

EVENT HEALTH & SAFETY PLAN

Event: Kids Fest

Location:

Event Date:

Rain Date:

Event Times:

Production Period:

Event Lead Organiser:

Event Overview:

Event Company(s)	Role	Site/ Event Day Key Contact	Contact Number

Plan prepared by:

Signed (on
completion):

Date:

Approved by:

Signed (on completion):

Date:

Forwarded to:

Date:

Event Permit Issued:

HPRM No:

EVENT SYNOPSIS

EVENT DESCRIPTION

Outline Schedule

AUDIENCE

EVENT MANAGEMENT

Event Management is as follows:

SPECIAL CONSIDERATIONS

SMALL EVENTS – REQUIRED APPENDICES

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Appendix: Contact List

Appendix: Emergency Response Plan (including Evacuation Plan)

Appendix: Production Schedule

GENERAL SITE RISK ASSESSMENT

HAZARD – eg:	PERSONS AT RISK	Risk	CONTROL MEASURES	Residual Risk	Persons Responsible	Required
Falling objects						
Equipment & infrastructure						
Fire						
Ground Conditions						
Tripping / Slipping						
Uneven surfaces						
Sharp objects						
Food poisoning						
Overcrowding						
Medical						

HAZARD – eg:	PERSONS AT RISK	Risk	CONTROL MEASURES	Residual Risk	Persons Responsible	Required
Traffic						
Car Parking						
Cables & Leads						

PEOPLE & CHILDREN RISK ASSESSMENT

HAZARD – eg:	PERSONS AT RISK	Risk	CONTROL MEASURES	Residual Risk	ACTION BY	Required
Lost child						
Children climbing on equipment						
Minor Injuries / Accidents						
Major injuries / Accidents						

WEATHER / NATURAL DISASTER RISK ASSESSMENT

HAZARD – eg:	PERSONS AT RISK	Risk	CONTROL MEASURES	Residual Risk	ACTION BY	Required
Rain or snow						
Wind						
Earthquake						
Low temperatures						
Sun stroke						
Darkness						