



Mountain to Sea

Te Kaunihera-ā-Rohe o Ngāmotu

NEW PLYMOUTH DISTRICT COUNCIL

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Event Health and Safety Management Guidelines



Waitangi Day Event, Puke Ariki

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Purpose

The purpose of this guideline is to provide practical information to help event organisers put in place safety management systems that ensures the elimination or minimisation of risks of harm.

The guideline establishes the minimum requirements to ensure the safety and security of participants and visitors at public attended events held on New Plymouth District Council (NPDC) owned and operated facilities and assets.

The smooth and safe running of an event that is memorable and fun for everyone involved, all starts with good planning. Good planning involves the identification of and management of risks.

An event health and safety risk assessment and management plan must be prepared before an event can take place.

The Event Health and Safety Management Guidelines are split into two sections:

- [Section 1](#) details the minimum expectations of an Event Health and Safety management plan.
- [Section 2](#) provides Risk Control guidance for relevant hazards associated with the event.

The ***Event Health and Safety Management Plan template*** has been provided to assist you with this process. It is recommended that you complete this electronically (Microsoft Word format) so it can be updated in future (e.g. for reoccurring events).

If you have your own preferred format, this will be accepted providing it covers the minimum requirements detailed in Section 1.

The timeframe required for submission of plans to NPDC will be provided on confirmation of booking.

Introduction

This Guideline has been developed to provide minimum expectations for event safety relevant to identified risks.

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

The following requirements apply to all public attended events that are held on NPDC property and where it has been assessed that a safety plan is required. This is subject to the risk and nature of the event including factors such as:

- Type and size of audience.
- Location.
- Duration of the event.
- Time of day and year the event will be held.
- Type of activity, and
- Impact on the environment.

The development of a good quality event safety risk assessment and management plan is of great importance. It shows that you, as an event organiser, understand the requirements of the work, risks, hazards, situations and equipment that are or may be encountered around your event.

Event organisers have, at all times, a [primary duty of care](#) to ensure the safety of both staff, contractors, volunteers and persons effected by the event site and are responsible for the provision and maintenance of the safety plan. Remember, that as the event organiser you must consult and coordinate with all participants.

The plan must be specific to the event, not be a generic plan. Furthermore, it must take into consideration all event participants and spectators, event staff, volunteers, activity provider employees/contractors, at the event as well as general public who may be affected.

The best safety device at an event is engaged, alert, well trained and well equipped people.

Definitions

Adventure Activity

An adventure tourism or outdoor education operation that provide, for payment, activities that are designed to deliberately expose participants to a risk of serious harm that must be managed by the provider of the activity.

Event

NPDC Public Places Bylaw defines an Event as “an organised meeting or gathering, demonstration, parade, procession or competition”.

Maritime Event

An event, on or in the water that is likely to affect the normal operation of other vessels and water users in the area of the event.

Marshals

Marshals are predominantly engaged in informing traffic, often on a voluntary basis. Irrespective of remuneration and for the purposes of these guidelines, marshals, like volunteers, are considered as employees.

Participants

Everyone actively involved in and contributing to, the event. This can include, but is not limited to, the event organiser(s), employees of the event organiser, contractors (and their employees), sub- contractors (and their employees), volunteers, marshals and attendees.

Special Effects

These include, but are not limited to, pyrotechnic displays (e.g. fireworks), glitter cannons, laser light shows and dry ice/smoke machines.

Section 1: Event Health and Safety Management Plan Requirements

Every event requires an event specific Risk Assessment and Management Plan. A template is provided for the event organiser to use if they wish, but they may have their own preferred format.

The Event Health and Safety Management Plan is a live document and must be kept updated as and when new hazards/risks and the control of those risks have been identified. The plan includes, but is not limited to, information about the following:

Standard event information

Each of the items in the following content, if applicable to your event, must be addressed.

Safety policy

The Event Health and Safety Policy is an essential document that states the commitment of the event organiser to the safety and security of the event. It needs to be dated and signed by the most senior member of the event organising team who will be accountable for event health and safety. **Page 2 of template.**

Event details

Provide the key event information including; event name, location/s, dates/times (including pack in/out), organiser contact details, event description, anticipated number and type of participant. **Page 3 of template.**

Site plan

Attach a site plan indicating event set up and key locations. You may like to use [NPDC maps](#) to view spatial information such as aerial imagery and property boundaries. **Page 4 of template.**

Contributory factors

Indicate the types and number of participants as well as the anticipated number of spectators. Other contributory factors provide a prompt to highlight generic event hazards associated with the events. Those indicated need to be addressed in the Risk Control Plan, guidance is provided in [Section 2](#). **Pages 5 & 6 of template.**

Please note: Particular hazardous work (Notifiable works) needs to be reported to WorkSafe New Zealand at least 24 hours prior to commencement of such work. This work includes but is not limited to:

- Work at height where a person can fall five metres or more.
- Scaffolding of which any component is over five metres in height from the ground
- Lifting loads greater than 500kg
- Confined space work

You will need to acknowledge your understanding of this requirement and note the work and actions to manage notifiable works within your risk management plan.

Find more information here: <https://worksafe.govt.nz/notifications/hazardous-work/>

Key responsibilities and contact details

List the key contacts and their responsibilities throughout the duration of the event and after hours, where applicable. **Page 7 of template.**

Note that it is the responsibility of the event organiser to verify any certificates (e.g. first aid) and check that they are current and in accordance with New Zealand legislation, relevant industry standards and acceptable health and safety best practice.

Contractors for the event

List all contractors that will be engaged in any activities related to the event. It is the responsibility of the event organiser to verify all relevant certificates, licenses, and registrations.

Please include the work the contractor has been engaged to do and any plant and equipment that they will bring and operate at the event (deliverables).

It is important that all contractors receive a safety induction onto the event site and provide the event organiser with an Event Site Specific Safety Plan including a Risk Assessment and Management Plan before they start work. All contractors have a duty to work together.

Page 8 of template.

Managing Risk

RISK ASSESSMENT – IT'S A MUST

(Page 9 – 11 of template)

The success of your event is measured in many ways and safety is one of them. As part of any good planning process hazards should be identified and risks assessed and controlled to eliminate or minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

While most of us understand this, we can find it difficult to apply to a working event document, such as Risk Registers or Risk Control Plans. Remember to start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety, from the concept/planning phase right through to the overall evaluation of the event.

This guide breaks down the risk assessment process, outlining each step.

STEP 1 - HAZARD IDENTIFICATION

Hazard identification is the process of recognising hazards associated with an event. It is helpful to consider the people involved and their roles. Hazard 'groupings' that can assist in the identification process include:

- **Human** - type and size of crowd expected, level of crowd participation.
- **Technological** - mechanical, utilities such as gas and electricity, plant and equipment.
- **Natural** - the physical location and site area conditions.
- **Environmental** - weather, ground impact etc.

Note that the 'contributory factors' indicated on the template will assist you in identifying generic event hazards.

STEP 2 - RISK ASSESSMENT

Risk assessment is the process of estimating the likelihood that a hazard will result in harm and the severity of that harm (consequence). By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimisation.

In order to determine a risk rating consider:

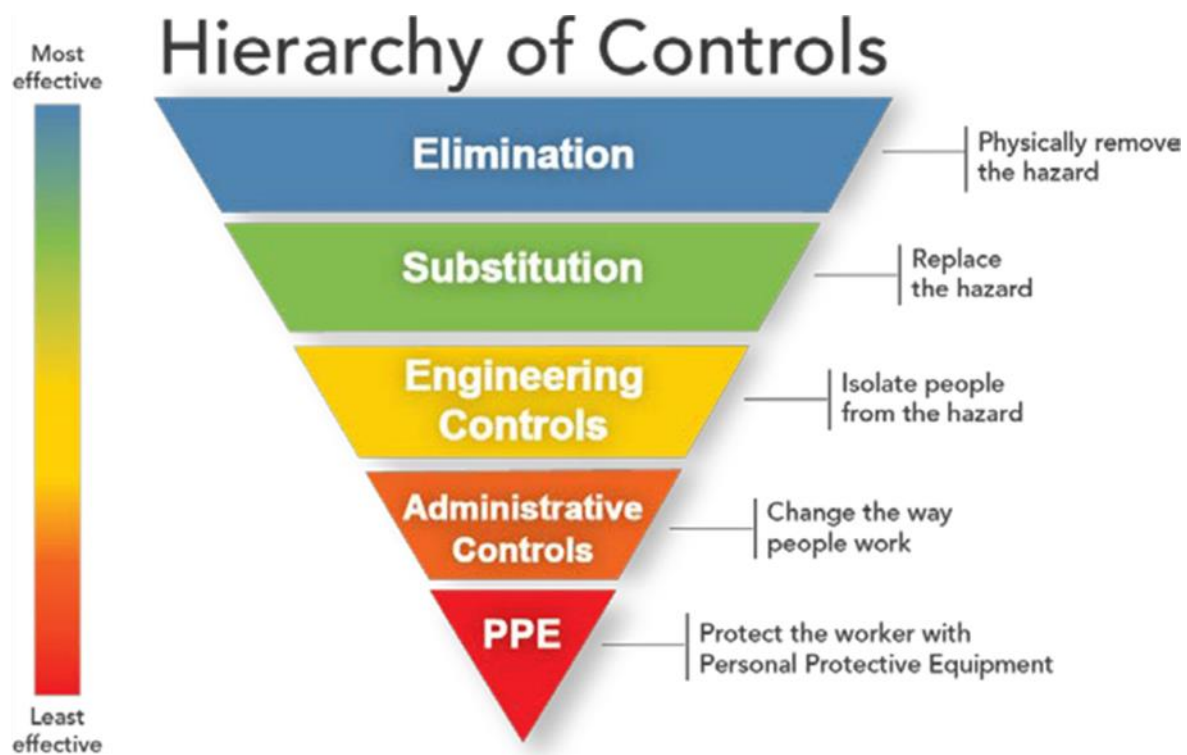
- The **consequence** – what could happen, the extent of harm, and
- The **likelihood** - the chances or possibility of it occurring.

A risk assessment matrix is provided below. Event organisers may have their own preferred methodology. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

STEP 3 - RISK CONTROL

In order to control the risk we need to work out the best method of handling the risk. Look at the following methods, which are referred to as the 'hierarchy of controls', to see if you can eliminate or reduce the risk.

Note: Guidance on controlling event hazards can be found in [Section 2: Risk Control Guidance](#).



- **Elimination** – by removing the hazard entirely through new design or implementing a new process.
- **Substitution** – by replacing hazardous materials or methods with less hazardous alternatives.

- **Engineering** – by isolating, enclosing or containing the hazard or through design improvements.
- **Administrative** – by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace.
- **Personal protective equipment (PPE)** – by making sure that appropriate safety equipment, such as gloves, hats, sunscreen etc. are available.

Often people pick the 'easier' option by going straight to administrative controls or PPE but there are often more effective ways to control the hazard. In many cases consultation and discussion with the people involved reveals new ideas or better ways of handling hazards and reducing the risk of injury.

Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It is vital to ensure that risk assessment covers the entire event, from set up (pack in) to dismantling (pack out), not just during the event itself.

Most importantly, consult with those involved.

For more information on the risk management process please refer to WorkSafe NZ quick guide: ['Identifying, assessing and managing work risks'](#).

Risk Assessment Matrix

Risk assessment tables enable event organisers to allocate risk ratings to all hazards so they can prioritise and address them in a systematic way. The risk assessment process results in a Risk Control Plan.

LIKELIHOOD

How likely is it to occur?

Level	Descriptor	Example Detail Description
A	Almost Certain (5)	Often occurs / once a week
B	Likely (4)	Could easily happen / once a month
C	Possible (3)	Could happen or known to happen / once a year
D	Unlikely (2)	Hasn't happened yet but could / once every 10 years
E	Rare (1)	Conceivable but only in extreme circumstances / once in 100 years

CONSEQUENCE

What is likely to be the impact?

Level	Descriptor	Example Detail Description
1	Insignificant (1)	No injuries / minimal financial loss
2	Minor (2)	First aid treatment / medium financial loss e.g. temporary halt of event
3	Moderate (3)	Medical treatment / high financial loss e.g. temporary halt of event requiring specialised assistance (e.g. Police, fire, ambulance).
4	Major (4)	Hospitalisation / large financial loss e.g. halt of event requiring investigation and outside assistance (e.g. Police, fire, ambulance).
5	Catastrophic (5)	Death / massive financial loss e.g. halt of event requiring investigation and outside assistance (e.g. Police, fire, ambulance) and potential prosecution.

Risk Rating Matrix

The risk matrix determines a 'risk rating', based on the likelihood and consequence of risk.

	Consequences				
Likelihood	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophe (5)
Almost certain (5)	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
Likely (4)	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

Ratings Key

- **Catastrophic:** Immediate action required
- **High risk:** Senior event management attention needed
- **Moderate risk:** Management responsibility must be specified
- **Low risk:** Manage by routine procedures

Example of a Risk Control Plan.

Risk Assessment (refer to risk assessment matrix below):					
Hazard/Task	Risk Description (What could go wrong)	Risk Rating before control measures in place (Consequence x Likelihood = Risk Rating)	Risk Control Measures	Responsibility	Monitoring/Actions
Manual Handling	Back or shoulder strain or sprain	Minor - First aid treatment (2) Unlikely - Hasn't happened yet but could (2) Moderate (4 - 9) specify who is responsible	<ul style="list-style-type: none"> • Staff trained in good lifting technique • Seek assistance if needed • Deliveries as close as possible to area • Sack trucks to be used where possible 	Site supervisor	<ul style="list-style-type: none"> • Supervision
Heavy rain	Slip hazards	Minor - First aid treatment (2) Possible - Could happen / known to happen (3) Moderate (4 - 9) specify who is responsible	<ul style="list-style-type: none"> • Cordon off slip areas • Cancel or delay event 	Event Manager	<ul style="list-style-type: none"> • Check weather forecasts
Electrical cables	Physical injury or Electric shock	Catastrophic - Death (5) Unlikely - Hasn't happened yet but could (2) High (10 - 15) management attention needed	<ul style="list-style-type: none"> • Electrical cables to be covered or laid away from high traffic areas. • Any mains or generator powered portable electrical equipment to be used in conjunction with an RCD (Residential Current Device) and suitable for outdoor use • Electrical cables are well maintained, tagged and tested and safe for use outdoors • Onsite power has been installed by competent person 	Event Manager	<ul style="list-style-type: none"> • Pre-event site safety check

Reporting and recording incidents and accidents

Recording and investigation of any incidents is a useful tool to assist in formulating better safety strategies for your next event.

You must demonstrate:

- Your internal reporting requirements (how an issue is reported and who to).
- Management responsibilities (who is in charge and what is expected of them).
- Procedures for reporting Notifiable Events to WorkSafe New Zealand.
- Procedures for investigating incidents.

Please note the following:

- WorkSafe New Zealand must be notified as soon as possible of a reportable 'notifiable event' (Freephone 0800 030 040). For information on what events need to be notified visit WorkSafe - [What events need to be notified?](#)
- If you are reporting a hazardous substances emergency, call the New Zealand Fire Service on 111 and then the WorkSafe NZ response team directly on 0800 030 040.
- It is a legal requirement not to disturb an accident scene until clearance is authorised by a WorkSafe inspector except in certain situations, such as when persons or property are at risk.
- If you require scene clearance or other immediate assistance from WorkSafe, please call 0800 030 040.
- Your NPDC Event Facilitator must also be informed of any notifiable events on NPDC controlled sites -Phone 06 759 6060.

A notifiable event is a:

- Death
- Notifiable illness or injury, or
- Notifiable incident occurring as a result of work.

For more information visit WorkSafe:

<https://worksafe.govt.nz/notify-worksafe/>

Emergency Response

An emergency can happen anywhere at any time. Therefore, it is essential to produce an emergency response plan in order to be prepared as much as possible.

Please be aware that it is not acceptable or fair to call emergency services and expect them to take all responsibility. They can take time to arrive (traffic, distances) or be busy elsewhere. Whilst awaiting their arrival there is valuable time that can be used to minimise the impact on people, property and the event.

The plan needs to be event specific and shall, at a minimum, address the following:

- Types of emergencies that could reasonably occur during the event
- Note it is accepted that major natural disasters are likely out of the scope of the event capabilities. In these instances Civil Defence protocols would be followed.
- How these emergencies are prepared for (e.g. information and training).
- Communication structure and line of command in an emergency.
- Personnel who can authorise evacuation.
- Nearest Accident and Emergency facility address and contact details.
- The role of event staff in the case of an emergency. A process that accounts for all staff, volunteers and contractors at the site post emergency.
- A process to ensure the wellbeing of any lost children/vulnerable persons in the event's care.
- Briefing of emergency personnel and arrangements for emergency services, including Police.
- Site map that clearly shows the location of:
 - Evacuation areas (on-site and off-site). It is advisable to have an alternate evacuation point in case the primary is not available.
 - Meeting point for emergency services.
 - Location of fire extinguishers, fire blankets and first aid kits.

Also, where applicable:

- Gas cut-off valve.
- Main electrical switchboard.
- The radio channel used for an emergency (if applicable).
- The establishment of an emergency control centre.

Emergency services

It is essential to maintain emergency access/egress to the event site and plan ahead to provide the opportunity for emergency services to be on the scene as soon as possible.

It is strongly recommended that these services are contacted and informed about the event so they can plan accordingly.

Emergency services include:

- Police. (<https://www.police.govt.nz/>)
- Fire brigade (<http://www.fire.org.nz>)
- Local ambulance/first aid services (<https://www.stjohn.org.nz/>) and if applicable;
- Coastguard. (<https://www.coastguard.nz/regions/central-region/units/taranaki/>)

First aid provision

An appropriate number of first aid certified personnel shall be present during the event taking into account the risk profile (e.g. activities) and expected number of persons attending. Sufficient numbers of first aid certified personnel shall also be present during pack-in and pack-out.

The location of first aid facilities should be marked on site maps including public maps and announced via any PA system.

It is strongly recommended to engage a recognised service provider for first aid during the event.

Section 2: Risk Control Guidance (A - Z)

This section provides Risk Control guidance for relevant hazards associated with the event identified in your Risk Control Plan.

Note: For additional guidance material see [other useful references](#)

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A

Access and inclusion

Make your event an inclusive event by planning early to support different attendees' needs.

Considerations include:

- The physical site (uneven surfaces, slopes, unclear path ways, well-lit areas, drop off zones or mobility parking close to entrance, quiet zones). What are the impacts on access for everyone who may attend?
- Event communications. Can people make an informed decision before coming to the event i.e. website design and content, site map showing accessibility, large print signage and programmes at venue.
- Event day services i.e. transport options, onsite parking, toilets (accessible and sign posted), signage/PA system, seating or appropriate spaces for wheelchair users and service dogs, food and beverage access and/or delivery options to those who can't access these services.
- Event planning. Staff responsiveness/experience to assist, evacuation procedures, information in appropriate formats able to be interpreted.

For more information visit:

Resource: [Accessible Events Checklist](#)

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Adventure activities

There may be situations where event organisers are providing adventure activities (e.g. abseiling outdoors) and will therefore need to comply with the Health and Safety at Work 2016 (Adventure Activities Regulations 2011). If you are an event organiser, this guide will help you determine whether you need to be registered:

<https://WorkSafe.govt.nz/topic-and-industry/adventure-activities/information-for-event-organisers/>

The safety audit standard sets out the requirements for an operator's safety management system:

<https://WorkSafe.govt.nz/topic-and-industry/adventure-activities/documents-and-resources/>

Safety audits are performed by safety auditors recognised by WorkSafe, engaged directly by the operator.

The operator must have a current valid safety certificate.

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Alcohol

The Sale and Supply of Alcohol Act 2012 requires anyone selling or supplying alcohol to the public (e.g. in outdoor spaces, community halls, etc) to have a special licence. NPDC issues alcohol licences on behalf of the Alcohol Regulatory Licensing Authority.

Part of your application may be an alcohol management plan. This will detail what is in place to ensure sensible consumption of alcohol at your event and management of intoxication such as qualifications of those managing the bar, hours of sale/supply, security, food availability and the provision of water and low-alcohol and non-alcoholic beverage options.

For a special licence application form visit:

<http://www.newplymouthnz.com/Business/Regulations-and-Licences/Alcohol-Licences>

For event guidance for major events refer to 'Guidelines for Managing Alcohol at Large Events': www.alcohol.org.nz/resources/guidelines-for-managing-alcohol-at-large-events

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Amusement devices (e.g. fairground machinery)

Amusement devices of a mechanical device nature (e.g. ferris wheels) can present hazards at events if installed and used incorrectly (e.g. when the necessary guarding or electrical isolations have been removed). The age of the equipment can also be a contributing factor to the level of risk.

Amusement devices fall under the Amusement Devices Regulations 1978 and all mechanical devices must have a WorkSafe certification and operators must [apply for a permit to operate issued by NPDC](#).

It is also your responsibility to ensure that the operator complies with the conditions of the WorkSafe certification and the NPDC permit.

Find more information here about mechanical amusement devices:

<https://worksafe.govt.nz/topic-and-industry/amusement-devices/>

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Animals

If the event involves animals, the following must be considered and prepared for:

- The safety and security of animals.
- The welfare of animals, and who is responsible.
- The presence of veterinarians. If a vet is not going to present then contact your local veterinarian clinic to check that they would be available to attend in an emergency.
- An emergency procedure for escaped animals.

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B - C

Children and vulnerable persons (e.g. Lost children)

Where the presence of children/vulnerable persons is involved, a procedure shall be in place to ensure the safe and timely return of lost dependents. The following needs to be addressed as a minimum:

- Record detailed description of the lost dependant(s) name, sex, age, ethnic group, hair colour, clothing description.
- A designated location where lost dependant(s) can be registered and collected.
- The location needs to be clearly signposted and printed in pre-event publicity, programmes, and on site maps.
- Unless the person responsible has undergone and has on file a 'Police vet' then two staff shall be constantly with the dependant(s) to ensure the safety of the dependant(s) and for the protection of the staff members.
- You must include the person (if undergone 'Police vet') or the names of two people and their contact details in the event key contact list.
- You must have protocols in place for safely reuniting lost children with their carers i.e:
 - When making announcements, DO NOT use the name of the dependant, only use a description.
 - Staff to have access to communication devices.
 - Sight and record ID and details of caregiver and carefully watch reaction of the dependant. If dependant becomes distressed or fearful, staff MUST contact security/Police.
 - If there is any doubt the caregiver is bona fide (e.g. honest, sincere or lack of evidence of who they claim to be) staff MUST contact security/Police.

- If at the end of the event (or within half an hour, whichever is sooner) dependants are still present, Police must be informed. It is advised that any lost dependants at this stage be placed in the care of the Police.
- Do not give the child anything to eat or drink, except water as they may be allergic to certain foods.
- Avoid allowing a child to go off with anyone under the age of 16. Avoid putting yourself in danger or in any compromising situations.

Note: A process must be included in your emergency management plan to ensure the wellbeing of any lost children/vulnerable persons in the care of 'the event'.

Other points to consider:

- Play/comfort equipment, e.g. for smaller children, soft toys or pens and paper, for older children Lego bricks or board games.
- Organise a volunteer to be located at the entry point with a permanent marker, suggesting to caregivers that they write their phone number on the child's arm.

Note: Lost child report form is included in the 'Event Health and Safety Plan template'.

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Confined spaces

A confined space is an enclosed or partially enclosed space that has not been designed for human occupation, has limited access or has the potential for containing a toxic or oxygen deficient atmosphere. As part of your event plan you will need to identify any spaces that meet this description. Examples include storage tanks, silos, pits, pipes, and sewers.

The Australian Standard: AS 2865 should be referenced when managing confined space hazards. More information about risk control can be found at

<https://worksafe.govt.nz/topic-and-industry/planning-entry-and-working-safely-in-a-confined-space/>

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Contractors

Contractors and the event management company are a PCBU (person conducting a business or undertaking) and have duties under HSWA to all workers and others affected by their work.

As an event organiser you have responsibilities to support delivery of a safe event environment for your contractors.

Event organiser responsibilities:

- Review all contractors' event specific health and safety management plans prior to any works taking place and accepting the level of risk management associated with their works.
- Site inductions for all contractors including event overview, on site hazards, H&S reporting and investigation processes, location of facilities (toilets, water).
- On-site monitoring of contractor activity in line with contractor's event specific H&S plans (pack in/out and event day).
- Provide post event feedback to inform future planning and documentation.

Contractor responsibilities:

- Risk(s) created by work undertaken by a contractor (or a subcontractor) are clearly identified, documented and managed by the contractor and communicated to the event manager/event H&S representative.
- All contractors to follow best practice systems and processes in accordance with respective industry standards at all times.
- Event reporting and communication lines are followed if an incident occurs (including hazard, accidents and near misses), and
- Compliance with all required legislation and regulations.

For more information visit WorkSafe:

- [Working with other businesses](#)
- [Overlapping duties](#)

Also refer [Managing your workers](#) section.

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Crowd management

Wherever crowds of people converge at one location a number of hazardous situations can be created. You must detail how the movement and behaviour of people on site will be managed.

You will need to understand the number of people you can safely fit on the site. You must also take into consideration the exits available (keeping in mind a potential full evacuation should be completed in eight minutes from a place of danger to a place of safety).

Find more information here:

<http://www.hse.gov.uk/event-safety/crowd-management-assess.htm>

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D – E

Electricity

If electricity is involved (e.g. to provide lighting, audio visual), then as the organiser, you are responsible for developing or ensuring a procedure is in place to ensure safe supply and use.

Key considerations to address include:

- Only licensed electricians can do work on electrical installations.
- Electrical equipment used must comply with regulations.
- Use of residual current devices (RCDs).
- Site layout (performance areas, traders, public areas, access routes, etc).
- Power requirements / potential for overloading.
- Details of and access to any mains (utility) power supply.
- Location of any existing overhead power lines or buried cables.
- Environmental conditions.
- Emergency power requirements.
- Use of generators.
- Routing of temporary overhead or underground cables.
- Main isolators controlling the electrical supplies to the stage lighting, sound, special effects, emergency lighting and lifting equipment.
- Cabling. Select and rate all cables to meet electrical safety standards and to withstand any unusual environmental or adverse weather conditions.
- Trip hazards. Route cables to minimise tripping hazards or potential mechanical damage. You can also use cable ramps or similar to protect cables running over ground across route ways to help avoid them becoming tripping hazards.

Refer WorkSafe NZ guidance:

- [Electricity](#)
- [Electrical safety checklist for small construction site](#) (relevant in event context)

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Drones

Refer [Unmanned aircraft](#)

F

Food safety

A number of hazards are associated with the storage, preparation and consumption of food. These hazards must be managed, and the management process should be detailed in your Risk Control Plan, with reference to the requirements of the [Food Act 2014](#).

You may be required to register a food control plan with NPDC.

For more information visit NPDC website [Do I need to register?](#)

Associated hazards may include but are not limited to:

- Salmonella.
- Gastroenteritis.
- Listeria.
- Incorrect storage.
- Infectious diseases e.g. influenza.
- Allergic reactions.
- Hot food/drink.
- Insects/rodents.

Note: For hazards relating to cooking refer to use of [Liquefied petroleum gas \(LPG\)](#) and [Electricity](#).

Additional Resources:

[List of Registered Food Premises in New Plymouth District](#)

An excellent aid in identifying food specific hazards can be found on the Ministry for Primary Industries website:

- [Hazard Database](#)
- [Fundraising & community events](#)
- [Food control plans](#)

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G

Gas

Refer [LPG](#)

Ground penetrations

It is the responsibility of the event organiser to ensure that underground services such as electrical cables, gas lines, water pipes have been properly located prior to any ground penetration (e.g. marquee pegs, hangi, activities during the event or pack-in and pack-out.

See 'before you dig' to locate services www.beforeudig.co.nz or contract a detection service provider.

It is important to check with the landowner and obtain written consent before performing these operations.

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H

Heat/cold

Where your event will take place outdoors, the risks associated with the effects of heat and cold on workers and event-goers needs to be managed. This may be managed by providing:

- Suitable clothing.
- Provision of drinking water.
- Suitable facilities to rest and eat.
- Shade.
- Shift working.

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Inflatables (e.g. bouncy castles)

Inflatables can present hazards at events if installed and used incorrectly (e.g. when the necessary guarding or electrical isolations have been removed). The age of the equipment can also be a contributing factor to the level of risk.

Inflatables (e.g. bouncy castles, etc.) will need to operate in accordance with WorkSafe NZ operating requirements:

Refer WorkSafe guidance:

- [Land-borne inflatable devices operating requirements](#)
- [Water-borne inflatable devices operating requirements](#)

Specific risk control measures to be considered:

- Is the ground being used free from hazards and flat?
- Are children being safely managed on and off the inflatable, with matting placed at egress points where ground is hard?
- Separation of larger or more boisterous users from smaller or more timid users.
- Is the bouncy castle provider:
 - if installing and uninstalling the inflatable themselves, advising you if it is too windy to install, or when it should be deflated if weather changes during the event.
 - If the provider isn't on site, training an adult to ensure safe use.
- Providing a Residual Current Device (RCD) and proof of tag and testing for any cables.

For amusement devices of a mechanical nature see [Amusement devices](#)

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Liquefied petroleum gas (LPG)

If gas is to be involved, e.g. cooking or BBQ facilities, then as the organiser, you are responsible for developing or ensuring a procedure is in place to ensure safe supply and use.

Refer WorkSafe NZ:

- [Gas Safety – what's the problem?](#)
- LPG in the hospitality industry Info sheet
- BBQ Safety Tips

If portable LPG powered heaters are used, they must be identified in your risk control plan and the following associated hazards managed:

- Confined spaces.
- Carbon monoxide.
- Proximity of combustible material.
- Isolation of the unit from children or accidental contact.

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Lost children

Refer [‘Children and vulnerable persons’](#)

M

Managing your workers

You will need to detail how you will manage the safety and health of your workers, which includes event staff, contractors and volunteers.

Key considerations may include:

- Age/experience.
- Police vetting undertaken (particularly for kids events or lost child responsibilities).
- Health and safety induction process.
- Identification/accreditation, especially for emergency situations (e.g. all will wear high visibility clothing and identification and you must have their full details and next of kin details).
- How you will manage staff safety at and during event, i.e. if they are arriving or leaving in the dark/in isolated places, what provisions are in place to feed and rest staff, protocol for working alone.
- How staff will communicate with each other, e.g. RT, mobile phone etc.

Events often involve work outside of business hours, and sometimes utilise volunteers and workers that also work during business hours. This scenario presents the risk that fatigue may impact some workers' ability to operate machinery or to work safely. This hazard needs to be risk assessed as part of your event health and safety planning.

To find out more visit WorkSafe:

- [Fatigue quick guide](#)

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Maritime Events

Refer to [Water \(events on or near water\)](#)

N

Night event/work

Where event operations and/or the event takes place at night time, consideration must be given to managing the associated risk of reduced light. Risks that may be considered low in daylight can be significantly increased at night time.

Key considerations include:

- General access and egress lighting.
- Task specific lighting.
- Increased security risk - personal safety.
- The effects of artificial lighting on neighbours.
- High visibility clothing.

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Noise (e.g. amplified noise)

As well as acute exposure leading to noise induced hearing loss of event stakeholders and event goers, the risk of environmental noise must be managed, i.e. how the noise from your event may affect local residents or businesses. Your planning should describe noise elements and address any hazards identified.

Please note:

Maximum permitted noise levels are specified in the District Plan:

[NPDC Operative District Plan, Volume 2 – Appendices, Appendix 12: Noise](#)

- Refer 'noise from all other activities' – section 12.1, standards 7.1 – 7.12

- Where ‘Temporary Event’ resource consent is required – refer 12.1A, Standard 8.1

To determine if your event requires a ‘Temporary Event’ resource consent, contact the NPDC duty planner on 06-759 6060.

For more information visit NPDC website:

[Consents Licences and Consultation](#)

[Draft District Plan \(online\)](#)

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O – P

Pack-in and pack-out

This is considered to be a construction activity. There are likely to be high risk activities taking place which could include but are not limited to, scaffolding, working at height, electrical works, temporary structures, etc.

The safety of all personnel and the public around the site and in the vicinity during pack-in and pack-out need to be considered and addressed within the Event Health and Safety Management Plan/Traffic Management Plan (TMP).

Hazards/Risks related to pack-in and pack-out are to be identified and documented in the Risk Control Plan.

All contractors must provide the event organiser with an event site-specific safety plan for the work that they are doing.

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Pyrotechnics

Refer [Special Effects](#)

Q – R - S

Refuelling of vehicles or equipment (e.g. generators)

Refuelling can be a hazardous activity (e.g. risk of fire/explosion) and can also impact the environment (e.g. fumes, spills). The hazards are greater when highly flammable fuels such as petrol are being dispensed, because petrol releases flammable vapours that expand into the atmosphere. When a flammable liquid flows, static electricity is generated from the

friction between dissimilar materials (e.g. the fuel and the metal fuel filler neck). When the static electricity discharges, it produces sparks which can ignite the fuel vapours.

Refer to [WorkSafe Hazardous Substances guidance](#):

- [Petrol](#)
- [Diesel](#)
[LPG](#)

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Security procedure

A security procedure needs to be in place that clearly outlines how security issues are being addressed. It should include, but is not limited to, management of the following:

- [Crowd control](#) and unruly behaviour of members of the public.
- [Alcohol management](#).
- [Lost dependants](#).

Where the event takes place on multiple days, the following needs to be considered in the Event Health and Safety Plan:

- Cash-handling and asset protection.
- Crowd control fencing.
- After hours security.

It is strongly recommended that you engage a professional security and event services company.

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Severe weather

Wind and rain contingencies need to be considered for all stages of your event, as the impacts will be different. Severe rain may restrict vehicle and pedestrian access to grassed areas, and remove the stability and therefore ability for scaffolding and marquees to be installed. Alternate access routes and ground cover options should be investigated if wet weather is a concern.

High winds should especially be taking into consideration by contractors providing marquees, scaffolding and stages. Detail of the wind limits structures are safe to operate in should be known well in advance and a plan developed around how they will be managed. Also, the type of fixings required need to be understood by the event organiser, e.g. ground penetration and/or heavy weights required for anchoring marquees.

Site considerations for severe rain include streams/lakes/sea tides and the impact rain may have. For wind, the age, condition and height of trees and existing structures such as gazebos need to be considered. If it is a NPDC public park staff can assist with details, get in touch with your NPDC event facilitator on 06-759 6060.

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Signage

Sign considerations include: visual clutter, distraction to foot and vehicle traffic, placement of signs, proximity to other signs and building and landscape features, the size of signs and the duration signs are on display.

Bylaws are in place to ensure signs on any public place are erected and maintained in such a manner that they do not present a hazard or danger to the public and they also regulate the type and location of advertising signs on parks and reserves.

Find more information about displaying event signage on the NPDC website, [Signs](#)

Note: Signage to direct traffic or pedestrians is covered in the [traffic management](#) section.

Special effects/Pyrotechnics

For events that include special effects (e.g. pyrotechnics) it is the event organiser's responsibility to meet all relevant requirements under the [Health and Safety at Work \(Hazardous Substances\) Regulations 2017 and Hazardous Substances \(Fireworks\) Regulations 2001](#).

Copies of applicable certified handler licenses, approvals, evidence of notifications to relevant authorities, risk assessments and insurances must be included in the event safety plan and held on site.

Outdoor pyrotechnic displays are subject to specific laws and regulations and require an '[outdoor pyrotechnic display compliance certificate](#)'. Failure to obtain the display certificate will mean that the special effect cannot be permitted at the event. The display certificate must be held with the documentation at the event site and where requested a copy must be provided to NPDC.

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Staff

Refer [Managing your workers](#)

T

Temporary structures (e.g. scaffolding, marquees, gantry and stages)

The event organiser needs to demonstrate that relevant consents have been obtained, that risks associated with structures have been assessed and that appropriate measures are in place to manage risk.

Key considerations to address, if relevant, include:

- Temporary structures such as marquees larger than 100m² require a building consent. For more information, please visit NPDC website – [Do I Need a Building Consent?](#)
- When tents and/or marquees are in use, guy ropes and pegs can present risks to be managed including the risk of tripping or striking underground services.
- Ticketed and competent scaffolders are required to erect scaffolding and scaffolds must be built as per the Best Practice Guidelines for Scaffolding in New Zealand 2009.
- Producer statement or design certificate from a professional engineer is required for certain structures, e.g. stages.
- Who will manage lifting and rigging and how?
- How you will demonstrate competency and preparedness of workers e.g. personal protection equipment such as hard hats, work boots. Ask to view their licence or certifications to do the work.
- Exclusion zones.
- Tested lifting equipment.

You are responsible for demonstrating that your contractor health and safety plans will address these points (by including their health and safety plan for your event) or you will need to show how you will manage these features directly.

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Toilets/Hygiene

An adequate number of toilets need to be made available.

When planning toilet facilities consider:

- Appropriate number of toilets for crowd numbers (refer guideline below).
- Arrangements to maintain cleanliness during the event.
- Adequate signage.
- Lighting (when appropriate).
- Proximity to food storage and food service areas.
- Facilities are clearly marked on the site map.
- People with disabilities.
- Nappy changing facilities.
- Hand washing facilities.

Guideline numbers:

For events where alcohol is not available

Patrons	Males			Female	
	WC	Urinals	Hand basins	WC	Hand basins
< 500	1	2	2	6	2
< 1000	2	4	4	9	4
< 2000	4	8	6	12	6
< 3000	6	15	10	18	10
< 5000	8	25	17	30	17

For events where alcohol is available

Patrons	Males			Female	
	WC	Urinals	Hand basins	WC	Hand basins
< 500	3	8	2	13	2
< 1000	5	10	4	16	4
< 2000	9	15	7	18	7
< 3000	10	20	14	22	14
< 5000	12	30	20	40	20

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Traffic management plan (TMP)

Event traffic management plans and road closures need to be approved by NPDC prior to the event taking place.

Plans detail how road users (including cyclists and pedestrians) will be directed around an event to minimise inconvenience while providing safe conditions for both road users and those carrying out the activity.

Notify NPDC if you are organising an activity or event that may:

- Affect vehicle or pedestrian traffic e.g. cycling/running event ([On-road event](#)).
- Increase traffic to a specific area e.g. concerts, sports ([Event traffic management](#)).
- Require a road or footpath closure e.g. parades, marches, runs, rallies, motorsport ([Temporary road closure for an event](#)).

We can discuss your event with you and determine if a traffic management plan is necessary. For more information and application deadlines, visit the NPDC website – [Events on the road and footpath](#).

Traffic management plans are required to be designed and set up by a qualified Site Traffic Management Supervisor (STMS), then monitored onsite by personnel qualified under NZTA requirements. Please note, volunteers assisting as marshals cannot actively direct traffic on roads, or alter the traffic control - this must be carried out by suitably qualified STMS (e.g. when roads are closed then they are not to be re-opened unless under the direction of the STMS).

It is strongly recommended that you engage a professional traffic management company early in the planning process.

For more information, visit NZ Transport Agency (NZTA):

- [Guidelines for temporary traffic management at events](#)
- [Code of Practice for Temporary Traffic Management \(CoPTTM\)](#)

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U

Unmanned aircraft (e.g. drones)

The Civil Aviation Authority (CAA) regulates civil aviation in New Zealand, and sets the rules around the use of remotely piloted aircraft systems such as model aircraft and drones.

New rules introduced by the CAA came into effect on 1 August 2015. These rules require people to obtain approval from the land owner or the occupier of the land you want to fly over. This rule comes in addition to the existing CAA and air traffic control rules on where and how you can fly unmanned aircraft, and what permissions are required before doing so.

NPDC has outlined what is required to use unmanned aircraft at your event:

<http://www.newplymouthnz.com/Residents/Regulations-And-Licences/Drones>

For more information visit the Civil Aviation Authority website:

<https://www.caa.govt.nz/rpas/>

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V

Vehicle movement (e.g. parade, site access)

All vehicles used as part of your event must be road worthy and must have a current warrant/certificate of fitness. Registration is required if a vehicle is used on public roads, including beaches.

Parade floats, trailers and associated vehicular attachments must be certified for the purpose intended, be road worthy and take account of the imposed loads and potential risk of falls from height and moving parts.

You need to consider how you will maintain segregation, people and moving vehicles and how you plan to manage movement of vehicles in and around your site as a hazard.

Consider:

- Who will manage vehicle access to and through your site?
- Rules on what vehicles will access the site and what speed limit will be in place.
- How communication of vehicle movements will be managed.
- How you will use visibility to enhance safety e.g. high visibility clothing, hazard lights, etc.

Vehicle movements include, but are not limited to, considerations for:

- Car-parking (parking in reverse is to be encouraged whenever possible).
- Pack in and pack out movements.
- Safe access and egress to the event site.
- Emergency service access at all times.
- Speed limits on the event site (5km/h is considered walking pace).

- Larger vehicles or vehicles with trailers etc. must have spotters in place when manoeuvring near personnel and/or property.
- Other events or works happening at the same time that are impacting traffic management.

For more information visit WorkSafe:

- [Vehicle movements](#)

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Volunteers

Refer [Managing your workers](#)

W – X – Y - Z

Waste management

Waste needs to be managed during and after the event. You need to identify how waste will be managed and reference this in your event specific plan.

Key considerations and hazard implications to consider and address include:

- Identifying types of waste likely to be present at your event.
- Managing early in your planning if there is waste that could create hazards such as glass or plastic that can shard if broken. Work with event contributors such as the liquor supplier or food vendors to have appropriate packaging and vessels.
- The number, positioning and type of bins e.g. if you are composting and/or recycling, and if the position is easily accessed by the public for use and by staff or contractors for safely clearing the bins.
- Frequency and method of waste collection and the operation around this, e.g. where will waste be sorted and stored safely until removal from site.
- Manual handling of waste and implications (weight, availability of mechanical aids, personal protective equipment).
- Waste storage, on-site hazardous waste, including biological waste such as syringes if found.
- Fire risk and management.
- Vermin.
- Weather impacts such as wind, etc.

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Water (events on or near water)

Events on or near water present significant risk and will need to be closely managed. At minimum you will need to address water hazards within your risk control plan, or if a water based event (where there are likely to be multiple water-specific hazards and special arrangements in place) you may wish to create an on-water section within your event operations plan, developed in consultation with services supporting on-water safety.

If you are planning to hold an event on or in the water that is likely to affect the normal operation of other vessels and water users in the area (Maritime Event), you may need to obtain consent. You will have to apply to the organisation responsible for the waterways where you would like to hold your event.

- Oceans / rivers / lakes - [Maritime New Zealand](#).
- Port Taranaki - [Taranaki Regional Council](#) (Harbour management, contact: harbourmaster@trc.govt.nz / m. 027 544 6912).

For more information visit WorkSafe NZ: [Information sheet](#).

Considerations to address when planning to manage on-water safety include as applicable:

- How you will respond to weather conditions i.e. criteria for event cancellation due to inclement weather.
- Tide data.
- Water rescue provision e.g. who will provide this, what are their qualifications, what equipment they will use etc.
- Consultation with the Coast Guard prior to the event.
- Shipping timetables and consultation with the Port Taranaki Harbour Master.
- Tsunami emergency planning.
- Water depth data.
- Communication methods and procedures.

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Working at heights

The [Best Practice Guidelines for Working at Height in New Zealand](#) (WorkSafe) must be adhered to when planning and managing all work at height or work where there is a risk of a fall from height.

Where the potential of a fall exists, the following simple hierarchy of controls shall be considered by duty holders:

1. Can the job can be done without exposing persons to the hazard (eliminate). This can often be achieved at the design, construction, planning and tendering stages.
2. If elimination is not practicable then steps should be taken to isolate people from the hazard. This can be achieved using safe working platforms, guardrail systems, edge protection, scaffolding, elevated work platforms, mobile scaffolds and barriers to restrict access.
3. If neither elimination nor isolation are practicable then steps should be taken to minimise the likelihood of any harm resulting. This means considering the use of work positioning systems or travel restraint systems, safety harnesses, industrial rope access systems and soft landing systems.

The following generic event height work examples may be relevant to your event:

- Camera towers or platforms.
- Stages.
- Pedestrian walkways/bridges/stairs.
- Lighting installations.
- Weather protection structures.
- Scaffolding.
- Scissor lifts/booms and other elevated work platforms.

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Other useful references

[Health & Safety at Work Act 2015](#)

[WorkSafe NZ - Guidance by topic and industry](#)

[Event Safety Guidelines NZ](#)

[Advice For Managing Major Events Safely](#)

[Crowd Control At Venues And Events](#)

[Sport NZ – Risk management for events](#)

[Theatre and Entertainment Industry safe working guidelines](#)

[Event checklist template](#)