

EVENT PLAN

This includes Health and Safety information

Event Scope This is an outline of the key event information

Event: House tour
Location: Heritage House, 1 Manor Lane, Christchurch
Event Date: 17/10/2021
Rain Date: N/A
Event Times (for attendees): 10.00am – 4.00pm
Event Organiser: John Smith
Email: Johnsmith@email.com
Contact Number: 0211231234

Event Details

1. Event Description Overview of key aspects

This event is a tour of a heritage house in Christchurch. Visitors will pre purchase tickets and will get to go inside and observe the architecture and furnishings. Information regarding the history of the house will be given both verbally by the owner of the house and through a pre-printed leaflet. The main focus for this event is for visitors to walk around inside the house, an activity which would not normally be available as it is a private residence.

Run Sheet Overview of key times including pack in and pack out

Sunday 17 October 2021

9.30am Pre event site inspection to be completed. Any additional health and safety measures to be put in place before open to visitors.
Pre event briefing to those involved.

10am Site opens to the public.

4pm Site closes to the public.

4:30pm Sweep of site to ensure all visitors have left. Debrief organisers.

2. Audience Who will be attending and how many?

Expected demographic is small groups aged 30+

Size of expected audience: approx 180 people at 30/ hour

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3. Contact List **Identify who will help, what their role is and their contact number on the day.**

Name	Role	Contact Phone Number
John Smith	Event Organiser/Guide	023405979
Paul Campbell	House Owner/Guide	02315145
Mary Jones	Volunteer 1/Guide	023405901
Ariana Matai	Volunteer 2/Guide First aider	023405902

4. Emergency Response and Evacuation Plan

What will happen in an emergency and who will lead the response? Include: fire, earthquake, any other relevant scenarios.

In the event of an emergency 111 will be called and address of property given. All staff have mobile phones. The Event Organiser will liaise with emergency services once on site and direct the emergency services into the site.

Fire:

An evacuation will be led by the guides out the nearest exit to the assembly point.

Earthquake:

If inside a building visitors told by guide to drop, cover and hold and remain indoors till the shaking stops and it is safe to exit. An evacuation will then be led by the guides out the nearest exit to the assembly point.

Evacuation Plan:

The Event Organiser/Guides will lead visitors to the nearest exit and assembly point identified in the plan.

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

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

Once evacuated no one will 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 prior to their tour.

5. Medical Emergency and First Aid

What will happen if there is a medical emergency/event and who will lead the response/provide assistance?

Volunteer 2 is a trained first aider and will be on site. A first aid kit will be kept at the entrance to the house. If the situation escalates Volunteer 2 (First Aider) will assess and administer first aid until emergency services arrive. Event Organiser will call 111 and provide address of property.

The Event Organiser will liaise with emergency services once on site and direct the emergency services into the site.

All incidents are to be recorded.

6. COVID-19 Management

Describe how you will manage COVID-19 risks in Alert Levels at which your event will go ahead eg: Alert Levels 1 and 2. Please confirm that you will align with the current government Alert Levels at the time. For information on Alert Level guidelines: <https://uniteforrecovery.govt.nz/covid-19/covid-19-alert-system/alert-system-overview/>

Under Alert Level 1 the following actions will be taken:

- The house door handles and touch points will be wiped down before and during the event.
- The name and contact details of all attendees will be collected before they take the tour/QR code provided.
- Hand sanitizer will be provided at the entrance to the house.

Under Alert Level 2

As above with addition of:

- Number of each tour group limited to 15 to allow for social distancing.
- Facemasks may be required.

We will align with current guidelines at the time. Under Alert Levels 3 and 4 the event will not go ahead.

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7. Risk Assessment

Identify what could go wrong. When could it go wrong? What will you do to reduce the risk? What will you do if it does go wrong? Who is responsible? Examples to consider include: tripping hazards, vehicles, congestion, road crossings, types of equipment in use, environmental hazards, hygiene, food handling, site clearance.

			Tell us your risks/hazards		
Pre, During or Post event risk?	Risk/Hazard (what risks are there that may harm people?)	Risk Rating Low Medium High	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?
Pre	Head hazards/low entries	LOW	Examined before the event. If needed signage will be made to reduce low entry hazards.	LOW	John
Pre	Property security	MED	At the pre-tour visit ask owners to remove small valuable objects within sight during the tours.	LOW	John and house owner
Pre	Narrow/steep stairs	MED	Participants made aware of hazard with signage and as part of a pre tour briefing. Event Guide states that there is no disabled access for this event.	MED	John and guides
Pre/ During	Staff Safety	LOW	Contact numbers of Event Organiser and others will be in the phone of all volunteers and house owner to ensure easy access to make contact. All staff to record any incidents and report back to Event Organiser.	LOW	John and guides
During	Trip/slip hazards e.g. shoes at the entry point	LOW	Owners requested 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 (maintained throughout event)	House owner and guides
During	Vehicles	MED	Visitor vehicles are not allowed on the grounds, pedestrian access only The gates are to be closed NOT LOCKED	LOW	John
During	Congestion	LOW	Meet and greet volunteer will monitor congestion. Attendees are given a time with their ticket.	LOW (maintained throughout event)	Guides
Post	Clearance of site	LOW	House owner to do a sweep of the property to make sure that all attendees have left the site. Report all clear to Event Organiser.	LOW	House owner and John

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8. Event Management Checklist

This checklist of key Health and Safety tasks is to be developed by the Event Organiser in response to the management of risks identified in the Risk Assessment. It should be updated as planning progresses and used to help ensure a safe and successful event.

Clearly show key tasks that will be done - Pre, During or Post Event.

Pre Event

Prior to the day of the event the Event Organiser will have pre event meetings with the volunteers and house owner to check the suitability of the house, identify any hazards and talk through the hazard register. Roles and responsibilities will be agreed. If needed signage will be organised to identify hazards where they cannot be eliminated.

On the day of the event, the Event Organiser will check:

- exits and assembly point are marked and plan showing these is visible upon entry into the house
- the house door handles and common touch points are wiped clean
- the first aid kit, incident register and towel are at the entrance
- the main gate is closed but NOT LOCKED
- ensure owners have removed small valuable objects within sight during the tours
- any hazards marked as agreed and other hazards identified and added to the staff briefing
- ensure that numbers will be on organizing team's phones for easy access
- conduct a final sweep of the house to ensure it is safe before visitors enter

The Event Organiser will conduct a briefing to house owner and volunteers covering the event plan.

During Event

Each guide will also check the house for issues and report them to the Event Organiser during, (if relevant), and/or after each tour.

Guide at entry to meet and greet, to help with access into the property, and to monitor congestion and keep entrance clear.

Contact details of event attendees will be collected at the entrance by the Guide, or QR code provided.

Door handles and common touch points will be wiped clean between each tour by a volunteer.

Bags will be provided to each person to put their shoes in so they are not creating a hazard at the front doors.

Exits and assembly point marked for visitors.

Post Event

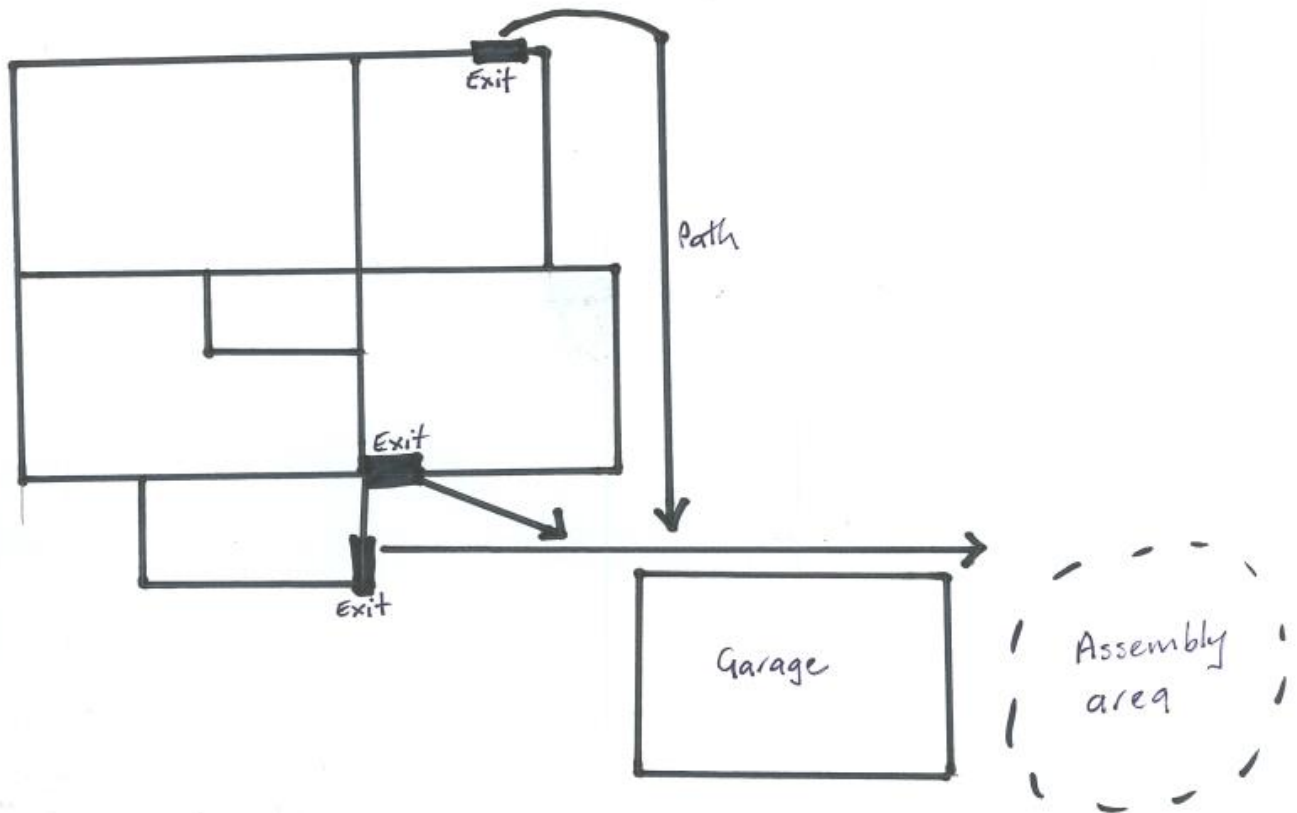
Immediately after event house owner to sweep the property to ensure all visitors have left and notify Event Organiser.

Event Organiser to hold a short debrief meeting with organizing team within 2 days to review the event and update the Event Plan if required.

9. Site Map

Please include a site map showing building or site exits and evacuation assembly points. This can be hand drawn if you do not have anything digital.

Heritage House - exits, assembly area.



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