

# 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

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## 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**

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

<b>HAZARD – eg:</b>	<b>PERSONS AT RISK</b>	<b>Risk</b>	<b>CONTROL MEASURES</b>	<b>Residual Risk</b>	<b>Persons Responsible</b>	<b>Required</b>
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						