

# H&S - Potential Hazards

## and ways to manage them

Here are some hazards to think about when planning your event, and for completing your Health and Safety form.

Have a read-through and decide which ones are relevant to your event / project. The listed risk management strategies could be useful for your event plan.

### PEOPLE.

Hazard	Consequences	Risk Management Strategy (What will you do to eliminate, isolate or minimise the hazard?)
Covid-19	Spread of illness at event	Staff to sign in with Covid Tracer app and encourage visitors to do the same, with signs located at entrance points and staging area. Hand sanitizer and spare masks to be available at entrance. Staff and attendees with any signs of illness are asked to remain home.
Lost Child	Child is vulnerable/frightened without caregiver	Child is escorted by 2 adults if possible to nearest safe location and participants are contacted to find child's guardians
Bike Thieves	Bikes or property are stolen	Bikes are stacked in a secure location, with limited access to racks. Staff to keep bikes in sight at all times. Police to be notified in the instance of any altercation.
Threatening or aggressive behaviour from the public	Participants or staff feel unsafe	In the first instance, event manager to be notified. If event staff are alone, they should move inside or to an area they feel safe. In case of any confrontation or physical intimidation, notify Police immediately.

## EQUIPMENT.

Hazard	Consequences	Risk Management Strategy (What will you do to eliminate, isolate or minimise the hazard?)
Tent - Ezy-Up	Tent could fall over or fly away in high winds	<ul style="list-style-type: none"> <li>● Use sandbags to secure the tent.</li> <li>● No ground penetration permitted</li> </ul>
Bike racks	Participants trip over/walk into racks	Bike Racks are stored away from pedestrian pathways and are well illuminated in the dark.
Vehicular Movements	Motor vehicle could collide with people or property	Marshal on hand to guide motor vehicles into place at the site. No vehicle movements during event hours.
Manual handling	Back or shoulder strain	<ul style="list-style-type: none"> <li>● Proper lifting technique to be used for lifting the Gazebo - this may require 2 persons to lift</li> <li>● Electric Bikes are not lifted onto stands - use their own kick stand or lean against the wall</li> </ul>
Leads, ropes, staff belongings, equipment bags, other materials	Participants or staff trip over	<ul style="list-style-type: none"> <li>● Any ropes or leads to be taped down, placed under grippy rugs, or alongside walls or fences</li> <li>● Spare equipment and belongings (bags, AT giveaways etc) to be stored under the table and out of the way</li> <li>● Ensure trip hazards which can't be removed are well-lit, or have reflective material around them</li> </ul>
Electrical	Electrical equipment used in outdoor setting	Only low-voltage battery powered equipment will be used for this event, which is deemed low-risk.

## ENVIRONMENT (LOCATION AND SURROUNDINGS)

<b>Hazard</b>	<b>Consequences</b>	<b>Risk Management Strategy</b> (What will you do to eliminate, isolate or minimise the hazard?)
Bad weather with rain and wind	Volunteers, staff and attendees could get cold.	All present encouraged to bring appropriate clothing. Possibility to pack up early in inclement weather.
Slippery surfaces	Attendees may slip on wet pavement	Staff to watch for trip and fall hazards in environment, and direct attendees around the hazard or cover the hazard as needed.
Traffic and road danger	Crash involving motor vehicle or bicycle	Ride leaders to watch road space carefully and guide both attendees and members of the public in safe behaviour. Police to be contacted if necessary.
Property Damage	Damage may occur to the surrounding properties	Ride leaders and ambassadors to encourage responsible behaviour, report any intentional or accidental damage to the site.
Broken Glass	Broken glass may appear on the pathways as day progresses.	Brush and dustpan provided for spot cleaning of hazardous litter.
Litter	Rubbish is left behind after event	Team to sweep the site after the event for any and all litter.
Darkness	Increased trip, theft and general safety hazards	All bikes are equipped with lights. Additional worklights are provided with setup.