

Event organisers are required, under the Health and Safety at Work Act 2015, to have in place a Health and Safety Risk Assessment/Management Plan for each event held on Council premises. Rangitikei District Council requires that before holding an event at a community hall, event organisers obtain all relevant permits/licences and complete a risk assessment and event management plan. They are required to do this prior to the event setup/start date.

Council staff can be available to assist with this process or provide advice if required. An Event Safety Risk Assessment Plan is included in this document for your use together with an event management plan if required.

Please supply a copy of your Event Safety Risk Assessment/Management Plan to Rangitikei District Council and retain a copy for your own records. You must submit this plan at least 5 working days prior to the event start date.

Risk Assessment Considerations

- Emergency plans
- Fire wardens
- Manual handling
- Parking wardens
- Power cables, cords tested and tagged
- Relevant certificates available
- Security staff
- Slips, trips and falls
- Structures
- Traffic controls
- Working at heights and off ladders

Risk Assessment Matrices

1. Likelihood - how likely is it to occur?

Level descriptor	Example detail	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur but only in exceptional circumstances

2. Risk Rating - the risk matrix determines a risk rating, based on the likelihood and consequence of risk

CONSEQUENCE					
Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	High	High	Extreme	Extreme	Extreme
B (likely)	Medium	High	High	Extreme	Extreme
C (possible)	Low	Medium	High	Extreme	Extreme
D (unlikely)	Low	Low	Medium	High	Extreme
E (rare)	Low	Low	Medium	High	High

3. Consequence - what is likely to be the impact?

Level	Descriptor	Example Detail Description
1	Insignificant	- No injuries - Low financial loss - Inconsequential or no damage - Little or no disruption to public infrastructure
2	Minor	- First aid treatment - Some damage - Some disruption to public - Some financial loss
3	Moderate	- Medical treatment required - Some hospitalisation - Temporary halt of event requiring outside assistance (eg specialised maintenance, fire, police) - Moderate damage - Moderate disruption to public - High financial loss
4	Major	- Extensive injuries - Significant hospitalisation - Loss of production capability - Halt of event requiring investigation and outside assistance (eg fire, police, ambulance) - Significant damage - Significant disruption to public - Major financial loss
5	Catastrophic	- Death - Halt of event with investigation and potential prosecution (eg fire, police, ambulance) - Catastrophic financial loss

Safety Risk Assessment Plan

Please complete and send a photocopy to Council

Some examples of hazards are, lifting, slips and falls, weather, fire (if using the kitchen), age groups, crowding, intoxication, noise, traffic.

SAFETY RISK						
Task/Issue/ Hazard	What could go wrong	Person/area affected	Risk Rating (See matrix)	Risk control measures	By who and when	Notes
Task: Manual handling - lifting 24- pack bottles/cans to restock (from truck or pallet to fridges)	Back or shoulder strain or sprain	Any person restocking fridges	D2 Low	Currently: Trained in good lifting technique Seek assistance if needed Deliveries as close as possible to area Trolley to be used where possible Next steps: Purchase additional trolley Training for new workers and refresher training for existing staff	John Doe 15/5/20--	Quote for new trolley being obtained

Please copy and complete for as many hazards/issues/risks you identify for your event