



Event hazard management plan

As the organiser of an event, you are required to take all practical steps to eliminate, isolate or minimise hazards in all areas. To do this you will need to document and demonstrate what practical steps are being taken to fulfill your Health and Safety in Employment Act obligations. The Event hazard management plan must be kept on-site and available as needed.

Event organiser details

Name of event organiser	Central Otago Motorsport Club	Contact number (during event): Matt Shand 021 251 8496
Name of alternative contact person	Contact number (during event):	Ken Galbraith 027 335 0485
Name of event safety co-coordinator	Steve Hansen	Contact number (during event): 021 209 0017

Attached (as applicable)

- Site plan Traffic management plan Security plan
 Waste management plan Other (please specify)



Identifying risks table: Head up each section with the following categories that are relevant:

A number of safety aspects of an event are contained in the Safety plan submitted (and accepted when permit issued) to Motorsport NZ

E,I,M: Eliminate, Isolate or Minimise. Ideally you will eliminate (remove) the hazard, otherwise isolate or minimize.

1- 5: estimate the likelihood of the hazard occurring during your event. 1 is low, 5 is high

Risks (what could go wrong)	Hazards (what could cause it to go wrong)	Risk control (What is in place to prevent it going wrong?)	E,I,M	1- 5	Who is responsible	when	Event day ☑
Participants - i.e. age/experience/suitability, access. needs, refreshments, lost children facilities, animals	Car or driver mishap, crash	The Event Safety plan has been written to minimize damage to the site assets and competitors alike.	M	3	Clerk of the Course (CotC)	At all times	✓
Staff/Contractors/Volunteers - i.e. Briefings, responsibilities, refreshments, training	Slips, Burns, Cuts from enviromental factors	All Volunteers/Marshalls are given a Marshall's Briefing to advise what they are required to do (and not do) and provide them with the necessary safety equipment (hi-vis & Extinguishers), where toilets are and be provided with food (if required), warned about dangers of the terrain they are working in. Specific hazards are listed in Safety Plan / Map.	M	3	Marshall Coordinator & CotC	At all times	✓
Stallholders/Vendors - i.e. contracts, food/health licenses, emergency equipment, briefings	Food Licenses, Food contamination, Fires, burns/scolding	All vendors are advised of COMC Health and Safety and must have their own plan in place to deal with their specific hazards and provide us with a copy	M	1	Stall holder/Vendor & Event Organiser	At all times	✓
Electrical, Sound and Lighting - i.e. registered tradesman, isolation required, tripping hazards	Tripping hazard, Electrocutation, noise harm	All contractors are advised of COMC Health and Safety and must have their own plan in place to deal with their specific hazards and provide us with a copy	M	1	Contractor & Event organiser	At all times	✓
Waste Management - i.e., rubbish collection/removal, animal waste, recycling toilet facilities	Health (rotten items or sharp items), Bio-health hazard	Most events competitors and spectators are required to take all their rubbish away with them, larger events will have rubbish bins provided. Toilet facilities will be explained at the start of the day ant briefings and are cleaned by professionals with the correct training and equipment.	E	1	Event Organiser	At all times	✓
Set-up/Pack-down - i.e. what safety is in place while event site is a working site i.e. moving vehicles, first aid, forklift activity	Moving vehicles, driving equipment	No competitors or spectators are allowed on "track" when setup or take down are in place, all setup crew are to be wearing hi-vis vests, and must act in a safe manner	M	1	Setup Coordinator and Event Organiser	At all times	✓



<p>Traffic Management & Parking - i.e. traffic management plan, signage, marshals, route, pedestrian management</p>	<p>Where required on public roads to avoid accidents</p>	<p>COMC employs a Traffic Mgt specialist who handles all aspects of our traffic management plan and Council Requirements</p>	<p>E</p>	<p>1</p>	<p>Event Organiser</p>	<p>At all times</p>	<p>✓</p>
<p>Vehicle Management - i.e. speed, access to site for emergency vehicles, pedestrian access</p>	<p>Recovery and intervention vehicles access and spectator access</p>	<p>The safety plan created by the club for MSNZ contains the type, number and location of vehicle management and the CotC has control over their access to the track</p>	<p>M</p>	<p>2</p>	<p>CotC & Event Organiser</p>	<p>At all times</p>	<p>✓</p>
<p>Crowd Control - i.e. fencing/barricades, alcohol, protection of property</p>	<p>Food, Facilities and physical protection</p>	<p>At events that crowd control is required, the event safety map indicates where spectators are to be, and either distance or physical barriers are in place to protect the crowds</p>	<p>E</p>	<p>1</p>	<p>Event Organiser</p>	<p>At all times</p>	<p>✓</p>
<p>Security - i.e. protection of pedestrians, spectators, employees, pack in and pack out activities, Security/Police</p>	<p>Spectators Protection</p>	<p>Depending on the event, if required a security contractor or other organisation will be used as crowd security.</p>	<p>E</p>	<p>1</p>	<p>Event Organiser</p>	<p>At all times</p>	<p>✓</p>
<p>Accident & Health Emergencies - i.e. first aid, fire extinguishers, emergency contacts, reporting accidents</p>	<p>untrained or not available</p>	<p>All events will have the required correctly trained Emergency services, detailed in the safety plan, with numbers, location and will follow escalation process in case of serious emergency - Vent will be ceased if required medical services are not present.</p>	<p>M</p>	<p>3</p>	<p>CotC & Safety Officer & Event Organiser</p>	<p>At all times</p>	<p>✓</p>
<p>Emergency Procedures - i.e. bomb threat, fire, earthquake, hazardous substances</p>	<p>Non Motorsport Related Emergency/Harm</p>	<p>When a non motorsport related emergency event occurs the COMC officials will advise competitors and spectators of where then need to go or be, as well as following Civil Defense orders.</p>	<p>M</p>	<p>1</p>	<p>CotC & Safety Officer & Event Organiser</p>	<p>At all times</p>	<p>✓</p>
<p>Environmental Effects on People - i.e. effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement strategy</p>	<p>Environmental Harm</p>	<p>COMC has hi-vis vests, first aid and sun tan lotion for Marshalls, all competitors, Marshalls and spectators are expected to bring weather appropriate clothing and protection, CotC will decide if an event needs to be cancelled or postponed</p>	<p>E</p>	<p>1</p>	<p>CotC & Event Organiser</p>	<p>At all times</p>	<p>✓</p>



<p>High Risk - i.e. wind strength, pyrotechnics, work at height, hazardous substances</p>	<p>Wind & Hazards Substances</p>	<p>CotC will make any call on if the winds are to strong for an event to continue. Hazards Substances (fuel) see MSNZ fuel handling and storage policy for what to do Any "work at height matters will be eliminated where possible or minimized to protect volunteers.</p>	<p>E</p>	<p>2</p>	<p>CotC & Event Organiser</p>	<p>At all times</p>	<p>✓</p>
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