This includes Health and Safety information

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

This is an outline of the key event information

Event Scope

Rain Date (if applicable):

Event:
Location:
Event Date:

<b>Event Time</b>	es (for attendees):	_
Event Orga		_
Email:		_
Contact Nu	umber:	_
		_
Event D	Details	
1. Evei	ent Description Overview of key aspects	
	The Description of the disposite	
Run Sheet	Overview of key times including pack in and pack out	
Date		
Time	What will happen	
	1	

Who will be attending and how many?

3. Contact list identity 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

2.

Audience

What will happen in an emergency and who will lead the response? Include: fire, earthquake, any other relevant scenarios.

5.	Medical	Emergency	v and First	Aid
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What will happen if there is a medical emergency/event and who will lead the response/provide assistance?

### 6. COVID-19 Management

Describe how you will manage COVID-19 risks in Alert Levels at which your event will go ahead eg: Alert Levels 1 and 2. Please confirm that you will align with the current government Alert Levels at the time. For information on Alert Level guidelines: <a href="https://uniteforrecovery.govt.nz/covid-19/covid-19-alert-system-overview/">https://uniteforrecovery.govt.nz/covid-19/covid-19-alert-system-overview/</a>

#### 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 to consider include: tripping hazards, vehicles, visitor congestion, road crossings, food handling, types of equipment in use, environmental hazards, hygiene, site clearance.

			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?

### 8. Event Management Checklist

This checklist of key Health and 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

### 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.