



WELLINGTON
DRAGON BOAT FESTIVAL

WELLINGTON DRAGON BOAT FESTIVAL
WHAIREPO LAGOON
39 JERVOIS QUAY
WELLINGTON WATERFRONT

WWW.DRAGONBOATFESTIVAL.ORG.NZ

HEALTH & SAFETY / RISK MANAGEMENT PLAN

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INTRODUCTION

The Wellington Dragon Boat Festival operates annually for an eight week season starting in January and running to the Festival in the first or second weekend of March. Wellington Dragon Boat Festival hosts weekday afternoon/evening training sessions for dragon boat teams, a fun regatta in February and its main regatta in March.

Every dragon boat has seats for 20 paddlers, 1 sweep (who stands on the back and steers the boat), and 1 drummer (a person who sits on the front as a caller).

We are the biggest dragon boat festival in New Zealand with a training programme to suit all dragon boat teams – whether they are from a club, corporate, or school.

Wellington Dragon Boat Festival, as part of Capital Aquatic Limited, is committed to providing a safe workplace and site for all employees, contractors, suppliers, and attendees; as well as the general public.

Wellington Dragon Boat Festival's Health & Safety policies are aligned with the Health and Safety At Work Act 2015. The Health and Safety at Work Act 2015 and related regulations apply to employees and contractors.

The Act and related regulations require that workers and others are given the highest level of protection from workplace health and safety risks, so far as is reasonably practicable. This includes risks to both physical and mental health.

Under the Act, a "Person Conducting a Business or Undertaking" (PCBU), captures employers, self-employed, principals to contracts, manufacturers, designers, etc. who have the primary health and safety duties. Workers also have duties under the Act. Workers include employees and contractors.

The PCBU has the primary duty of care – the primary responsibility for people's health and safety at work. In general this means it must ensure the health and safety of its workers; any other workers it influences or directs; and other people who could be put at risk by the work carried out, for example, customers, visitors or the general public.

Risks must be managed so far as is reasonably practicable. This involves balancing a risk with the resources (time and cost) needed to manage it.

The primary duty of care is a broad, overarching duty. It includes having effective practices in place for:

- Providing and maintaining:
 - a work environment that is without risk to health and safety
 - safe plant and structures
 - safe systems of work
 - adequate facilities for the welfare of workers at work
- Safe use, handling and storage of plant, substances and structures
- The provision of information, training, instruction or supervision that is necessary to protect people from risks to health and safety arising from the work carried out
- Monitoring the health of workers and the conditions at the workplace to prevent illness or injury to workers arising from the work carried out.

Workers must take reasonable care of their own health and safety and reasonable care that others are not harmed by something they do or don't do. They must also follow any reasonable instructions given to them by the PCBU, and cooperate with any reasonable health and safety policy or procedure.

Wellington Dragon Boat Festival will be a safe place to conduct work, and attend a world class event. Please read this document carefully (and alongside our Operating Procedures) to ensure you are doing your part to make safety a priority during your time involved with Wellington Dragon Boat Festival.



EVENT LOCATION

Wellington Waterfront, Whairepo Lagoon, and Frank Kitts Park as per following maps:



Wellington Dragon Boat Festival & CRBDA Training Areas

Wind	Training Area
N>14Kn or S>19Kn (25km/hr N or 35 S)	No Harbour Training
N 11-14Kn (20-25km/hr)	Area 1: Ferg's — Bridge
N<11Kn (<20km/hr)	Area 2: Queens Wharf — Chaffers, or Area 3: South of the container terminal, staying inside the markers for the shipping channel.
S 11-19Kn (20-35km/hr)	Areas 1 and 2: Ferg's — Chaffers
S<11Kn or N<6Kn (20km/hr S or 10km/hr N)	Areas 1, 2 and 4 Queen's Wharf — Oriental Bay — Chaffers

Rules

- Wind conditions are maximums
- Always confirm with safety crew that training areas are safe before heading out
- Safety Crew Management may restrict areas at anytime
- If training in Area 3 is permitted, boats must wait for a rescue boat to escort them across the shipping channel, before travelling to or from Area 3.
- Always report how many crew you have on board before leaving the lagoon.
- Stay safe and have fun!



RACING EVENT INFORMATION

Pack-in dates:	Two days prior to each Harbour Fun Day One week prior to each March Festival
Event dates:	Harbour Fun Day occurs each second weekend of February. Dates are announced on our website and social media. Festival, being our main event, occurs either the first or second weekend of March. Dates are announced on our website and social media.
Pack-out date:	Monday following the March event.
Expected Attendees	1,000 competitors per day & 10,000 spectators (approx) per day

Key Contacts

Festival Director	Joshua Mossman	027 522 0556 paddle@dragonboatfestival.org.nz
Festival Manager	Annika Green	027 956 4420 annika@dragonboatfestival.org.nz

SCOPE OF HEALTH AND SAFETY PLAN

This document is produced to identify the health & safety risks specific to Wellington Dragon Boat Festival events, to assess the risks associated with these hazards and provide strategy, mitigation & treatments. Training days are considered events but this document further includes the pack-in and pack-out of the site for racing events. This document focuses on health and safety risks that are identified as directly associated with the activities of Wellington Dragon Boat Festival.

CONSULTATION, COOPERATION AND COMMUNICATION

Wellington Dragon Boat Festival will gather information from all event contractors to ensure that the risks associated with contractor work on site are identified and the management plans for significant risks are communicated to all stakeholders working on the event site. Communication will be via production meetings with the event contractors and on-site briefings with the event workers and volunteers,

HEALTH AND SAFETY POLICY

At our workplace and festival everyone is expected to be responsible for their own safety and the safety of other people.

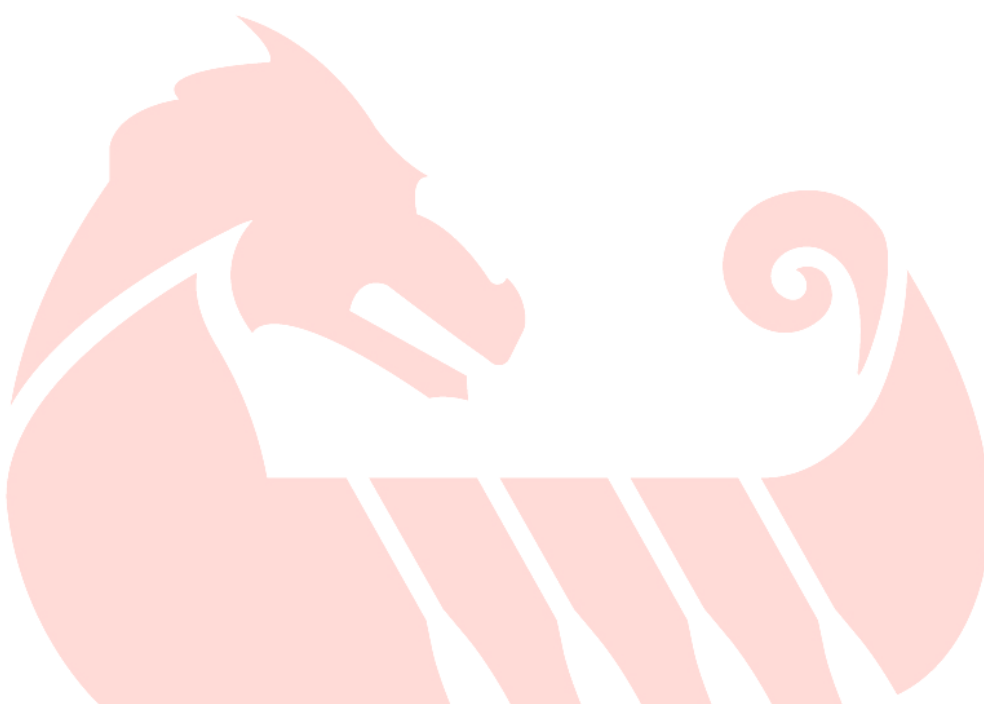
To keep healthy and safe, everyone at our workplace will:

- Wear and use Personal Protective Equipment when required
- Follow all instructions, rules, procedures and safe ways of working as provided by Site, Event, and Festival Managers
- Report any pain or discomfort
- Report accidents and near misses
- If injured, report immediately to your manager



To keep people safe, Site, Event, and Festival Managers will:

- Complete a thorough induction prior to the event
- Ensure crew are aware of instructions, rules, procedures and safe ways of working
- Do everything possible to remove or reduce the risk of harm
- Investigate incidents and injuries and take steps to prevent repeat
- Make sure all accidents, incidents and near misses are recorded in the Accident Register



RISK ASSESSMENT CHARTS

LIKELIHOOD KEY		
Level		Description
A	Highly unlikely	The hazard and possible incident may occur in exceptional circumstances.
B	Unlikely	The hazard and possible incident is known to have occurred in the industry before.
C	Possible	The risk could occur at some point.
D	Likely	The risk will probably the event
E	Highly likely	The risk is expected to occur during the event.

RISKS and ISSUES MITIGATION		
	Risk tolerance	Risk Management Actions
C Critical	Intolerable	For immediate consideration and consultation. Activity must not proceed until controls are in place to lower the risk. Site manager must be immediately informed of risks. Actions are required to eliminate the risk if possible. If not possible to eliminate then the risk must be minimised.
H High	Unacceptable	For immediate action and action applied. Site manager must be informed of the risk. Activity must not proceed until controls are in place to lower the risk. Controls are required to eliminate the risk if possible. If not possible to eliminate then the risk must be minimised.
M Medium	Acceptable with management	Medium risks need to be managed. Controls are required to eliminate the risk if possible. If not possible to eliminate then the risk must be minimised
L Low	Acceptable	Risks are managed by routine planning & industry good practice. Risks are monitored to ensure that the risk doesn't increase with external influences.
VL Very low	Acceptable	No specific management of risks required. Note as with all Risk Management Actions above, monitoring of the controls and actions is required.

ASSESSMENT AREA: GENERAL EVENT HAZARDS			L I K E L I H O O D	R I S K L E V E L	PROPOSED STRATEGY/MITIGATION	RESOURCES REQUIRE D (people, equipment , barriers, signage)	M O N I T O R E D ?	MONITORED BY
HAZARDS/ CONTEXT	POTENTIAL HARM	RISK TO:						
Unknown hazards	Accident or injury or illness	Public, participants, workers	C	M	<ul style="list-style-type: none"> All workers and volunteers instructed to verbally report all significant new hazards to the site manager All contractor companies to provide own Hazard Management Plan and ensure all staff understand and have been informed of any potential hazards. First Aid kits provided by Wellington Dragon Boat Festival and Wellington Free Ambulance. Mobile phones on site to call for emergency services if required. 	First aid kit RT's Phones	Y	All Wellington Dragon Boat Festival Staff Site managers
Severe injury, death – witnessed by public	Tragic loss Reputation Future loss of funding/ sponsorship	Public, participants, workers	A	C	<ul style="list-style-type: none"> All practicable steps are taken to avoid such incidents Wellington Free Ambulance are on site Hazard Management Plans are prepared and adhered to First Aid kits provided by Wellington Dragon Boat Festival and Wellington Free Ambulance. Mobile phones and RT's on site to call for emergency services if required. 	Documenta tion First Aid Kits First Aid Mobile Phones Radios	N	All Wellington Dragon Boat Festival Staff Site managers

Tripping hazards from electrical and technical cables and equipment	Strains, sprains, fractures	Public, participants, workers	C	M	<ul style="list-style-type: none"> All cables crossing main thoroughfares will be covered. Power & technical cable runs around the perimeter, down pillars or along walls where possible. Yellow-jacket and mat covers for cables crossing traffic areas. 	Yellow jacket &/or mats	Y	Contractors and site managers
Working at heights	Falls Items dropped from above.	Workers	B	H	<ul style="list-style-type: none"> All contractors who are required to work at heights must have a working at heights certificate. Wellington Dragon Boat Festival Site Manager informed. Contractors to adhere to Best Practice Worksafe Guidelines including communication systems between contractors and workers Where anyone is working at height (including work performed off a catwalk above other people) the area immediately beneath the work must be isolated where possible using a physical barrier. If a physical barrier is not possible then a visual barrier should be used along with an active spotter on the ground. No one should work beneath an EWP (Elevated Work Platform) unless they are working in direct communication with the person in the EWP, and are wear a hard hat. Anyone working at height must empty their pockets of all loose items and secure any necessary tools and equipment using a lanyard. 	Barriers Hard hats Tool lanyards	Y	Site managers
Rigged equipment	Items falling from above.	Public, participants, workers	B	H	<ul style="list-style-type: none"> Contractors to adhere to Best Practice Worksafe Guidelines including communication systems between contractors and workers All suspended items must have secondary safety wires, chains or other approved fall-arrest systems installed and applied. If equipment is heavy safety platforms or nets are required. 	Safety wires	Y	Contractors
Forklift use – pedestrian impact incidents	Crush, impact injuries	All	B	H	<ul style="list-style-type: none"> All contractors who are intending to use a forklift must inform Wellington Dragon Boat Festival Site Manager so all workers on site can be informed of the risks. Only licenced forklift drivers are permitted to use a forklift. Licences will be checked before use is permitted. Forklifts used inside the event site will be monitored by a venue representative. 	Licensed forklift driver	Y	Site Manager

Loads falling from forklifts / pallet trolleys, trolleys	Crush, impact injuries	Workers	C	H	<ul style="list-style-type: none"> All contractors who are intending to use a forklift must inform the principal site manager so all workers on site can be informed of the risks. Only licenced and forklift drivers are permitted to use a forklift. Licences will be checked before use is permitted. Forklifts used inside the event site will be monitored by a venue representative. Machinery and vehicles hired from reputable companies. 	RT's Phones	Y	Site Manager
Fatigue	Increase in the likelihood of incidents occurring that could cause harm	Workers	D	H	<ul style="list-style-type: none"> All contractor companies to manage their worker's workload and hours to allow for adequate breaks for food and rest. All workers encouraged to report fatigue and to avoid risky work when fatigued (e.g. working at height, driving vehicles, operating machinery) 	RT's Phones	Y	Contractors & site manager

ASSESSMENT AREA: COMMUNICATIONS			L I K E L I H O O D	R I S K L E V E L	PROPOSED STRATEGY/MITIGATION	RESOURCES REQUIRED (people, equipment, barriers, signage)	M O N I T O R E D ?	MONITORE D BY
HAZARDS/ CONTEXT	POTENTIAL HARM/IMPACT	RISK TO: (Workers, public)						
Radio/Network System breakdown	Lack of communication on water to crew due to network or radio failure	Public Workers, punters	C	H	<ul style="list-style-type: none"> Arrange for another company to be on standby 	Phones	Y	Site Manager

ASSESSMENT AREA: TRAFFIC MANAGEMENT			L I K E L I H O O D	R I S K L E V E L			MONITORED BY	
HAZARDS/ CIRCUMSTANCE/ CONTEXT	POTENTIAL HARM	RISK TO: (Workers, public)						PROPOSED STRATEGY/MITIGATION
Traffic moving on a closed road (eg. Wellington Waterfront Wharf or Frank Kitts Park)	Injuries from being hit by a vehicle. Damage to property	Public, participants, workers	C	H	<ul style="list-style-type: none"> No unauthorised vehicle movements allowed inside the site during the event. Only vehicles with 'vehicle access' passes or emergency services are permitted on site. Any vehicle moving in the venue to be walked on with a marshal in Hi-Viz in front of the vehicle. All vehicles moving on site must have hazard lights operating and must not exceed 10km/h. 	Hi-Viz vests	Y	Site manager
Vehicles driving over technical cables and power leads.	Damage to property Disruption to the programme	Public, participants, workers	C	M	<ul style="list-style-type: none"> Site designed to minimise cables crossing main thoroughfares. Power & technical cable runs around the perimeter, down pillars or along walls where possible Yellow-jacket and mat covers for cables crossing traffic areas (any covers must be rated for the weight of the vehicle driving over them) 	Yellow jacket	N	Site Manager

Cyclists	Impact injury to crew or public	Public, participants, workers	C	M	<ul style="list-style-type: none"> ● Cycling not permitted on site. (unless part of a performance) ● Cyclists stopped and asked to walk bikes through site 		N	Crew, Security, Site Managers
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ASSESSMENT AREA: CROWD HAZARDS			L I K E L I H O O D	R I S K L E V E L		RESOURCES REQUIRED (People, equipment, barriers, signage)	M O N I T O R E D ?	MONITORE D BY
HAZARDS/ CIRCUMSTANCE/ CONTEXT	POTENTIAL HARM	RISK TO: (Workers, public)						PROPOSED STRATEGY/MITIGATION
Medical incident	Minor accident, injury or medical incident	Public, participants, workers	C	M	<ul style="list-style-type: none"> ● All crew and volunteers briefed on incident actions to take. ● Radios for all crew available. ● Mobile phones on site to call emergency services if required. ● First Aid Kits, trained first aiders and paramedics on site. ● Wellington Free Ambulance onsite and roaming ● Wellington Free Ambulance Paramedics contactable by RT and phone ● Ambulance phoned if required 	RT's Phones First Aid Kits	N	Site Manager

Accessibility	Discomfort Reputation damage	Public	B	L	<ul style="list-style-type: none"> Event set up monitored to remove barriers to accessibility 	Crew	Y	Site manager
Access to staging and truss – structures.	Fall injury Impact injury to public on and below structures in case of collapse	Public, participants, workers	B	M	<ul style="list-style-type: none"> Barriers and fences in place to keep public away from structures Stage managers and site managers alerted Escalated to security, police if necessary 	Barriers	Y	Site manager, stage managers
Access to backstage areas	Harm and discomfort to performers Exposure of public to backstage hazards	Public, participants, workers	C	L	<ul style="list-style-type: none"> Access passes issues to easily identify crew and performers Backstage managers identifying crew and performers Roaming security available if required 	Passes	Y	Backstage managers, security
Overcrowding	Crushing	Public, participants, workers	C	H	<ul style="list-style-type: none"> Entertainment spread across the site Layout of site planned to enhance flow between areas Layout of site planned to avoid bottle necks Unauthorised vendors/performers removed Site managers monitoring site and potential overcrowded locations Stage managers monitoring crowds and potential overcrowding in front of stages Identified potential overcrowding communicated to site managers and escalated to security and police. Security to restrict additional access until crowd pressure eases. 	Site Maps RT's Phones Fencing Security	Y	Site managers, stage manager, security, police
Liquor Related Incidents	Fights, falls, collapse, poisoning	Public	D	H	<ul style="list-style-type: none"> Public Bars with existing pavement leases or extended licences to have fenced areas. Licensed premises operating under liquor licensing restricting alcohol supply to intoxicated persons Public space alcohol ban (bylaw) enforced by police In event of a minor incident operations control radio contact is made to HQ In event of a major incident phone police (111) 	Fencing	Y	Site managers, bar owners, security, police

Aggression	Verbal assault Physical assault	Public, participants, workers, vendors	B	M	<ul style="list-style-type: none"> • Instructions to workers to disengage from the aggressive person and call the site manager • Site manager in contact with Red Badge • Police phoned if necessary • Red Badge Roaming security guards monitoring crowds 	RT's phones	N	Site managers
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ASSESSMENT AREA: ENVIRONMENTAL HAZARDS (NATURAL)			L I K E L I H O O D	R I S K L E V E L	PROPOSED STRATEGY/MITIGATION	RESOURCES REQUIRED (People, equipment, barriers, signage)	M O N I T O R E D ?	MONITOR ED BY
HAZARDS/ CIRCUMSTANCE/ CONTEXT	POTENTIAL HARM	RISK TO: (Workers, public)						
Rain - causing wet slippery surfaces	Slipping injuries – strains & sprains		C	M	<ul style="list-style-type: none"> • Slippery surfaces monitored • Signage prepared in case of slippery surfaces. 	Signage	Y	Site managers
Rain - getting into electrical & production equipment	Electrical shorting, electrocution	Public, participants, workers	C	M	<ul style="list-style-type: none"> • Power distribution and electrical equipment compliant • Production contractors aware of the issue and the need to cover expensive equipment • Event managers to check the weather forecast and arrange contingency mats and/or clean-up equipment if the forecast is 	Covers for equipment	Y	Electrician

					driving rain.			
High Winds	Injury caused by falling, flying objects	Public, participants, workers	C	H	<ul style="list-style-type: none"> • Wind gusts recorded throughout day • Wind Management Plans in place for specific structures • Wind monitoring equipment available and winds monitored throughout day • Loose objects secured or removed 	Wind monitors	Y	Site Managers
	Structures collapsing	Public, participants, workers	C	H	<ul style="list-style-type: none"> • H & S Plans from all contractors supplying structures (stages etc.) • Met Service contacted for forecast • Wind gusts recorded throughout day • Structures inspected by WCC building consents dept. • All structures monitored and shut down if required. • Wind Management Plans in place for specific structures. 	Building consents Wind monitors RT's Phones	Y	Site Managers
Sun	Overheating/ Sun stroke/ dehydration	Public, participants, workers	C	M	<ul style="list-style-type: none"> • Water provided for crew and performers • Water available for sale by vendors and water truck supplied for public use. 	Water	Y	Site Managers, Crew
	Sunburn	Public, participants, workers	C	M	<ul style="list-style-type: none"> • Sunscreen provided for crew and performers 	Sunscreen	Y	Site Managers, Crew
Electrical storms	Lightning strikes, burns	Public, participants, workers	B	M	<ul style="list-style-type: none"> • Met Service contacted for forecast in advance • Weather monitored throughout the day and week leading up to event. • All structures monitored and shut down if required. • Announcements made by MC's to seek shelter and to advise people to stay away from metal objects. 	RT's Phones	Y	Site Managers
Natural Disasters	Injury, death due to earthquake, tornadoes – buildings collapsing etc.	Public, participants, workers	B	M	<ul style="list-style-type: none"> • All crew and volunteers briefed on incident actions to take. • All crew briefed on emergency evacuation plan. • Radios for all crew available. • Mobile phones on site to call emergency services if required. • First Aid Kits, trained first aiders and 	RT's Phones First Aid Kits		Site Manager, Emergency services

Sanitation	Discomfort Reputation damage Environmental Hazard due to eventgoers relieving themselves on streets	Public, participants, workers	C	M	<ul style="list-style-type: none"> • Extra portable toilets provided throughout the site and in key areas. • Cleaners from companies monitoring the portable toilets throughout the event. 	Portable toilets	Y	Site Manager, Contractors
Waste	Injuries caused by trip hazards, cuts	Public, participants, workers	C	M	<ul style="list-style-type: none"> • site handover from WCC to site manager • Waste management plan prepared by Site Manager with advice from WCC • Waste manager recruited as part of the crew to manage waste minimisation before and during event • Workers and volunteers recruited to monitor waste constantly during event. • Contracted street cleaners to clean streets of waste accumulate overnight • WCC Public bins covered 	Crew Bins, signage	Y	Site Manager, Waste Manager Contractors
	Vermin, fire hazards	Public, participants, workers	C	M	<ul style="list-style-type: none"> • Waste management plan prepared by Site Manager with advice from WCC • Waste manager recruited as part of the crew to manage waste minimisation before and during event • Workers and volunteers recruited to monitor waste constantly during event. • Extra waste stored in specific storage areas and picked up at the end of each day • Contracted street cleaners to clean streets of waste accumulate overnight • WCC Public bins covered 	Crew Bins, signage	Y	Site Manager, Waste Manager Contractors

ASSESSMENT AREA: NOISE LEVELS			L I K E L I H O O D	R I S K L E V E L	PROPOSED STRATEGY/MITIGATION	RESOURCES REQUIRED (People, equipment, barriers, signage)	M O N I T O R E D ?	MONITOR ED BY
HAZARDS/ CIRCUMSTANCE/ CONTEXT	POTENTIAL HARM	RISK TO: (Workers, public)						
Excessive Noise Levels	Residents/businesses complaints Hearing damage and/or loss Disruption	Public, participants, workers	C	M	<ul style="list-style-type: none"> • Audio engineers to monitor • Noise control monitor employed to assess sound levels throughout the site. • Hearing Protection for crew working in direct line of speakers. 	Noise monitoring equipment Earplugs Ear muffs	Y	Site Managers, Stage, Managers Noise Monitoring crew

ASSESSMENT AREA: ELECTRICAL HAZARDS			L I K E L I H O O D	R I S K L E V E L	PROPOSED STRATEGY/MITIGATION	RESOURCES REQUIRED (People, equipment, barriers, signage)	M O N I T O R E D ?	MONITOR ED BY
HAZARDS/ CIRCUMSTANCE/ CONTEXT	POTENTIAL HARM	RISK TO: (Workers, public)						

Outbreak of Fire	Burns, medical injuries	Public, participants, workers	B	H	<ul style="list-style-type: none"> • Fire extinguishers placed throughout the event site where there is electrical equipment • Food stalls must have their own fire extinguishers and fire blankets. • If not contained in 30 seconds, call 111 	Fire Extinguishers RT's Phones	Y	Electrician, Site Manager
Reduced emergency vehicle access	Delays in being able to provide fire appliance assistance or care to medical emergencies	Public, participants, workers	B	H	<ul style="list-style-type: none"> • 3m wide access throughout the site clear of physical structures where possible • Movable barriers to let emergency vehicles in 	RT's Phones	Y	Site Manager, Police, Security

<i>ASSESSMENT AREA: FOOD VENDOR HAZARDS</i>			<i>L I K E L I H O O D</i>	<i>R I S K L E V E L</i>	<i>PROPOSED STRATEGY/MITIGATION</i>	<i>RESOURCES REQUIRED (people, equipment, barriers, signage)</i>	<i>M O N I T O R E D ?</i>	<i>MONITORE DBY</i>
<i>HAZARDS/ CIRCUMSTANCE/ CONTEXT</i>	<i>POTENTIAL HARM</i>	<i>RISK TO: (Workers, public)</i>						
Food safety - contamination	Food poisoning Spread of illness	Public, participants, workers	B	M	<ul style="list-style-type: none"> • All food stalls licenced. • Hand-wash facilities available to vendors. • Food vendors are required to follow WCC environmental health rules regarding preparation and handling and food storage 	WCC Food Safety Officer Hand wash facilities	Y	Site manager
Hot food and appliances	Burns, scalds	Public, participants, workers	B	M	<ul style="list-style-type: none"> • Cooking facilities away from the public serving areas in the stalls 		Y	Site manager

Fire	Burns Panic	Public, participants, workers	B	M	<ul style="list-style-type: none"> Each food vendor is to have their own fire extinguisher or fire blanket. Any gas bottles used are checked for safety compliance. All food vendors required to provide own first aid kit. 	WCC Food Safety Office	Y	Site manager
Electricity	Electrocution Loss of power during the event	Public, participants, workers	B	H	<ul style="list-style-type: none"> Stalls vendors and contractors advised to have all electrical equipment tested and tagged prior to event. Electrical equipment to be visually checked prior to being PAT tested if necessary. Unsafe equipment removed from the site or disabled. Food and beverage trucks need to be checked for current electrical warrant of fitness 	Electrician	Y	Site manager
Structural soundness easy-ups etc	Injury due to structure collapse or being blown away	Public, participants, workers	B	H	<ul style="list-style-type: none"> Vendors required to secure any structure they have with weights and ties. Site is monitored for high winds and any structures deemed unsafe will be removed. All cables to be covered and secured. 	Wind monitoring equipment	Y	Site manager

ASSESSMENT AREA: STAGE AND TRUSS CONSTRUCTION			L I K E L I H O O D	R I S K L E V E L		M O N I T O R E D ?		
HAZARDS/ CIRCUMSTANCE/ CONTEXT	POTENTIAL HARM	RISK TO: (Workers, public)						PROPOSED STRATEGY/MITIGATION
Structural safety of stage decks	Injury to stage collapse	Public, participants, workers	B	M	<ul style="list-style-type: none"> Stage decking is constructed by registered and certified scaffolders/riggers and is signed off on completion. Building consents or exemptions are obtained as required. 	Certified Riggers/ scaffolders Building consents	Y	Site Manager, Contractors, Suppliers

Structural safety of the roofing structure	Injury due to roofing structure collapse	Public, participants, workers	B	H	<ul style="list-style-type: none"> • Building consents or exemptions are obtained as required. • Structure signed off by an engineer. • At winds greater than 15m/l/s (54kph) the sides of the structure are released. • At winds greater than 20m/l/s (72kph) the sides of the structure are released. 	Building consents Wind monitors	Y	Site Manager, Contractors, Suppliers
Public access to construction sites	Injury from falling objects, trip hazards, moving vehicles	Public,	B	H	<ul style="list-style-type: none"> • Fenced safety zones around construction and installation areas to stop public access. • Staff in place to stop public access. • Overnight security in place. 	Fencing Security	Y	Site Manager, contractors, suppliers, security

ASSESSMENT AREA: MARQUEES, EASI-UPS			L I K E L I H O O D	R I S K L E V E L	PROPOSED STRATEGY/MITIGATION	RESOURCES REQUIRED (people, equipment, barriers, signage)	M O N I T O R E D ?	MONITORED BY
HAZARDS/ CIRCUMSTANCE/ CONTEXT	POTENTIAL HARM	RISK TO: (Workers, public)						
Structural safety	Injury due to marquee collapse, flying away in high winds	Public, participants, workers	B	M	<ul style="list-style-type: none"> • Professional and trained/certified installers contracted • All structures inspected during setup • All structures tied down or weighted with sandbags or water containers • At winds greater than 15m/l/s (54kph) the sides of the structure are released. • At winds greater than 20m/l/s (72kph) the sides of the structure are released. 	Wind monitoring equipment Weights, ropes, sandbags, water containers	Y	Site Managers and Hiremaster (Campbell)

ASSESSMENT AREA: STAGES, LIGHTS AND SOUND HAZARDS			L I K E L I H O O D	R I S K L E V E L		RESOURCES REQUIRED (people, equipment, barriers, signage)	M O N I T O R E D ?	MONITOR ED BY
HAZARDS/ CIRCUMSTANCE/ CONTEXT	POTENTIAL HARM	RISK TO: (Workers, public)						
Trip hazards and slippery surfaces	Injuries due to tripping or slipping	Public, participants, workers	B	M	<ul style="list-style-type: none"> All leads across the ground to be covered by ramps, yellow jacket, mats or taped down. Towels and brooms provided for each stage for spills, rain First aid kits with each stage manager Paramedics on site for duration of event. 	Covers Gaffer tape Towels, brooms First Aid kits	Y	Production Manager
Equipment (sound gear) Hazards	Injuries to equipment failure	Public, participants, workers	B	H	<ul style="list-style-type: none"> Speakers stacks to be secured All suspended equipment to have adequate safety chains All electrical equipment checked to ensure it has current electrical test tag. Equipment installed by professional and certified technicians 	Electrician Safety chains Certified technicians	Y	Production Manager
Fire	Burns, crowd panic	Public, participants, workers	B	H	<ul style="list-style-type: none"> Fire extinguishers at each stage Stage manager at side of stage for acts involving fire 	Fire extinguishers	N	Production Manager
Public on stage	Trips, falls, injury to performers	Public, participants, workers	C	M	<ul style="list-style-type: none"> Security guard by stages where acts might be encouraging participatory behaviour Any members of public asked up on stage need to be assisted by stage crew 	Security Guards	Y	Production Manager

Evacuation	Crowd panic	Public, participants, workers	B	C	<ul style="list-style-type: none"> In the event of a site evacuation, security and police will be used to manage crowds. 	Security Guards, police	Y	Site Manager, security, police
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ASSESSMENT AREA: ON WATER HAZARDS			Likelihood	Risk	Controls / Treatments	Residual risk	Responsibility
Hazard	Possible incidents	Possible harm					
High Wind	<ul style="list-style-type: none"> Dragon boat capsize 	<ul style="list-style-type: none"> Hypothermia Head injury drowning 	B	M	<ul style="list-style-type: none"> Sweeps are to ensure paddlers know and a familiar with the stable position 		Rescue team
	<ul style="list-style-type: none"> Dragon boat swamping 	<ul style="list-style-type: none"> Hypothermia Head injury drowning 	C	M	<ul style="list-style-type: none"> Crews are to only train in safest areas for wind conditions New dragon boats built for Wellington conditions to be used Sweeps are to ensure paddlers know and are familiar with the stable position 		Rescue team
	<ul style="list-style-type: none"> Hypothermia 	<ul style="list-style-type: none"> Loss of life Permanent brain damage 	B	L	<ul style="list-style-type: none"> Correct paddling gear to be worn Sufficient outer layers to be worn according to conditions 		Rescue team
	<ul style="list-style-type: none"> Man overboard 	<ul style="list-style-type: none"> Hypothermia Drowning 	D	M	<ul style="list-style-type: none"> Paddlers are required by law to wear appropriate PFD as required by law under the maritime transport act 1994 Part 91.4 		Festival management
	<ul style="list-style-type: none"> Cold water immersion shock 	<ul style="list-style-type: none"> Momentary loss of motor control 	C	VL	<ul style="list-style-type: none"> Paddlers acclimatise with water temperature before commencing training 		Rescue team
Extreme public access	<ul style="list-style-type: none"> Wharf jumper landing in rescue craft 	<ul style="list-style-type: none"> Loss of life Drowning Soft tissue injuries Hard tissue injuries 	A	H	<ul style="list-style-type: none"> Appropriate signage placed to warn public of the unseen hazards Fence or cordon off high risk areas 		Festival management Site manager
Sun	<ul style="list-style-type: none"> Sun stroke 	<ul style="list-style-type: none"> Migraines, headaches. 	B	L	<ul style="list-style-type: none"> Remind spectators and participants to remain hydrated and stay out of the sun where possible Provide adequate shelter for event participants 		Festival management
	<ul style="list-style-type: none"> Sunburn 	<ul style="list-style-type: none"> Skin damage Skin cancer 	D	M	<ul style="list-style-type: none"> Wear appropriate clothing layers Apply sunblock liberally at correct intervals 		Festival management
Algae on launch ramp	<ul style="list-style-type: none"> Slipping on wet concrete 	<ul style="list-style-type: none"> Soft tissue injuries Hard tissues injuries concussion 	C	M	<ul style="list-style-type: none"> Crew and participants made aware of the slipping hazards present on launch ramp 		Rescue team Festival management

Ocean mammals	<ul style="list-style-type: none"> Jelly fish stings Stingray attack 	<ul style="list-style-type: none"> Toxic shock, anaphylaxis Impalement on stingray barbs 	B	L	<ul style="list-style-type: none"> Hold the required first aid supplies to treat minor stings 	Rescue team
Heavy boats	<ul style="list-style-type: none"> Back injury Shoulder injury 	<ul style="list-style-type: none"> Damage to spine/ligaments 	C	M	<ul style="list-style-type: none"> Correct lifting technique taught, observed and enforced to all crew and participants 	Festival management Rescue team
Paddles	<ul style="list-style-type: none"> Paddler hit with paddle while rowing 	<ul style="list-style-type: none"> Head injury Hard tissue injuries 	E	L	<ul style="list-style-type: none"> Paddlers reminded of the risks while paddling. Sweeps and coaches to ensure correct paddling technique observed 	Rescue team Festival management
Long distance ocean swimmers	<ul style="list-style-type: none"> Swimmer run over by dragon boat or rescue craft 	<ul style="list-style-type: none"> Loss of life or limb 	B	H	<ul style="list-style-type: none"> Ensure public made aware of water sports events being held prior to event commencing Safety crew to enforce a restricted area during event off limits to the public 	Site manager Festival management Rescue crew

