EVENT HOST SUPPORT PACK

Health and safety

Your attendees' safety is in your hands. If your venue has a health and safety plan, follow it.

Every event

- Give a quick safety briefing at the start: hazards, exits and the assembly point.
- Have a fully stocked first aid kit.
- Know where the nearest defibrillator (AED) is.
- Have an evacuation plan and assembly point.
- Count people in, so you don't overcrowd and can do a headcount in an emergency.

Think about

- **Emergencies:** what to do in a fire, earthquake or flood.
- **Weather and terrain:** sturdy shoes, sun hats, raincoats, water.
- **The activity:** gloves and boots, safe tool use and spacing, heavy lifting, strenuous work.
- **People at higher risk:** older people, children and disabled people may need extra care with uneven ground, open water, steep edges or tools.
- **Children:** make it clear that parents and caregivers supervise their own children.

Risk register

If your venue doesn't have a health and safety plan, list the risks for your activity and how you'll manage them.

Risk or hazard	Possible harm	How you'll control it
Slippery track	Slips, sprains	Tell people to wear sturdy shoes; skip the steep section if wet

In an emergency, call 111 for Police, Fire or Ambulance.

Your support hubs

West & Central Auckland
EcoMatters
ecofest@ecomatters.org.nz
09 826 4276

North Auckland
Kaipātiki Project
ecohub@kaipatiki.org.nz
021 036 1049

South & East Auckland
Beautification Trust
ecofest@beautification.org.nz
09 269 4080

Waiheke & Gulf Islands
Waiheke Resources Trust
info@wrt.org.nz
09 372 2915

Full pack and latest version: ecofest.org.nz/about/event-host-support-pack/