

Christmas Concert Celebration 2023 - Risk Control Plan

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| Event name | Katikati Christmas Concert | Event Date/Time | Saturday 2nd December 2023 3.30pm – 6pm |
| Set up date/time | Saturday 2nd December 2023 - 8:00am (Moore Park) | Pack up date/time | Saturday 2nd December 2023 – 6pm (Moore Park) |
| Event location | Moore Park, Katikati | Event Manager / Contact No. | Kirst O'Rourke 022 488 7847 |
| Description of event | Christmas Concert in the Park with Markets stalls plus the end of the Christmas Float Parade | Alternative Events Person Contact No. | Jacqui Knight 027 242 2005 |
| Crowd numbers expected | 2000 | Target audience | The Community including families with children |
| Emergency Assembly point | Opposite Field on other side of the grandstand | First Aid person / contact no | Kirst O'Rourke 022 488 7847 |
| Nearest A & E Medical Centre /Ph | Katikati Medical Centre – 549-0411 (until 12noon) otherwise Tauranga A&E or First Aid facilitator onsite | Nearest Fire Extinguisher – If app | Katikati Rugby Club |

Additional Site specific information:

Katikati Christmas Celebration - Risk Control Plan

| (A) Hazard – what could cause harm | (B) Risk – potential harm caused by the hazard | (C) Actions/controls to reduce the risk | (D) Level of risk after controls are in place (Score = Likelihood x Consequence) | (E) To be actioned by / Contact No. |
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| Heavy Winds / Rain | Weather management | <ul style="list-style-type: none"> The event will be cancelled | LOW | Kirst 022 488 7847 |
| COVID-19 / Delta | Safety of Public | <ul style="list-style-type: none"> Onsite QR Codes are provided for public to scan set up around the stage and by the market stall holders for those who attend. Hand Sanitiser is provided by the stage on stands for public to use while down at the park Reminders of distancing signs displayed (if required and reflecting the GOVT restrictions at the time of the Concert) | LOW | Kirst 022 488 7847 |
| Slips / Trips and Falls | Potential of cords / pegs left exposed during the concert set up | <ul style="list-style-type: none"> Walk through with the stage, sounds and market stall holders of their space before the grounds open for any hazards and to be fixed before 3:00pm | LOW | Kirst 022 488 7847 |
| MC or performer no show | Unexpected delays on arrival | <ul style="list-style-type: none"> Having the next act ready in case one is unable to arrive. Have a back up MC for speaking the notes on the day | MED | Kirst 022 488 7847 |
| Gazebos for market stalls | Unexpected high winds | <ul style="list-style-type: none"> All market stall holders asked to secure any gazebos to the grounds by sandbags or cords. | LOW | Kirst 022 488 7847 |
| Stage Set up | Tripping or Falling while accessing | <ul style="list-style-type: none"> Scaffolding company come in to set up stairs up to the stage to assist with the access on and off for the sound technician and performers and MC's safety | LOW | Kirst 022 488 7847 |
| Pack in / pack out – Manual Handling / set up | Sprains, Strains, Pain, cuts or discomfort | <ul style="list-style-type: none"> H&S briefing with suppliers prior to setting up and packing down Reduce of split loads to manage weight and size. Ask other staff to assist with helping if required. | LOW | Kirst 022 488 7847 |
| Pack in / pack out – vehicle movement | Movement of vehicles for stage erection | <ul style="list-style-type: none"> Arrival times different for all onsite suppliers (so no backlog) Briefed prior to coming on site – 5km per hour / hazard lights on Site map provided to suppliers prior to arrival. On arrival, to call organiser (who is in high vis jacket) to walk them into place. | LOW | Kirst 022 488 7847 |
| Sound System break down and generator | Speakers not working | <ul style="list-style-type: none"> We have hired a sound technician for the duration of the concert to make sure the sound system is set up and looked after for the musicians and MC. Any exposed cords will be covered to avoid trip hazards | LOW | Kirst 022 488 7847 |
| Public: Unruly or intoxicated | Intoxication or Alcohol on site or Vandalism | <ul style="list-style-type: none"> Calmy encourage them to leave the park. If they don't leave the park – Police are on site from the parade and tell them, so they can look after the situation. Otherwise call 111 for assistance | LOW | Kirst 022 488 7847 |

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| Lost Person | Lost Child or person separated from their group | <ul style="list-style-type: none"> Lions are hosting a gazebo for quick fire raffles and the MC will be advised during the concert to pick up lost children from the quick-fire raffle gazebo which will be positioned next to the grandstand. | LOW | Kirst 022 488 7847 |
| Santa's Lolly Scramble | Choke Hazard | <ul style="list-style-type: none"> Children to be with parents so they monitor. First Aid on site if a choking hazard happens. | LOW | Kirst 022 488 7847 |
| Food Vendors | Licence to trade and positioning | <ul style="list-style-type: none"> All food vendors and venue (Rugby Club provide up to date licence to trade. Food vendors positioned to make sure cueing doesn't block a pathway or exit point on the field. | MEDIUM | Kirst 022 488 7847 |
| Animals at the event | Horses become free and roam | <ul style="list-style-type: none"> All animals must be controlled and supervised by their owners. All animal waste is to be cleaned up by the provider during the parade and on the field. | LOW | Kirst 022 488 7847 |
| First Aider – On Site | Assistance for any First Aid issues on site | <ul style="list-style-type: none"> Some of the Lions first aid trained and also bringing their own first aid kit In case of an emergency – Call 111 for Ambulance assistance | MEDIUM | Kirst 022 488 7847 |

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| Full name: | Kirst O'Rourke |
| Signature: | |
| Position: | Event Manager |
| Date: | 5/5/23 |

Likelihood and Consequence Table (Column E)

Risk score and level of risk - The table below shows how to assess the **likelihood** and **consequence** of each identified risk and therefore show the **risk score** and the **level of risk**. **Eg:** The likelihood the risk is identified as unlikely which gives a rating of 2 and the consequence of the risk would be moderate which gives a rating of 1.5. To get the risk score you multiply the likelihood of 2 by the consequence of 1.5, ($2 \times 1.5 = 3$). The risk score is 3 which indicates the level of risk is moderate (as per the table below).

| Likelihood (L) | Definition | Consequence (C) | Definition | Risk Score | Level of risk | Description |
|------------------|--|---------------------|--|------------|---------------|--|
| 1 Rare | Once every 10 years, never heard of it happening | 0.5 Less than Minor | Minor injury, first aid not required | 0-1.5 | Low | While control issues may still exist at this level, their impact will be low. |
| 2 Unlikely | Event will seldom occur i.e. every two years | 1 Minor | First aid or minor treatment | 2-4 | Moderate | This level of risk is still considered unacceptable in certain circumstances. |
| 3 Possible | Event will intermittently occur i.e. annually | 1.5 Moderate | Medical treatment required | 4.5-8 | High | Require attention with a degree of priority. Remedial action should be identified and implementation commenced with appropriate priority. |
| 4 Likely | Event will occur in most circumstances i.e. monthly | 4 Major | Notifiable injury or illness, broken bones, hospitalisation | 10-16 | Critical | This level of risk also requires immediate attention and should not proceed without clear and timely action plans identified to reduce the risk. |
| 5 Almost certain | Event expected to occur in most circumstances i.e. daily | 5 Extreme | Loss of life; multiple notifiable injuries or illnesses, permanent severe disability | 21-25 | Extreme | Stop, do not proceed with any risk at this level without specialist assistance to further treat/reduce risk including the possible development of contingency plans and/or risk transference strategies. |