

YOUR EVENT HEALTH & SAFETY PLAN

Completion of this form assists
in meeting obligations under the
Health & Safety at Work Act 2015

On completion of this form please return
to your Event Coordinator

F-10.1 Event Health & Safety Hazard Plan

Event name					
Event type					
Location					
Event Start Date		Event End Date		Document prepared by	
Event Start Time		Event End Time		Date prepared	
Pack In Start Date		Pack Out Start Date		Maximum number of participants (approx)	
Pack In Start Time		Pack Out Start Time			
RFA ROLES:		NAME:	PHONE:	EMAIL:	
Health & Safety Rep:		Health & Safety Team	N/A	hasp@rfal.co.nz	
Account Rep:					
Event Coordinator:					
Production Manager:					
Duty Operations Manager:					
Client – Names and roles			Subcontractor(s) and roles *May require additional H&S documentation		
Volunteers and roles			On the day Client point of contact		
Medical team and first aid procedure					
Event Description					

Hazard Identification and Plan of Control

**Use attached risk matrix to determine pre & post control risk*

Hazard Description	Likelihood	Consequence	Pre-control Risk Level (High, Significant, Moderate, low)	Description of Controls	Post-control Risk Level (High, Significant, Moderate, low)	Person Responsible
Pack-In/Pack-out Hazards e.g. moving vehicles, manual handling, shared workspaces, work at heights etc						
Event Hazards e.g., people, vehicles, electricity, fatigue, exhibitors/stallholders/vendors, building stages, amusement devices, moving set/stage pieces						
High Risk Hazards e.g. working at heights, aerialists/flying of performers/people, drones, hot works, pyrotechnics etc						

Additional Health & Safety information relating to this event:

Note any additional information here

Relevant sub-contractor H&S plans attached Yes No Not applicable

Any other relevant H&S documentation?

F-10.1 Event Health & Safety Hazard Plan

Every identified hazard has a likelihood of occurring if left unattended.
 Every unattended hazard that does result in an incident will have a consequence.
 While assessing the risk of the hazard, consider the following:
 Likelihood X Consequence = Risk

Consequence or impact		
Level	Descriptor	Description
1	Insignificant	No injuries or First Aid injury and no lost time
2	Minor	Medical Treatment and/ or less than 2 weeks of reduced hours or modified duties and/or no lost time.
3	Moderate	Notifiable event and /or less than 6 days lost time and/or less than 3 months of reduced hours or modified duties.
4	Major	Notifiable event and/or more than 5 days lost time and/or more than 3 months of reduced hours or modified duties.
5	Severe	Fatality and /or permanent disability

Likelihood			
Level	Descriptor	Description	Frequency
1	Rare	May occur in exceptional circumstances	Once in 10 years
2	Unlikely	Could only occur very occasionally	Once in 5-10 years
3	Possible	Might occur from time to time	Once in 2-5 years
4	Likely	Will probably occur often	Once in 1-2 years
5	Almost Certain	Is expected to occur in almost all circumstances	More than once a year

Level of risk					
Consequences Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost Certain 5	L	M	S	H	H
Likely 4	L	M	S	S	H
Possible 3	L	M	M	S	H
Unlikely 2	L	L	L	M	S
Rare 1	L	L	L	L	M

- H** - High risk: Stop work and assess. Immediate mitigating action required to eliminate or minimise the risk of the hazard. Line managers and senior management notified.
- S** - Significant risk: Immediate mitigating action required to eliminate or minimise the risk of the hazard. Consider stopping work if risk level cannot be reduced.
- M** - Moderate risk: Continue work, monitor current controls, explore additional controls to eliminate or minimise the risk of the hazard.
- L** - Low risk: Continue work, manage by routine procedures