Dear      ,

**HEALTH AND SAFETY PLAN**

Thank you for completing and submitting the event permit application form. We have reviewed your application and can now advise that based on the information you have provided to QLDC we have categorised your event as being **Low Impact.**

Under the Health and Safety at Work Act 2015 (HSWA) you as the event organiser have a duty of care to ensure that no one is harmed as a result of your event. QLDC is responsible for ensuring you have a plan in place that shows you understand and are prepared to manage the risks (likelihood of 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 persons involved or attending the event as well as persons that could be affected by the event. (e.g. participants, spectators, volunteers, event personnel and people nearby)
* be kept updated as and when new hazards, their risks and controls have been identified both before, during and after your event.

To fulfil your obligations under the HSWA, all organisers of low impact events are required to complete a hazard/risk register detailing how these will be managed at the event. It is your responsibility to address all potential risks including those related to the site or those you may bring or create on site. Where QLDC has specific knowledge of significant hazards on a given site, we will notify you of those hazards.

Within the attached document you will find a Health & Safety Checklist and a Risk Register for your event. Please utilise this Risk Register to document the site and event specific risks associated with your event. You will also need to detail the control steps (eliminate or minimise) you will take to manage each risk.

On completion please ensure that the Plan is both signed and dated before providing a copy to QLDC.

If you have any questions or concerns regarding any of the following, please feel free to contact me to discuss by email at       or by phone on (03)      .

Kind Regards

# Low Impact Event- Health and Safety Checklist

|  |  |  |
| --- | --- | --- |
| **Health & Safety Requirement** | **Yes** | **N/A** |
| A first aid kit and someone who knows how to use it. |[ ] [ ]
| 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. |[ ] [ ]
| Briefed participants so that they bring suitable clothing in case the weather changes and sunscreen/hat to protect them from sun. |[ ] [ ]
| A charged and appropriate fire extinguisher with current certification if there will be any naked flames or gas BBQ. It is also recommended that a fire blanket should be provided. |[ ] [ ]
| Checked that all gas bottles for BBQs or outdoor heaters are certified (done every 10 years). |[ ] [ ]
| Put the BBQ on an incombustible surface/material so the grease does not fall on the original surface under the BBQ. |[ ] [ ]
| Organised a sufficient number of adults so that children are closely supervised at all times. |[ ] [ ]
| Checked that the area that is being used for the event has risks eliminated or minimised, so far as reasonably practicable during event pack-in, the event, and pack-out. Please refer to the attached hazard/risk 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, risks assessed and controlled accordingly.  |[ ] [ ]
| Fully briefed all event officials on their roles and responsibilities. |[ ] [ ]
| Thoroughly briefed all participants who may be exposed to any risks. |[ ] [ ]
| Take those with disabilities into consideration when planning their event e.g. toilets, parking, accessibility etc. |[ ] [ ]
| All cables/leads or other trip hazards are to be covered by appropriate matting. |[ ] [ ]
| Any mains or generator powered portable electrical equipment should be used in conjunction with an RCD (Residual Current Device) |[ ] [ ]
| Any ground penetrations (marquee stakes, fence posts etc.) must be discussed with manager of the asset and approved and signed off.QLDC asset manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_ |[ ] [ ]

# Hazard Register

As the organiser of an event, you are required, under the Health and Safety at Work Act 2015, to eliminate the risks to health and safety so far as is reasonably practicable, if it is not reasonably practicable to do so then you must minimise the risk so far as reasonably practicable. To do this you will need to document and demonstrate what reasonably practicable steps are being taken to fulfil your obligations.

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| **Hazard:**Any source of potential damage, harm or adverse health effects on something or someone under certain conditions.  |  | **Eliminate or Minimise the Risk**Consider first whether the risk be eliminated (e.g. can you remove the source of the harm?). If the risk can’t be eliminated, then it must be minimised using control measures. |
| **Risk:**Risk has two components – the likelihood that it will occur and the consequences (degree of harm) if it happens. | **Control:**To determine the control measures you could use:Check the internet for any guidance you could follow.Involve others in the process. Think about easy and accessible the ways to control the risk and whether they will work.Think about whether the controls you implement could create other risks.Make sure your check and review your controls to see that they are effective. |
| **Identify:**All hazards should be systematically identified in areas affected by and part of the event. |  |
| **Assess the Risk:**Once hazards have been identified, think about the seriousness of the consequences of being exposed to the hazards you have identified, and how likely this is to occur.Focus your attention initially on the risks that could cause serious injury or illness or death – even if this is not very likely. |  |

## Generic Hazards and their controls

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| **Parks and reserves** |
| Hazard | Consequence | Eliminate (**E**) or Minimise (**M**) | Control |
| High winds  | Falling trees | **E** |  Cancel or delay event. |
| UV exposure | Sun burn | **M** | Promote the use of sunscreen. |
| Dehydration | Heat stroke | **M** | Provide refreshments or fruit. Shade |
| Heavy rain | Slip hazards | **E** | Cancel or delay event. |
| **M** | Identify slippery area and use e.g. matting to prevent slipping. |
| **Venues** *(indoors)* |
| Hazard | Consequence | Eliminate (**E**) or Minimise (**M**) | Control |
| Electrical cables  | Tripping hazards | **M** | Electrical cables to be covered or laid away from traffic areas.  |
| Wet floor | Slip hazard | **M** | Where required, use barrier to isolate the area. |
| **M** | Keep floor cleaning to a minimum during event.  |
| **General/additional hazards** |
| Hazard | Consequence | Eliminate (**E**) or Minimise (**M**) | Control |
| Manual handling (e.g. lifting, bending) | Sprains, strains, pain, discomfort | **M** | Reduce or split loads to manageable weight/size.Ask for assistance |
| Unruly members of the public | Vandalism, violence | **M** | Remain calm and avoid confrontation with intruders. Encourage them to leave the site and call Police if the situation gets out of control. |

## Site Specific Hazards

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| --- | --- | --- | --- |
| **Hazard** | **Consequence** | Eliminate (**E**) or Minimise (**M**) | **Control** |
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| Use a separate sheet(s) if required |

## Event Specific Hazards

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| **Hazard** | **Consequence** | Eliminate (**E**) or Minimise (**M**) | **Control** |
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| Use a separate sheet(s) if required |

# Health and Safety Declaration

I declare:

* The information that I have provided to the QLDC concerning the size and nature of the event is true and accurate.
* If any significant changes to the event occur I will inform QLDC immediately.
* I understand I am responsible for the health and safety of people at the event and affected by the event
* I will operate the event in accordance with this Health and Safety Plan.
* 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 impact events.
* No contractors, vendors or paid personnel are involved with the event.
* Alcohol will not be allowed to be sold or supplied at the event.
* No structures that require a building consent will be allowed at the event.

**Event name:**

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| --- | --- | --- | --- |
| **Applicant name:** |  | **Signature:** |  |
|  |  |  |  |
| **Phone:** |       | **Date:** |       |
| **Email:** |       | **Address** |       |