

# Event Risk Assessment Tool

Place a '1' in the highlighted box where applicable

## Event Details

Name of Event: **Hui me te parakatihi waiata**

Contact Name: [REDACTED]

Contact Number: [REDACTED]

Contact Email: [REDACTED] or [REDACTED]

Location(s): **Lower Foyer & Eastwing**

Expected numbers (including participants, spectators, event team etc): **50 participants & 50 spectators**

To reduce liability and to offer a duty of care to these events, Taupō District Council staff need to be able to highlight the risk associated with hosting these events and the level of auditing required to match the level of risk. Taupō District Council acknowledge that many minor events are low risk and have a small budget to work within, these include Community events that are important to the community and this plan should not become too onerous that these events are unable to operate. Likewise, with high-risk events liability is elevated and the Taupō brand is at the highest risk.

Using the Risk Assessment Tool, events can be given a risk category which will then determine the auditing required to ensure the events processes and procedures meet legal and regulatory requirements. This tool is to be used as a guide and should an event appear higher or lower risk than what has been calculated the result can be reviewed. Details of the reason for reviewing the calculated risk need to be documented along with the final risk outcome.

Using this Risk Assessment tool, and the information provided by the event organiser, place a '1' (number one) in the coloured box for each line item that applies to the event. The event will then fall into one of the three categories, which is called the calculated risk. A review of this risk is then undertaken, taking into consideration the participant numbers, spectator numbers and any other known factors about the event which has an impact on the Risk Category. These are noted in the box provided and the final outcome is selected from either Low Risk, Medium Risk or High Risk. This then determines the level of auditing required.

	High Risk	Medium Risk	Low Risk
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### Event Type - select the option which best reflects the event. Only select more than one element if you are unable to correctly identify the type of event using one-line item.

Arts			1
Concerts & Festivals			1
Cultural			1
Cycling			
Equestrian			
Expo			1
Golf			1
Hunting & Fishing (tournament or competition)			
Motorsport (highspeed)			
Multisport			
Run/Walk			1
Team Sport			1
Watersport			
Contact Sport			1

### Venue Type - select the option(s) which best reflects the venue used for the event.

Air			
Indoor venue (including council venues)			1
Outdoor - either council reserve or private			1
Other land venue			1
Swimming pool			
Water venue, Lake, River etc (excludes swimming pool)			
Alpine			

### Event Details - select all options and elements which best reflects the event.

Using Public Roads			
Off Road event			1
Isolation (location and access)			
Alcohol at event			1
Drinking water supply at event			1
Single Day			1
Multi-Day			
<b>The following apply to outdoors events only</b>			
Day Event			1
Night Event			

Summer Event (November-April)			
Winter Event (May-October)			
<b>Event Build</b> - select all elements that are included in the event build. This is an area of an event which often carries the highest risk.			
Art installations			
Crane work			
Excavations; exposure to gas lines & services			
External Contractors			
Indoor electrical equipment			
Other Structures not requiring consent			
Outdoor electrical equipment			
Scaffold			
Sponsor Activations			
Stage			
Outdoor stage (permanent fixture)			
Indoor stage (permanent fixture)			
Outdoor stage (temporary structure)			
Indoor stage (temporary structure)			
Structures requiring consent - e.g. Marquee			
Work involving unguarded machinery			
Working at heights			
Working in confined spaces			
Working under or near overhead services			
Working with Bitumen			
<b>Entertainment</b> - select all options and elements which best reflects the event.			
Amusement Devices with compliance certs			
Fire/flames (entertainment)			
Food Vendors with compliance certificates			
Land-borne inflatables with management plan			
Merchandise/Product Sales			
<b>Community Considerations</b> - select all options and elements which best reflects the event.			
Opposed public opinion			
Venue location is sensitive/significant			
<b>Media Exposure</b> - select all options and elements which best reflects the event.			
Event is televised live or streamed live			
Event has delayed coverage			
High profile/VIP person attending/participating			
Risk Summary	0	0	4

**Calculated Event Risk Category** **Low Risk**

Outline below any comments, considerations or other factors which have an impact on the Event Risk Category  
 For example; spectator and participant numbers

Event is low risk. Note Client has requested Eastwing, Lower Foyer & Upper Foyer. Upper foyer is unavaible due to another booking. Review of lower foyer seperation required. Potential conflict between bookings. Needs to be reviewed. Use of Eastwing potential to negate user clash.

Date of assessment: 10/04/2023  
 Name of client/ event organiser completing assessment: Alice Mellow & Steve Giles

**High Risk - 1 element at high risk or 6 or more Medium risk**  
**Medium Risk Event - 1-5 medium risk elements or 11 or more low risk**  
**Low Risk - 1-10 elements at low risk**

**OFFICE USE ONLY**

**Final Event Risk Category** **Low Risk** select from drop down box

Date of assessment: 10/04/2023  
 Name of Taupō District Council staff or venue contact completing assessment: Alice Mellow & Steve Giles