

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 | <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> 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 <i>(leave one)</i> | |
| Mechanical amusement device | Injury to public | <ul style="list-style-type: none"> • 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 <i>(leave one)</i> | |

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|--|------------------------------------|--|--|--|
| Vehicle movements on reserves | Injury to public | <ul style="list-style-type: none"> Vehicles to travel at 5 kilometres per hour at all times and have their hazard lights on when travelling on reserves Traffic flow to be managed by staff and speed reminders given at entrance point | Low, Moderate, High, Critical, Extreme <i>(leave one)</i> | |
| Defective LPG/Natural Gas Bottle (e.g. BBQ bottle) | Fire, explosion/ injury to public | <ul style="list-style-type: none"> Gas bottles have a current certification date. A charged and appropriate fire extinguisher with current certification/ fire blanket | Low, Moderate, High, Critical, Extreme <i>(leave one)</i> | |
| High winds | Falling trees/branches | <ul style="list-style-type: none"> Event organiser keeping up to date on weather forecasts and constantly managing risk Cancel or delay event | Low, Moderate, High, Critical, Extreme <i>(leave one)</i> | |
| UV exposure | Sun burn/ heat stroke/ dehydration | <ul style="list-style-type: none"> 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 <i>(leave one)</i> | |
| Water | Drowning/ injury | <ul style="list-style-type: none"> Swim between flags, supervise children Check weather | Low, Moderate, High, Critical, Extreme <i>(leave one)</i> | |
| Heavy rain | Slip hazards | <ul style="list-style-type: none"> Cancel or delay event Identify slippery area and use matting to prevent slipping or avoid area | Low, Moderate, High, Critical, Extreme <i>(leave one)</i> | |
| Electrical cables | Physical injury / electric shock | <ul style="list-style-type: none"> 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 <i>(leave one)</i> | |
| Manual handling (e.g. lifting equipment or goods) | Sprains, strains, pain, discomfort | <ul style="list-style-type: none"> Reduce or split loads to manageable weight/size Ask for assistance | Low, Moderate, High, Critical, Extreme <i>(leave one)</i> | |
| Unruly members of the public | Vandalism, violence | <ul style="list-style-type: none"> 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 <i>(leave one)</i> | |

| | | | | |
|---------------|--------------------|--|--|--|
| Insert hazard | Insert consequence | <ul style="list-style-type: none"> Control description – what are you going to do to reduce harm? | Low, Moderate, High, Critical, Extreme <i>(leave one)</i> | |
|---------------|--------------------|--|--|--|

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, ($2 \times 1.5 = 3$). The risk score is 3 which indicates 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.