

NZCF Event Risk Assessment/Hazard Management Plan

Event / Concert				
Location(s)				
Document prepared by		Date prepared		Number of participants
KEY ROLES:	NAME:	PHONE:	EMAIL:	
Medical/First Aid procedure	Communication procedure (in the event of an emergency)			
Event Description				
Incl timing for rehearsal, performance duration, any special notes re staging...				

Hazard Identification and Plan of Control (to be completed by event coordinator)

BEFORE THE EVENT	Controls in Place/Action Required <i>How could we prevent or minimise the risk or severity of an accident?</i>	Further Comments	Completed (✓ or N/A)
Safety briefing with venue representative completed			
Pack-In hazards identified eg. moving vehicles, manual handling (e.g. shifting piano), work at heights etc.			
Electrical equipment checked	Seek assurance from venue that all electrical equipment is up to NZ safety standards.		
Trip hazards controlled	Stage crew ensure cables are taped down Ensure there is sufficient lighting for movement on and off stage		
Unstable objects controlled			
Entrance to stage & stage floor clear of hazards			
Choir risers are safe	Stage crew check that risers have been joined together safely and are secure to stand on.		
Heating/air con checked			
Noise issues addressed			

Evacuation routes clear			
Dressing rooms/Green Room checked			
Foyer checked for hazards	Safe location identified for merchandise tables & banners		
Passageways are safe for movement of singers	Supervision is in place		
Other (specify)			
Safety briefing given to choirs/conductors			
DURING THE EVENT	Controls in Place/Action Required <i>How could we prevent or minimise the risk or severity of an accident?</i>	Further Comments	Completed (V or N/A)
Audience briefed on earthquake and fire evacuation procedures			
Foyer floor clear of hazards			
Booths, banners and tables in pre-agreed location			
Other (specify)			
AFTER THE EVENT	Controls in Place/Action Required <i>How could we prevent or minimise the risk or severity of an accident?</i>	Further Comments	Completed (V or N/A)
Audience exit plan in place			
Vehicle management plan in place			
Post-concert function room clear of hazards			
Responsible supply of alcohol to function guests monitored			
Pack Out managed safely eg. moving vehicles, unloading and loading of risers etc			
Other (specify)			
ADDITIONAL COMMENTS			