**Example Play Streets Health and Safety Plan**

This is part G of the Play Street application

Your Play Street should be fun, therefore it is important to think about how to keep everyone safe while playing on the street. The hazards common to most Play Street events are set out below. Please add any other hazards that you can think of, as well as the steps to address them, and agree who is responsible for each step.

Your health and safety plan should be developed and discussed with your organising team and form part of the briefing for the event marshals.

**Overall**

|  |  |
| --- | --- |
| **** | Our organising team has read council Play Street information for event marshals and is aware of council conditions for Play Street events (as listed on the application form cover page) |
| **** | Our street and event meet the criteria for ensuring a low-risk event on a low-risk street (parts C and D of the application) |
| **** | Our event marshals will be reliable adults, who won’t be distracted during the event, and will receive a formal briefing prior to the event |
| **** | Our event location and traffic restriction will be set up as per the location set-up plan agreed to with council (part E of the application form) |

**The hazards and our plan to manage them**

Note that this plan is to be adapted and tailored for each street. The hazards and mitigations provided are examples only.

* Remember to adjust and tailor all the examples above to best suit your event and your street.
* Add in additional hazards that are particular to your street and your event.

| **What is the danger?**  **(hazards)** | **What are the possible consequences?** | **What will we do to reduce the risk?**  **(risk management or mitigation)** | **Who will do it?** | **Notes or tick when done** |
| --- | --- | --- | --- | --- |
| Moving vehicles | Injury to the organising team when setting up/ taking down the event location, or to children and adults when playing.  After the traffic restriction is removed, children don’t realise the play street has finished and run out into the re-opened street. | Parents to be clearly informed they are still responsible for children’s safety and behaviour. This will be made clear in all our Play Street information, eg resident consultation letter, invitation, and reminder notices and conversations. |  |  |
| Neighbours are reminded of the event the day before with a phone call or mail box leaflet. |  |  |
| The day before the event reminder notes will be placed on the windscreens of cars that usually park in the affected area of the street. |  |  |
| Event organisers will hold a formal event marshal briefing before start of the event. The event marshals will receive a hard copy of their briefing notes on a lanyard. |  |  |
| All event marshals to wear high visibility clothing, have closed footwear, a working cell phone and will be supplied with a whistle. |  |  |
| Traffic restriction points to be clearly marked with materials (eg cones) and appropriate signage as per the location plan approved by council. |  |  |
| Children to be instructed to stay out of the road until ALL the traffic restriction points are set up. |  |  |
| Event marshals to alert each other and ensure there are no children in the road if a vehicle needs to pass through the event area. |  |  |
| Vehicles that do need to pass through the event’s restricted area will be escorted at walking speed by an event marshal as per the instructions in our marshal briefing notes. |  |  |
| Our pre-arranged signal to prompt a quick and immediate clearance of the street for an emergency vehicle is three blasts on a whistle. |  |  |
| Describe how you plan to ensure children know the session has ended and the street is ‘live’ to cars again, for example: *At the end of the session, bring all children to the footpath so they see the buffer zone and traffic restriction being removed. Remind them to stay on the footpath until the next Play Streets Session.* |  |  |
| Children going outside of the event area. | Injury or missing child. | Parents will be advised that they are responsible for their children during the event. |  |  |
| Event marshals with mobile phones will stay at the traffic restriction point throughout the event. They will prevent younger kids from leaving the event area, and use their own judgement on what older kids are safe to do. |  |  |
| Aggressive or threatening behaviour from the public. | Disruption to the event, possible violence and injury. | Event marshals to remain calm and avoid escalation. Another member of the organising team to provide support.  Try to withdraw from the situation.  Call the police if the situation escalates. |  |  |
| Vulnerable child and/or volunteer placed in a risky situation. | Accusations of unsafe or inappropriate behaviour towards children. | Ensure all volunteers are briefed to not be alone with a child that is not their own in an area where they are not viewed by others. |  |  |
| Rubbish / broken glass / stones etc on the street. | Injuries to participants from cuts or tripping on rubbish. Damage to toys and bikes. | The organising team will arrange for any larger rubbish items to be removed in the days prior to the event. |  |  |
| Organising team will sweep the street once the traffic restriction is set up, and before children are allowed on the street to play. |  |  |
| Weather – sun & heat | Sunburn or dehydration. | Kids, parents and event marshals will be reminded to wear their t-shirts and hats. |  |  |
| The organising team will have some sunscreen on hand. |  |  |
| Cold drinking water will be available at … |  |  |
| We will have a shade gazebo set up at … |  |  |
| Weather – cold or rain | Participants are uncomfortable. | Kids, parents and event marshals will be encouraged to dress appropriately. |  |  |
| The event will be postponed if the weather is too bad – the event organizer will make this decision (when) and notify everyone by phone. |  |  |
| Weather – high winds | Injury from falling equipment. Location set-up materials may not stay in place and become hard to manage. Play equipment may get damaged. | The event will be postponed if the weather is too bad – the event organizer will make this decision (when) and notify everyone by phone. |  |  |
| Animals and insects, eg dogs, wasps. | Injury from bites, tripping over dog, stings. Over excited or fighting dogs intimidate participants. | There are no known bee or wasp nests at our event location. |  |  |
| We will call animal control if unattended dogs are seen wandering around the event. |  |  |
| Parents are responsible for carrying their family’s own medications. |  |  |
| Families within the event area will be asked to keep their dogs on their property. |  |  |
| COVID-19 (or other infectious disease requiring community control) | Illness in the community. | Follow the Ministry of Health guidance. Be prepared to postpone or cancel as required by any public health alert levels. |  |  |

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* Add in additional hazards that are particular to your street and your event.

**Notes on first aid supplies, where they will be located, and who is responsible:**

**Notes on completing your health and safety plan**

(For example: Marcus will bring out his first aid kit and it will be on his fence at number 12.

Marcus (ph 022 123 456) and Sally (021 123 456) both have first aid training.

* A hazard is anything that can cause harm.
* Risks arise from people being exposed to a hazard.
* Harm or consequences will be injury or death, but you may also want to consider consequences that cause inconvenience to people or the event or damage to property and equipment.
* When listing the hazards relevant to your event a good prompt can be to think of them under broad headings such as: people, equipment, vehicles, animals and environment.
* When thinking about the actions you can take to reduce risks it can be helpful to think about actions that can:  
  completely **eliminate** the hazard (eg, remove broken glass on the street)  
  **isolate** the hazard, (eg, dogs are secured within their property) or  
  **minimize** the hazard (eg, all the neighbours are aware of the event date and time which will minimise their need to take cars in or out of the event area.)

**After the event**

Review with your organising team how things went and if necessary, adjust your health and safety plan before your next Play Street. If there were any incidents, injuries, or close calls, please let your council contact know as soon as possible (contact detail). There may be things that could be done to improve the safety of future events.