



Health & Safety Requirements

KidsFest is well established, loved and trusted by the Canterbury community and has been enjoyed by thousands of children and families over the past 26 years.

KidsFest has over 230+ events and is in a unique position of the overall event being CCC managed and marketed, but CCC does not actually run most of the events. Over 120+ independent event organisers within the Canterbury region run the specific events - the public however, assume CCC run all KidsFest events. Therefore, there is great reputational risk to KidsFest, CCC, sponsors and event organisers if events are not run successfully and safely.

When you manage and run an event, you have a legal “duty of care”, as well as a social and moral obligation to all people on your event site: workers, volunteers, attending participants etc to ensure their safety. Although CCC does not run most KidsFest events themselves, CCC does need to take reasonable steps to ensure KidsFest event providers have developed and will implement a plan to manage their event.

The aim of planning an event is to ensure things go right on the day. However the plan also needs to cover what is going to happen if things go wrong, to minimise the impact or effect on the success of the event, participants and workers.

WHAT DOCUMENTATION DOES KIDSFEST NEED?

During your online event application you will be asked to upload a copy of your [Event Safety Plan](#). Your Event Safety Plan needs to align with the Health & Safety at Work Act 2015 and include:

- An overview of the event - what the event is, a timeline, expected numbers, staff/volunteer numbers etc.
- Roles and responsibilities, contact details to identify who needs to be contacted when, how and about what.
- How you will identify, assess, control and review hazards before and during the event. (Hazard/Risk Register)
- How Health and Safety responsibilities are assigned and will be communicated (eg, pre-event briefing).
- How will staff at the event have the necessary knowledge and skills to perform their job adequately, or be adequately supervised.
- A method of inspection to ensure that the venue is safe prior, during and post event.
- Details of welfare facilities provided, drinking water, toilets, wash facilities etc.
- A method for managing and recording Incidents.
- An Emergency Plan designed for the event to deal with any emergencies.
- An Evacuation Plan.
- How collaboration of all suppliers will be carried out, to ensure the public is not endangered by activities carried out at the event venue.

Many KidsFest event providers regularly run events involving children so will already have documentation in place. You may use your existing documents for your application as long as they are up to date, they have been reviewed for your specific KidsFest event, and any modifications/improvements have been made due to any changes in your event.

Christchurch City Council’s Health & Safety team will review all H&S application documents, and you will be contacted directly by KidsFest if we require any further information.

If you do need assistance in developing an Event Safety Plan we have a [template available for download in the Event Provider Resources](#) area on the KidsFest website. You can access this area when you are logged in.

This template is for the purpose of providing assistance and covers the basic fields, you will likely need to adapt it or add further information relative to the size, scale and type of your event where appropriate.