**Event Host Information Pack**

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Dear prospective event host,

Thank you for taking an interest in running an event for Nelson Heritage Festival in April 2019.

We are really looking forward to a wealth of ideas from the community and some great ideas have already come forward.

Please use this information pack as a guide to planning your event and making an application for its inclusion in the programme.

If you want to talk directly to someone about your event idea before or after you make your application please contact me at the details below.

Once again thanks for wanting to get involved in Nelson Heritage Festival.

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Programme Inclusion Criteria/Advice

For Nelson Heritage Festival event applications to be accepted and added to the 2019 programme the following suitability criteria must be met:

1. Events should be on a heritage theme.
2. Events should be available for the public to attend. Hosts can charge for events and have a booking system to control numbers but no “invite only” events will be added to the programme.
3. Events should be located in the Nelson City Council rates boundary

OR:

If not located within the Nelson City Council rates boundary applications must be:

* On a heritage theme
* Self-financing (no event funding applied for)
* Not for profit.
* Within half an hour’s drive from Nelson City CBD.

1. An online or electric application form should be submitted.
2. Events should be run/organised by the applying event host.
3. Event hosts agree to be responsible for carrying out health and safety risk assessments and shall provide a copy of their event risk assessment forms to Council.
4. Event hosts agree to Council marketing the Nelson Heritage Festival programme and their event as part of that.
5. Inclusion in the Nelson Heritage Festival programme is at the discretion of Nelson City Council.

In 2019 applications that achieve either of the following will be looked on particularly favorably:

1. Events that celebrate or mark Maori heritage and that have undergone appropriate consultation with Iwi/Maori heritage interest groups.
2. Events that are specifically designed to attract audiences that are under 50 years old.
3. Events that include funding to attract visitors from outside the region.

Event Funding Criteria/Advice

The model for funding events in the Nelson Heritage Festival is all about partnership and joint contributions. Some Council funds are available to help those who can show a similar degree of investment in time or money from their side.

The following funding criteria will be considered by Council before agreeing to provide funding:

1. Events must have a Heritage focus and must provide a public benefit and be open to members of the public within the Nelson City boundaries or benefitting Nelson residents.
2. Funded partners must be prepared to sign a Community Grant Agreement with Council.
3. A preference will be given for projects/activities which show an element of working in partnership, both toward funding and delivery. This may include working with other not-for-profit organizations, funders or sponsors.
4. Successful applicants must acknowledge Nelson City Council support in promotional material wherever possible.
5. Other factors that will be considered are:

* The value of the project to the community in comparison with the cost to Council.
* The size of the event and its reach, particularly the potential type and number of the events audience.
* The degree of match funding provided by the event host.
* The level of wider community involvement in the project.
* The past achievements or potential of the event host in managing events.
* Contribution to other Council policies/strategies.

What won't be funded?

* Activities held outside the Nelson City Council administration area.
* Political parties.
* Duplication of existing public or private programmers operating close to each other.
* Purchase or improvement of privately owned facilities.
* Activities already completed. No retrospective funding.
* Public services that are the responsibility of central government (e.g. core education, primary health care).
* Private events.

Risk Management Advice

Every event should undertake a risk assessment.  The key aims of [risk assessment](https://worksmart.org.uk/jargon-buster/risk-assessment) are to prioritize the risks – i.e. rank them in order of seriousness and plan how to make all risks small by either eliminating the hazard altogether; or if this is not possible, controlling the risks so that harm is unlikely.

**Step 1: Identify hazards, i.e. anything that may cause harm.**

When considering the hazards associated with your event make sure that you consider setting up and packing out after the event as well as the event itself.

**Step 2: Decide who may be harmed, and how.**

How serious are the consequences if someone does get hurt?

**Step 3: Assess the risks and take action.**

Consider how likely it is that each hazard could cause harm. This will determine whether or not you should put controls in place to reduce the level of risk.   What are those controls?

**Step 4: Make a record of the findings.**

This record should include details of any hazards noted in the risk assessment, and action taken to reduce or eliminate risk.  This record provides proof that the assessment was carried out. The risk assessment is a working document. You should be able to read it. It should not be locked away in a cupboard.

**Step 5: Review the risk assessment.**

If your event is running for multiple days or sessions you should review at a toolbox meeting it to make sure any controls are in place and working and that nothing has been missed.

Each venue and event will have its own hazards.  Some potential hazards that you could consider are:

***Vehicles****.  Movement during set up and event? Parking?*

***Trips & slips****.  Cables, uneven ground, stairs?*

***Lifting.****E.g. heavy or awkward items*

***Equipment******in use****.  Electrical? Heat e.g. BBQ or heat guns?*

***Capacity******for visitors****.  E.g. confined spaces?*

***Hygiene.*** *Food safety? Toilets?*

***Environmental.*** *Sun? Rain? Cold?*

***Fire or earthquake****.  What are the emergency procedures?  Evacuation?*

***Accidents****.  First Aid available?*

This risk management plan should make the basis for the health & safety briefing you give your crew before the event.  Remember to keep a record of who has been briefed.

See a template of a health and safety risk assessment and a risk matrix below as a suggestion of how to present your risk assessment paperwork:

Health and Safety Risk Assessment

**PROJECT/EVENT/ACTIVITY:**

**DATE COMPLETED: COMPLETED BY WHOM:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HAZARD**  (the generic thing that can cause harm) | **EVENT** (what can go wrong) | **Consequence** (what kind of harm may occur) | **Likelihood** (how likely is this harm to occur, given controls in place & specific circumstances) | **RISK RATING**  (use risk matrix to determine whether this is low, medium, high) | **RISK CONTROLS**  (what is in place to manage this risk) | **Effective?**  (is the risk being managed to a level as low as reasonably practicable) |
| *e.g., working at height* | *e.g., falling from height* | *e.g., single fatality* | *e.g., unlikely, given compliant scaffolding & harnesses used* | *e.g., high* | *e.g., fixed scaffolding, harnesses* | *Yes or No* |
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| ***Action Plan*** *(where controls are not effective, additional controls must be put in place):* | | | | | |  |

**Competencies/Training/Qualifications Required:**

**Equipment and PPE Required:**

**Equipment Maintenance and/or Pre-Start Checks Required:**

*\*Please provide evidence of training, Equipment Maintenance Records, Pre-Start Checks, and Safe Operating Procedures if relevant*

**SIGN OFF (by all involved in the project/event/activity):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONSEQUENCES** | | | | | **LIKELIHOOD of the given consequence occurring** | | | |
| Minor injury requiring only first aid or less | Serious injury on one person requiring medical treatment | Notifiable injury of workers or public | Single fatality of workers or public | Multiple fatalities of workers or public |  |  |  |  |
| **Insignificant(1)** | **Minor (2)** | **Moderate (3)** | **Major (4)** | **Extreme (5)** | **Descriptor** | **Qualitative guidance statement** | **Indicative Probability range %** | **Indicative frequency range (years)** |
|
|
| **Medium (5)** | **Medium (10)** | **High (15)** | **Very High (20)** | **Very High (25)** | **Almost certain (5)** | **The consequence can be expected in most circumstances OR** | **>90%** | **>1 occurrence per year** |
| ***A very low level of confidence/information*** |
| **Medium (4)** | **Medium (8)** | **High (12)** | **High (16)** | **Very High (20)** | **Likely (4)** | **The consequence will quite commonly occur OR** | **20% - 90%** | **Once per 1-5 years** |
| ***A low level of confidence/information*** |
| **Low (3)** | **Medium (6)** | **Medium (9)** | **High (12)** | **High (15)** | **Possible (3)** | **The consequence may occur occasionally** | **10% - 20%** | **Once per 5-10 years** |
| ***A moderate level of confidence/information*** |
| **Very Low (2)** | **Low (4)** | **Medium (6)** | **Medium (8)** | **High (10)** | **Unlikely (2)** | **The consequence may occur only infrequently** | **2% - 10%** | **Once per 10 - 50 years** |
| ***A high level of confidence/information*** |
| **Very Low (1)** | **Very Low (2)** | **Low (3)** | **Medium (4)** | **Medium (5)** | **Rare (1)** | **The consequence may occur only in exceptional circumstances** | **<2%** | **Less than once per 50 years** |
| ***A very high level of confidence/information*** |

Communications and Marketing Advice

Nelson City Council will be spending at least $20.000 in promoting and marketing the Nelson Heritage Festival.

Promotions and advertisements may be undertaken in a number or ways including:

* Adverts/editorial pieces/ stories in local news papers
* Adverts and editorial pieces on local radio stations
* Displays and posters in Nelson City Council buildings including libraries
* Promotions associated with a Nelson Heritage Festival webpage on the Nelson City Councils website.
* Social media activity.
* Articles/stories in Our Nelson.
* Listings in It’s On.
* Nelson Heritage Festival programme printing and distribution.
* Plus lots more………

You do not necessarily need to carry out any promotions or publicity yourself. However if you do, Nelson City Council would like to hear about what you are planning. This should be signalled in the online electric event application form and if you do so you will be asked to provide further information.

Brand logos and guidelines will be provided by council and users are encouraged to use logos/branding in compliance of any brand guidelines.