) To be actioned by / Contact No.
Inflatable device	Injury to public	• Registered device(s) is being used • The ground being used is free from hazards and flat • Children are being safely managed on and off the inflatable, with matting placed at egress points where ground is too hard • Separation of larger or more boisterous users from smaller or tinier ones will be managed • The bouncy castle provider is: o Installing and uninstalling the inflatable. They will advise if it is too windy to install, or when it should be deflated if weather changes during the event. o Training an adult to help ensure safe use by users, if the provider isn't on site. o Providing a Residual Current Device (RCD) and proof of tag and testing for any cables.	Low, Moderate, High, Critical, Extreme *(leave one)*	
Mechanical amusement device	Injury to public	• Registered device(s) is being used • Permit obtained from WBOPDC for amusement device licence • Copy of Worksafe certification obtained from provider for device(s) • People are bring managed safety on and off the device	Low, Moderate, High, Critical, Extreme *(leave one)*	

Defective LPG/Natural Gas Bottle (e.g. BBQ bottle)	Fire, explosion/ injury to public	• Gas bottles have a current certification date. • A charged and appropriate fire extinguisher with current certification/ fire blanket	Low, Moderate, High, Critical, Extreme *(leave one)*	
High winds	Falling trees/branches	• Event organiser keeping up to date on weather forecasts and constantly managing risk • Cancel or delay event	Low, Moderate, High, Critical, Extreme *(leave one)*	
UV exposure	Sun burn/ heat stroke/ dehydration	• Promote the use of sun screen to attendees • Provide refreshments • Provide shade options • Warn through promotion and communications prior to event for people to come prepared for weather	Low, Moderate, High, Critical, Extreme *(leave one)*	
Water	Drowning/ injury	• Swim between flags, supervise children • Check weather	Low, Moderate, High, Critical, Extreme *(leave one)*	
Heavy rain	Slip hazards	• Cancel or delay event • Identify slippery area and use matting to prevent slipping or avoid area	Low, Moderate, High, Critical, Extreme *(leave one)*	
Electrical cables	Physical injury / electric shock	• Electrical cables to be covered or laid away from traffic areas • Any mains or generator powered portable electrical equipment should be used in conjunction with an RCD (Residential Current Device) and suitable for outdoor use • Electrical cables are well maintained, and safe for use outdoors • Onsite power has been checked to have been serviced and maintained by Council/Asset owner	Low, Moderate, High, Critical, Extreme *(leave one)*	
Manual handling (e.g. lifting equipment or goods)	Sprains, strains, pain, discomfort	• Reduce or split loads to manageable weight/size • Ask for assistance	Low, Moderate, High, Critical, Extreme *(leave one)*	
Unruly members of the public	Vandalism, violence	• Remain calm and avoid confrontation if dangerous • Encourage them to leave the site if safe doing so and call Police if required • Stop the event if too unsafe and encourage participants to leave site	Low, Moderate, High, Critical, Extreme *(leave one)*	
Insert hazard	Insert consequence	• Control description – what are you going to do to reduce harm?	Low, Moderate, High, Critical, Extreme *(leave one)*	

Health and Safety Declaration:

I declare that:

- The information provided to Western Bay of Plenty District Council (WBOPDC) concerning the size and the nature of the event is true and correct and not misleading in any material respect according to the best of my knowledge;
- If any significant changes to the event occur I will inform WBOPDC immediately;
- I understand I am responsible for the health and safety of people at the event in accordance with the Health and Safety at Work Act 2015 (HSWA) and will operate the event in accordance with the risk assessment and controls contained in the Event Risk Control Plan outlined above; and
- I confirm that I am the authorised signatory for the Event Organiser.

Full name:	
Signature:	
Position:	
Date:	

Likelihood and Consequence Table (Column E)

Risk score and level of risk - The table below shows how to assess the **likelihood** and **consequence** of each identified risk and therefore show the **risk score** and the **level of risk**. **Eg:** The likelihood the risk is identified as unlikely which gives a rating of 2 and the consequence of the risk would be moderate which gives a rating of 1.5. To get the risk score you multiply the likelihood of 2 by the consequence of 1.5, (2 x 1.5 = 3). The risk score is 3 which inicates the level of risk is moderate (as per the table below).

Likelihood (L)	Definition	Consequence (C)	Definition	Risk Score	Level of risk	Description
1 Rare	Once every 10 years, never heard of it happening	0.5 Less than Minor	Minor injury, first aid not required	0-1.5	Low	While control issues may still exist at this level, their impact will be low.
2 Unlikely	Event will seldom occur i.e. every two years	1 Minor	First aid or minor treatment	2-4	Moderate	This level of risk is still considered unacceptable in certain circumstances.
3 Possible	Event will intermittently occur i.e. annually	1.5 Moderate	Medical treatment required	4.5-8	High	Require attention with a degree of priority. Remedial action should be identified and implementation commenced with appropriate priority.
4 Likely	Event will occur in most circumstances i.e. monthly	4 Major	Notifiable injury or illness, broken bones, hospitalisation	10-16	Critical	This level of risk also requires immediate attention and should not proceed without clear and timely action plans identified to reduce the risk.
5 Almost certain	Event expected to occur in most circumstances i.e. daily	5 Extreme	Loss of life; multiple notifiable injuries or illnesses, permanent severe disability	21-25	Extreme	Stop, do not proceed with any risk at this level without specialist assistance to further treat/reduce risk including the possible development of contingency plans and/or risk transference strategies.

The **hierarchy of risk control** must be adhered to when selecting risk control measures to manage identified hazards:

Most effective	**Eliminate**	Can the activity be stopped or hazard removed?
	Substitute	Can the activity/object be delivered in another way?
	Isolate	Make sure that the risk is contained to the smallest possible area
	Engineering Controls	Emergency stop buttons, automated controls etc.
	Administrative controls	Carry out the work according to a specific step by step programme with training
	PPE	Use of ear defenders, hard hat, toe protectors etc.

The above is prescribed under the Health and Safety at Work Act 2015.