

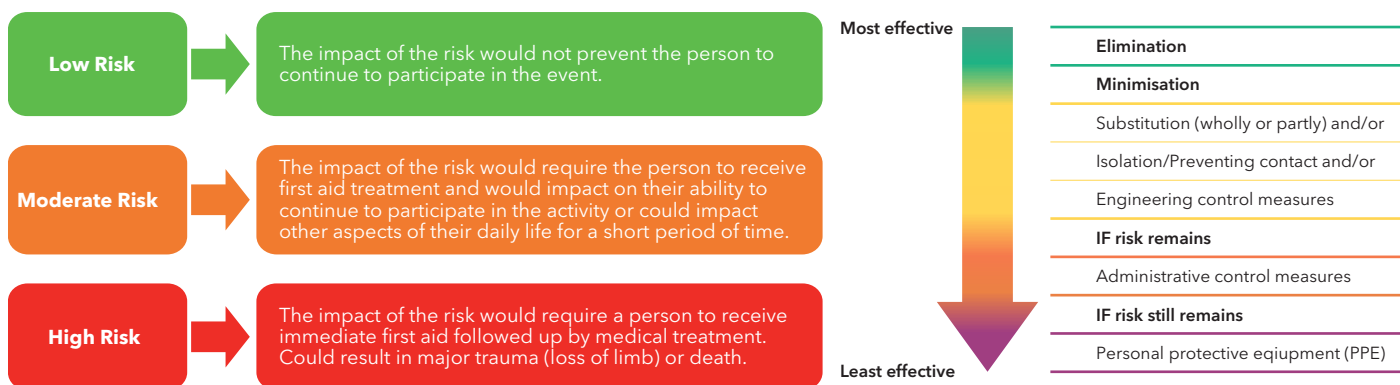
Health and Safety

Event name and reference number:

Form completed by:

This template works through the considerations required to ensure planning is given to how health and safety will be managed at your event. Work through the template to ensure risks for the event are identified and managed, emergency procedures are planned for, and the use of contractors to assist with the event is known. If the event is going to use a land borne inflatable (LBI), amusement or pyrotechnics, please ensure the extra forms are completed.

If the requirements in this form are unable to be met or demonstrated, the event will not be granted approval to operate. Any information stipulated in this application as to how risks will be managed must be followed on the day of the event. Any operator not following safe methods to operate may have their event stopped. A representative from Hamilton City Council may visit the event to verify the information in this form is being adhered to.



Hazards

Children at event

What could go wrong?

E.g. Parent loses child or child loses parent

Measures in place to control hazard:

E.g.

- Ensure staff and volunteers are briefed on where to take lost child or parent
- Have an announcement system in place for advising patrons of lost or missing child

Risk rating:



Low



Medium



High

Person responsible:

Moving vehicles during pack in/pack out

What could go wrong?

E.g. Injuries to public or damage to assets caused by

- Vehicle vs pedestrian
- Vehicle vs vehicle
- Vehicle vs property

Measures in place to control hazard:

Risk rating:



Low



Medium



High

Person responsible:

Activities near or over water

What could go wrong?

E.g. Drowning

Measures in place to control hazard:

Risk rating:



Low



Medium



High

Person responsible:

Slips/trips or fall

What could go wrong?

E.g. Injuries to public, staff or volunteers

Measures in place to control hazard:

Risk rating:



Low



Medium



High

Person responsible:

Manual handling

What could go wrong?

E.g. Injuries from lifting, moving, pushing, carrying items

Measures in place to control hazard:

Risk rating:



Low



Medium



High

Person responsible:

Equipment collapse or unsecured

E.g. Gazebos/portable tables

What could go wrong?

E.g.

- Injuries to public, staff or volunteers
- Struck by or crushing injury

Measures in place to control hazard:

Risk rating:



Low



Medium



High

Person responsible:

Electrical equipment including cords and multi-boards

What could go wrong?

E.g.

- Trip/fall injuries
- Electric shock

Measures in place to control hazard:

Risk rating:

Low Medium High

Person responsible:

Hazardous substances/chemicals

What could go wrong?

E.g.

- Spills
- Burns/splashes to staff

Measures in place to control hazard:

Risk rating:



Low



Medium



High

Person responsible:

LPG bottles

What could go wrong?

E.g. Fire and/or explosion

Measures in place to control hazard:

Risk rating:



Low



Medium



High

Person responsible:

Weather conditions

(Consider heat/sun exposure, cold wet weather, wind conditions)

What could go wrong?

E.g.

- Sun burn, dehydration, heat stress
- Or cold, hypothermia
- High winds can cause objects, items to shift and move

Measures in place to control hazard:

E.g.

- Check weather forecast prior to event and monitor
- Consider cancelling or postponing event

Risk rating:



Low



Medium



High

Person responsible:

Aggressive or objectional behaviour

What could go wrong?

E.g. Confrontation, violence

Measures in place to control hazard:

Risk rating:



Low



Medium



High

Person responsible:

Overhead items

Consider power lines, tree branches

What could go wrong?

E.g.

- Electrocutation
- Falling branches

Measures in place to control hazard:

Risk rating:



Low



Medium



High

Person responsible:

Generators

What could go wrong?

E.g.

- Noise
- Fumes

Measures in place to control hazard:

Risk rating:

 Low  Medium  High

Person responsible:

Other

What could go wrong? List as many potential hazards as applicable to your event.

Measures in place to control hazards:

Risk rating:



Low



Medium



High

Person responsible:

Emergency response

First aid

Will Hato Hone St John ambulance or similar be used as part of this event?

Will other emergency services be on site during the event?

(If yes, please specify)

Names of trained first aiders:

If no first aiders on site, please ensure the responding to an emergency section covers what you will do in the case of a medical emergency.

A copy of the identified first aiders' current certification will be provided with this form:

Responding to an emergency

Names of designated emergency wardens for event:

Person responsible: for inducting volunteers at the event:

Medical emergency response plan if no first aiders are on site:

Method of communication to alert event participants of an emergency?

Tagged and tested fire extinguishers on site?

Contractors and high-risk work

Will subcontractors be engaged to work at this event?

Y

N

Names of contracting companies:

What work will the contractors conduct for the event?

E.g. set up marquee or stage.

A copy of the contractors Job Safety Analysis (JSA) will be provided with this form?

Y

N

Please note, when contractors are engaged and participate in physical work e.g., set up marquees or scaffolding it is advised they complete a Job Safety Analysis (JSA) or equivalent to assess the risks associated with the task.

If applicable, has a copy of the SSSP been provided for a large project?

N/A

Y

N

If yes, a copy of the SSSP will be provided with this form?

Y

N