

EVENT PLAN

(This includes Health and Safety information)

Event Scope

This is an outline of the key event information

Event: Heritage House Tour
Location: Heritage Manor
Event Date: 15/10/2017
Rain Date: N/A – no roll over date, the event will continue on day even if raining.
Event Times: 10.00am – 4.00pm
Total Production Times: 9.30am-5.00pm on the day only
Event Coordinator: John Smith
Email: Johnsmith@email.com
Contact Number: 021405979
Plan Prepared by: John Smith
Event Overview: A self-guided tour around a Heritage Manor a category 1 Historic Place.

Event Details

1. Event Description What's happening and why?

This event is a tour Heritage Manor in Merivale, Christchurch. Attendees will pre purchase tickets and will get to go inside and observe the architecture and furnishings. There will be information regarding the history of the manor will be given both verbally by the Owner of Heritage manor and through a pre-printed leaflet.

The main focus for this event is for patrons to walk around inside the Manor an activity which would not normally be available as it is private residence. Attendee demographic are mainly groups of females 30+ years of age. There are no vendors involved.

Run Sheet

A brief overview of the event and key times

Sunday 15th October 17

9.30am Pre event site inspection to be complete. Any additional controls to be put in place before open to visitors.

Pre event briefing to those involved.

10am Site Opens

4pm Site Closes

4:30pm Sweep of site to ensure all visitors have left. Debrief and review of event date to be decided

2. Audience Who will be attending, how many and how?

Demographic is 30+ aged females often in small groups

Size of expected audience: Approx 180 pax at 30/ hour

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3. Emergency Response Plan Identify who will help, what is their role and how to contact them.

Name	Role	Contact Phone Number
John Smith	Event Organiser	023405979
Paul Campbell	Home Owner	02315145
Mary Jones	Volunteer 1 Meet and Greet	023405901
Ariana Matai	Volunteer 2 Meet and Greet First Aid	023405902

4. Emergency Response Plan What will happen in an emergency and who will do it?

In the event of an Emergency call 111 all Staff have mobile phones.

Address to be given

Heritage Manor
Manor House Road
Merrivale

On contacting the Emergency Services notify the Event Organiser who will liaise with Emergency Services once on site.

Volunteer 1 is to go to the front gate and direct the Emergency services to the Manor

Earthquake Procedure

If you are inside a building, move no more than a few steps, drop, cover and hold. Stay indoors till the shaking stops and you are sure it is safe to exit. In most buildings in New Zealand you are safer if you stay where you are until the shaking stops. Once stopped an evacuation will be done and an assessment of further risk.

5. Evacuation Plan

What will happen in an evacuation, who will do it and how will people know what to do?

In the event of a situation that requires evacuation an air horn will be sounded 3 times.

The Event Organiser will take an Evacuation Coordinator role and exit to the assembly point East Garden

The Event Organiser is responsible for coordinating emergency services if required

The Home owner will conduct a sweep of the manor to ensure no persons are inside (if safe to do so) and will notify any areas of the manor not swept during the evacuation to the Event Organiser.

The Event Organiser will notify emergency services of the outcome of the sweep.

One Evacuated do not return inside until the Event Organiser/ Emergency Services give the all clear.

The Evacuation Plan will be explained to staff at the pre event briefing, and to visitors at the beginning of their tour

6. First Aid What will happen if first aid is required and who will provide it

Volunteer 2 is a trained first aider and will be on site. A first aid kit will be kept at the entrance to the manor.

If the situation escalates follow the Emergency Plan

All incidents are to be recorded in the incident book

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7. Risk Assessment Identify what could go wrong? Think how bad could it be? When could it go wrong? What will you do to prevent it? What will you do if it does go wrong? Who is responsible?

Tell us your risks/hazards					
Risk/Hazard (what risks are there that may harm people)	Risk Rating Low Medium High	Pre, During or Post event risk?	Control Measure (Explain how you will reduce this risk)	Risk level remaining once control measure is in place (low/medium/high)	Who will be responsible for checking the controls are in place?
Head hazards/low entries	LOW	Pre	Examined before the event at pre-visit. If needed signage will be made to reduce low entry hazards.	LOW	John
Narrow stairs/Steep	MED	Pre	If there is a particular hazard identified in the pre-event walk around signage may be used to identify hazards and added to the pre tour briefing. Brochure states that there is no disabled access for this event.	MED	John
Trip/slip hazards e.g. Shoes at the entry point	MED	During	The manor will be analysed during pre-visit. Owners will be advised to move potential trip hazards. A bag will be provided to each person to put their shoes in so they are not at the front doors. Slip hazards may increase if there is wet weather towel to dry floor to be at front entrance.	LOW-MED (maintained throughout event)	Manor Owner
Vehicles	MED	During	Visitor vehicles are not allowed on the grounds, pedestrian access only The gates are to be closed NOT LOCKED	LOW	John
Access into the manor	MED	During	Person at entry to meet and greet helping with access into the manor.	LOW	Manor Owner
Congestion	LOW	During	Meet and greet person will monitor congestion. Attendees are given a time with their ticket.	LOW	Manor Owner
Staff Safety	LOW	During	Contact numbers of John and others will be in the phone of all volunteers and Manor Owner to ensure easy access to make contact. All staff to record any incidents in the register and report back to John	LOW	John, All Staff
Property safety within Manor	MED	During	At the pre-visit ask owners to remove small valuable objects within sight during the tours.	LOW	John and Manor Owner
Situation requiring Evacuation	LOW	During	Evac and assembly plans will be presented for the manor at the entrance meet and greet for attendees to view.	LOW	Manor Owner
Earthquake	LOW	All	The Manor has with stood all known earthquakes with only cosmetic damage. Stop Cover Hold once shaking stops evacuation will be done. Plan to be communicated to attendees.	LOW	John and Manor Owner
Clearance of site	LOW	Post	Manor Owner to do a sweep of the house to make sure that all attendees have left the site. Report all clear to Event Organiser	LOW	Manor Owner

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8. Event Management Actions

The information decided in the above sections is put into this section to clearly show, what will be done when and by who, Pre Event, During the Event and After the Event. This will form your Event Management Actions to ensure the Event is well ran. The Plan is only effective if the tasks are actually done.

Pre Event

The role with lead responsibility for event Health and Safety is: John Smith. - Event Organiser

1. The Event Organiser will be having pre event meetings with the volunteers and Manor Owner. Checking the suitability of the manor, identify any hazards and talk through the hazard register with the Manor Owner. If needed signage will be made to identify hazards were they cannot be eliminated.
2. On the day of the event, the Event Organiser will check:
 - an evacuation plan and assembly point is visible for patrons to read upon entry into the manor
 - the first aid kit, air horn, incident register and towel are at the entrance.
 - the main gate is closed but NOT LOCKED
 - ensure owners have remove small valuable objects within sight during the tours
 - any other hazards identified and added to the Staff briefing
 - ensure that his number will be on every volunteer's phone for easy access of calling.
 - conduct a final sweep of the manor to ensure it is safe before visitors enter.
3. The Event Organiser will conduct a Staff briefing covering
 - The roles and responsibilities on the day
 - First Aid
 - Emergency Response Plan
 - Earthquake Procedure
 - Hazards Identified and controls
 - Evacuation Plan
 - The contents of this plan

During Event

Each volunteer will also check the Manor for issues and report them to the Event Organiser after each tour
Person at entry to meet and greet helping with access into the manor.

Meet and greet person will monitor congestion and keep entrance clear.

Evac, Assembly and EQ plans will be presented for at the entrance meet and greet for attendees to view.

A bag will be provided to each person to put their shoes in so they are not at the front doors. Slip hazards may increase if there is bad weather.

Manor Owner will also be supplied with a log sheet to record any incidents that may happen throughout the day.

Post Event

Manor Owners to sweep the house to ensure all visitors have left and notify Event Organiser

Incident record, First Aid kit,

Hold a debrief meeting within 2 days to review the event and update the Event Plan if required.