



1. Event Description

Event Name:	
Event Address/Location: (including GPS coordinates)	
Event Description: eg club social event, regional final, fencing competition	
Event Date:	
Total Anticipated Attendees:	

2. Event Contacts

Event Host:	
Event Emergency Controller:	
Event First Aiders:	

3. Event Pack:

In addition to this completed Event Safety Plan, the Emergency Controller will need to complete and attach the:

<input checked="" type="checkbox"/>	Event Rules
<input checked="" type="checkbox"/>	Emergency Contact List
<input checked="" type="checkbox"/>	Ensure completed Event Pack is taken to the event eg all appropriate documentation, first aid kits and fire extinguishers etc.

4. Event Rules:

The Event Rules outlined what is required by attendees whilst competing in the event. They are intended to ensure their safety at the event. Any breach of these rules could result in someone being seriously harmed.



5. Hazard & Environmental Management:

The following outlines the significant hazards that may be present at some stage during the event. There is always going to be hazards/risks associated with any event, which cannot be reduced to zero.

Identifying the hazards prior to the event, will give you and/or the host time to adequately plan to eliminate the hazards, if that's possible. If they cannot be eliminated, the appropriate isolation or minimising controls will need to be put in place, prior to the event.

The identification of hazards does not mean that the event cannot take place. Identifying the hazards will ensure the attendees are aware of any significant risks to themselves and others, so that the appropriate controls are put in place and adhered to during the event.

If you are visiting organisations or sites they will manage the onsite hazard, but you need to ensure that they complete this as your obligation to keep attendees safe:

SITE MANAGED HAZARD CONTROLS	
Location 1: Contact Name: Contact Number:	H&S briefing completed (please initial)
Location 2: Contact Name: Contact Number:	H&S briefing completed (please initial)
Location 3: Contact Name: Contact Number:	H&S briefing completed (please initial)
Location 4: Contact Name: Contact Number:	H&S briefing completed (please initial)

GENERAL		
Are there any significant slopes in the paddocks or on the tracks we will be using that drivers should be prepared for?		
Yes	No	Comments: (provide description, location and controls required:
Are there any dangerous animals on the property that we need to be aware of?		
Yes	No	Comments: (provide description, location and controls required:
For the expected number of attendees, is there sufficient facilities around toilets and running water?		
Yes	No	Comments: (provide description, location and controls required:
Have all appropriate people have been informed (farm staff/neighbours etc) that this event is happening on the property, so that they can watch out for additional people and vehicle movement?		
Yes	No	Comments: (provide description, location and controls required:
Have you implemented a plan to separate the public (specators) from the event/competition. If children are present please outline what controls you have in place to protect them.		
Yes	No	Comments: (provide description, location and controls required:
Yes	No	Comments: (provide description, location and controls required:
Yes	No	Comments: (provide description, location and controls required:
Yes	No	Comments: (provide description, location and controls required:



EVENT SPECIFIC HAZARDS – using hazard register				
Hazard No.	Hazard Description	Module or activity hazard has been identified in	All hazard controls are in place (refer hazard register – if Hazard not in register complete an NZYF/HS/001)	Signature
24	Fertiliser – Example	Agri-Skills Challenge	Yes. PPE in place.	CSBennett

6. Event Inductions:

Prior to anybody competing or volunteering with any event an induction must be completed by the event host, event organiser or emergency controller. The purpose of inductions is to educate everybody involved about hazards and the safety measures in place and also in regards to reporting accidents, incidents and near misses.

Your induction should cover

- Event Safety Plan (this document)
- Any significant hazards that out of the ordinary
- Emergency Procedures
- Event Rules
- Site Amenities
- Any other additional safety information



7. Emergency Procedures:

An emergency plan must be completed and available to everyone at the event. This is to be discussed at the induction.

<input type="checkbox"/>	Emergency Contact List
<input type="checkbox"/>	Location of first aid kit(s): _____
<input type="checkbox"/>	Emergency evacuation point: _____

8. Accident Reporting Procedures:

Attendees are to report any accidents/incidents or near misses to the Emergency Controller immediately. The Emergency Controller will record the incident using the Injury report (NZYF_HS_003). If this accident/incident requires more than first aid treatment and could cause harm to more people the Emergency Controller will contact NZYF National Office on 021 913 035 as soon as possible after the incident and to ensure any legal obligations for reporting a notifiable event are met.

All notifiable event* accidents will be reported to WorkSafe NZ "as soon as possible" and "in writing within 7 days". All accidents/incidents and near misses will be documented and investigated. NZYF National Office will assist with this.

Note: The priority in a notifiable event is to provide first aid to any injured person then to preserve the accident scene. Under no circumstances will the accident scene be cleaned or interfered with until the Emergency Controller has been informed and the scene has been released to WorkSafe NZ.

* **Notifiable Event – death** or any injury that requires secondary medical treatment eg broken bones, unconsciousness, major lacerations requiring stitches, crushing, major burns, obvious internal injuries, poisoned, hospitalisation etc.

9. Event Health and Safety Plan Sign Off:

Emergency Controller Signature:

Date Signed:

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