

EVENT HEALTH AND SAFETY:

Thank you for completing and submitting the online event permit application form. As the event organiser you are responsible for the Health and Safety of any workers, volunteers and for the public at your event.

You must consider any hazards and have appropriate controls in place to protect the public and place.

If we receive information or have specific knowledge of hazards on a given site will endeavour to notify you of those hazards.

Attached is an example hazard register which identifies a number of hazards for events. Please review and update to ensure this is relevant for your event.

Please consider whether there are additional factors specific to your event and add them to the hazard register in the blank space provided.

The council requires the hazard register and your declaration over the page to be completed and returned to us four weeks prior to your event in order process your event permit.

• GENERAL INFORMATION:

Event Name: Auckland Secondary Skateboarding Competition		
Start Date: 29th September 2022	Finish Date: 29.09.2022	Start time: 9:00am End Time: 3:30pm
Event Organiser: College Sport/Young Guns Skate School		
Site Address/Location: Barry Curtis Skatepark Flatbush		
General Description of Event: Skate Competition		

• EMERGENCY INFORMATION

	<p>WorkSafe New Zealand and your Auckland Council Event Facilitator, must be notified of any Notifiable Event.</p> <p>A notifiable event is when any of the following occurs as a result of work:</p> <ul style="list-style-type: none"> -a death -notifiable illness or injury -a notifiable incident <p>www.worksafe.govt.nz WorkSafe: 0800 030 040</p>
Location of local A&E/Hospital	Ormiston Hospital (across the road)
Evacuation Point	Carpark to the the Skatepark

Location of Safety Plan on Site	Judges table, based at Skatepark
First Aider on event day	Simon Thorp
Location of First Aid Kit on site	Judges table, based at Skatepark
• KEY PERSONNEL	
Designation	Name Mobile
Contact on the day/on site	Simon Thorp simon@younggunsskateschool.co.nz
List any contractors (e.g. food vendors, amusement equipment etc)	N/A

• Does your event have any of the following? (please tick)

Please consider these elements when filling out the event hazard register below:

LPG/Gas e.g. BBQ

LPG/Gas e.g. BBQ

Generator

Generator

Contractors

e.g. Food vendors

Contractors

e.g. Food vendors

Power /PA

Electrical

Power /PA - We will be using a battery powered PA system.

Electrical

- Children
- Children
- Bouncy Castle
- Bouncy Castle

• **Declaration**

- Structures Structures
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- Vehicles Vehicles

Simon Thorp

We are responsible for providing a safe environment for everyone to the best of our abilities.

Printed Name: Simon Thorp Title: Competition Organiser

Signature:  Date: 24.08.2022

Hazard Register

HAZARD	COULD RESULT IN	CONTROLS
People on the course during event	May get knocked over by competitors	MC will advise people via the microphone. Volunteers will also help to advise. Volunteers are first aid qualified. If injury is serious an ambulance will be called.

Moving Vehicles	Injuries to people or damage to property or assets as a result of being struck by a moving vehicle	<ul style="list-style-type: none"> • There will be no vehicles on site.
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High Winds – falling trees or loose items on site	Someone being hit and injured by a falling branch or a loose item blowing around the site	<ul style="list-style-type: none"> ● Isolate access to hazardous areas under or near trees in windy situations ● Ensure temporary structures are adequately tied down or remove ● Cancel or delay event if high winds are forecast
Heavy Rain/wet surfaces	Slip hazards which result in injuries	<ul style="list-style-type: none"> ● Use matting to restrict access to slippery areas ● Competition will not take place in wet conditions ● Reconfigure site to avoid slippery areas ● Use warning signage to alert public that surfaces are slippery ● Ask staff and volunteers to wear appropriate footwear ● Cancel or delay event if heavy rain is forecast
UV Exposure	Sunburn, heat stroke or dehydration	<ul style="list-style-type: none"> ● Promote the use of sunscreen and wearing of weather appropriate clothing ● Provide shade ● Provide access to refreshments/water ● Sunscreen will be available at the event

Thunder & Lightning	Risk of serious injury or death if struck by lightning during a thunderstorm	<ul style="list-style-type: none"> ● Event will not run if the weather is no good ● Check weather forecast and if thunderstorms are forecast ensure adequate safe shelter is available ● If thunder sounds seek shelter indoors immediately if outside. If no indoors shelter is available the MC will instruct people to get low to the ground ● Instruct people to not shelter under trees and put down their umbrellas and move out from under gazebos
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- PA system will be set up on flat and stable ground
 - Speakers will be weighted to prevent tip over
 - RCD device used between system and power source.
- PA System Injuries to people or damage to property and equipment ground

		<ul style="list-style-type: none"> ● Battery powered PA system ● Area around PA system will be isolated with a temporary barrier to prevent public accessing
Unruly members of the public	vandalism, violence.	<ul style="list-style-type: none"> ● Try to avoid potential conflict situations with members of the public ● If a situation with the public develops into a conflict situation, withdraw from the situation ● As soon as possible notify the Event Organiser for the altercation ● Use a cellphone to call for Police assistance if the situation continues or escalates
Medical events or injuries	Someone attending the event suffers a medical event or injury which requires treatment	<ul style="list-style-type: none"> ● Basic first aid supplied on site by a first aider with a first aid kit ● If a moderate injury or medical event occurs refer person to nearest medical centre ● If a life threatening medical event or injury occurs an ambulance will be called
Temporary signs, banners and flags	Trips and falls resulting in injuries	<ul style="list-style-type: none"> ● Signage will not be set up in foot traffic areas ● Barriers will have weighted feet installed ● Barrier sections will be clipped together to additional support ● Blade flags will have heavy bases installed ● Checks of signage etc will be made throughout the event to ensure they remain in place and secure
<p>Please consider whether there are additional factors specific to your event and add them to the hazard register in the blank space provided.</p>		

Rubbish Pollution

All rubbish will be cleaned during event

Add more sheets if needed