**Hazard & Risk Management Plan *(Template for your use if you don’t already have one)***

| **RISK ASSESSMENT** | | | | | | |
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| **Name of Event: Multicultural Bite** | **Date of Event:6th February 2023** | | | **Risk Management officer: Selwyn Price** | | |
| **Hazards** | | **Risk rank** | **Control / Actions** | | **Risk after controls** | **Responsibility** |
| **Moving vehicles (**pre and after event) for set if needed | | 9 | Speed to be kept to walking pace only, maximum 10km/h  Vehicles on event site to have keys removed and engines off (except emergency vehicles or vehicles designated as emergency vehicles for medical or other actions).  Volunteers on site to direct traffic  One-way traffic flow (as in traffic site map below).  Pedestrian and vehicle separation (using cones, tiger tails etc).  Clearly marked parking and pedestrian areas.  Vehicle to leave before 8:30am excepted some vendors vehicles pre-approved by organiser | | 4 | Organiser/  Stall holders |
| **Electrocution** (from power source to user) | | 9 | Power cords will be covered from the source to the user. | | 1 | Organiser/  Stall holders |
| **Cables and electrical equipment** (Electrocution, fire, burns and other injury) | | 9 | All electrical equipment is tested and tagged, with appropriate RCDs.  Cables laid away from public and walking areas as much as possible  Cables in walking areas are covered and secured or identified as a hazard using cones (and protected from ground water and water pooling areas).  Checks on installation of lighting and structures (for failure and items dropping) – clear drop zone | | 6 | Organiser/  Stall holders |
| **Natural Disaster** (Earthquake , extreme weather event )  Winds causing difficult conditions for operation of equipment resulting in injury – falling tree -branches | | 16 | Safety briefing e-mailed and confirmed on entry as read and signed by vendors.  If evacuation needed organsier will move everyone as quickly as possible to the evacuation point  Check Met Service before, on the day and during the day  Make sure all vendors have gazebo's and other display items secure.  If wind speeds reach 50km/h gazebos to be taken down. Heavy objects should be on the ground or on a trailer (as low as possible).  Entertainment to cease if deemed unsafe due to any weather event wind or rain | | 8 | Organiser/  Stall holders |
| **Fire** (Injury, death, significant damage to stalls, merchandise, buildings, surroundings, etc.) | | 16 | All electrical equipment is tested and tagged, with appropriate RCDs.  Combustible material is not stored in or near ignition sources.  Correct spacing for LPG bottles, bottles checked and serviced.  Emergency plan in place  No smoking signs posted at event. | | 5 | Organiser/  Stall holders |
| **Overcrowding / Crowd behaviour** | | 6 | Any unsocial able behaviour will be reported to organiser.  If deemed necessary call the police. (will notify Police of event) | | 1 | Organiser/  Stall holders |
| **Trees – branches – roots** (tripping over roots, branches falling, people climbing on trees, damaging root and trees) | | 9 | Organiser to ensure security if noticing any member of public degrading trees | | 2 | Organiser |
| **Pond and waterways at the Domain** | | 9 | Organiser to ensure security if noticing any member of public in water, call for help immediately | | 3 | Organiser |
| **Undesirable behaviour**  (Poor event experience, verbal/physical abuse, injury) | | 4 | Any undesirable behaviour identified must be notified to organiser immediately.  Any threats via social media or other means will be assessed by the Event Coordinator and additional controls or the Police involved in any decision to postpone or cancel the event.  Do not engage, call Local Police asap.  Police will be called to remove people and cease behaviour.  Personal property is the responsibility of each individual. | | 1 | Organiser/  stall holders |
| **Un-manned areas of facilities (**Vandalism and damage to facilities, undesirable behaviour and/or injury) | | 6 | Event management and staff roaming around the event site, especially around areas behind marquees, art display, etc.  People removed from such areas immediately. | | 3 | Organiser |
| **Marquee / Gazebo poles, pegs and walls** (Stubbed toes, puncture wounds, bruising and other injury) | | 9 | Tape and cones used on exposed marquee pegs/holders/etc.  Appropriately trained personnel setting up hired marquees or if volunteers are used they are under the strict instruction of trained personnel.  Smaller and privately owned gazebos and marquees will be erected by the stall holders and event staff will inspect them once erected for any safety concerns.  Taking down the marquee is high winds superior to 50km/h | | 6 | Organiser/ Stall holders |

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|  | **Likelihood** | **Description** |  |  | **Consequence** | **Description** |
| **5** | High | * There is a strong likelihood of the hazards occurring |  | **5** | Catastrophic | * Multiple or single death * National media coverage |
| **4** | Significant | * Considered that it is likely that the hazard could occur |  | **4** | Major | * Serious health impacts on multiple or single person or permanent disability. * National media coverage |
| **3** | Moderate | * Incident or hazard has occurred infrequently in the past |  | **3** | Moderate | * More than 10 days rehabilitation required for injured persons * Local media and community concern |
| **2** | Low | * Has not occurred yet, but it could occur sometime |  | **2** | Minor | * Injury to person resulting in lost time and claims * Minor isolated concerns raised by stakeholders & event attendees |
| **1** | Negligible | * Remote chance, may only occur in exceptional circumstances |  | **1** | Insignificant | * Persons requiring first aid * Minimum impact to reputation |

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| **Consequence** | | | | | |
| **Likelihood** | 1 insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Catastrophic |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |
| **2 Low** | 2 | 4 | 6 | 8 | 10 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **4 Significant** | 4 | 8 | 12 | 16 | 20 |
| **5 High** | 5 | 10 | 15 | 20 | 25 |