

Taupō District Council Safety Management Questionnaire



GREAT LAKE TAUPŌ

Event Details			
Name of Event	Stop Co Governance		
Location(s)	Taupo Great Lake Centre		
Name of person completing this plan	██████████ Taupo	Date completed	20 April 2023
Start Date of Event	26/4/23	Finish Date of Event	26/4/23
Pack in Date	26/4/23	Pack out date	26/4/23
Location(s)	The Theatre, Great Lake Centre, Taupo		
Expected Numbers	Participants: 5 Spectators: 200 seated Event Team/Staff/Volunteers: 9		
Description of Event <i>Provide a brief summary of your event</i>	Private meeting of local people to listen to ██████████ and then ask related questions.		

Company/Organiser Details	
Company Details	Company/Group Name: ██████████ Company/Charity number (if applicable):
Physical Address	
Postal Address	
Phone Number	██████████
Email	████████████████████

Contacts and Responsibilities during event		
Name	Role/Responsibility	Mobile Number
██████████	Event Director	██████████
██████████	SPEAKER, PRESENTER	██████████
██████████	assistant	██████████

Note: If required, please refer to the glossary on page 10.

Key Event Provisions			
Give details of the following provisions as they apply to your event or state N/A if they do not apply			
Item	Provider	Contact	Details
First Aid and Medical Services	TDC	On site	
Food and water	nil		
Shade/Weather protection	Nil		
Toilets	TDC	On site	
Event Security	TDC and Senjo Securities Ltd	[Redacted] Or [Redacted]	Four guards from 5 pm to 10 pm
Waste Management	TDC	On site	
Spectator Controls	Organisaers	[Redacted]	
Parking	Public parks		
Event Insurance	nil		
Media	nil		
Entertainment e.g. <ul style="list-style-type: none"> • Sound • AV • Inflatible devices 	nil		
List any external contractors that will be used for the event (other than those listed above)	Senjo Securities Ltd. Four guards		
What permits, consents and/or approvals do you require for your event?	Ensure these are attached to this plan. For example: temporary building consent, scaffolding tickets, IW1 consent.		
What contingencies do you have in place for the event?	none		
	Meeting could be cancelled		

Event Communications

Give details of the following provisions as they apply to your event or state NA if they do not apply

Item	Audience	When and by whom?	Details – e.g. content, how
Pre-event info <ul style="list-style-type: none"> • Participants • Effected parties -- businesses/residents 	Subscribers, by way of registration and word of mouth.	██████████ by email	
Event Briefings <ul style="list-style-type: none"> • Participants • Staff • Contractors 	All as listed	Monday 24 April 10 am by ██████████	At RRG
Event Day Communications <ul style="list-style-type: none"> • Cancellations • Changes/Contingencies • Weather 	Organizers email and newsletter	██████████ on site as required.	██████████
Emergency Communications <ul style="list-style-type: none"> • Evacuation • Lost Person • Emergency Services • Venue notification 	Guests on site	██████████ on site as required	By phone
Media Communications	NZ	██████████ Newsletter and emails.	
Post Event reporting	National	██████████ Newsletter and emails	Email to subscribers.

Work Safe Notifications –

For more information go to the following link:

<https://worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event/#if-doc-39637>

Type	What has occurred	What the event must do
Notifiable Death	A person has been killed as a result of work	Phone 111 Notify Work Safe on 0800 030 040 Notify venue manager
Notifiable Injury	Amputation, Serious Head Injury, Serious Eye Injury, Serious Burn Spinal Injury, Loss of bodily functions, Serious Lacerations or Skin Separate Any injury that requires (or would usually require) the person to be admitted to hospital for immediate treatment An injury that requires (or would normally require) the person to receive medical treatment with 48 hours of exposure to a substance.	Phone 111 Notify venue manager Notify Work Safe either on their website www.worksafe.govt.nz and select 'Notify WorkSafe' or on 0800 030 040
Notifiable Illness	A person has been made unwell as a result of work	Phone 111 (where required) Notify venue manager Notify Work Safe either on their website www.worksafe.govt.nz and select 'Notify WorkSafe' or on 0800 030 040
Notifiable Incident	Peoples health and safety are seriously threatened or endanger as result of a work situation	Phone 111 (where required) Notify venue manager Notify Work Safe either on their website www.worksafe.govt.nz and select 'Notify WorkSafe' or on 0800 030 040

Risk Assessment & Management

Using the Risk Matrix below identify all your hazards and how they will be controlled. The methodology below sets out how to assess and assign a risk rating based on likelihood (how likely is this hazard to happen) and potential harm (what harm may result). Controls are then put in place to reduce the risk. Ensure that the venue risk register is reviewed, understood and included as part of your assessment where applicable, or attached.

Likelihood	Potential Harm				
	Insignificant	Minor	Moderate	Major	Critical
Almost certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

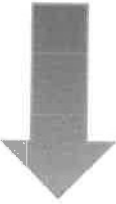
Potential Harm	Description of Harm	Likelihood	Description of Likelihood
Insignificant	No treatment required	Rare	Will only occur in exceptional circumstances
Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
Moderate	Injury requiring medical treatment or lost time	Possible	May occur within the foreseeable future, or within the project lifecycle
Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	Likely	Likely to occur within the foreseeable future or within the project lifecycle
Critical	Loss of life, permanent disability or multiple serious injuries	Almost certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place
Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety

Control the Risk

1. List the hazards/ risk you have identified
2. Rate their risk level
3. Detail the appropriate control measures you will implement to control the risk.

Note: Control measures should be implemented in accordance with the preferred hierarchy of control.

Hierarchy of Controls	
Most effective	Elimination: Remove the hazard completely from the workplace or activity
	Substitution: Replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Engineering control: Making an event safer separate people from the hazard (e.g. safety barrier)
	Administration: Putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. helmets, mouth guards, high-vis)
Least effective	

Risk Assessment Register														
What could go wrong? Hazard or Risk identified	Risk Level Before Controls are in place			Controls				Action			Risk Levels after Controls are in place			
	Potential Harm	Likelihood	Risk Level	Eliminate	Substitute	Engineer Control	Admin Control	PPE	How will we prevent it?	Person responsible	What will we do if it happens?	Potential Harm	Likelihood	Risk Level
Sunburn/heat exhaustion	Moderate	Possible	High				✓	✓	Sunscreen available at info desk Shade provided around venue Participants and staff asked to wear a hat Water supply at venue	Event Manager	Refer to onsite first aid or 111 in an emergency	Insignificant Minor Moderate Major Critical	Almost-certain Likely Possible Unlikely Rare	Low Medium High Extreme
Earthquake	Minor	Unlikely	low						Evacuate if required.	TDC	Follow TDC instructions	Minor	Rare	Low
Power cut	Moderate	Unlikely	Low						Evacuate under supervision and with temporary lighting by TDC	TDC	Follow TDC instructions	Insignificant	Rare	Low
Medical event	Minor	Unlikely	Low						Provide an orderly and controlled meeting		Phone 111 for ambulance assistance. Complete an incident report.	Minor	Rare	Low
Sound system power leads	Minor	Unlikely	Low						Check power leads have certification labels		Get new leads	Insignificant	Unlikely	Low
Lease of the East Wing at same time as our event	Major	Possible	Medium-high						Trust that TDC staff accept what they have done and ensure that we get peace and quiet for our meeting. Refer our email 18 April 2023.	Alice Mellow	Follow instructions from Alice Mellow.	Major	possible	High

Note: The above hazard in italics is an example only. Please ensure you list all hazards or risks associated with the event.

Venue Plan / Site Map

It is important to have a venue plan for your event, so you can brief staff, participants, emergency personnel etc. For a small event it can be a hand drawn venue plan showing all the areas. A venue plan can also be produced on programs such as google earth.

It can be useful to include a grid to enable all event team members to identify their location. The grid also allows emergency services to locate specific areas of the venue with radio or mobile instructions.

When creating a site map include the following where applicable:

- Entry & exit points
- Vehicle access paths
- Parking
- Food & vendor sites
- First aid posts
- Emergency vehicle access during an event
- Seating
- Information desk - Lost & found (including children)
- Safety fencing
- Rubbish & recycling bins
- Centre for emergency services
- Media centre
- Pedestrian routes
- Stage/structure locations
- Communication centre
- Rest areas
- Toilets
- Services such as electricity, gas, water
- Security & police locations
- Locations of volunteers or marshals
- Evacuation points (refer to venue evacuation plan if available)

Additional Documentation

Attach the following, where applicable, to form part of this plan

- Insurance certificate
- Venue Plan/Site Map
- Traffic Management Plan
- * • Venue Risk Assessment Register & Evacuation Procedures
 - The venue will be able to provide this to you and will form part of this plan.
 - Ensure it has been read and understood by key staff members, especially the emergency evacuation procedures

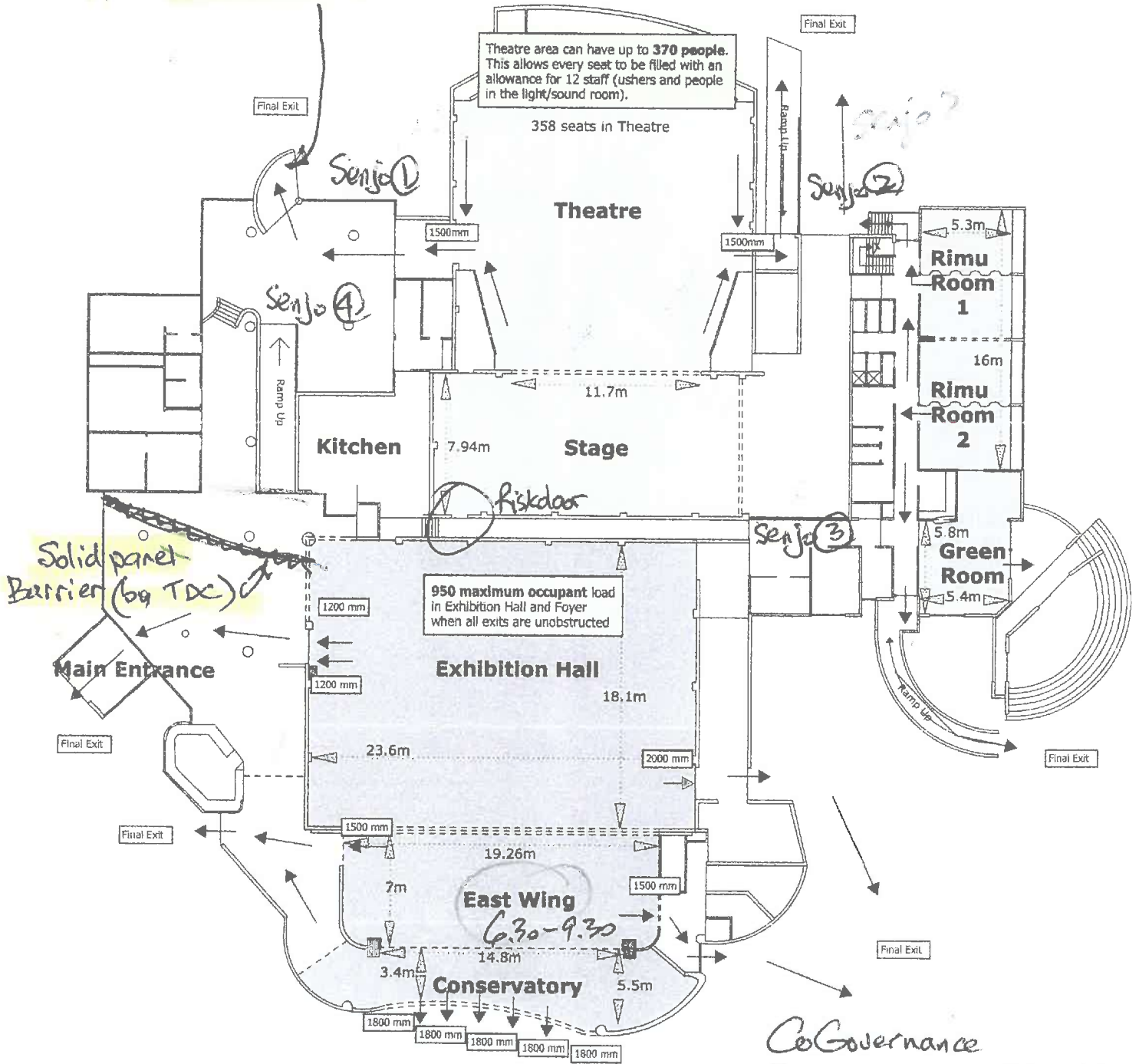
* As provided by Alice Mellor, TDC: 18.4.23.
(attached)

Glossary

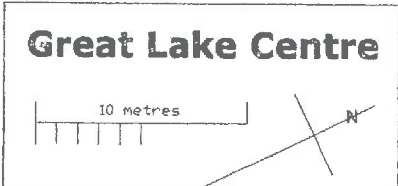
Provider	a person or thing that provides something.
Contractors	a person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.
Permits	an official document giving someone authorization to do something.
Consents	permission for something to happen or agreement to do something.
Contingency Plan	a contingency plan is a vital aspect of any event management. An elaborate event contingency plan is a plan that will direct your activities in the case of any major or minor trouble. This plan not only works as a predictor of emergencies but will also help you to be equipped enough to cope with them.
Audience	the assembled spectators or listeners at a public event such as a play, film, concert, or meeting.


Stop Co Governance meeting

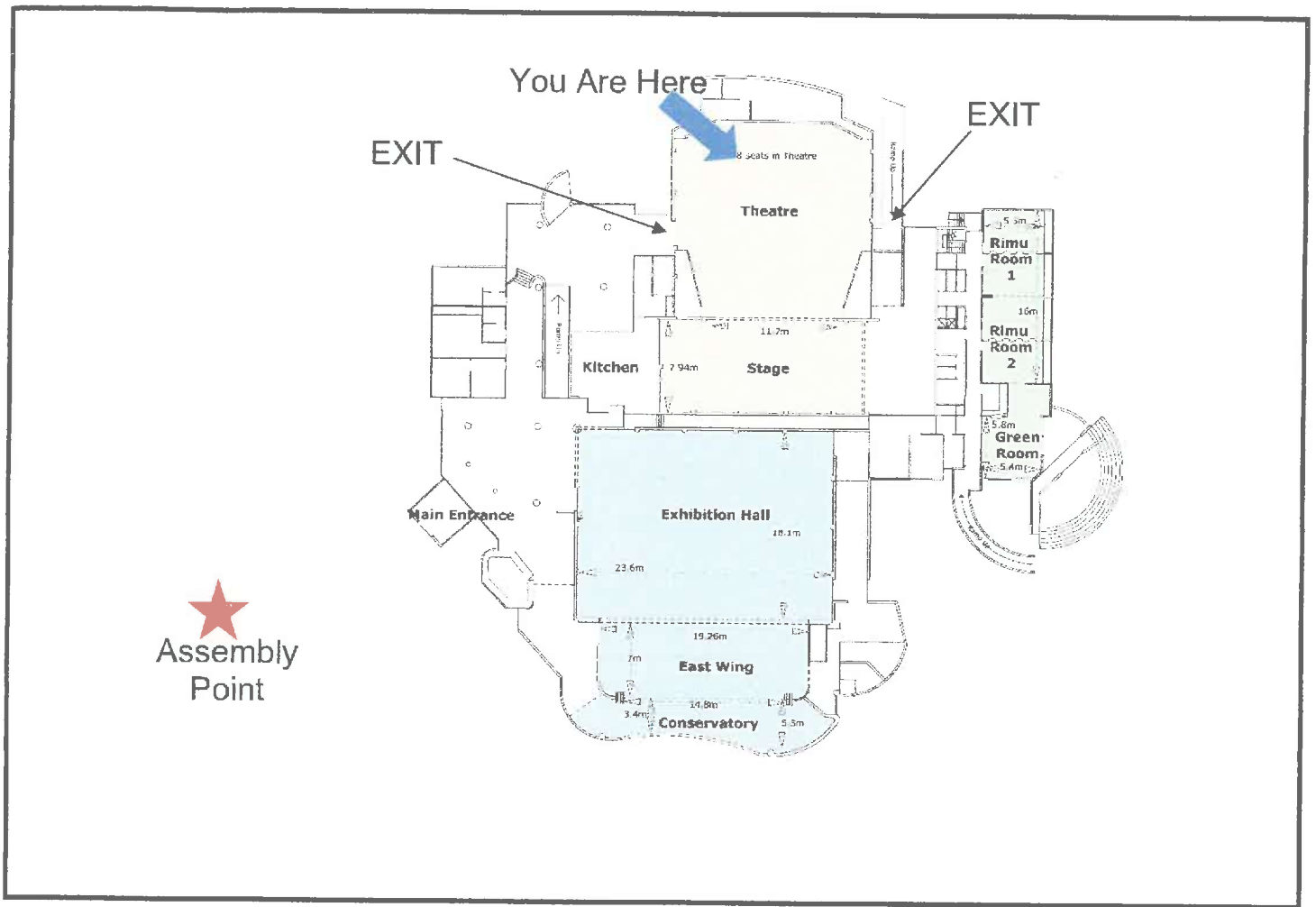
* Main Entrance



Co Governance
Private Meeting 26.4.2003
Theatre



Legend xoxoxmm Minimum clear egress width → Egress route (door to swing in direction of egress)	Project Title Great Lake Centre Means of Escape from Fire	Sketch Title Escape Routes and Fire Design Occupant Loads	Drawn: WMR Date: 23/12/15 Job No: 114044 Sheet No: FS 101 Rev: A	
	This sketch does not constitute a complete fire engineering design or detail. Detailed construction drawings are provided by others. Best viewed in colour. Not all fire separations around ducts and shafts are shown.			



Co Governance Meeting

26.4.2023

Welcome to the Great Lake Centre, Taupo

Here are a few pointers for you to help make your stay with us a pleasurable one.

- All production equipment you bring into the complex is required to comply with relevant regulations. Documentation Certificates and Licenses in relation to this equipment, and a record of personnel responsible are required to be sighted by the Venue Technician before installation or use.
- Harmful substances and chemicals to be brought into the complex will be subject to the above conditions.
- For safety reasons no member of a visiting production crew is to enter any area in the theatre apart from area(s) approved by the Venue Technician. Nothing is to be removed, altered, or used in the theatre without prior approval first being given.
- Evacuation Plan; please familiarize yourself with our procedures and be sure you know what to do in an emergency. The procedures are posted in all rooms; please ask if you do not easily locate them.
- Please report immediately to any of the Venue Staff anything you encounter or observe that could present a danger to personnel or to the complex.
- Any personal injury is to be written up as soon as possible in the Accident Report Register (Vault) and signed off with a Venue Staff Member
- A No Smoking policy applies in the Great Lake Centre.
- Please do not bring Drugs and Alcohol into the complex these items will be confiscated immediately and appropriate authorities will be notified.
- A small amount of alcoholic beverage may be taken into dressing rooms with the prior permission of the Event Manager/Coordinator.
- Avoid bringing valuable personal items into the theatre. The Great Lake Centre will not accept liability for the loss of such items.

Co Governance Meeting

26.4.2023

All items above are noted.

Equipment used by the organizer will be identified to TDC staff

No harmful substances will be brought onto site by our helpers



GREAT LAKE CENTRE
Taupō District Council

Welcome to the Great Lake Centre. You are currently in the Theatre

Rest Rooms are in the Main Foyer.

In the event of emergency an alarm will be heard. Please exit through the nearest marked exit, Located at either side of the Theatre Auditorium, and proceed to the emergency assembly point. Our staff are trained in emergency evacuation procedures and will be available to assist you if required.

The nearest Fire Alarm switch is located on the Theatre wall .

Should you require first aid, our staff are trained in First Aid and can assist you until an ambulance (if required) arrives.

The Great Lake Centres emergency Assembly point is located on the grassed area outside the main entrance (indicated on the map opposite).

If you have any questions or queries please do not hesitate to ask a member of our staff.

Co Governance Meeting
26.4.2023