*(Event Name)* **Health & Safety Plan**

### Responsibilities

### The public has an expectation and a right to be safe at all public and private events. Those holding such events have a responsibility to ensure their attendees the safest environment practicable.

### Health & Safety at Work Act 2015

The Health and Safety at Work Act requires that PCBU’s take reasonably practicable steps to ensure the safety of staff, volunteers and participants.

### Occupiers’ Liability Act 1962

The Occupiers’ Liability Act 1962 requires event organisers to demonstrate a common duty of care to ensure that event visitors and users will be reasonably safe in using the premises for the purposes for which they have been invited or permitted to be there.

### Safety Declaration

(*Name of event organiser*) is responsible for the risk controls identified and outlined in this health and safety plan and will ensure they are implemented and monitored at all stages of the event.

**Event Organiser Details**

|  |  |
| --- | --- |
| Contact Name: |  |
| Address: |  |
| Phone: |  |
| Mobile: |  |
| Email Address: |  |

# Event Description

|  |  |
| --- | --- |
| Name of Event: |  |
| Event Location: |  |
| Type of Event: |  |

**Event Programme**

|  |  |
| --- | --- |
| Pack in time: |  |
| Event start time: |  |
| Event finish time: |  |
| Event pack-out time |  |

### Anticipated Attendance

|  |  |
| --- | --- |
| Spectators: |  |
| Participants: |  |

### Management Team and Critical Roles

|  |  |
| --- | --- |
| Title:*(e.g. Race Director, Volunteer Coordinator)* | Name: |
|  |  |
|  |  |
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|  |  |
|  |  |

### Stakeholders

|  |
| --- |
| Title: *(e.g., sponsors, territorial authorities, landowners)* |
|  |
|  |
|  |

### Communications

|  |  |  |
| --- | --- | --- |
| Key Staff Cell Contacts | # | Name: |
| # | Name: |
| # | Name: |
| Emergency Contacts | # | Service: |
| # | Service: |
| Radio Details |  | |

### Emergency Response

Detail Emergency Response preparations *(e.g. first-aid qualifications, equipment and locations, evacuation exits and assembly points)*

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### Site Map *(Optional)*

A useful site map includes a grid to enable all event team members to identify their location. The grid also allows emergency services to locate specific areas of the venue with radio or telephone instruction. When creating a site map consider items as listed below:

* + Entrances and exits
  + Vehicle access paths
  + Parking (for larger events this can necessitate a separate plan)
  + Food and vendor outlets
  + First aid posts
  + Seating
  + Lost and found (including children)
  + Safety fencing
  + Rubbish bins
  + Centre for emergency services
  + Media centre
  + Emergency access routes
  + Pedestrian routes
  + Stage location
  + Communication centre
  + Rest areas
  + Toilets
  + Water outlets
  + Phones
  + Information centre
  + Security and police locations

### Vehicles & Traffic

### Detail specific vehicle and traffic considerations *(eg Parking, Access for emergency vehicles)*

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***Note\** *Events that will significantly impact road conditions will require a separate Traffic Management Plan***

### Environment

### Detail environmental considerations that could impact health and safety (*eg, strong winds, rain, UV protection)*

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# Appendixes *(Optional)*

Consider Including:

* Accident & Incident Reporting Requirements
* Insurance Plans and Cover
* Contractor Management Plans
* Participant Waivers, Inductions or briefings
* Worker and Volunteer Inductions or briefings
* Standard Operating Procedures, Rules or Guidelines

**Risk Management**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Step 1 | | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |
| Risk No. | **Risks** | **Risk controls** | **Risk level** | **Risk acceptable** | **Actions required** | **By whom** | **When** |
| What can go wrong that may result in injury or illness to somebody | What are we doing to prevent the risk event from occurring? | How severe is the risk?  Critical  High  Medium  Low | Is the level of risk acceptable to continue?  Yes / No | List the specific actions that needed to better manage the risk. | Name the person  responsible for each specific action | Indicate the date completed by |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |