

The Kids for Kids Charitable Trust presents  
NYLD 21 (The National Young Leaders Days)  
Dunedin Town Hall

Sunday 30 May (Pack in) and Monday 31 May 2021 (Event day)

**Event Hazard Management guideline**

Event Name	NYLD 21	Total Anticipated crowd numbers			
Event location	Dunedin	Audience	900	Artists/Crew	25

Pack in Date	Sunday 30 May 2021	Times	9:00am – 6:00pm
Event date	Monday 31 May 2021	Times	7:00am – 2:30pm
Pack out Date	Monday 31 May 2021	Times	3:00pm – 7:00pm
Event Director	Sarah van't Hof	On the day contact number	021 77 44 22
Production Manager	Lance Cathro	On the day contact number	021 661 942

**INSTRUCTIONS**

- How will you ensure health and safety is covered in the area(s) identified herein.
- The responsibility is on the event organiser to identify, manage hazards and for ensuring that the plan is followed and that there is compliance with the requirements of the The Health & Safety at Work Act 2015.
- Please identify hazards and issues in the boxes identified and describe how each hazard or issue is to be managed. Ask yourself “what if?”
- Assess if the risk control will Eliminate, Isolate or Minimise – are standard health and safety terms to describe how you are reducing or removing the hazard. Ideally you will eliminate (remove) the hazard, then isolate or minimise.
- Estimate the likelihood of the hazard occurring – 1 is low, 5 is high.
- If something does not apply please state not applicable (N/A)
- **This is a guide only, and is not an exhaustive list. There may be other items that need attention that are not on this list.**

Attached

- Site plan
- Traffic management plan (if applicable)
- Safety Management plan

1. Participants – age / experience / suitability, accessibility needs, refreshments, lost children facilities.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk Control (What is in place to prevent it going wrong?)	E, I, M	1   5	Who is responsible	When	Event Day ✓
Trip/ Fall	<ul style="list-style-type: none"> <li>Low Lighting</li> <li>Stairs</li> <li>Cables</li> </ul>	<ul style="list-style-type: none"> <li>Adequate Lighting during entry and egress</li> <li>Ensure there is low lighting during the event. In the instance where videos are playing ensure doors are closed into the arena to reduce the number of people moving in reduced light or darkness.</li> <li>Staff to provide Assistance</li> <li>Cables to be run away from walkways or covered by mats</li> </ul>	M   M   I	3	Venue & Production Crew  Venue Staff NYLD team	Pack in day & Show Day	
Lost students	Students becoming separated from their school group	Ensure we stay with student and contact teacher. Use PA system if needed to reconnect student with teacher.	M	3	NYLD Staff	Show Day	
Trampling	Innadequate exits Poor evacuation procedure	Exits clearly marked Exits manned by Venue Staff Instruction given from stage at beginning of the day for directions in case of emergency	I M M	4	Venue Staff  Event MC's	Show Day	

2. Electrical, sound and lighting – registered tradesman, isolation required, tripping hazards.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk Control (What is in place to prevent it going wrong?)	E, I, M	1   5	Who is responsible	When	Event Day ✓
Electric Shock	Damaged leads/ plugs	<ul style="list-style-type: none"> <li>All cables etc to be tested and tagged.</li> <li>Any compromised cable to either be replaced or repaired by qualified person</li> </ul>	M	5	Production Crew	Pack in day	

Trip/ Fall	<ul style="list-style-type: none"> <li>Cables</li> <li>Stands</li> </ul>	<ul style="list-style-type: none"> <li>Cables to be run away from walkways or covered by mats/ tape</li> <li>Stands and Cables to be clearly marked with tape to increase visibility</li> </ul>	I  M	4	Production Crew  Production Crew	Pack in day	
Broken Limbs/ Abrasions	Speaker/ Lighting Stands falling over	<ul style="list-style-type: none"> <li>Use counterweights where necessary</li> <li>Ensure Speakers are strapped and overhead fixtures have safety ties</li> </ul>	M  M	4	Production Crew	Pack in day	

3. Accident & health emergencies – first aid, fire extinguishers, emergency contacts, report / recording of accidents.

	[Please refer to attached Safety Management Plan]			
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4. Set-up / pack-down – what safety is in place while event is a working site i.e. moving vehicles, first aid.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk Control (What is in place to prevent it going wrong?)	E, I, M	1   5	Who is responsible	When	Event Day ✓
Broken Limbs, Abrasions, Bruising	Falling off Stage	<ul style="list-style-type: none"> <li>Edge of stage marked by white or fluoro tape</li> </ul>	M	4	Production Team	Pack in day	
Broken Limbs, Abrasions, Bruising	Being Struck by falling fixtures during rigging	<ul style="list-style-type: none"> <li>Ensure workspace below rigging is clear</li> <li>Anyone working below must wear hard hats</li> <li>All fixtures to be secured with safety cords</li> </ul>	I  M  M	5	Production Team	Pack in day	
Broken Limbs, Abrasions, Bruising	Being Struck by Road Case	<ul style="list-style-type: none"> <li>2 people handle heavy/ large road cases</li> <li>Ensure road cases are secure before moving on</li> <li>Restrict Access to Work Site</li> </ul>	M  M  I	5	Production Team	Pack in day & Show Day	

Back Strain	Heavy Lifting	<ul style="list-style-type: none"> <li>Use of ramp in and out of truck</li> <li>Multiple people for heavy lift</li> <li>Employ proper lifting technique</li> </ul>	M	4	Production Team	Pack in day	
Medical Injury	Accident or Illness whilst working on site	<ul style="list-style-type: none"> <li>Industrial standard First Aid Kit on site</li> <li>All staff to declare medical conditions and/ or allergies</li> </ul>	M I	4	Venue Tour Party	Show Day	

5. Stallholders / vendors – contracts, food/health licenses, emergency equipment, briefings.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk Control (What is in place to prevent it going wrong?)	E, I, M	1   5	Who is responsible	When	Event Day ✓
Food Poisoning	Consuming food that has been ill prepared	<ul style="list-style-type: none"> <li>Caterer to ensure guidelines of safe food preparation are adhered to</li> <li>Sufficient heating/ cooling for food</li> <li>Food not refrigerated to be covered</li> </ul>	M  M  M	3	Venue Catering Staff	Show Day	

- At the beginning of each show day a briefing of all key event staff will take place. This will cover an introduction of all key staff to each other, run of the rehearsal and show, emergency procedures, and provide an opportunity for questions. The event director (Sarah van't Hof) will carry out a briefing with the venue ushering team to ensure they understand the process for seating students and relevant student safety information.
- Venue staff will be responsible for all aspects of the venue set up and facilities.
- Production Manager will be responsible for tour set up including crew, sound, and lighting.
- It is the expectation that all staff involved in the show are trained in their areas of expertise and do not require onsite additional training.

6. Emergency procedures – bomb threat, fire, earthquake, hazardous substances.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk Control (What is in place to prevent it going wrong?)	E, I, M	1   5	Who is responsible	When	Event Day ✓
<p>In any case of Emergency where evacuation is required, the plan as discussed in the briefing meeting will be implemented by the Event Director in conjunction with the venue and staff.</p>							

7. Miscellaneous – site specific hazards.

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk Control (What is in place to prevent it going wrong?)	E, I, M	1   5	Who is responsible	When	Event Day ✓
Crowd unable to exit building in case of emergency	Exits Blocked	<ul style="list-style-type: none"> <li>▪ Ensure clear path for crowd to exit building</li> <li>▪ Ensure no exits are blocked.</li> </ul>	E	5	Venue Staff	Show Day	

8. Other related information

Emergency Evacuation Assembly Point to be advised by the venue on the show day.

Covid-19 event instructions on the Safety Management Plan.

[Please refer to attached Safety Management Plan for contact info etc]