

THE
CAMBRIDGE

AUTUMN FESTIVAL

**Event Management
Policy**

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Risk management for event organisers

The Cambridge Autumn Festival Trust Board (“CAFT”) recognises that every event involves an element of physical risk. The type and level of risk depends on variables such as the activity, the location, environmental factors, the skill level of performers, the timing and the number of attendees.

When attending an event most attendees accept that some level of risk is involved when participating in these activities. At the same time, organisers have a responsibility to take steps to support the safety of participants, attendees, volunteers and the general public.

This purpose of this event management manual is to apply a clear and effective risk management process to identify risks, set an acceptable level for risks and takes steps to keep risks at that level. Risks are managed by assessing potential consequences and likelihood, working out clear actions and designing a response plan.

CAFT also recognises that legal compliance is an important consideration in risk management. In the case of events, it often includes compliance with best practice legislation and competition rules, along with recognising council regulations and the rules of the venue where the event is to be held.

Event risk profile worksheet

Risk No	Risks	Cause	Risk Control(s)
	What can go wrong?	How can it happen?	What are you doing to prevent the risk from occurring?
1.	Trips, Slips and Falls At any of our events	In many ways	<p>Covering all loose cables.</p> <p>All equipment to be properly maintained and erected as appropriate.</p> <p>Crowd control.</p> <p>Keeping walkways clear.</p> <p>Keeping spectators clear of performers.</p> <p>Brief participants.</p> <p>Performances need to be carried out in a safe way.</p> <p>Is product safe for sale.</p>
2.	Lifting and Carrying		Advise to lift in the proper manner
3.	Burning		Tealight candles used outside for some evening events will be placed on an area of no thoroughfare and will be embedded in sand.

4.	Sunburn/Heatstroke		<p>Sunscreen will be available at a central location.</p> <p>Pharmacy will be open.</p> <p>Water will be available for purchase from cafes.</p>
5.	Infection		<p>We rely on Public Toilet facilities and in Food Service premises.</p>

Risk management plan

1. Event Summary

Event Title	Main Street Carnival and Art Market
Date	Sunday 23 April 2017
Event Sponsor	Cambridge Autumn Festival Trust (CAFT)
Purpose of Event	Entertainment and information from individual stall holders Roaming performers Art market and art demonstrations Children's activities Auction of Best Little Playhouse
Points to Note	Held both indoors and outdoors – weather dependent Open to the general public to attend Bookings required for stalls and picnic tables

2. The Event Brief

Victoria Street, Cambridge
Wet weather option – Cambridge Town Hall.

Set up from 7am
10am – 2pm
Auction noon.

CAFT will provide:
Electrical cables. Where required and pre-arranged.

Stall holders will provide:
Tables and chairs, presentation equipment, personnel.

Entry
This event will be open to the general public to attend - no charge.

3. Event Summary

Event Title	Concerts: Julie Thomas – Authors Talk Richard Adams – Art Workshop
Date	Saturday 22 April 2017

4. The Event Brief

Held at St Andrews Parish Hall

St Andrews have their own risk management plan.

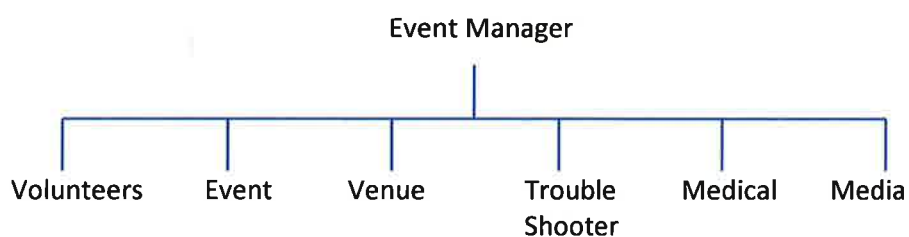
5. Programme for Carnival and Art Market

Time	Activity
7.00am	Mark out Town Hall for Art Market – Wet weather plan (JE, JC & DC) Set up Trons Robotic Band (DM)
8.00am	Delivery of Best Little Playhouses Direct Stallholders (JE, DE & JC)
8.30am	Erect Banners) Set out power cords & duct tape them) High viz jackets) Pick up Performers Schedules & Cash) (AM, DC, MC & TG) BNZ Power box to be opened (DM)
9.30am	Meet & Greet Performers at RUMOR) Connect power cords) (MC & TG) Meet & Greet Performers at ROUGE (DM) Organise roving Street Performers from ROUGE (DM) Meet & Greet Performers at PASTORAL CORNER) Connect power to Cambridge Wines) (AM & RB)
10.00am	Meet & Greet Performers at BNZ (JC & DC)
	LET THE CARNIVAL BEGIN
12.00PM	Auction of Best Little Playhouses (JE)
2.00pm	Pack down of all areas including power cords, signage etc Return power cords to Cooney Family (JC & DC)

6. Stakeholders

Yes / No	Key Stakeholder	Notes (e.g. expected numbers)
√	Attendees – General public	
√	Waipa District Council	
√	Cambridge Town Hall Management	
√	Visitors	
√	Stallholders and performers	
√	Media – specify The Breeze	
√	Media – specify Cambridge Edition	
□	Cambridge Police	
√	Other – specify Michael Jeans	
□	Other - specify	
□	Other - specify	
□		
□		
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7. Management team



Role	Name	Contact Number
Event Manager	David McCathie	027 359 9649
Volunteers	Jocelyn Cooney	021 151 8651
	Maria Campbell	021 047 2062
	David Cooney	021 972 721
	David McCathie	027 359 9649
	Alana McKay	027 632 5501
Event Coordinator on the Carnival Day	Ross Boyce & David McCathie	027 359 9649 (David)
Art Market and Auction	Julie Epps	021 253 8283
Medical Coordinator	Jocelyn Cooney	021 151 8651
Media Liaison	Julie Epps	021 253 8283
Trouble Shooter	Alan Milton	027 450 4490

Note: Event day responsibility for signing off on the health and safety plan is with the event Manager.

8. Medical Incident

In the event of a medical incident the following plan of action will occur:

- Upon receipt of information
- Assess situation
- Clear the scene
- Dial Emergency services
- In the meantime administer First Aid /CPR as required
- Seek assistance from other members as required
- Note Defib on site

9. Event day communications

Communication on the day will be via mobile phone (internal)

10. Traffic management plan - not applicable for this event

11. Event day implementation

- Run sheet for each event prepared
- Checklists for event coordinators
- Reporting
 - Event coordinators to report to the Event manager at the prescribed time to confirm that designated area is ready and safety issues have been attended to
- Event Manager will give the authority for each event to proceed once s/he is confident that all aspects of the health and safety plan have been implemented

12. Risk management assessment

Identified Risk	Eliminate	Minimise
Legal		
<ul style="list-style-type: none"> Negligence or criminal nuisance Unauthorised use of Cambridge Town Hall & surrounds 		Health & safety management policy Event management plan
Local Community		
<ul style="list-style-type: none"> Residents upset by noise and problems with access to their home/business 	N/A in this case	
Environment		
<ul style="list-style-type: none"> Bad weather affects safety of the Carnival and Art Market 	Decision to move event indoors made no later than 7am – signs placed at the Town Hall informing attendees	Performers will be advised by email and on Facebook. Public will be advised on site by event management
Event Venue		
<ul style="list-style-type: none"> Attendees trip on stairs 		<ul style="list-style-type: none"> Onsite basic first aid available with emergency 111 back-up Clear comms protocol if accident or injury occurs on site
<ul style="list-style-type: none"> Attendee suffers medical emergency e.g. heart attack 		<ul style="list-style-type: none"> Onsite basic first aid available with emergency 111 back-up Clear comms protocol if accident or injury occurs on site
<ul style="list-style-type: none"> Crush injury from person or object 		<ul style="list-style-type: none"> Onsite basic first aid available with emergency 111 back-up Clear comms protocol if accident or injury occurs on site

Disclaimers /waivers

I declare that:

1. I acknowledge that there are risks involved with events and fully assume the risks associated with such participation and my wellbeing during the event.
2. I understand and agree that situations may arise during the event, which may be beyond the immediate control of the organisers, and I must comply with their instructions.
3. Neither the organisers, the sponsors nor other parties associated with the event shall have any responsibility, financial or otherwise, for any risk or incident that might arise, whether or not by negligence, from any direct or indirect loss, injury or death that might be sustained by me or any other party directly or indirectly associated with me, from my intended or actual participation in the event or its related activities.
4. I agree to comply with the rules, regulations and event instructions of the
5. I consent to receiving medical treatment which may be advisable in the event of illness or injuries suffered during the event.

Signed _____

Date _____

Emergency procedure

As an organiser/coordinator/volunteer at an event there is the possibility you may be at the scene of an accident or approached by a participant in need of assistance. The information below is to assist you in these situations.

1. Assess the situation. Is first aid required or can the person/people wait with you for an official vehicle to collect them?
2. Provide first aid if required – refer next page
3. If the emergency requires medical assistance dial 111 and ask for an ambulance. If you are not sure whether emergency services are needed, call anyway; they can help you decide.
4. If you do not have a phone with you (or cannot get coverage) send someone else to the nearest event volunteer or the Event Manager.
5. The following information will be required by the ambulance controller:
 - The address of the incident and specific location within the event venue
 - The telephone number you are calling from
 - Details of what has happened
 - The number of people who are ill or injured
6. If the accident involves traffic, report to police (111) after requesting ambulance
7. Inform the Event Manager
8. A first aid kit is available at Rouge Café and Unichem Pharmacy

First Aid

PRESERVE LIFE:

- keep the airway clear
- make sure the casualty is breathing and has a pulse
- stop any bleeding
- treat shock
- treat other injuries in order of seriousness.

PREVENT WORSENING:

- never move the casualty unless there is danger, in which case move them in a way that will avoid further injury
- comfort and reassure the casualty
- give protection from weather, traffic and the cause of the initial injury
- place the casualty in the recovery position if appropriate.

PROMOTE RECOVERY:

- ask someone to call an ambulance as soon as possible
- stay with the sick or injured person until help arrives
- give appropriate first aid.

Relevant legislation for risk management of events

The purpose of this material is to provide a general overview of laws that may impact on the organisation of events by event organisers. Event organisers may need to seek additional specialist advice regarding the legislation mentioned.

The nature of such events can be varied and can involve any combination of environments. It is not possible to cover all of the statutes that may impact on your proposed activity so the statutes referred to in this supplement are simply a selection of those that might have some impact.

All of these environments are regulated to some extent for safety and other reasons, and accordingly event organisers will need to make contact with the relevant regulatory authorities to obtain all necessary information. The local territorial authority is a good place to start as its staff can either deal with your inquiry or point you in the direction of the appropriate authority to assist you.

In terms of risk management, there are statutory obligations that must be met and common law duties that apply to everybody. These statutory and common law issues are discussed in more detail over the page.

A. Common law

In addition to laws contained in statutes or Acts of Parliament, people and organisations must be aware of and comply with what is known as the common law. The common law is the law that is developed by judges over time as a result of their decisions.

The common law imposes a general duty on all people and organisations to take reasonable care to avoid causing injury or harm to people and property. Failure to act reasonably in any circumstance may amount to negligence in the sporting and recreation context.

It is important to bear in mind that New Zealand operates a no-fault accident compensation scheme. This generally means people cannot sue for personal injury caused by accident and prohibits an injured person from recovering compensatory damages for personal injury.

However, in rare and limited circumstances, a person may be able to sue where a person or organisation has demonstrated an “outrageous and flagrant disregard for safety”. This is known as a claim for exemplary damages, which in effect is a punishment for the organisation’s or person’s disregard for safety.

The ACC legislation does not cover loss of or damage to property. Event organisers should consider appropriate insurance to minimise the effect of any

such claims.

Regardless of the complexities of the common law and the laws of negligence, event organisers should always bear in mind that they will owe a duty of care to persons involved in any sporting or recreation event they have organised. That duty of care will extend to taking reasonable steps to avoid injury or danger to all persons who might be affected, including participants, officials, bystanders and their respective property.

B. Statutes

- HEALTH AND SAFETY AT WORK ACT 2015 & HEALTH AND SAFETY AT WORK (GENERAL RISK AND WORKPLACE MANAGEMENT) REGULATIONS
- RESOURCE MANAGEMENT ACT 1991 AND ITS AMENDMENTS
- LOCAL GOVERNMENT ACT 2002
- CONSERVATION ACT 1987
- FAIR TRADING ACT 1986
- CONSUMER GUARANTEES ACT 1993