

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	Artists/Crew	25

Pack in Date	Wednesday 1 June 2022	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 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 or M	1 5	Who is responsible	When	Event Day ✓
Trip/ Fall	<ul style="list-style-type: none"> Low Lighting Stairs Cables 	<ul style="list-style-type: none"> 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 covered by mats 	M M	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	Inadequate 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 5	Who is responsible	When	Event Day ✓
Electric Shock	Damaged leads/ plugs	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Cables Stands 	<ul style="list-style-type: none"> Cables to be run away from walkways or covered by mats/ tape Stands and Cables to be clearly marked with tape to increase visibility 	E M	4	Production Crew Production Crew	Pack in day	
Broken Limbs/ Abrasions	Speaker/ Lighting Stands falling over	<ul style="list-style-type: none"> 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 5	Who is responsible	When	Event Day ✓
Broken Limbs, Abrasions, Bruising	Falling off Stage	<ul style="list-style-type: none"> Edge of stage marked by white or fluoro tape 	M	4	Production Team	Pack in day	
Broken Limbs, Abrasions, Bruising	Being Struck by falling fixtures during rigging	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 2 people handle heavy/ large road cases Ensure road cases are secure before moving on Restrict Access to 	M M M	5	Production Team	Pack in day & Show Day	

	wrong)	going wrong?)	M				✓
				5			
<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>							

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	<ul style="list-style-type: none"> ▪ Ensure clear path for crowd to exit building ▪ Ensure no exits are blocked. 	E	5	Venue Staff	Show Day	

7. 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]