The Kids for Kids Charitable Trust presents NYLD 22 (The National Young Leaders Days) Christchurch Town Hall

NYLD Pack in day Wednesday 1 June 2022 and NYLD Show day Thursday 2 June 2022 (incl Pack out).

Event Hazard Management guideline

Event Name	NYLD 22	Total Anticipated crowd numbers						
Event location	Christchurch	Audience 1300 Art			tists/Crew	25		
Pack in Date	Times		9:00am – 6:00pm					
Event date	Thursday 2 June 2022	Times			7:00am – 2:30pm			
Pack out Date	Thursday 2 June 2022	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 cont	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.

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	☐ Site plan
	Traffic management plan (if applicable)
	X 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 or M	1 5	Who is responsible	When	Event Day ✓
Trip/ Fall	Low LightingStairsCables	 Adequate Lighting during entry and egress 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. Staff to provide Assistance Cables to be run away from walkways or 	M	3	Venue & Production Crew Venue Staff NYLD team	Pack in day & Show Day	
Lost students	Students becoming separated from their school group	covered by mats 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	E 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, M	1 	Who is responsible	When	Event Day
Electric Shock	Damaged leads/ plugs	 All cables etc to be tested and tagged. Any compromised cable to either be replaced or 	M	5	Production Crew	Pack in day	

		repaired by qualified person					
Trip/ Fall	CablesStands	Cables to be run away from walkways or covered by mats/ tape Stands and Cables to be clearly marked with tape to increase visibility	М	4	Production Crew Production Crew	Pack in day	
Broken Limbs/ Abrasions	Speaker/ Lighting Stands falling over	 Use counterweights where necessary Ensure Speakers are strapped and overhead fixtures have safety ties 	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, M	1 	Who is responsible	When	Event Day ✓
Broken Limbs, Abrasions, Bruising	Falling off Stage	Edge of stage marked by white or fluoro tape	М	4	Production Team	Pack in day	
Broken Limbs, Abrasions, Bruising	Being Struck by falling fixtures during rigging	 Ensure workspace below rigging is clear Anyone working below must wear hard hats All fixtures to be secured with safety cords 	M M M	5	Production Team	Pack in day	
Broken Limbs, Abrasions, Bruising	Being Struck by Road Case	 2 people handle heavy/ large road cases Ensure road cases are secure before moving on Restrict Access to 	M M	5	Production Team	Pack in day & Show Day	

		Work Site					
Back Strain	Heavy Lifting	Use of ramp in and out of truck Multiple people for heavy lift Employ proper lifting technique	М	4	Production Team	Pack in day	
Medical Injury	Accident or Illness whilst working on site	Industrial standard First Aid Kit on site All staff to declare medical conditions and/ or allergies	M	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, M	1 5	Who is responsible	When	Event Day ✓
Food Poisoning	Consuming food that has been ill prepared	Caterer to ensure guidelines of safe food preparation are adhered to	M	3	Venue Catering Staff	Show Day	
		Sufficient heating/ cooling for food	М				
		Food not refrigerated to be covered	M				

- 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 addional training.

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

Risks (what could go	,	Risk Control (What is	E,	1	Who is	When	Event
wrong)	could cause it to go	in place to prevent it			responsible		Day

wrong)	going wrong?)	М				✓		
			5					
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.								

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, M	1 5	Who is responsible	When	Event Day
Crowd unable to exit building in case of emergency	Exits Blocked	 Ensure clear path for crowd to exit building Ensure no exits are blocked. 	Е	5	Venue Staff	Show Day	

7. Other related information

 $\label{thm:encoder} \mbox{Emergency Evacuation Assembly Point to be advised by the venue on the show day.}$

Covid-19 event instructions on the Safety Management Plan.

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