



Havelock Mussel & Seafood Festival HEALTH & SAFETY POLICY

MARCH 2021

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HMSF HEALTH AND SAFETY POLICY

The Havelock Mussel and Seafood Festival (HMSF) is committed to providing and maintaining a safe and healthy working environment for everyone. At our festival everyone must look after their own safety and the safety of other people.

What the HMSF will do

This is what we will do to keep everyone safe and healthy at the festival and to get better at being safe every year.

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

- ✓ Wear and use safety protection when required.
- ✓ Follow all instructions, rules, procedures, and safe ways of working.
- ✓ Report any pain or discomfort.
- ✓ Report accidents and near misses
- ✓ If injured, work with a committee member/St John person to get the aide required.

To keep people healthy and safe, committee members will:

- ✓ Work with participants to improve health and safety.
- ✓ Do everything possible to remove or reduce the risk of harm.
- ✓ Find out what caused incidents and injuries and prevent them from happening again.
- ✓ Make sure all accidents and near misses are written down in the Accident Register.
- ✓ Train everyone about hazards and risks so people can work safely.
- ✓ Make health and safety a key part of their activity.
- ✓ Keep improving the health and safety system in our festival.
- ✓ Help people who are injured to get the attention they require.
- ✓ Make sure contractors and sub-contractors have safe ways of working.

To keep people healthy and safe, committee members need to:

- ✓ Know about all the hazards and risks at their area of the festival.
- ✓ Know about and follow all health and safety laws (legislation)
- ✓ Know about safe ways to work.
- ✓ Have health and safety goals.
- ✓ Review our festival's health and safety system and goals every year.

It is policy of this Festival's Management and Executive Committee to make every reasonable effort in areas of accident prevention, injury protection and promotion of the health, safety and welfare of all participants and ticket holders.

Review mechanisms

The HMSF Health & Safety Officer will review and report on Health and Safety issues at regular monthly meetings of the management and staff.

Health and Safety will be a permanent item at Executive Committee meetings. Health and Safety issues identified in the festival planning will be raised and discussed at these meetings.

The Health and Safety Policy is to be reviewed on a 12 monthly basis or earlier if required.

The Hazard and First Aid Assessment Register is to be updated as hazards are identified.

The first aid requirements are held by St John who are the designated first responders on the day.

HMSF HEALTH AND SAFETY PLAN

The Havelock Mussel Festival Incorporated (HMF) is a not-for-profit society which manages the Havelock Mussel and Seafood Festival (HMSF), held annually at the Havelock Domain in March.

Objectives of the Society:

To provide grants to community organisations for charitable purposes in the Havelock, Kenepuru and Pelorus Sound area, including those organisations that provide:

- a) Emergency rescue services,
- b) Public amenities, recreation facilities and activities.
- c) Public works and services,
- d) Services for the protection of the environment,
- e) Services for the prevention of cruelty to animals, or
- f) Advancement and education for the people of Havelock, Kenepuru Sound and Pelorus Sound area.

Governance of the Havelock Mussel and Seafood Festival

The governance of the HMSF is the responsibility of the Committee that comprises a Chairperson, Vice Chairperson and up to six committee members. Members of the committee are elected by ordinary members at each Annual General Meeting of the Havelock Mussel Festival Incorporated.

The committee may employ a contractor to take care of all or part of the management of the Festival. The committee are required to manage the planning of the festival and the distribution of any profits from a festival in accordance with the current Constitution of the Havelock Mussel Festival Incorporated.

Roles and Responsibilities

Under the Health and Safety at Work act (HSWA) a business or undertaking (PCBU) must look after the health and safety of its workers and any other workers it influences or directs to provide a level of protection against harm to their health, safety and welfare from work risks as is reasonably practicable.

The HMSF has a primary duty of care for the health and safety of other people at risk from its activities, including contractors, volunteers, and the public.

The HMSF requires its committee members to participate effectively in improving health & safety on an ongoing basis.

The HMSF Health & Safety Officer is Paula Marshall. In her absence the Health & Safety Officer is the next senior most Committee member present at the time in the organisation.

Contractors and Sub Contractors

No contractor shall be engaged by the HMSF unless they are suitably qualified to carry out the work they are contracted to do.

HMSF will require all contractors to understand their obligations to themselves, their subcontractors and their employees under the Health & Safety in Employment Act 1992 and confirm their intention to always comply while working under that contract.

Induction Programmes and Training

All new committee members will be informed of their responsibilities about Health and Safety. This includes training for all emergency evacuation procedures. All committee members will be required to read the HMSF Health & Safety Policy and sign the 'HMSF Health & Safety Induction Programme' form in acknowledgement of being inducted and trained.

In addition:

- No committee member, volunteer or contractor shall undertake any task or operate any machinery without the correct training for that situation.

- When in doubt about any task or operation of any equipment the committee member, volunteer or contractor shall refer the matter to his/her Health and Safety committee member.
- All health and safety training is to be documented and records maintained.

Reviews and Amendments

Health and Safety will be a permanent item at monthly Executive Committee meetings. Health and Safety issues identified in the festival planning will be raised and discussed at these meetings.

Any new hazards that are identified are to be added to the 'Hazard and First Aid Assessment Register'.

The Hazard and First Aid Assessment Register will be updated with any relevant amendments at the above meetings.

HIGH LEVEL RISK ASSESSMENT

How the HMSF will identify the risks:

The HMSF will use the following procedure to identify the risks and hazards in the workplace.

1. **Identify the hazard** - Go through each area of the festival and identify items, hazards and actions that may cause harm.
2. **Assess the possible injury or illness from the hazard** – List the injuries that may be sustained in each of the hazard that have been identified.
3. **Assess the significance of the hazard** – What is the level of likelihood that the hazard can cause harm. This ranges from unlikely to cause harm too likely to cause serious harm or death.
4. **Consider if the risk can be minimised or eliminated**– Consider the level of risk associated with the items identified above. Decide if it can be minimised or eliminated.
5. **List the control measures** – What can be done and/or what procedures can be put in place to eliminate or minimise the hazards.

A schedule of the hazards is listed below in the 'Hazard and First Aid Assessment Register'. Amendments and updates to this register are called for at the monthly committee meeting.

Any new hazards that are identified are to be reported immediately to the Health & Safety Officer.

MANAGING WORKPLACE RISKS AND HAZARDS

The HMSF is committed to reducing risks and minimising hazards. Risks that arise from work must be managed effectively and eliminated as far as is reasonably practicable. If a risk cannot be eliminated it must be minimised as far as is reasonably practicable.

Risks to health and safety arise from people being exposed to hazards. A hazard is anything that can cause harm; this includes behaviour that has the potential to cause death, injury, or illness (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects behaviour).

Control measures have been put in place to minimise or eliminate the risks. Below is the current Hazard and First Aid Assessment Register for the HMSF event.

The definition of the items in the table are as follows:

Hazard: Anything that can cause harm, this includes behaviour that has the potential to cause death, injury, or illness

Possible Injury of Illness: What injury or illness can be inflicted because of the hazard listed?

Significance: Level of likelihood harm that can be caused by the hazard

Eliminate or Minimise: Details of whether the hazard can be either eliminated or minimised.

Controls: What controls are put in place to eliminate or minimise the hazard

First Aid Requirements: Details of the First Aid to be administered for the hazard.

All committee members are encouraged to speak up if you don't completely feel safe or comfortable performing any task within the festival preparation or whilst working on the day of the event.

All committee members are empowered to say no to any activity that they may consider unsafe. Both in the preparation and on the day of the festival.

Hazard and First Aid Assessment Register

Date of last assessment/review: 1st February 2021

Hazard	Possible illness or injury	Significance	Eliminate, Minimise	Controls	First Aid requirements
Committee members, contractors, stall holders, ticket holders and volunteers in closer than usual proximity for extended periods. I.e. more than 1 hour	Viruses, Cold, Flu or infection	High risk of spreading illness or infection. Contagious periods <u>Covid 19:</u> 14 days before symptoms start. <u>Flu:</u> 1 day before symptoms start <u>Cold:</u> 1-2 days before symptoms start <u>Stomach Virus:</u> Before symptoms start.	Minimise	To protect people, take the following steps: <ul style="list-style-type: none">Toilets have hand washing facilities and signage (contractor)All stall holders and food prep areas have adequate hand washing and sanitising equipment following MDC food safety requirements (MDC inspection)Hand sanitising stations throughout the festival/tracing through ticket sales	Ice packs, blankets, mild analgesic. (St John)
Entry & Exit areas	Bruising, crushing and fractures	Unlikely to cause harm	Minimise	Do not allow/encourage standing in passageways, keep access routes clear from obstacles, clearly marked exits (security or committee member)	Ice packs, bandages and splints (St John)
Manual handling of festival equipment	Sprains, strains, fractures	Can range from lesser harm to significant harm	Minimise	Using lifting equipment, team lifting, do not use back as a crane, bend knees, get outside help	Ice packs, bandages, splints (St John)
Falls	Fractures, bruises, cuts, dislocations, concussion	Likely to cause significant harm	Minimise	Keep walkways clear of obstacles and cords, wear suitable footwear, slip/trip/fall hazard ID	Ice packs, bandages, wound dressings, CPR, splints (St John)

Hazard	Possible illness or injury	Significance	Eliminate, Minimise	Controls	First Aid requirements
				Contractors, committee members	
Hot water and hot cooking appliances (BBQs, mussel cooker etc.)	Burns	Can range from lesser harm to significant harm	Eliminate, minimise	Keep body parts clear of running hot water, hot water boiler and hot appliances. Wear appropriate heat resistant aprons, gloves etc.	Ice packs, bandages, wound dressings (St John)
Bathrooms	Infection, virus, sprains, strains, fractures, bruises, cuts, dislocations, concussion	Can range from lesser harm to significant harm	Minimise	Facilities as per Ministry of Health requirements for 5,500 people Bathrooms serviced twice during the festival day by the contractor	Ice packs, bandages, wound dressings, CPR, splints. Seek medical advice for infections and viruses.
Electricity	Shock, burns, loss of consciousness, cardiac arrest	Likely to cause significant harm	Minimise	All electrical set up and dismantle work is only to be conducted by Marlborough Lines or a registered electrician. All cords on site to have been tested and have current test tag attached.	Ice packs, bandages, wound dressings, CPR
Objects on shelves and in storage shed	Sprains, strains, fractures, bruises, cuts, dislocations, concussion	Likely to cause significant harm	Minimise	Fix shelving units to walls, ensure items are securely placed on shelves, store heavy items on lower shelves, use sturdy equipment for reaching high shelves	Ice packs, bandages, wound dressings, CPR, splints
Mussel Competitions	Cuts, burns, falls, bruising, crushing and fractures	Likely to cause significant harm	Minimise	Brief competitors and public on hazards. Control numbers on seats and competition platform. Cookers located as close as possible to competition area and fenced off.	Ice packs, bandages, wound dressing

Hazard	Possible illness or injury	Significance	Eliminate, Minimise	Controls	First Aid requirements
				Cookers wear appropriate heat resistant clothing	
Noise	Headache, hearing loss	Unlikely to cause harm	Minimise	Sound contractors to work within MDC noise guidelines	Headache remedy, move away from the area, rest
Traffic	Wounds, fractures, concussion, bruises, strains, sprains	Likely to cause harm	Minimise eliminate	Traffic plan Stallholders information Bus driver's information Signage on and around festival during set up and removal. MC clear communication	St John ambulance equipment Fire engine equipment
Construction failure	Fractures, cuts, bruises, strains, sprains,	Likely to cause harm	Minimise, eliminate	Contractors erecting stage, fencing, and marquees follow correct procedures and H&S guidelines as supplied by the contractor.	Splints, ice packs, bandages, wound dressing
Cords	Bruises, sprains, strains	Can range from lesser harm to significant harm	Minimise	All cords must be contained under matting or underground, no loose cords to be used across access ways	Ice packs, bandages, wound dressing
Temperature, UV radiation	Sunburn, heat stress, heat stroke, hypothermia	Can range from lesser harm to significant harm	Minimise	Reduce expose to temperature extremes where practicable, use sunscreen and shade, adequate ventilation	Water or electrolyte rehydration fluids, thermal blankets, ice packs from St John
Hazardous substances and waste	Dizziness, vomiting, respiratory problems, burns to skin or eyes	Likely to cause significant harm	Eliminate, Minimise	Use less hazardous substances, wear protective clothing, dispose of hazardous waste appropriately.	Emergency shower at pavilion, eye wash facilities, safety data sheets, eye pads, wound

Hazard	Possible illness or injury	Significance	Eliminate, Minimise	Controls	First Aid requirements
				Ensure sufficient bins are set out and emptied correctly to cater for numbers attending	dressings with St John, gloves, aprons, oxygen
Lost children	Stress, distress	Likely to cause lesser harm	Minimise	Signage in place at children's area MC clear communication	Rest, reassurance
Lighting	Eye strains, tripping, falling	Can range from lesser harm to significant harm	Eliminate	Adequate lighting	Eye pads, Ice packs, bandages, wound dressing
Public Disturbance	Sprains, strains, fractures, bruises, cuts, dislocations, concussion	Can range from lesser harm to significant harm	Minimise Eliminate	Security Plan Liquor license Police No glass on site	St John
Medical Emergency	Heart attack, allergic reaction, stroke, loss of consciousness.	Can range from lesser harm to significant harm	Minimise Eliminate	St John with ambulance on site	Ambulance equipment
Other items and tasks that have an unknown risk – Complete task analysis form and discuss the task/item with the Health & Safety Officer	All	All	Minimise	Complete HMSF Task Analysis Form to determine whether the task can be carried out in a safe manner.	

FIRST AID EQUIPMENT AND RESOURCES

Trained First Aiders:

- Amber McNamara
- Gary Brown
- Paula Marshall
- Simon Gibb
- St John ambulance on site

Location of nearest Automatic External Defibrillator (AED):

- Local fire brigade on site
- St John ambulance on site

Location of First Aid Kit:

- With St John members on site

EMERGENCY EVACUATION PLANS

Community Emergency Response Centres (Welfare Centres)

The following facilities are currently identified as Emergency Response Centres.

Each area has a team of volunteers trained to activate these sites if required.

Each centre has a VHF radio, field admin box and a small, trained team to activate if they feel the need.

The Blenheim urban area encircled by Renwick, Fairhall, Spring Creek and Riverlands will be administered by the Emergency Operations Centre who will task a Marlborough Emergency Response Team to activate appropriate facilities in non-affected areas. The Emergency Operations Centre will then notify the public via media releases of the locations of these centres.

- | | |
|--|--|
| 1. Okiwi Bay Fire Station/Community Hall | 8. Linkwater Community Hall/Fire Station |
| 2. Rai Valley School | 9. Picton – Waikawa Marae |
| 3. Canvastown Te Hora Marae | 10. Rarangi Community Hall/Fire Station |
| 4. Havelock School | 11. Riverlands School |
| 5. Okaramio Community Hall | 12. Seddon School |
| 6. Renwick Community Hall | 13. Ward School |
| 7. Wairau School/Community Hall | |

SITE PLAN



Evacuation Procedures:

Muster stations:

There will be three muster stations.

1. Pavilion Carpark
2. Harbour Board Carpark by Slip Inn
3. Peel Street carpark by storage units

A committee member will be assigned to each muster station and will make their way there immediately an emergency is announced. Other committee members and security will ensure their areas of responsibility are cleared of people before proceeding to the nearest muster station.

Earthquake, storms, tsunami, floods and other natural disasters evacuation procedure

In the event of a natural disaster the priority is to ensure personal safety and the safety of others and then the safety of plant, materials, and facilities.

The procedure is to:

- Assess the situation including the immediate safety and location of all persons within the area.
- Evacuate the site using the nearest exit. Committee members and security to help direct people to the exits.
- Assemble at the designated assembly area (muster station). Committee members do not leave this area unless directed to do so by the Health & Safety Officer.
- The Health & Safety Officer will check that all committee members are accounted for and their areas of responsibility are cleared.
- The Health & Safety Officer or other trained first aider will administer any urgent first aid.
- If urgent medical attention is required contact Emergency Services by dialling 111
- The Health & Safety Officer will direct people on what to do next in conjunction with the Police.
- Take any necessary action to further preserve the safety and well-being of all persons within the site i.e. move to a safer muster area if required (Community Emergency Response Centre at Havelock School)
- If applicable the Health & Safety Officer, ask the Marlborough Lines Company to turn off all electrical sources and stall holders to turn off any gas taps.
- Contact emergency services to report that all committee members, contractors, and visitors have evacuated your festival site.
- The Health and Safety Officer will liaise with emergency services to determine whether it is safe to re-enter the festival area.
- Staff and visitors are to remain at the muster station until the Health & Safety Officer has informed them it is either safe to re-enter the festival site or to go home.

With all emergencies:

- Keep the Health & Safety Officer or most senior person informed of the situation.
- Ensure the safety of all committee members, volunteers, contractors and visitors.

Fire and Explosion

In the event of a fire the priority is to ensure personal safety and the safety of others and then the safety of plant, materials, and facilities.

If the alarm is sounded on the PA system or by fire crew on site, committee members are to encourage people to:

- Walk quickly to their nearest exit.
- Do not stop to take personal items with them.
- Meet at the Designated Assembly Area (Muster Station)
- Do not leave the assembly area (Muster Station) until you have been told you can.
- If there is smoke or fire call for assistance from the fire crew on site and dial 111
- Do not attempt to extinguish the fire.
- The Health & Safety Officer or other trained first aider will administer any urgent first aid.
- If urgent medical attention is required contact Emergency Services by dialling 111
- The Health & Safety Officer will check that all committee members are accounted for and their areas of responsibility are cleared.
- Take any necessary action to further preserve the safety and well-being of all persons within the festival. I.e. move to a safer muster area if required (Community Emergency Response Centre at Havelock School)
- If applicable the Health & Safety Officer, ask Marlborough Lines to turn off all electrical sources and gas taps of relevant stall holders and fuel lines of generators.
- Contact the Chief Warden of the fire truck to report that all staff and visitors have evacuated your area of the site –
- The Health and Safety Officer will liaise with the emergency services to determine whether it is safe to re-enter the site.
- Staff and visitors are to remain at the muster station until the Health & Safety Officer has informed them it is either safe to re-enter the site or to go home.

Hazardous substance, radiation leak or chemical spill

In the event of a hazardous substance, radiation leak or chemical spill the priority is to ensure personal safety and the safety of others and then the safety of plant, materials, and facilities.

- Walk quickly to your nearest exit and alert people in your area to evacuate the site using the nearest exit.
- Do not stop to take personal items with you.
- Meet at the Designated Assembly Area (Muster Station)
- Do not leave the assembly area (Muster Station) until you have been told you can.
- Dial 111 to report the leak.
- Do not attempt to contain the leak.
- If time permits and there is no danger, cordon off the area.
- The Health & Safety Officer or other trained first aider will administer any urgent first aid.
- If urgent medical attention is required contact Emergency Services by dialling 111
- The Health & Safety Officer will check that all committee members are accounted for and their areas of responsibility have been cleared.
- Take any necessary action to further preserve the safety and well-being of all persons within the site. I.e. move to a safer muster area if required (Community Welfare Centre at Havelock School)

- If applicable the Health & Safety Officer, ask the Marlborough Lines to turn off all electrical sources and gas taps of stall holders.
- The Health and Safety Officer will liaise with the emergency services to determine whether it is safe to re-enter the grounds.
- Stallholders and visitors are to remain at the muster station until the Health & Safety Officer has informed them it is either safe to re-enter the grounds or to go home.

Equipment failure

In the event of any emergency equipment failure the priority is to ensure personal safety and the safety of others and then the safety of plant, materials, and facilities. If there is a hazard that requires the building to be evacuated do the following:

- Walk quickly to your nearest exit and alert people in your area to evacuate the grounds using the nearest exit.
- Do not stop to take personal items with you.
- Meet at the Designated Assembly Area (Muster Station)
- Do not leave the assembly area (Muster Station) until you have been told you can.
- Dial 111 or any other relevant emergency services.
- Do not attempt to deal with the situation.
- If time permits and there is no danger, cordon off the area.
- The Health & Safety Officer or other trained first aider will administer any urgent first aid.
- If urgent medical attention is required contact Emergency Services by dialling 111
- The Health & Safety Officer will check that all committee members are accounted for and their area of responsibility has been cleared.
- Take any necessary action to further preserve the safety and well-being of all persons within the workplace. i.e. move to a safer muster area if required (Community Emergency Response Centre at Havelock School)
- If applicable the Health & Safety Officer, ask Marlborough Lines to turn off all electrical sources and gas taps of stall holders.
- Contact the emergency services on site to report that all staff and visitors have evacuated your workplace area of the building –
- The Health and Safety Officer will liaise with the emergency services to determine whether it is safe to re-enter the grounds.
- Staff and visitors are to remain at the muster station until the Health & Safety Officer has informed them it is either safe to re-enter the grounds or to go home.

Robbery, hold up or bomb threat.

In the event of a robbery or hold-up, the priority is to ensure personal safety and the safety of others and then the safety of plant. Materials and facilities.

The procedure is:

- Keep calm, make no sudden movements.
- Do as instructed.
- Observe details of events and record as soon as possible, noting description, numbers, physical features, clothing, times, weapons, vehicles etc.
- Notify Emergency Services on 111
- Report the incident to the Health & Safety officer

- Provide first aid to victims.
- Do not disturb the scene after the incident until the police have checked the site.
- In conjunction with the Health & Safety Officer seek any medical assistance that you may require after the event.

Health & Safety officer responsibilities during evacuation

The HMSF Health & Safety officer will do the following during an emergency. If the designated Health & Safety Officer is absent the next senior most person will take over the Health & Safety Officer's role. The following procedures should be followed:

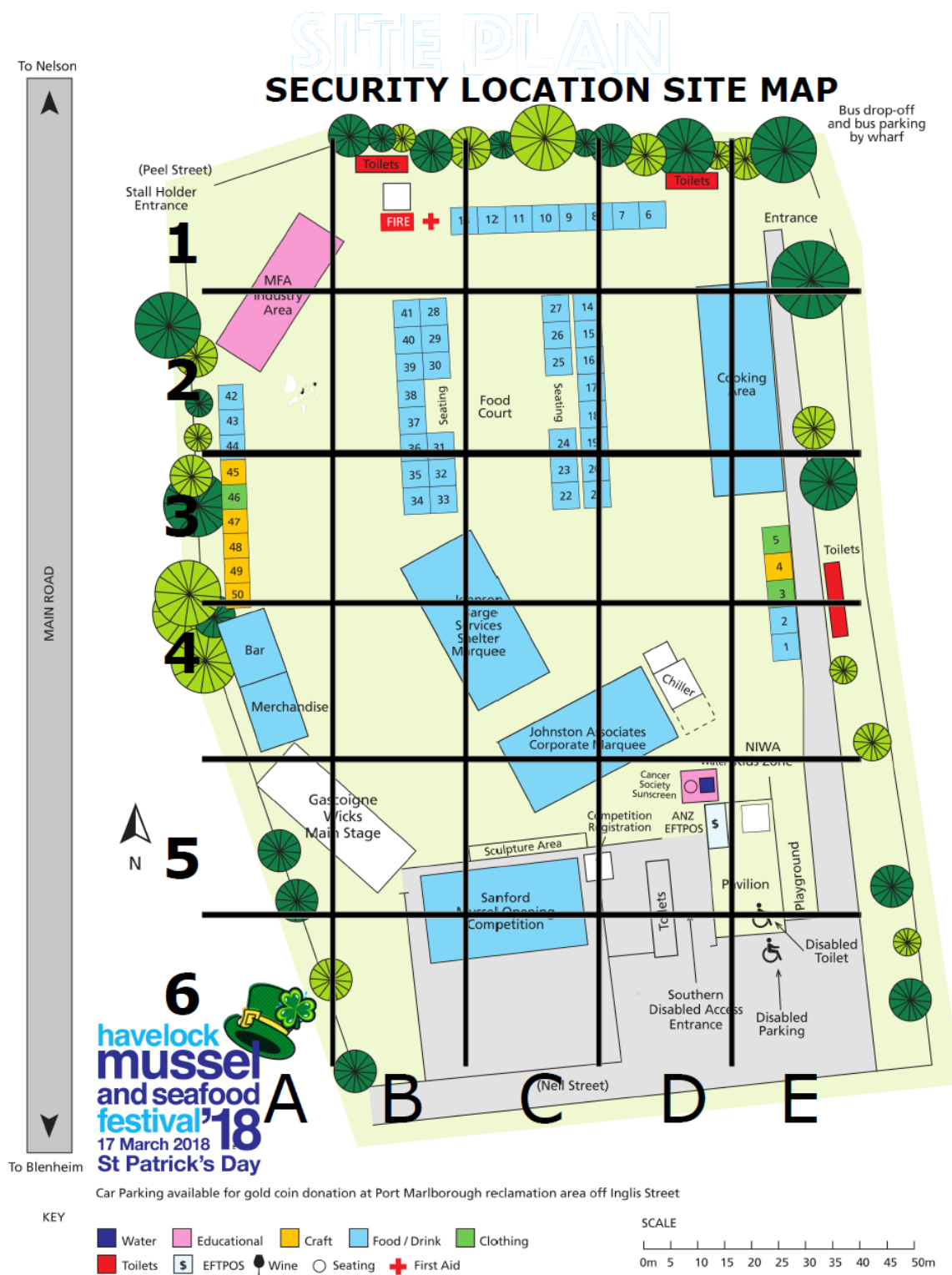
- Direct all workers and festival goers to evacuate the grounds using the nearest exit and assemble at the Designated Assembly Area (Muster Station). Leave all personal belongs behind
- Check all areas have been evacuated and committee leaders are at muster stations.
- Take Health & Safety Policy and a cell phone with you on your way out of the grounds.
- Go to the Designated Assembly Area (Muster Station)
- Check for anyone that needs first aid assistance and call emergency services if needed.
- Check that everyone is accounted for and inform them not to leave the muster station until told to do so.
- Access the immediate environment for any dangers.
- Take any necessary action to further preserve the safety and well-being of all persons within the area. I.e. move to a safer muster area if required (Community Emergency Response Centre at Havelock School)
- If applicable Contact Marlborough Lines to turn off all electrical sources and gas taps
- Contact the emergency services to report that all staff and visitors have evacuated the festival area.
- Liaise with the emergency services to determine whether it is safe to re-enter the grounds.
- Ensure all committee members, festival goers and stall holders are to remain at the muster station until you have been informed that it is either safe to re-enter the grounds or to go home until further notice.
- If urgent medical assistance has been administered by emergency services check with the patient if there is any further way that you can assist

Risk Management Plan for Alcohol

Risk	Level of Risk	Risk components	Strategies
INTOXICATION	High	Patrons arrive intoxicated	Refuse entry
			Communication
			Set expectations
	Moderate	Patrons smuggle alcohol into venue	Confiscate alcohol
			Set expectations
	High	Patrons drink excessively	Control sale and supply
Actions		Responsibility	KPIs / Measures
Dedicated security observations at entry		Security provider	Intoxicated patrons do not enter the venue
Communication between entry points		Security provider	Security staff have communications
Bag searches at entry		Security provider	Check alcohol is not brought into the venue. Alcohol collection bins are provided
Refuse entry		Security provider	
Information and signage		Event organiser	Information and signage are present
Limit number of serves per purchase to two standard drinks		Licensee and duty managers	There are no over intoxicated patrons in the venue. Security staff are near or roving at each point of sale. Duty manager is present at each point of sale.
Monitor for excessive drinking		Security provider & alcohol vendors	
Monitor for intoxicated patrons		Security provider & alcohol vendors	
Promote non and low-alcohol drinks		Licensee and duty managements	
Remove intoxicated patrons from venue		Security provider	
Close bars ½ hr before event finishes		Licensee and Police	

Information and signage		Licensee	Information and signage are present
Use trained and experienced bar staff		Licensee	Intoxicated patrons are not served
Provide a safe area for intoxicated patrons		Licensee supported by ambulance service	Intoxicated patrons are not harmed. Intoxicated patrons do not harm others.
Risk	Level of Risk	Risk components	Strategies
INTOXICATION (CONT)	Low	Patrons drink having not eaten	Provide food.
	Moderate	Minors access licensed areas	Effective ID system
	High	Minors purchase alcohol	
UNDERAGE DRINKING	Moderate	Other patrons supply alcohol to minors	Control sale and supply & security to be vigilant
	High	Containers are thrown	No glass – plastic cups only provided to patrons. Tent pegs etc clearly marked.
	High	Broken glass	
INJURY FROM DRINK CONTAINERS	Low	Trip hazards	
	Moderate	Patrons drink and drive	Drink-drive policy – Police presence and booze bus on exit roads.
	High	Breach of licence conditions	Use reputable companies/groups
DRINKING AND DRIVING	High	Intoxicated patrons	
	High	Sales to minors	
USE OF TEMPORARY (VOLUNTEER) SECURITY AND BAR STAFF			

Actions	Responsibility	KPIs / Measures
Promote substantial and varied food, and easily accessible	Licensee and catering provider	Multiple Food vendors on site
ID checks at point of sale	Licensee/bar manager to check at point of sale. Security to be vigilant	There are no minors purchasing alcohol
Information and signage	Licensee	Information and signage are present
Monitor for supply to minors	Security provider and duty managers	No minors are supplied with alcohol by other patrons
Alcohol is served in plastic containers	Licensee	No bottles are sold
No glass allowed at venue	Licensee	No glasses used. Plastic cups only. Recycling available for Wine & beer bottles.
Frequent cleaning of venue / licensed areas	Rubbish contractor	Venue / Licensed areas are clear of rubbish
Adequate number of rubbish bins provided & recycling		
Pre-event marketing, messages etc	Event organiser	Venue does not feature in last drink survey statistics
Promote non and low-alcohol drinks	Licensee and duty managers	
Provide alternative transport	Event organiser	Buses available (must purchase tickets prior). Taxi info available. Notification by MC for alternative transport.
Ensure staff are properly managed and suitably trained	Event organiser and licensee	Licence conditions are complied with
		There are no intoxicated patrons
		No minors purchase alcohol



This site plan helps security and committee communicate locations around the festival.

