

EVENT PLAN

This includes Health and Safety information

Event plans should be regularly updated to support the planning of a safe and successful event.

Event Scope

This is an outline of the key event information

Event:	
Location:	
Event Date:	
Rain Date (if applicable):	
Event Times (for attendees):	
Event Organiser:	
Email:	
Contact Number:	

Event Details

1. Event Description *Overview of key aspects*

Run Sheet

Overview of key times including pack in and pack out

Date

Time	What will happen

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2. Audience Who will be attending and how many?

3. Contact list Identify who will help, what their role is and their contact number on the day.

Name	Role	Contact Phone Number

4. Emergency Response and Evacuation Plan What will happen in an emergency and who will lead the response? Include: fire, earthquake, medical event and any other relevant scenarios.

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5. **First Aid** What will happen if first aid is required and who will provide it?

6. **COVID-19 Management** Describe how you will manage COVID-19 risks to the current government Alert Level (this may need to be updated so that it reflects the Alert Level at the time of the event). For information on Alert Level guidelines: <https://uniteforrecovery.govt.nz/covid-19/covid-19-alert-system/alert-system-overview/>

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7. Risk Assessment Identify what could go wrong. When could it go wrong? What will you do to reduce the risk? What will you do if it does go wrong? Who is responsible? Examples: earthquake, fire, medical event, tripping hazards, vehicles, congestion, road crossings, food handling.

Tell us your risks/hazards					
Pre, During or Post event risk?	Risk/Hazard (what risks are there that may harm people?)	Risk Rating Low Medium High	Control Measure (Explain how you will reduce this risk)	Risk level remaining once control measure is in place (low/medium/high)	Who will be responsible for checking the controls are in place?

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8. Event Management Checklist

This checklist of key Health & Safety tasks is to be developed by the Event Organiser in response to the management of risks identified in the Risk Assessment. It should be updated as planning progresses and used to help ensure a safe and successful event.

Clearly show key tasks that will be done - Pre, During or Post Event.

Pre Event

During Event

Post Event

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8. Site Map

Please include a site map showing building or site exits and evacuation assembly points. This can be hand drawn if you do not have anything digital.