

NYLD 26 (The National Young Leaders Days)
Auckland – LIFE Venue, 25 Normanby Rd Mount Eden Auckland 1024

Thursday 14 May (Event day)

Health and Safety Plan & Hazard Register

Event Name	NYLD 26	Total Anticipated crowd numbers			
Event location	Auckland	Audience	1600	Speakers/Crew	25

Event date	Thursday 14 May	Event times: 9:30am – 2:15pm
Event Director	Sarah van't Hof	021 77 44 22
Production Manager	Lance Cathro	021 661 942
LIFE Venues	Hannah Corbett	021 1708129

OUR COMMITMENT

We take the Health & Safety of our volunteers, contractors, suppliers, students and teachers seriously when they are with us at an NYLD event. We will always do what is required to provide a safe working environment and comply with the requirements of The Health & Safety at Work Act 2015.

We will:

- Identify any hazards and take all practicable steps to identify the level of risk and to eliminate or minimize exposure to any significant hazards.
- Comply with all venue and supplier instructions around Health and Safety and hazard management.
- Ensure all our volunteers and contractors are made aware of any hazards in their work area and are adequately prepared to perform their duties in a safe manner.
- Ensure our suppliers and contractors participate in communication, process and procedure around Health and Safety.
- Ensure we report any incidents or near misses in a timely manner and investigate further where necessary.

FIRST AID

For minor incidences, a First Aid kit will be kept at the NYLD Help Desk in the main foyer. Our Event Manager is a trained First Aider, as well as Venue staff.

For all other incidences a call will be placed to 111. An incident report will be completed for any accidents or injuries.

FIRE

Fire extinguishers are located at a number of locations around the venue.

All Fire Exits will be clearly marked and venue staff will direct the flow of people from the building in case of emergency. There will be no pyrotechnic aspect to the show.

EMERGENCY EVACUATION

In the case of an emergency evacuation all entries/exits to be opened (by venue staff), and all attendees to be moved to the emergency evacuation area in the front area of the building. If the alarms sound please head to the nearest exit. Guests are to assemble in the front of the building at a safe distance from the building.

An emergency evacuation should only be declared by the venue representative.

REGISTERING AN INCIDENT

In case of an incident, or near miss, please report these to the Event Manager (Sarah van't Hof) and the venue contact via our Help Desk in the foyer. An incident form will be completed.

HAZARD REGISTER

Instructions for this hazard register:

- We 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 or Minimise the hazard. Ideally we will eliminate (remove) the hazard or if the hazard is unable to be eliminated then we aim to 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.**

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 repaired by qualified person 	M	5	Production Crew	Pack in day	
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. 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	

- At the beginning of each show day a briefing of all key event staff will take place. This will cover how the day will run, briefing on the event, 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.

5. 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	

6. Other related information

Emergency Evacuation Assembly Point to be advised by the venue on the show day. MC's will repeat this information from stage at the start of the day.