



**Event Management
Policy
Health & Safety
2025 Festival**

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.

CAFT is the overall promoter for numerous events held as part of the Festival at different venues in and around Cambridge. Most of these events are essentially run by performers and community groups who organise their event with support from CAFT. The organisation responsible for each event and each venue will have their own H&S considerations that need to be incorporated into the planning for each event.

Risk Management Details

1. Hazards

See hazard register.

2. 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 others as required e.g. doctor at the event
- Note Defib on site

3. Event Management Communications

Communication during events will be via mobile phone (internal)

4. Traffic management plan

May be required – refer to the specific event’s Risk Management document.

5. Individual Event Implementation

For each individual event:

- Run sheet
- Checklists for event coordinators
- Additional Health & Safety considerations and/or H&S Plan specific to event venue

6. Reporting

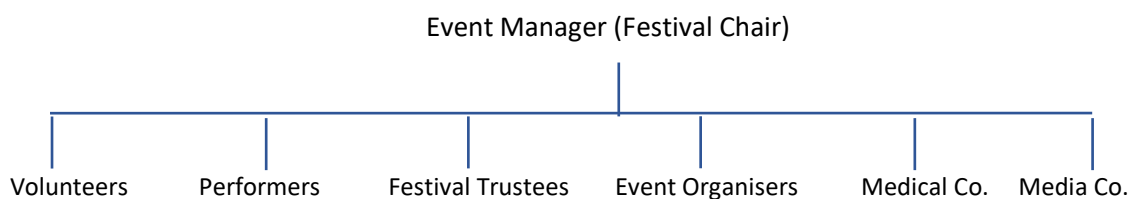
Event Coordinators to report to the Event Manager at the prescribed time to confirm that designated area is ready and safety issues have been attended to.

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

7. Stakeholders – overall Festival

Stakeholder	Notes e.g. expected numbers
Attendees – general public	Varies according to event
Waipa District Council	Sponsor/local authority
Cambridge Town Hall Trust	Town Hall Management
Stallholders & performers	Varies according to event
Media – The Breeze	Sponsor, promotion
Media – Cambridge News	Sponsor, promotion
Media – Michael Jeans	Photographer
Sponsors	Overall, and individual event sponsors

8. Event Management Team – overall festival



Role	Name	Contact Number
Event Manager	Alana MacKay (Chair)	027 632 5501
Event Organisers	Specific to each event	
Performers	Specific to each event	
Medical Coordinator	Jocelyn Cooney (Trustee)	021 151 8651
Media Liaison	Julie Epps (Trustee)	021 253 8283
	David McCathie (Trustee)	027 359 9649
	Alana MacKay (Trustee)	027 6325501
Trustees (not listed above)	Gary Verberne	029 838 5224
	John Drummond	
	Barbara Campbell	
Volunteers	David Cooney	021 972 721
	Dean Epps	

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. First aid kits are available at Rouge Café and trustee/volunteer vehicles

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