

EVENT HEALTH AND SAFETY

Guidelines for small events

It is strongly recommended that event organisers have:

1. A first aid kit and someone who knows how to use it.
2. A working mobile phone and with sufficient credit on it, with phone numbers readily available of who to ring in case of an emergency and knowledge of closest Accident and Emergency Clinic, fire brigade and police.
3. Briefed participants so that they bring suitable clothing in case the weather changes and sunscreen/hat to protect them from the sun.
4. A charged and appropriate fire extinguisher with current certification if there will be naked flames such as a gas BBQ. It is also recommended that a fire blanket should be provided.
5. Checked that gas bottles for BBQ's or outdoor heaters are certified, last date checked to be within 10 years.
6. Put the BBQ on an incombustible surface material so the grease does not fall on the original surface under the BBQ.
7. Organised enough adults so that children are closely supervised at all times.
8. Checked that the area that is being used for the event is free of any hazards during event pack-in, the event, and pack-out. Please refer to the attached hazard register that suggests potential common hazards that may occur and means of controlling them. Note that this list is not exhaustive, and it is the responsibility of the event

organiser to ensure that additional hazards are being identified and controlled accordingly.

9. Fully briefed all event officials on their roles and responsibilities.
 10. Thoroughly briefed all participants who may be exposed to any hazards.
 11. Take those with disabilities into consideration when planning their event e.g., toilets, parking, accessibility etc.
 12. All cables/leads or other trip hazards are to be covered by appropriate matting.
 13. Any mains or generator powered portable electrical equipment must be used in conjunction with an RCD (Residual Current Device)
- Further to the guidelines above, event organizer shall note that:
14. Structures that require building consent are NOT allowed on site.
 15. Alcohol is NOT allowed to be sold and supplied on site unless you have been granted a liquor license NB: All Reserves prohibit the consumption of alcohol between 10pm and 10am seven days a week.
 16. Any ground penetration, e.g., pegs, Hangi will require permission from the asset owner.

If there is an incident during your event, please inform Waikato District Council on 0800 492 452.

Guidelines for small events – Hazard Register

As the organiser of an event, you are required, under the Health and Safety in Employment Act, to take all practical steps to eliminate, isolate or minimize hazards in areas affected by and part of the event. To do this you will need to document and demonstrate what practical steps are being taken to fulfill your obligations.

Events with direct access to Waikato District Council premises should consider the consequences associated with the hazards on and around premises when developing their own hazard assessments and safety for an event.

Hazard: Any source of potential damage, harm or adverse health effects on something or someone under certain conditions.

Identify: All hazards should systematically be identified in areas affected by and part of the event.

Eliminate: Once hazards have been identified, organisers must take all practicable steps to eliminate significant hazards.

Isolate: Sometimes it is not possible to eliminate all significant hazards from the area. In this case they must be isolated. This means separating people from the hazard (eg a physical barrier).

Minimise: Sometimes it may not be possible to eliminate or isolate a hazard. Hazards that can't be eliminated or isolated must be minimized as much as possible (eg personal protective equipment).

Control: This includes the steps taken to eliminate, isolate, or minimise the hazard. If the hazard cannot be eliminated, a process needs to be in place to monitor the hazard control.

I declare that the information that I have provided to the Council concerning the size and nature of the event is true and accurate. If any significant changes to the event occur, I will inform the Council immediately. I understand I am responsible for the health and safety of people at the event. I will operate the event in accordance with the hazard management plan contained in the hazard register. I have read, understood, and agree to abide by the standard terms and conditions for the use of Council parks, reserves, squares or facilities for low-risk events.

Applicant's Name: _____

Name of Event: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Signature: _____ Date: _____