



Event Management Plan

Event Name	Taranaki Youth Forum 2019
Event Location	TSB Stadium 1 Rogan Street, New Plymouth
Event Date	Tuesday 12th February 2019
Organisation	TSSSA + Sport Taranaki
Document last updated	January 2019

****Please note that this document is a guide only****

This information can be provided to all interested parties and forms a record of due diligence being undertaken by TSSSA & Sport Taranaki

Event management

Event overview

The Taranaki Youth Forum is a 2-day leadership initiative designed to inspire, empower & impact the next generation of young leaders. The event involves approximately 300 students & staff from Taranaki secondary & intermediate schools. Day 1 takes place at the TSB Stadium and is facilitated conference style with students listening to guest speakers & then breaking out to design projects at their tables.

Key event management contacts

The event manager has overall responsibility for all aspects of the event. Depending on the nature and scale of the event, other people will have key tasks and responsibilities allocated to them but will report to the event manager.

Name	Role	Responsibility	Contact Details
Tara Fevre	Event Manager	Overall responsibility	tara@tsssa.org.nz 0273739645
Kendyl Fake	Event Director	Support Tara on all event specifics	kendyl@sporttaranaki.org.nz 027 347 8898
Tara Fevre	Health and Safety Officer	Risk assessments, legal compliance, fire points, site inspections,	tara@tsssa.org.nz 0273739645
Student Leadership Group	Event support crew	Liaisons, support for attendee's	Contact through Tara – Event Manager

Key event contacts – other

Suppliers of services(venues, marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
TSB Stadium / New Plymouth District Council	Eli Paurini	Provider of venue	Eli.Paurini@npdc.govt.nz 027 410 0480	
	Sally-Anne Coates		Sally-Anne.Coates@npdc.govt.nz	
Authorities (SAR, fire, police, first aid etc)				

Organisation	Contact	Service	Contact details	Notes
St John	111	On call	111	

Staffing

Designated School Representatives / Staff

Student Leadership Group

Sport Taranaki Staff – Workshop facilitators

Organisational structure

Emergency services – Police, Fire, Ambulance, Coastguard (in emergency situation)			
	Event Manager	Event Director	
	School Representatives	Sport Taranaki Staff	

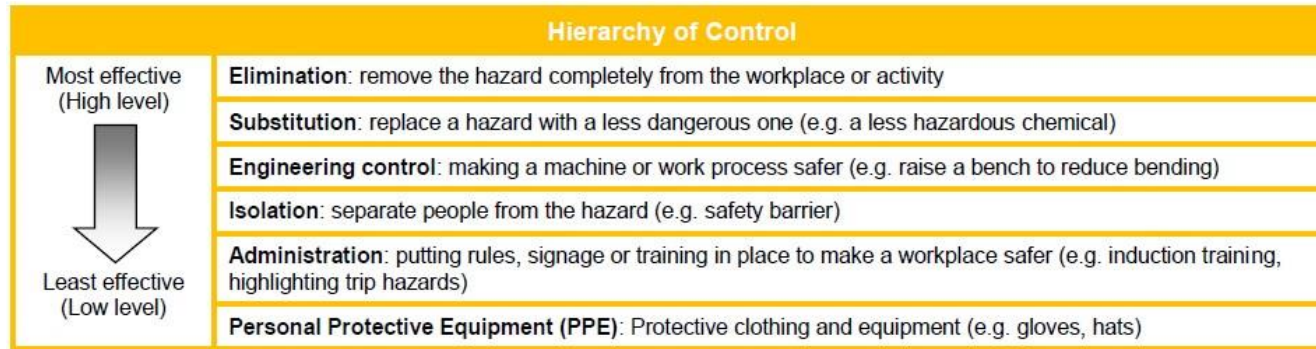
Timetable

Time	Pre Event	Event programme	Post-event
08:00	Organising team arrival & set up		
09:00	Busses arrive at location from this time (Staggered)		

09:00 – 09:25	Arrival of attendees’ – busses arriving staggered		
09:30		Welcome & Briefing	
09:40		Forum Begin	
10:50 – 11:05		Morning Tea (15mins)	
11:05 – 12:45		Forum Resume	
12:30– 1.15		Lunch (40mins)	
1:15 – 14:30		Forum Resume & Conclude	
14:35 – 14.40			Buses begin departing staggered & students depart
15:00			Event Closure & pack up

Health and safety

The identified risks will be controlled in the following system:



Event Hazard Identification and Risk Assessment									
Hazard or Risk identified.	Risk Level	Level of Control (see previous page)					Action		
		Eliminate	Substitute	Engineer control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens?
What could go wrong?	Low Med High Extreme								
Evacuation procedures - Inability to safely evacuate if required	Medium	no	no	on	yes	no	Event briefing will outline emergency procedures - refer to host organisation's evacuation procedures and ensure clear messages are received by participants and staff	Event Manager / Host Organisation	Use of site emergency exit points/ procedures. Event manager to check site before heading to evacuation meeting point. Schools to initiate a head count of their students and await further instructions from event manager/host/emergency services
First aid kit not provided by Schools	Low	yes	yes	no	no	no	TSSSA & Sport Taranaki will have a first aid kit on hand.	Event Manager / School Team Manager	The event manager will also have a first aid kit and provide it if necessary.
Communication failure during event	Medium	yes	no	no	no	no	Event Organiser will be on site to ensure running of a smooth event. Speaker system will be	Event Manager	Cell phones will be on hand and charged.

							available to use and will be used for essential event communications.		
Briefing and relevant information isn't communicated properly.	High	yes	no	no	yes	no	The event briefing is compulsory for all students and school staff to attend. Each school will be emailed a program in advance of the event & programs will be viewable on the day.	Event Manager	Event Organiser will be on site to ensure running of a smooth event
Injury sustained during activity	Medium	no	no	no	yes	no	Safe event set up ensured. Sufficient space for movement checked prior to event (Monday 11 th Feb).	School Team Managers / Participant	Ice and / or first aid to be provided if required by event team. School representative to assist. In the event of a serious incident - Follow TSSSA serious event procedure & call emergency services if necessary.
Asthma, anaphylaxis and other medical conditions suffered throughout the activity	High	no	no	no	no	no	School representatives are to be aware of participant's medical conditions. Participants should not take part in the activity if there is a possibility their health will be at risk. If participants require medication throughout the activity, it is their responsibility to carry this on them or hand it to the appropriate person.	School Team Managers / Participant	Participant to administer their own medication where needed. Refer to school's emergency procedure. Call emergency services if appropriate.
Participant acting inappropriately resulting in negative experience for others involved.	Medium	no	no	no	yes	no	Student behaviour is the responsibility of the school and will be dealt with by the attending school representative.	Participants/ School Representatives	If problem persists, the student will be removed from the event.
Earthquake, tsunami, flooding	Medium	no	no	no	yes	no	Force majeure (an event that no human foresight could anticipate that prevents Health and Safety Management to be fulfilled). Event organisers will deal – within their capability - with any possible incidents and cancel the event if necessary.	Event Manager / Host Organisation	If on site, refer to host organisations emergency policy. Procedures will be discussed pre-event with the TSB Stadium staff.
Wet/adverse weather conditions causing unsafe conditions for travel or venue operation	High	no	no	no	yes	no	The event manager is responsible for assessing the conditions and communicating an event cancellation if the conditions surrounding the event are believed to be unsafe. Communication with the bus company will occur prior to the event if the forecast suggests poor weather will endanger travel plans of attendee's	Event Manager	

							Event will be cancelled if health and safety is compromised due to the weather.		
Extreme heat, leading to heat stroke, sunburn and dehydration.	High	no	no	no	yes	yes	Sunscreen will be available. Water will be available.	Event Manager / Participants	Refer to onsite first aid. Follow TSSSA serious event procedure & call emergency services if necessary.

Submission

Submission

This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.

Contact person: Tara Fevre

Date: Date 30/1/19

Indicate those others involved in the preparation of this risk assessment.

A handwritten signature in black ink, appearing to be 'Tara Fevre', written over a horizontal line.

Evacuation Plan

