Event health and safety guidelines

Tauranga City Council (TCC) understands that events have a valuable role to play in the development of local community, culture and economy and are committed to help you as an event organiser to deliver successful events.

A successful event will offer the audience, sponsors, staff and contractors a positive experience and build a positive reputation for the event. Planning and delivery of a healthy and safe environment is as critical as creating a fun and memorable experience through planning event entertainment.

The purpose of this guide is to help you understand TCC's expectations of event organisers and to support you in developing an event operations plan that documents how you plan to deliver a healthy and safe event environment. Useful event operations planning templates are available to help you meet these requirements and staff are available to answer any questions.

While this document considers current health and safety legislation, regulations, approved codes of practice, standards and guidelines, it is the organiser's responsibility to ensure their event is compliant with legislation.

WHEN DO THESE GUIDELINES APPLY?

These guidelines apply to all events that need TCC permission to take place i.e. where you are using Council owned public open space.

In giving permission for an event to take place on Council owned public open space, TCC is a person conducting business or undertaking (PCBU) under the Health and Safety at Work Act 2015 (HSWA) and therefore has a shared duty. To fulfil Council's legal obligations, TCC must ensure so far as is reasonably practicable that people are not harmed by event operations. This is why the event organiser needs to document their safety planning. The level of risk and nature of the event dictates the extent of documentation including factors e.g. size, type of activities and the impact on the environment.

WHAT DOES AN EVENT SAFETY PLAN LOOK LIKE?

If TCC requires documented health and safety planning this will typically be through the event approval process for Council owned public open space. The Council event facilitation team is available to provide advice and tools to help you develop a plan for your event.

Under the HSWA, you as the event organiser have a duty of care to ensure that no one is harmed as a result of your event. TCC is responsible for ensuring you have a plan in place that shows you understand and are prepared to manage the risks (what could go wrong) and hazards (what could create risk) associated with the planning and delivery of your event.

Event health and safety planning must;

- be specific to the event i.e. not a generic plan;

- take into consideration all event participants and spectators, event staff, activity provider employees/contractors/subcontractors, and volunteers at your event (event stakeholders); and

- be kept updated as and when new hazards and the control of those hazards have been identified both before, during and after your event.

DOCUMENTING YOUR APPROACH TO EVENT SAFETY

TCC is able to provide a scalable event operations plan template to assist you in documenting your approach to health and safety planning, however ultimate responsibility for health and safety planning, populating and developing a plan suitable to your event rests with you as the event organiser. Whatever plan you put in place, in whatever format will be yours to own and implement.

The following sections describe common features expected to be included in an event health and safety plan and describe TCC's expectations in terms of level of content.

CONTENTS

Tauranga City

1. STANDARD EVENT INFORMATION

This section outlines information that should be included in any event operations plan to set the context and enable TCC to understand your event as a whole and how you plan to manage it. This information is also useful to you as it will be used to brief others on the event.

1.1 Event health and safety commitment

Your commitment should be in the form of a policy document or statement describing the commitment of the event organiser and or company to the health and safety of the event. It needs to be dated and signed by the most senior member of the event organising team (PCBU) who will be accountable for event health and safety. For example, this could be the event manager, or if the event has a board or trust it could be the event director and the board or trust chair.

1.2 Event details

The event details table in the event operations plan template provides information that helps us understand what your event is about and how people (participants and audience) will experience your event. You need to include:

- event name
- event summary and scope
- event dates and times (including pack in/out)
- event organiser contact name and details
- a second in charge/alternative name and contact details
- description of the event site and site map (address, description of event footprint and features, crowd capacity, event layout)
- description of participants (number and type of staff, contractors, volunteers, performers, vendors etc.)
- estimated number of attendees (audience)
- event programme i.e. what is happening when

1.3 Contributory factors

This section is to assist you in identifying factors that might trigger a risk e.g. event activities, services and equipment. These will require specific comment as part of an event operations plan and should be considered within your risk control plan. Common triggers (hazards) include:

- amusement devices
- accessibility needs
- working at heights
- presence of alcohol
- involvement of children and/or vulnerable persons
- involvement of animals
- traffic management
- vehicles e.g. parade, site access
- special effects and use of pyrotechnics/fireworks
- lasers and lighting
- smoke machines or strobe lighting

- naked flames
- noise (e.g. drumming, amplified noise)
- drones/UVAs
- temporary structures (e.g. scaffold, stage, gantry, etc.)
- ground penetration (e.g. pegging marquee or structures)
- usage of liquefied petroleum gas (LPG) (e.g. food stalls)
- electrical Installations/generators
- maritime event/water involved

Tauranga City

1.4 Key contacts and responsibilities

A list of the key contacts and their responsibilities throughout the duration of the event and after hours is required. This should be in one place so that it is easily accessible within your plan. The list must include but is not limited to:

- overall event controller/manager
- emergency contact person (24hrs if applicable)
- person responsible for event safety and health prior to (during pack in), during and after the event (during pack out and for any post-event follow-up)
- key event contributors e.g. electrical contractors, traffic management contractors
- event medical assistance providers

A person may be responsible for more than one of these roles but this should be explicitly stated.

1.5 Managing your contractors

You will need to detail to TCC how you will manage the risk posed by your contractors. This may include but is not limited to:

- reviewing all contractors' specific event health and safety management plans
- reviewing the competencies of your contractors prior to working on the event e.g.: vehicle licences, rigging and scaffolding certificates of competency, etc.
- a process for monitoring contractor's health and safety over the course of the event
- a process for engaging with contractors on health and safety matters
- details on contractor inductions specific to your event

You need to list any contractors that will be engaged in any activities related to the event. TCC may require a copy of a contractor's event specific health and safety management plan if the work may be of high risk nature.

1.6 Your induction process

Your induction needs to ensure your workers, volunteers and contractors are informed about the risks to their health and safety at your event and the systems you have in place to manage this risk. All your workers, volunteers and contractors need to be inducted prior to beginning work at your event site.

Your induction could contain information such as:

- requiring evidence of insurances/licenses/industry training certification and site specific safety plans
- overview of the planned event activity e.g. pack in, event and pack out
- location of the event operational documentation including the health and safety (risk control plan)
- explanation of site hazards and controls in place
- key contacts and their roles – who to report to for any situation
- first aid provider, location of first aid services/kits
- event day incident reporting – who to contact and how
- any driving on site to be 5km/h or less and hazard lights to be used
- evacuation procedure and meeting point

A template has been provided in the event operations plan template appendices.

2. DOCUMENTING HOW YOU WILL MANAGE RISK AT YOUR EVENT – THE RISK CONTROL PLAN

While planning an event, it is important to consider all hazards, and to assess the risk of each hazard causing harm. The onus is on you as the event organiser to identify, assess and document what hazards might be present and under your control during the overall delivery of your event, and what risk this might present to workers, participants and attendees.

2.1 Identifying a hazard

The first step in risk management planning is to identify your hazards. Some event components that trigger risks are outlined in the previous section (contributory factors). A hazard is anything that could cause harm to workers, participants or attendees.

We suggest that when you come to thinking through your event hazard list or register you divide it into sections to think through the risk assessment process to help you to cover all aspects of your event i.e. consider risks during pack in, event day and pack out.

2.2 Assessing risk

Risk is the potential threat to anything you wish to achieve. Assessing risks helps you to plan for either eliminating or minimising harm.

Two criteria can be used to assess risk. These are:

- the likelihood of an incident occurring and
- the consequence if it does occur.

The following table provides a guide to deciding on the likelihood and consequence associated with each risk. Use the table to determine the likelihood and consequence of the risk you are assessing. You may want to include this table or similar methodology to explain or demonstrate a methodical or consistent approach to risk control.

LIKELIHOOD	HINT	CONSEQUENCE	HINT
Rare	Once every 10 years, never heard of it happening	Less than minor	Minor injury, first aid not required
Unlikely	Event will seldom occur i.e. every two years	Minor	First aid or minor treatment
Possible	Event will intermittently occur i.e. annually	Moderate	Medical treatment required
Likely	Event will occur in most circumstances i.e. monthly	Major	Serious harm, for example broken bones, hospitalisation
Almost certain	Event expected to occur in most circumstances i.e. daily	Extreme	Loss of life; multiple serious harms; permanent severe disability

Once the likelihood and consequence have been decided, a risk score or risk rating (RR) should be calculated. The risk rating is determined by multiplying the scores together, based on the below table e.g. a likelihood of 'possible' gives a score of 3, a consequence of 'moderate' gives a score of 3. So, 3 x 3 = 9.

LIKELIHOOD	RISK SCORE	CONSEQUENCE	RISK SCORE
Rare	1	Less than Minor	1
Unlikely	2	Minor	2
Possible	3	Moderate	3
Likely	4	Major	4
Almost certain	5	Extreme	5

The product of the multiplication gives us a risk category. Using the above example score of 9, we see from the category descriptions below that we have a high risk to control.

SCORE	CATEGORY	DESCRIPTION
0.1 – 3	Low	While control issues may still exist at this level, their impact will be low.
4 – 7	Moderate	This level of risk is still considered unacceptable in certain circumstances.
8 – 14	High	Requires attention with a degree of priority. Remedial action should be identified and implementation commenced with appropriate priority.
15 – 20	Critical	This level of risk also requires immediate attention and should not proceed without clear and timely action plans identified to reduce the risk.
21 – 25	Extreme	Do not proceed with any risk at this level without specialist assistance to further treat/reduce risk including the possible development of contingency plans and/ or risk transference strategies.

2.3 Controlling risk

Controls need to be put in place to reduce risk created by hazards. Controls are the actions you commit to putting in place to reduce the identified risk. A suitable control will reduce risk to your event workers, participants and/or attendees and make for a safer, healthier and more successful event experience.

Once you have described a control, you can calculate the residual risk rating to demonstrate that you have worked to reduce the risk.

Factors to consider when identifying and implementing risk control measures:

- What will the person concerned know, or what they ought to reasonably know about the hazard or risk?
- How can you eliminate or minimise the risk?
- Are there ways to eliminate or minimise the risk?

Description of the risk controls should be detailed in your documentation. When selecting risk control measures the following hierarchy of risk control must be adhered to, as this is your legislative requirement:

1. Elimination
2. Substitution
3. Isolation
4. Engineering controls
5. Administrative controls
6. Personal protective equipment

Controls must strive for elimination of risk wherever possible or the next best option in order of preference i.e. if not eliminate, then substitute, if not substitute then isolate and so on.

3. DOCUMENTING MANAGEMENT OF IDENTIFIED CONTRIBUTORY/RISK FACTORS

If your event features potentially hazardous activities (such as those triggers listed in section 1), you will need to describe what systems are in place to manage these in more detail over and above the risk control plan/register. This is best demonstrated within your event operations plan.

This section provides information on what TCC expects to see addressed within the event operations plan to demonstrate planning for a safe and healthy event. Depending on your event some of these risks will not be relevant to you.

3.1 Command, control and communications

This is an overview of how you are structuring your event delivery team and stakeholders in order to make event decisions on the day. A good way to explain this is with a description or chart of who will communicate with who in the case of an incident, where 111 is not the first point of call.

You will also need to outline how you will communicate to support a healthy and safe event environment at all stages of your event including:

- how you will provide safety messages to public and staff
- what tools you will use to communicate (written and verbal, radio)
- who is included in your communications i.e. who will communicate what under what circumstances e.g. suspected heart attack or the event needs to be cancelled due to adverse weather conditions

It is suggested that you break your communications plan up into the following sections:

Pre event

- Identify your event stakeholders and contributors e.g. Staff, Emergency services, neighbours.
- Decide on lines of communication – how will the necessary communication around health and safety take place e.g. prestart meetings with all contributors etc.
- Develop your communication plan for the event – and communicate it!

During the event

- Decide how important information will be communicated during the event – lost children, serious accidents, emergency announcements, hazard notifications.
- How will the event organiser be notified if a stakeholder has a serious accident and are unable come and fulfil their role at the event?
- Who will communicate with emergency services in the event of an emergency?

Post event

- Decide how you will communicate the lessons learned from the event – what went well/not well e.g. post event operations debrief meeting with stakeholders and those who worked on the event.

Tauranga City

3.2 Reporting incidents and accidents

You must demonstrate:

- your internal reporting requirements (how an issue is reported and who to)
- management responsibilities (who is in charge and what is expected of them)
- procedures for notifiable events required to be reported as defined by the HSWA to WorkSafe New Zealand
- knowledge on the notifiable events reporting procedure (WorkSafe)

Please note the following:

- WorkSafe New Zealand must be notified as soon as possible of a reportable 'notifiable event'. WorkSafe New Zealand are available on freephone 0800 030 040 (24/7)
- If you are reporting a hazardous substances emergency, please call the New Zealand Fire Service on 111 and then the WorkSafe NZ response team directly on 0800 030 040.
- It is a legal requirement not to disturb an accident scene until clearance is authorised by a WorkSafe inspector except in certain situations, such as, when persons or property are at risk.
- If you require scene clearance or other immediate assistance from WorkSafe, please call 0800 030 040.
- TCC must also be informed of any notifiable event that may happen at the event site – Phone 07 577 7000 (available 24/7).
- You must follow WorkSafe New Zealand processes for notification.

A notifiable event is a:

- Death,
- notifiable illness or injury, or
- notifiable incident occurring as a result of work.

Use the WorkSafe tool to assess: www.business.govt.nz/worksafe/notifications-forms/notifiable-events/notifiable-event-problem-solver

3.3 Approach to emergency management

Having a documented emergency plan is key to being prepared. Your emergency plan should also be communicated to emergency services prior to the event.

Please be aware that it is not acceptable or fair to just call the emergency services and expect them to take all responsibility. Emergency services can take time to arrive (traffic, distances) or even be busy elsewhere, leaving you to manage a situation until you are relieved. Whilst awaiting their arrival there is valuable time that can be used to minimise the impact on people, property and you're your event.

Legislation requires that you collaborate with other event contributors/contractors to share and agree upon your emergency procedures.

The emergency procedure needs to be event specific and should, at a minimum, address the following:

- what is considered an emergency
- how staff and public will know what to do (e.g. how will information on procedures be shared)
- how you will care/account for staff in an emergency
- location of fire extinguishers, fire blankets and first aid kits
- communication structure and line of command in an emergency (e.g. who can authorise evacuation of part of or the whole site)
- location of on-site emergency control and evacuation areas (mark on a site map)
- nearest hospital and contact details
- what information has been provided to emergency services
- a process to ensure the wellbeing of any lost children/vulnerable persons in the events care
- briefing of emergency personnel and arrangements for emergency services including meeting, entry and exit points
- location of services that could cause risk during emergency e.g. gas cut-off valve, main electrical switchboard, underground service drawings, overhead electricity noting those neighbouring the event site

3.4 First aid provision

First aid must be available should emergencies occur, typically for:

- dehydration
- abrasions
- cuts
- miscellaneous medical injuries

An appropriate number of first aid certified personnel in relation to the expected number of people (or audience/event type) attending shall be present during the event.

Sufficient numbers of first aid certified personnel must also be present during pack in and pack out. It is recommended to engage a recognised service provider for first aid during the event.

The location of first aid should be marked on site maps (including public maps) and announced via any PA.

3.5 Lost child/vulnerable person procedure

Where the presence of children/vulnerable persons is involved you should be able to demonstrate how this will be managed and by who. Lost child/vulnerable person documentation should include the following:

- a designated location where lost dependants can be registered and collected
- the location must be furnished appropriately
- the location needs to be clearly signposted and printed in pre-event publicity programmes, and on site maps
- the designated health and safety person is to review and appoint only 'children orientated' persons e.g. an ideal might be early childhood educators. Any staff/volunteers should be police vetted if working in this area of the event. The event organiser must have their full name, address and contact details, identification etc.
- two staff must be constantly with the lost dependant(s) to ensure the safety of the dependant(s) and for the protection of the staff members
- a tool and process to record details of the lost dependant(s) description – sex, age, ethnic group, hair colour, clothing description, name must be in place (or somewhere to record if the dependant is capable of name recognition)
- You must have protocols in place for reuniting lost children with their carers safely i.e.:
  - When making announcements you must not use the name of the dependants.
  - Staff should have access to communication devices.
  - Sight and record ID and details of caregiver and carefully watch reaction of the dependant – if dependant becomes distressed or fearful, staff MUST contact security/Police.
  - If there is any doubt to the status of the caregiver, staff MUST contact security/Police.
  - Police should be advised of any lost children via on site Police if available, or the local station if the child is still not reunited after 30 minutes.
  - If at the end of the event (or within half an hour, whichever is sooner) dependants are still present, Police should be informed. It is advised that any lost dependants at this stage be placed in the care of the Police if they are able.
  - Have water available but show caution in offering food (they may be allergic to certain foods or have health issues).
  - Have play/comfort equipment available to provide comfort while they wait e.g. soft toys or pens and paper, for older children Lego bricks or board games.
  - Avoid allowing a child to go off with anyone under the age of 16.
  - Avoid putting yourself in danger or in any compromising situations.
  - Note: A process must be included in your emergency management plan to ensure the wellbeing of any lost children/vulnerable persons in 'the events" care.

3.6 Security plan

A security procedure needs to be in place that clearly outlines how security issues at the event are going to be addressed. It should include, but is not limited to the following:

- names, numbers and qualifications of security personnel/company
- how unruly behaviour of members of the public/crowd will be managed
- cash-handling procedures and asset protection
- fencing/exclusion areas and how these will be maintained
- after-hours security arrangements (and any lone working procedures for overnight security)
- if and how the NZ Police have been engaged in security planning i.e. will they be on site and how security personnel and Police will work together

It is likely TCC would require you to engage a professional security and event services company for any high risk events.

3.7 Crowd management

Wherever crowds of people converge at one location a number of hazardous situations can be created. You must detail how the movement and behaviour of people on site will be managed.

Some of the key hazards associated with crowds can be:

- crowd profile

  What type of crowd will you attract?

  - demographic
  - size
  - historical behaviour (what will they consume on site, preloading, previous incidents)

- arrivals/departures

  - How will they arrive?
  - When will they arrive?
  - When do you expect peaks in arrivals, etc.?

- site capacity

  - You will need to understand the number of people you can safely fit on the site. You must also take into consideration the exits available (keeping in mind a potential full evacuation should be completed in 8 minutes from a place of danger to a place of safety).
  - A plan for how you will know how many people are on site at any one time will also need to be developed.

- crossing the flow of foot traffic e.g. to access toilets or refreshments
- slips and trips due to poor underfoot conditions and surfacing
- bottlenecks between permanent structures – especially in an emergency situation
- queuing systems
- corralling of people in restricted areas
- potential of surging or rushing crowds
- dangerous behaviour such as climbing on equipment of throwing of objects
- theft and assault.
- impairment due to alcohol/illicit drug intake (either supplied at your event or unauthorised)
- contingency planning if many more people than you expect turn up on the day

If you are supplying or enabling supply of alcohol at your event, you should provide a specific alcohol management plan.

Find more information here: www.hse.gov.uk/event-safety/crowd-management.htm

3.8 Accessibility needs

Make your event an inclusive event through planning early to support different attendees needs. Considerations include:

- the physical site (uneven surfaces, slopes, unclear path ways, well lit areas, drop off zones or mobility parking close to entrance, quiet zones) – what are the impacts on access for everyone who may attend
- event communications – can people make an informed decision before coming to the event i.e. website design and content, site map showing accessibility, large print signage and programmes at venue
- event day services i.e. transport options, onsite parking, toilets – accessible and sign posted, signage/PA system, seating or appropriate spaces for wheelchair users & also service dogs, food and beverage access and or delivery options to those who can't access
- event planning – staff responsiveness/experience to assist, evacuation procedures, information in appropriate formats or can be interpreted

Find more information here:

www.ssc.govt.nz/organising-accessible-events or

www.ccc.govt.nz/assets/Documents/Culture-Community/Events-Festivals/AccessibleEventsChecklist2015.pdf

3.9 Hazardous and high risk work

Particular hazardous work needs to be reported to WorkSafe New Zealand 24 hours prior to commencement of such work. This work includes but is not limited to:

- work at height where a person can fall 5 metres or more
- scaffolding of which any component is over 5 metres in height from the ground
- lifting loads greater than 500kg
- confined space work

You will need to acknowledge your understanding of this requirement and note the work and actions to manage within your risk management plan.

Find more information here: www.business.govt.nz/worksafe/notifications-forms/particular-hazardous-work

3.10 Working at heights

The Best Practice Guidelines for Working at Height in NZ 2012 must be adhered to when planning and managing all work at height or work where there is a risk of a fall from height. The following generic event height work examples may be relevant to your event:

- camera towers or platforms
- stages
- pedestrian walkways/bridges/stairs
- lighting installations
- weather protection structures
- scaffolding
- scissor lifts/booms and other elevated work platforms
- all people working at height must be trained to the required industry standards for the work to be undertaken.

You will need to acknowledge your understanding of this requirement and note the work and actions to manage within your risk management plan.

Find more information here: www.business.govt.nz/worksafe/information-guidance/all-guidance-items/best-practice-guidelines-for-working-at-height-in-new-zealand

3.11 Presence of alcohol

The sale or supply of alcohol at events requires a licence under the Sale and Supply of Alcohol Act 2012. The Tauranga District Licensing Committee issues alcohol licences on behalf of the Alcohol Regulatory Licensing Authority.

Part of your application may be an alcohol management plan. This will detail what is in place to ensure sensible consumption of alcohol at your event and management of intoxication such as qualifications of those managing the bar, hours of sale/supply, security, vessels being use, number of drinks per service, type of food and water available.

Find more information here:
www.tauranga.govt.nz/services/alcohol-food-health/alcohol/alcohol-licensing.aspx#sthash.Ur26LcNr.dpuf
or www.tauranga.govt.nz/services/alcohol-food-health/alcohol/alcohol-licensing/special-licence.aspx

For major event guidance refer to alcohol.org.nz/resources/guidelines-for-managing-alcohol-at-large-events

3.12 Animals as part of your event

If your event involves animals, or you think that the presence of animals could be a hazard (e.g. dogs) the following points must be considered and prepared for:

- the safety and security of animals e.g. water and shelter
- procedure to exclude and discourage animals
- measures in place to segregate animals and event goers/animal handlers
- welfare of animals and who is responsible for ensuring their welfare
- presence of veterinarians (If a vet is not going to be present, then contact your local veterinarian clinic to check that they would be available to attend in an emergency)
- waste caused by animals
- emergency procedures for escaped or injured animals
- advising your local SPCA or Council may be required

3.13 Traffic management

Traffic management plans are required when your event effects traffic, including carparks and footpaths. The traffic management plan (TMP) and any road closures for the event need to be approved by TCC. If road closures are required, the TMP is required 8 weeks prior to the event.

Your TMP should include, but is not limited to considerations for:

- car parking
- pack in and pack out movements
- safe access and egress (exit) to of the event site
- speed limits on the event site (5 kilometres per hour (KPH) is considered walking pace)
- larger vehicles or vehicles with trailers etc. must have spotters in place when manoeuvring
- emergency service access at all times
- other events or works happening at the same time that are impacting traffic management

If you do not have the necessary competencies or qualifications to safely manage traffic (qualified traffic controller or site traffic management supervisor) you must engage a professional traffic management company to develop your TMP, using the Code of Practice for Temporary Traffic Management 2012 (COPTM) as the baseline standard.

Find more information here: www.tauranga.govt.nz/events/event-traffic.aspx

3.14 Vehicles e.g. parade, site access

All vehicles used as part of your event must be road worthy and must have a current warrant/certificate of fitness. Registration is required if a vehicle is used on public roads (including beaches).

Parade floats, trailers and associated vehicular attachments must be certified for the purpose intended, be road worthy and take account of the imposed loads and potential risk of falls from height and moving parts.

You need to consider how you will maintain segregation, people and moving vehicles and how you plan to manage movement of vehicles in and around your site as a hazard. Consider:

- who will manage vehicle access to and through your site
- rules on what vehicles will access the site and what speed limit will be in place
- how communication of vehicle movements will be managed
- how you will use visibility to enhance safety e.g. high visibility clothing, hazard lights etc.

3.15 Amusement devices

Amusement devices can come in the form of a mechanical device or an inflatable and can present hazards at events if installed and used incorrectly e.g. when the necessary guarding or electrical isolations have been removed. The age of the equipment can also be a contributing factor to the level of risk.

Amusement devices of a mechanical nature fall under the Amusement Devices Regulations 1978 and all mechanical devices must have a WorkSafe certification and operators must apply for a permit to operate issued by TCC.

Land borne inflatables (bouncy castles etc.) will need to operate in accordance with the WorkSafe land-borne inflatable device operating requirements.

Find more information here: www.business.govt.nz/worksafe/information-guidance/all-guidance-items/land-borne-inflatable-device-operating-requirements/land-borne-inflatable-device-operating-requirements.pdf

It is also your responsibility to ensure that the operator complies with the conditions of the WorkSafe certification and the TCC license. You should provide license details as part of your event safety planning such as below.

COMPANY	DEVICE DESCRIPTION	DEVICE SERIAL NUMBER	LICENSE/ CERTIFICATION NO.	SPECIFIC ONSITE H&S REQUIREMENTS

TCC has a register of amusement devices/inflatables that have been assessed as having an acceptable level of documented health and safety process. Contact the events team for a copy of this list on 07 577 700.

Specific risk control measures to be considered:

- is the ground being used free from hazards and flat
- are children being safely managed on and off the inflatable, with matting placed at egress points where ground is too hard
- separation of larger or more boisterous users from smaller or more timid users
- is the bouncy castle provider:
  - installing and uninstalling the inflatable. They will advise if it is too windy to install, or when it should be deflated if weather changes during the event.
  - training an adult to help ensure safe use by users, if the provider isn't on site.
- providing a Residual Current Device (RCD) and proof of tag and testing for any cables.

3.16 Special effects and use of pyrotechnics/fireworks

It is the event organiser's responsibility to meet all relevant requirements for the use of any special effects under the Hazardous Substances and New Organisms Act, 1996 (HSNO Act) and its associated regulations.

Copies of applicable approved handler licenses, approvals, evidence of notifications to relevant authorities, risk assessments and insurances must be included in the event operations plan and risk control plan and held on site.

Some special effects, e.g. pyrotechnics are subject to specific laws and regulations. These special effects may require a Display Test Certificate (DTC) to be issued by a test certifier. Failure to obtain the DTC will mean that the special effect cannot be permitted at the event. The DTC must be held with the documentation at the event site and a copy must be provided to TCC.

The fire risk associated with the use of pyrotechnics and how you will manage this risk must also be detailed in the risk management section of your event operations plan.

3.17 Lasers and lighting

Sources of non-ionising radiation such as lasers and sources of UV (ultra violet) light need to be controlled to eliminate or minimise the risk to health and safety.

Lasers are categorised by how much power they emit. When using lasers as part of your event you will need to implement control measures taking into account the classification of the lasers to be used.

The main source of ultra violet light at outdoor events (UV light) is from the sun. When events are taking place outdoors, the risks associated with exposure to the sun need to be addressed. Man-made sources of UV light from artificial lighting and pyrotechnics need to be considered and eliminated or substituted where possible.

Lighting might also require the need to notify the Civil Aviation Authority (CAA).

To check go to www.caa.govt.nz/airspace/airspace_hazards.htm#Part 77

3.18 Smoke machines or strobe lighting

When using smoke and fog machines or strobe lighting as part of your event, you will need to reference the manufacturer's instructions when identifying risk control measures as part of your risk assessment i.e. demonstrate you understand the risks associated with their use and have measures in place to manage this. Key requirements include assessing:

- the requirements of associated material safety data sheets (MSDS)
- electrical hazards
- heat hazards
- effects of smoke or lighting effect on vision/health e.g. epileptics

- identification of access routes in an emergency
- strobe flicker speed
- strobe warning signage and event goer communication
- electrical safety

3.19 Naked flames

When naked flames are used at your event your event operations plan will need to include a plan to manage a fire risk. As part of your fire risk management plan you must consider the health effects of smoke on event goers and performers, neighbouring residents, businesses and road safety. TCC has a bylaw that relates to fire so you will need to discuss any proposed use with the events team.

If portable LPG powered heaters are used, they must be identified in your risk control plan and the following associated hazards managed:

- confined spaces
- carbon monoxide

- proximity of combustible material
- isolation of the unit from children or accidental contact

Find more information around managing the risk of fire here: www.fire.org.nz

Tauranga City

3.20 Unmanned aircraft - drones/UVAs

The Civil Aviation Authority (CAA) regulates civil aviation in New Zealand, and sets the rules around the use of remotely piloted aircraft systems: unmanned aerial vehicles (UAV), unmanned aerial systems (UAS), model aircraft and drones – let's call them unmanned aircraft.

New rules introduced by the CAA came into effect on 1 August 2015 – these rules require people to obtain approval from the land owner or the occupier of the land you want to fly over. This rule comes in addition to the existing CAA and air traffic control rules on where and how you can fly unmanned aircraft, and what permissions you need to get before doing so.

TCC has outlined what is required to use unmanned aircraft at your event at:
www.tauranga.govt.nz/facilities/parks-reserves/flying-drones-uavs.aspx#sthash.2W6FLXFb.dpuf

3.21 Noise (e.g.: amplified noise)

As well as acute occupational exposure leading to the noise induced hearing loss of event stakeholders and event goers, the risk of environmental noise must be managed i.e. how the noise from your event may affect local residents or businesses. Your planning should describe noise elements and address any hazards these may incur.

3.22 Temporary structures (e.g. scaffold, stage, gantry, etc.)

The event organiser needs to demonstrate that relevant consents have been obtained, that risks associated with structures have been assessed and that appropriate measures are in place to manage risk. Information on consenting is available here: www.tauranga.govt.nz/building-planning/building/building-consents.aspx

Key considerations to address if relevant include:

* when tents and/or marquees are in use, guy ropes and pegs can present risks to be managed including the risk of tripping or striking underground services
* ticketed and competent scaffolders are required to erect scaffolding
* producer statement or design certificate from a professional engineer are required for certain structures e.g. stages
* scaffolds must be built as per the Best Practice Guidelines for Scaffolding in New Zealand 2009
* who will manage lifting and rigging and how
* how you will demonstrate competency and preparedness of workers e.g. personal protection equipment such as hard hats, work boots; asking to view their licence or certifications to do the work
* exclusion zones
* tested lifting equipment

You are responsible for demonstrating that your contractor health and safety plans will address these points (by including their health and safety plan for your event) or you will need to show how you will manage these features directly.

3.23 Ground penetration (e.g. pegging marquee or structures)

It is the responsibility of the event organiser to ensure that prior to any ground penetration (e.g. tent pegs during the event or pack-in and pack-out that may penetrate the ground) that underground services such as electrical cables, gas lines, water pipes have been properly located.

See 'before you dig' to locate services www.beforeudig.co.nz/

It is important to obtain written consent from the landowner before performing these operations.

3.24 Usage of liquefied petroleum gas (LPG) (e.g. for food stalls)

If gas is to be involved, e.g. to provide cooking or BBQ facilities then you are responsible for ensuring a procedure is in place to manage the use of gas. It is not acceptable to just state that you have passed on guidelines to vendors. You must demonstrate that you understand your responsibilities and how you will manage safe use in your event.

3.25 Severe weather

Wind and rain contingencies need to be considered for all stages of your event, as the impacts will be different.

Severe rain may restrict access to grassed areas, and remove the stability and therefore ability for scaffolding, vehicles, and marquees to be installed. Alternate access routes and ground cover options should be investigated if wet weather is a concern.

High winds should especially be covered by contractors providing marquees, scaffolding and stages. Detail of the wind limits structures are safe to operate in should we known well in advance and a plan around how they will be managed developed, the type of fixings required need to be understood by the event organiser etc.

Site considerations for severe rain include streams/lakes/sea tides and the impact rain may have. For wind, the age, condition and height of trees and existing structures such as gazebos need to be considered. If it is a TCC public park the parks staff can assist with details, get in touch with the TCC events team on 07 577 7000.

3.26 Waste management

Waste needs to be managed during and after the event. You need to identify how event waste will be managed and reference this in your event specific plan and provide TCC with a completed copy of the waste minimisation questionnaire.

Key considerations and hazard implications to consider and address include:
- identifying any types of waste likely to be present at your event
- manage early in your planning if there is waste that could create hazards such as glass or plastic that can shard if broken; work with event contributors such as the liquor supplier or food vendors to have appropriate packaging and vessels
- number, positioning and type of bins e.g. if you are composting and/or recycling, if the position is easily accessed by the public for use and by staff or contractors for clearing the bins safely
- frequency and method of waste collection and the operation around this e.g. where will waste be sorted and stored safely until removal from site
- manual handling of waste and implications (weight, availability of mechanical aids, personal protective equipment)
- waste storage on-site hazardous waste, including biological waste such as syringes if found
- fire risk and management
- vermin
- weather impacts such as wind, etc.

3.27 Maritime event/water involved

Events on or near water present significant risk and will need to be closely managed. At minimum you will need to address water hazards within your risk control plan, or if a water based event (where there are likely to be multiple water-specific hazards and special arrangements in place) you may wish to create an on-water section within your event operations plan developed in consultation with services supporting on-water safety.

You will also need to coordinate with the Harbour Master through the Bay of Plenty Regional Council if your event is on the water and seek approval through their application process. Both Councils will not approve the event until all stakeholders are comfortable with the event operations. To find out more information for on-water events go to: www.boprc.govt.nz/environment/water/harbourmaster/aquatic-events/

Considerations to address when planning to manage on-water safety include as applicable:
- how you will respond to weather conditions i.e. criteria for event cancelation due to inclement weather
- tide data
- water rescue provision e.g. who will provide this, what are their qualifications, what equipment they will use etc.
- consultation with the Coast Guard prior to the event
- shipping timetables and consultation with the Port of Tauranga
- tsunami emergency planning
- water depth data
- communication methods and procedures

3.28 Food safety

A number of hazards are associated with the storage, preparation and consumption of food. These hazards must be managed, and the management process should be detailed in your event operations plan, with reference to the requirements of the Food Act 2014. Associated hazards may include but are not limited to:

- salmonella
- gastroenteritis
- listeria
- incorrect storage
- infectious diseases e.g. influenza
- allergic reactions
- hot food/drink
- insects/rodents

An excellent aid in identifying food specific hazards can be found on the Ministry for Primary Industries website: www.foodsafety.govt.nz/registers-lists/hazards/index.htm

If you are planning to sell or gift food as part of your event you must apply for the relevant licence through the TCC website: www.tauranga.govt.nz/services/alcohol-food-health/food-health/mobile-shops-fundraising.aspx

3.29 Confined spaces

A confined space is a space that has not been designed for human occupation, has limited access or has the potential for containing a toxic or oxygen deficient atmosphere. As part of your event plan you will need to identify any spaces that meet this description.

The Australian Standard 2865-2009 should be referenced when managing confined space hazards. More information can be found at www.business.govt.nz/worksafe/information-guidance/all-guidance-items/confined-space-safe-working-in-a/confined%20space.pdf.

3.30 Machinery

If machinery is to be used as part of your event, the Best Practice Guidelines for the Safe Use of Machinery, 2014 must be adhered to.

Find more information here: www.business.govt.nz/worksafe/information-guidance/all-guidance-items/safe-use-of-machinery

3.31 Night work

Where your event operations will take place at night time, consideration must be given to managing the associated risk of reduced light. Risks that may be considered low in day light can be significantly increased at night time. Key considerations include:

- general access and egress lighting
- task specific lighting
- lone working
- increased security risk – personal safety
- the effects of artificial lighting on neighbours
- high visibility clothing

3.32 Heat/cold

Where your event will take place outdoors, the risks associated with the effects of heat and cold on workers and event goers needs to be managed. This may be managed by providing for:

- suitable clothing
- provision of drinking water
- suitable facilities to rest and eat
- shade
- shift working

3.33 Managing your workers (including volunteers)

You will need to detail to TCC how you will manage the safety and health of your workers, which includes any event volunteers. Key considerations may include:

- the age of staff/volunteers
- police vetting undertaken (particularly for kids events or lost child responsibilities)
- volunteer health and safety induction (see below)
- working alone or how they are getting home safety after a late shift etc.
- identification/accreditation, especially for emergency situations (e.g. all will wear high visibility clothing and identification and you must have their full details and next of kin details
- how you will manage staff safety at and during event i.e. if they are arriving or leaving in the dark/in isolated places, what provisions are in place to feed and rest staff etc.
- how staff will communicate with each other e.g. RT, mobile phone etc.

Events often involve work outside of business hours, and sometimes utilise volunteers and workers that also work during business hours. This scenario presents the risk that fatigue may impact some workers' ability to operate machinery or to work safely. This hazard needs to be risk assessed as part of your event health and safety planning.

Find more information here: www.worksafe.vic.gov.au/__data/assets/pdf_file/0008/9197/vwa_fatigue_handbook.pdf

www.worksafe.vic.gov.au/__data/assets/pdf_file/0006/9555/WS_MIA_WORKING_ALONE_WEB.pdf

FURTHER INFORMATION

If you have further queries or need more information on a particular topic, contact the TCC events team on 07 577 7000, they will try to source what you need. The WorkSafe NZ website is also a great tool to use.

Tauranga City