

Risk Management Advice

Event organisers/hosts should undertake a risk assessment for each event they run. The key aims of risk assessment are to prioritise the risks – i.e. rank them in order of seriousness and plan how to make all risks small by either eliminating the hazard altogether; or if this is not possible, controlling the risks so that harm is unlikely.

COVID 19

During the COVID-19 pandemic, all event hosts needed to comply with any measures or advice set by the Government that related to limiting spread of the virus. This can be seen here: <https://covid19.govt.nz/> How these controls will be implemented if we return to lockdown, needs to be included in the risk assessment.

Risk Assessment Steps

Step 1: Identify hazards, i.e., anything that may cause harm

When considering the hazards associated with your event, make sure that you consider setting up and packing out after the event as well as the event itself.

Step 2: Decide who may be harmed and how

What are the consequences if someone does get hurt?

Step 3: Assess the risks and take action

Consider how likely it is that each hazard could cause harm. This will determine whether or not you should put controls in place to reduce the level of risk. What are those controls?

Step 4: Make a record of the findings

This record should include details of any hazards noted in the risk assessment and actions taken to reduce or eliminate risk. This record provides proof that the assessment was carried out. The risk assessment is a working document. You should be able to read it. It should not be locked away in a cupboard.

Step 5: Review the risk assessment

If your event is running for multiple days or sessions, you should review it at a team "toolbox" meeting to make sure any controls are in place and working and that nothing has been missed.

Each venue and event will have its own hazards. Some potential hazards that you could consider are:

Vehicles *Movement during set up and event? Parking?*

Trips & slips *Cables, uneven ground, stairs?*

Lifting *E.g. heavy or awkward items*

Equipment in use *Electrical? Heat e.g. BBQ or heat guns?*

Capacity for visitors *E.g. confined spaces?*

Hygiene *Food safety? Toilets?*

Environmental *Sun? Rain? Cold?*

Fire or earthquake *What are the emergency procedures? Evacuation?*

Accidents *Is first aid available?*

This risk management plan should make the basis for the health & safety briefing you give your crew before the event. Remember to keep a record of who has been briefed.

See a template of a health and safety risk assessment and a risk matrix below as a suggestion of how to present your risk assessment paperwork. This completed template should be presented to NCC once you receive confirmation your event is in the programme.

Action Plan (where controls are not effective, additional controls must be put in place):						

Competencies/Training/Qualifications Required:

Equipment and PPE Required:

Equipment Maintenance and/or Pre-Start Checks Required:

**Please provide evidence of training, Equipment Maintenance Records, Pre-Start Checks, and Safe Operating Procedures if relevant*

SIGN OFF (by all involved in the project/event/activity):

CONSEQUENCES					LIKELIHOOD of the given consequence occurring			
Minor injury requiring only first aid or less	Serious injury on one person requiring medical treatment	Notifiable injury of workers or public	Single fatality of workers or public	Multiple fatalities of workers or public				
Insignificant(1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)	Descriptor	Qualitative guidance statement	Indicative Probability range %	Indicative frequency range (years)
Medium (5)	Medium (10)	High (15)	Very High (20)	Very High (25)	Almost certain (5)	The consequence can be expected in most circumstances OR	>90%	>1 occurrence per year
						<i>A very low level of confidence/information</i>		
Medium (4)	Medium (8)	High (12)	High (16)	Very High (20)	Likely (4)	The consequence will quite commonly occur OR	20% - 90%	Once per 1-5 years
						<i>A low level of confidence/information</i>		
Low (3)	Medium (6)	Medium (9)	High (12)	High (15)	Possible (3)	The consequence may occur occasionally	10% - 20%	Once per 5-10 years
						<i>A moderate level of confidence/information</i>		
Very Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)	Unlikely (2)	The consequence may occur only infrequently	2% - 10%	Once per 10 - 50 years
						<i>A high level of confidence/information</i>		
Very Low (1)	Very Low (2)	Low (3)	Medium (4)	Medium (5)	Rare (1)	The consequence may occur only in exceptional circumstances	<2%	Less than once per 50 years
						<i>A very high level of confidence/information</i>		

