

# Guidelines for Event Safety Plans

## He Kaupapa Here: Waka Haumarū

### OVERVIEW

These guidelines are provided to ensure the smooth and safe running of your event to make it memorable and fun for everyone involved.

It establishes the minimum requirements to contribute to the safety and security of participants, visitors, volunteers and workers at events that are held on Queenstown Lakes District Council (QLDC) owned or operated facilities and assets. Or where QLDC is a stakeholder.

### CONTENTS

Overview .....	1
1 Introduction .....	2
1.1 Purpose .....	2
1.2 Duty of Care .....	2
2 Event Safety Considerations .....	2
2.1 Emergency Management .....	2
2.2 First Aid .....	3
2.3 Security.....	3
2.4 Lost Child, Vulnerable Persons .....	4
2.5 Animal Welfare.....	4
2.6 Traffic Management.....	5
2.7 Significant Risks/Hazards.....	5
2.8 Special Effects .....	6
2.9 Pack-in and Pack-out .....	6
2.10 Temporary Structures .....	7
2.11 Ground Penetrations.....	7
2.12 Electrical Equipment and Liquefied Petroleum Gas (LPG) .....	7
2.13 Maritime Event.....	7
2.14 Adventure Activities .....	7
2.15 Drones, Unmanned Aerial Vehicles (UAV's).....	7
2.16 Flight Activities .....	8
2.17 Incident Reporting.....	8

## 1 INTRODUCTION

### 1.1 PURPOSE

People and organisations using the safety guidance in this document are responsible for ensuring compliance with current health and safety legislation, standards, regulations, codes of practice, guidelines and acceptable health and safety good practice.

The following minimum requirements apply to all events that are held on QLDC property and where it has been assessed that an event safety plan is required. This is subject to the risk and nature of the event including factors such as event size, types of activities, and impact on the environment.

The development of a good quality event safety plan is of great importance. It shows that you understand the requirements of the work, risks, and situations that are or may be encountered around your event.

The event safety plan is a live document and must be kept updated as and when new hazards/risks and the control of those risks have been identified.

### 1.2 DUTY OF CARE

Under the Health and Safety at Work Act 2015 (HSWA) you as the event organiser have a duty of care to ensure, so far as reasonably practicable, that no one is harmed as a result of the event. You are also responsible for consulting, cooperating and coordinating with event staff, activity providers, employees/contractors and volunteers about safety at the event.

To fulfil your obligations under the HSWA, all organisers are required to have a safety plan in place that shows you understand and are prepared to manage the risks to health and safety associated with the planning and delivery of your event.

The event safety plan must be specific to the event, applicable to the nature of the event and shall not be a generic plan. It must take into consideration people attending or involved with the event as well as others who may not be attending but their safety could be affected by the event, i.e. passers-by.

## 2 EVENT SAFETY CONSIDERATIONS

Each of the following items, if applicable to your event, shall be addressed in your event safety plan.

### 2.1 EMERGENCY MANAGEMENT

An emergency can happen anywhere at any time, therefore it is essential to produce an emergency response plan in order to be prepared as much as possible.

Please be aware that it is not acceptable or fair to just call the emergency services and expect them to take all responsibility. They can take time to arrive (traffic, distances) or even be busy elsewhere.

Whilst awaiting their arrival there is valuable time that can be used to minimise the impact on people, property and the event.

The plan needs to be event specific and shall, at a minimum, address the following:

- > Types of emergencies that could reasonably occur during the event.

Note: it is accepted that major natural disasters are likely out of the scope of the event emergency capabilities. In these instances Civil Defence protocols would be followed.

- > How these emergencies are prepared for (training, information).
- > Communication structure and line of command in an emergency and how it can change.
- > Personnel who can authorise evacuation.
- > The radio channel used for an emergency (if applicable).
- > The establishment of an emergency control centre.
- > Nearest Accident and Emergency facility address and contact details.
- > The role of event staff in the case of an emergency. A process that accounts for all staff, volunteers and contractors at the site post emergency.
- > 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.
- > Site map that clearly shows the location of:
  - Evacuation areas (on-site and off-site). It is advisable to have an alternate evacuation point just in case the primary is not available.
  - Meeting point for emergency services.
  - Location of fire extinguishers, fire blankets and first aid kits.

And where applicable:

- > Gas cut-off valve.
- > Main electrical switchboard.

Depending on the risk and nature of the event it is advisable to contact emergency services at the planning stages of your event so that they can contribute or plan accordingly.

## 2.2 FIRST AID

An appropriate number of first aid certified personnel in relation to the expected number of persons attending shall be present during the event. Sufficient numbers of first aid certified personnel shall also be present during pack-in and pack-out.

It is strongly recommended to engage a recognised service provider for first aid services during the event.

## 2.3 SECURITY

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

- > Crowd control.
- > Unruly behaviour of members of the public.
- > Alcohol management.
- > Lost dependants.

Where the event takes place on multiple days, the following needs to be considered:

- > Cash-handling and asset protection.
- > Crowd control fencing.
- > After hours security.

It is strongly recommended that you engage a professional security services company.

## 2.4 LOST CHILD, VULNERABLE PERSONS

Where the presence of children or vulnerable persons is involved, a procedure shall be in place to ensure the safe and timely return of lost dependents. The following needs to be addressed as a minimum:

- > There must be 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 persons that have undergone a “Children’s Safety Worker Check”, as per the Children’s Act. The appointed persons are to provide their full name, address and contact details to the event management and to the Police upon request.
- > Record details of the lost dependant(s) Description – sex, age, ethnic group, hair colour, clothing description, name. Also does the dependant understand their name, this can be particularly helpful with older children.
- > When making announcements, DO NOT use the name of the dependant, only use a description.
- > Staff to 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 or Police.
- > If there is any doubt to the bone fides of the caregiver, staff MUST contact security or Police.
- > If at the end of the event, or within three hours, whichever is sooner, dependants are still present, Police must be informed. It is advised that any lost dependants at this stage be placed in the care of the Police.
- > Do not give the child anything to eat or drink – except water, they may be allergic to certain foods.
- > 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 or vulnerable persons in “the events” care

Other points to consider; Play or comfort equipment. Example, for smaller children, soft toys or pens and paper, for older children Lego bricks or board games.

## 2.5 ANIMAL WELFARE

If the event involves animals, the following must be considered and prepared for:

- > Safety and security of animals
- > Welfare of animals and who is responsible for it.

- > Presence of veterinarians. If a vet is not going to present then contact your local veterinarian clinic to check that they would be available to attend in an emergency
- > An emergency procedure for escaped animals

## 2.6 TRAFFIC MANAGEMENT

The traffic management plan and any road closures for the event need to be approved by the [QLDC Roding Engineer](#). It should include, but is not limited to, considerations for

- > Car-parking, parking in reverse is to be encouraged whenever possible.
- > Safe access and egress to the event site.
- > Emergency service access.
- > Speed limits on the event site, 5kmh is considered walking pace.
- > Larger vehicles or vehicles with trailers etc. must have spotters in place when manoeuvring near personnel or property.

It is strongly recommended that you engage a professional traffic management company.

## 2.7 SIGNIFICANT RISKS/HAZARDS

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. QLDC can provide a template for you to use or you may prefer to use your own but it must contain all the information QLDC require.

When assessing risks remember to consider the whole of your event including pack-in, pack-out. These could include but are not limited to:

- > Working/performance at heights.
- > Working near or on water.
- > Electrical equipment.
- > Refuelling of vehicles or equipment, i.e. generators.
- > Hazardous substances, i.e. fuels for generators, gas.
- > Environmental issues, spills, fumes, waste.
- > Noise both during pack-in and pack-out and during the event.
- > Welfare of staff and volunteers, facilities, nature of work, meals, rest periods.
- > Fire bans.
- > Parking and traffic.
- > Toilets and hygiene.
- > Extreme temperatures.
- > Weather events.

## 2.8 SPECIAL EFFECTS

For events that include special effects it is the event organiser's responsibility to meet all relevant requirements for the use of special effects.

- > Copies of applicable certified handler licenses, approvals, evidence of notifications to relevant authorities, risk assessments and insurances must be included in the event safety plan and held on site.
- > In some instances special effects, e.g. pyrotechnics are subject to specific laws and regulations. These special effects may require a location test certificate to be issued by a test certifier. Failure to obtain the display test certificate will mean that the special effect cannot be permitted at the event.
- > The display test certificate must be held with the documentation at the event site and where requested a copy must be provided to QLDC.
- > Pyrotechnic displays and use of weapons where a projectile has a trajectory higher than 45 meters within 4 kilometres of an aerodrome boundary or a trajectory higher than 120 meters if more than 4 kilometres from an aerodrome boundary, must notify the Civil Aviation Authority (CAA) using form [CAA 24077/01C](#) at least 5 working days prior to the proposed activity.
- > Laser or light displays that may endanger aircraft safety by being mistaken for a light or part of a system of lights established or approved for display at or near an aerodrome; or a light marking a hazard in navigable airspace. Must be notified to the Civil Aviation Authority using form [CAA 24077/01C](#) at least 5 working days prior to the proposed activity.

**Important:** If your event is within the Air Traffic Space (ATS) of the Queenstown Airport Corporation (QAC). To check go to [Airshare](#) to see the ATS of QAC, marked in red on the map.

- > Please contact Jon Brooks [jon.brooks@airways.co.nz](mailto:jon.brooks@airways.co.nz) and Daniel Dodd [Daniel@queenstownairport.co.nz](mailto:Daniel@queenstownairport.co.nz) to notify. It is advised that this notification is made 90 days prior to the event to allow time for assessment of the risks and mitigations.

Where a pyrotechnic display, use of weapons or laser or light display is proposed that requires notification to the CAA or QAC a copy of the acceptance must be provided to QLDC.

Organizers of events should also consider the risks around the possibility of handheld lasers being carried by event attendees that may pose a hazard to safe aircraft operation.

## 2.9 PACK-IN AND PACK-OUT

There are likely to be high risk activities taking place which could include but are not limited to, working at height, electrical works, temporary structures, traffic movement, and construction activities etc.

The safety of all workers, volunteers and other people in and around the site during pack-in and pack-out need to be considered and addressed within the Event Safety Plan. Hazards related to pack-in and pack-out are to be identified and documented in the hazard management plan.

Dependant on the level of risk of the activities during pack in and pack out it may be advisable that this is addressed in a separate Site Specific Safety Plan.

Furthermore, during pack-in and pack-out the following shall be adhered to:

- > No alcohol.
- > No children under the age of 15 years old or animals on site.

## 2.10 TEMPORARY STRUCTURES

Temporary structures such as tents, marquees, stages, and stalls may require a building consent. It is the responsibility of the event organiser to ensure that relevant consents have been obtained.

## 2.11 GROUND PENETRATIONS

It is the responsibility of the event organiser to ensure that prior to any ground penetration i.e. tent pegs, Hāngi, activities 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.

- > You must obtain written consent from the QLDC asset manager or the relevant landowner before performing these operations.

## 2.12 ELECTRICAL EQUIPMENT AND LIQUEFIED PETROLEUM GAS (LPG)

If electricity and/or gas are to be utilised at your event, e.g. lighting, audio visual, cooking, heating facilities etc. then, as the organiser, you are responsible for developing or ensuring a procedure is in place to ensure safe supply and use.

## 2.13 MARITIME EVENT

If you are planning to hold an event on or in the water, it is likely to affect the normal operation of other vessels and water users in the area of the event. You will need to provide the Harbourmasters office with details of your event and an 'on water safety plan'.

- > The Harbourmaster can be contacted via email at this address. [RCMonitoring@qldc.govt.nz](mailto:RCMonitoring@qldc.govt.nz)
- > Please include a copy of the approved QLDC Event Water Safety Application form from the Harbourmaster and copies of permits, where applicable, of this aspect of your event in your application.

## 2.14 ADVENTURE ACTIVITIES

Event organisers who intend to offer or provide adventure activities will need to either:

- > Obtain a safety audit from a recognised audit provider and register with WorkSafe to provide the activity in their own right, or
- > ensure they contract a [Registered Adventure Activity Operator](#) to provide the activity.
- > Further information is available from WorkSafe [website](#).

## 2.15 DRONES, UNMANNED AERIAL VEHICLES (UAV'S)

UAV's are not allowed to be flown from or over any QLDC asset unless you have a permit from QLDC. This will require a Commercial Film permit and that the operator is certificated under Rule 102 of the Civil Aviation Act.

If you wish to fly drones over private land you will need approval from the landowner.

If you are planning to use a drone as part of your event, you must include this in your event permit application and your event safety plan.

Your event safety plan must address, but not be limited to:

- > Take-off and landing zones
- > Whether you will be flying over crowds and if so, what plans do you have in place should the operator 'lose contact' with the drone.
- > Whether you are operating within a restricted airspace and if you are received appropriate approvals from CAA.
- > For information on flying drones visit the CAA [website](#).

## 2.16 FLIGHT ACTIVITIES

Event organisers who intend to have aircraft at their event must comply with any applicable civil aviation rule, any prescribed notification requirements in relation to the use of aircraft and any directions, instructions or advice issues by [Civil Aviation Authority](#).

Civil Aviation Authority notifications may be required at least 90 days prior to an event.

- > Your event safety plan must include details of the flight plan, landing, take off areas and emergency landing sites (if these are on QLDC property).

## 2.17 INCIDENT REPORTING

The event safety plan must include your internal and external reporting requirements, which must include, but are not limited to:

- > Event management responsibilities.
- > Procedures for reporting Notifiable Events (as per section 25 of the HSWA 2015) to WorkSafe New Zealand and QLDC.
- > Procedures for investigating and recording Notifiable Events.
- > Damage to QLDC property and assets.