EVENT RISK ASSESSMENT PLAN

Event / Project Name

Purpose of this Form

The purpose of this form is to assess the risks associated with events or projects by capturing key information so tauira (learners)can plan and prepare. The aim is to identify potential hazards and the appropriate control measures to be implemented, prior to the event taking place.

Risk assessment – Instructions (download and save, or print)

Steps	Risk level / MATRIX
1	**Complete risk assessment** ▪ Use pages 6 & 7 to assess the risk
2	**If assessed as** LOW RISK / ACCEPT **– complete pages 1 and 2; and signing page**
3	**If assessed as** MODERATE – HIGH RISK OR ABOVE / MITIGATE OR AVOID – **complete pages 1, 3, 4, 5** ▪ Conduct your assessment by completing the hazard description and controls section
4	**Lead organiser to sign – complete page 8**
5	**Email copy of this form at least three working days prior to commencement of this event or trip to: wellbeingandsafety@op.ac.nz**

Programme course name (if applicable)	
Tauira name/s (leading the event / project)	

NAME: Lecturer in charge or Formal Leader			
Signature		**Date**	

Dates	**Start Date**		**Finish Date**	
Brief Event / Project Overview				

Contractor Management	
Is this event engaging external service contractors to work in collaboration with the Event / Project organisers.	**Yes / No**
ℹ Contractors require to be approved before their services being engaged, if unsure ask Campus Services (may also require a permit to work)	
Contracting Company Name	
Contracting Company approved for working on-campus	**Yes / No**
Emergency Management	
Are Fire Wardens and First Aiders required for this event (if low risk then may not be necessary, use the risk assessment on page 4 to determine risk)	**Yes / No**
If Fire Wardens and First Aiders are required for this event or project record the names below	

Fire Wardens	First Aiders

LOW RISK – TAKE 5

Take 5 minutes to think about the hazards involved with your activity or task, and record below.

Reminder: If assessed as LOW RISK / ACCEPT **– complete the first page, this page and sign the last page.**

Tasks	Actions, mitigations
STOP – take a moment to consider the task ahead and the environment in which you will be in **What is the activity or task you are about to undertake**	
IDENTIFY – identify any hazards that may occur and any person who may be harmed	
CONTROL – record the controls and implement them	
PROCEED SAFELY – Proceed with the activity / task and monitor your controls	

MODERATE TO HIGH RISK OR HIGHER

Hazard Description	Activity Risk Rating	Hierarchy of Control	What controls are you going to implement to manage the hazard and its associated risk/s (Take 2 – refer appendix)
EXAMPLE Fall from height	**MITIGATE**	**Engineering controls**	• Take 2 • Warning signs • Use a ladder; never use a desk or chair • Arrange with Campus Services to add installation
(Other)			
(Other)			
(Other)			
(Other)			

EXAMPLES OF HAZARDS – food (allergies, hygiene), latex (direct, indirect – e.g. balloons, food preparation), communication, electrical, manual handling, security, trip hazards, ventilation, vehicle movements

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Hazard Description	Activity Risk Rating	Hierarchy of Control	What controls are you going to implement to manage the hazard and its associated risk/s (Take 2 – refer appendix)
(Other)			
(Other)			
(Other)			
(Other)			
(Other)			
(Other)			
(Other)			

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Hazard Description	Activity Risk Rating	Hierarchy of Control	What controls are you going to implement to manage the hazard and its associated risk/s (Take 2 – refer appendix)
(Other)			
(Other)			
(Other)			
(Other)			
(Other)			
(Other)			
(Other)			

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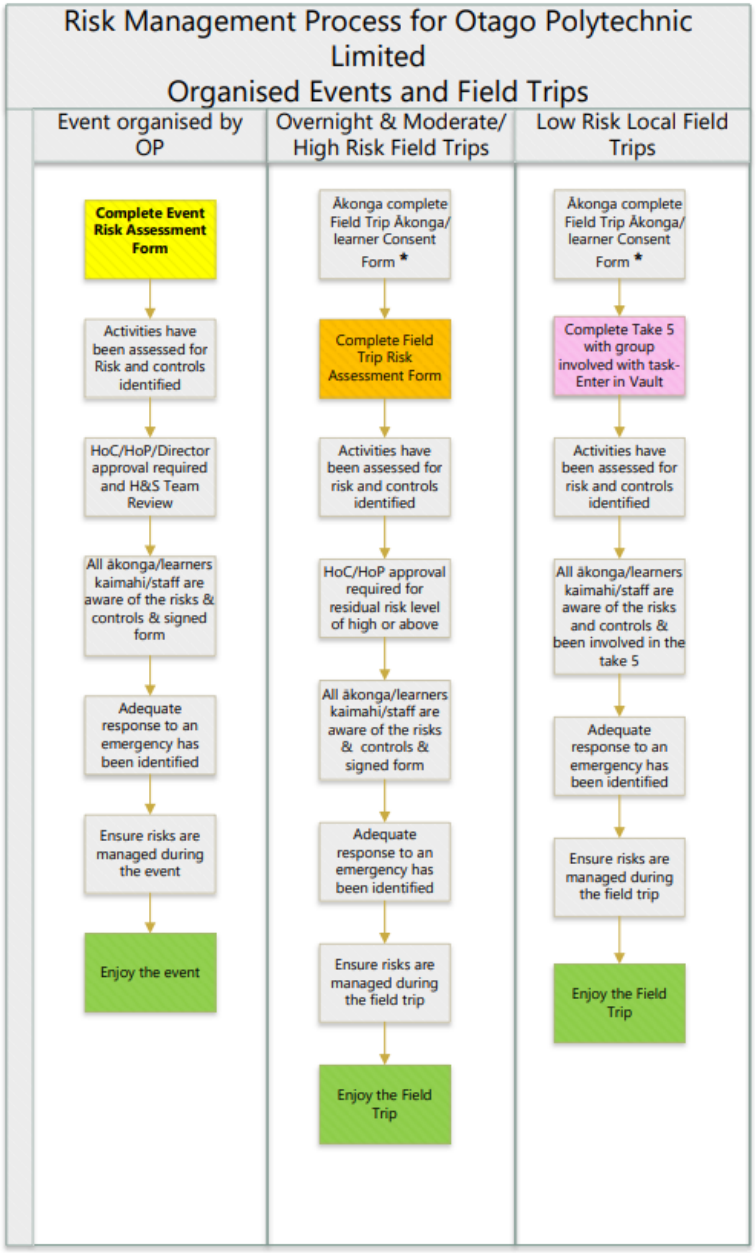

Definitions

Event: An event is an Otago Polytechnic Limited organised activity or occasion that may introduce hazards requiring risk assessing and management as a part of planning the event

Field Trip: A field trip is an organised occasion in conjunction with a course/ programme of study involving kaimahi and or ākonga travelling to and being involved in an activity at an off campus location which may introduce hazards requiring risk assessment as a part of planning

Moderate/High Risk Field Trip

A field trip which involves:

- An overnight stay
- Critical risks present
- Mid/Long distance travel (outside Dunedin city/Cromwell Campus)
- Moderate or high risk activities i.e. visiting an outdoor wildlife environment, engaging in different workplaces activities involving machinery or equipment

Low Risk Field Trip

- Local field trips such as the Dunedin CBD/Cromwell
- Walking to location only
- Low risk activities i.e. visiting a gallery/work place and engaging in low risk activities i.e. computer work, supervised low risk workplaces

* Ākonga only require to complete this form once, however require to complete the form again for example if there is a change to their emergency contact details, a medical condition or an impairment which requires consideration to they can safely attend the field trip

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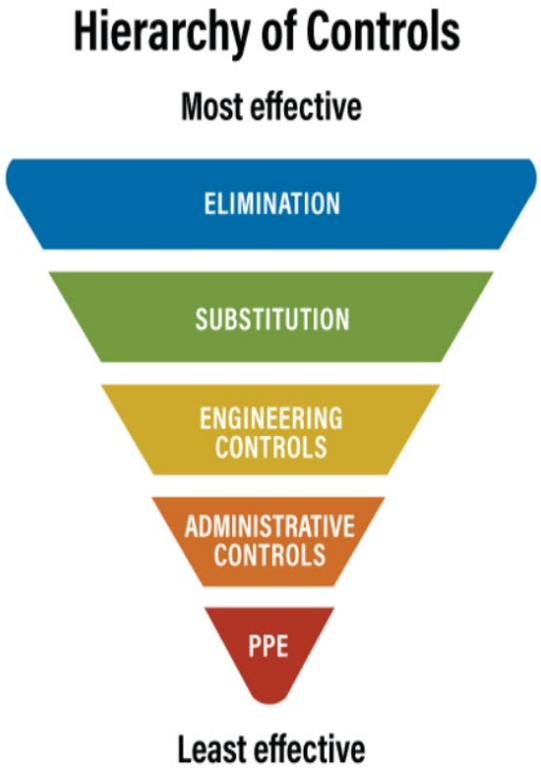

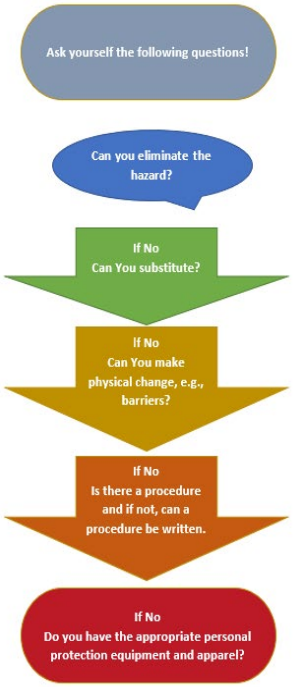

Rating	Description
Avoid	Find a way to avoid the risk. For example, by taking a different approach, not doing something, using different equipment etc.
Mitigate	Find a way to reduce the likelihood of the risk occuring or the severity of the impact if the risk does occur.
Allow	OK to proceed but aim to mitigate the risk if possible.
Accept	The risk is acceptable. The project can move forward, and mitigation of the risk is a low priority.

Signing Page

You acknowledge that those involved with the organisation and hosting of this this event or project have contributed to the assessment of hazards (actual and potential) and risks, and completed the management plan for this event or project.

Name (lead organiser [tauira])	Signature	Date

Upon completion and signing please forward a copy of this form, at least 3 working days prior to the event, to: wellbeingandsafety@op.ac.nz

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Appendix

Take 2

1. **I am clear on what the task involves**
2. **I have the correct tools to complete the job**
3. **I have been trained to use the tools and equipment needed to complete the job**
4. **I have the PPE required to complete the job**

Safety Briefing

Prior to the safety briefing please familiarise yourself with the building (emergency exists, bathrooms, AED location/s)

Introduction

1. Welcome everyone
2. Introduce yourself (and others)

Safety briefing

3. Go through the following procedures

- In the event of an earthquake:
  - Drop, cover and hold (where possible)

  - Once shaking has stopped, wait to be told what to do and where to go by the {name of person}

- In the event of a Fire Alarm being activated (alarm, horn, verbal):
  - Leave immediately
  - Follow the instructions of the fire wardens
  - Remind people not to re-enter the building until they have received the "All Clear" from the Warden
  - Go to the designated assembly point place (specify the place)
  - Point out the fire emergency exits

4. Point out where the bathrooms are located

5. If anyone sees anything they deem to be unsafe, please advise {name of person} **#**

Thank everyone for taking the time to listen to this Safety briefing

 # If you are advised of something that is unsafe or there is an incident or injury, please report this to an Otago Polytechnic representative as they will need to action and record the details in our safety management system (Vault).

Assembly points over page

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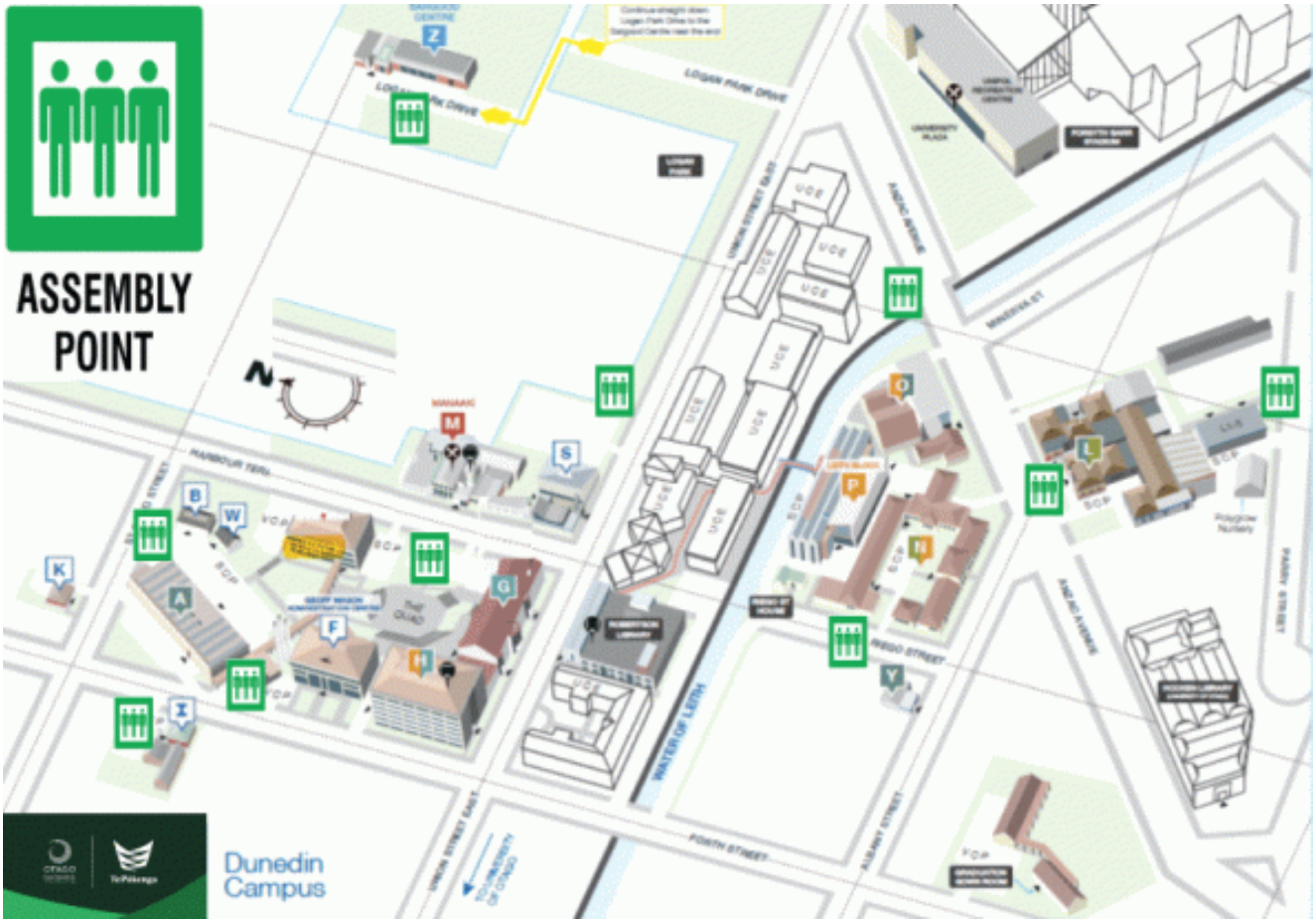

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Assembly point	Building
Quad Car Park  	D Block F Block G Block H Block (the Hub) M Block (Manaaki) S Block T Block (He Toki Kai Te Rika)
Harbour Terrace 	A Block (lower level) B Block TPO & Poho T Block (He Toki Kai Te Rika)
Forth Street adjacent to the delivery point for the boiler house	A Block (upper levels)
Forth Street Polykids Car Park	Polykids
Sargood Tennis Centre and Sport Otago	Z Block (Sargood)
Riego Street (Art Precinct)	N Block P Block
Anzac Avenue (over the bridge heading north)	O Block
Anzac Avenue entrance	L Block
Parry Street	Prefab (behind L Block barn) Kanazawa Building Sites Horticulture