# Risk, Safety and Emergency Management

## Event Planning Guide:  Part Three

Version 3, September 2021

HOBSONS BAY CITY COUNCIL

# Contents

# INTRODUCTION

Hobsons Bay City Council (Council) has a key role in ensuring events are conducted safely, in accordance with good practice and that the community is aware of events and their potential impacts.

The **Event Planning Guides** are designed to assist event organisers who wish to conduct events within the municipality.

These Guides outline the requirements of Council, regulatory authorities and emergency services and provides useful information to assist you in planning and delivering a safe event.  The Event Planning Guides are in three parts: -

Part One:        A Guide to Holding an Event in the City of Hobsons Bay

Part Two:        Developing an Event Plan

Part Three:      Risk, Safety and Emergency Management.

Part One: **A Guide to Holding an Event in the City of Hobsons Bay** provides information on the event application process and the steps involved in getting your event permit from Council.  It provides information on categories of events as well as on other Permits, Permissions and Notifications you might need.

Part Two: **Developing an Event Plan** lets you know how to provide the information needed in an Event Plan, which may be needed for your event to gain approval.

This Guide, Part Three: **Risk, Safety and Emergency Management** helps you to identify, manage and record the risks associated with your event and includes sample templates.

All Guides are available on Council's website, or by contacting the Events Unit on 1300 179 944, or via email: events@hobsonsbay.vic.gov.au.

# RISK, SAFETY AND EMERGENCY MANAGEMENT

As part of planning a safe event, a Risk, Safety and Emergency Management Plan must be developed by event organisers to identify hazards, assess the risks and decide on measures to eliminate or control the risks.

The Plan should be developed when you start planning your event, continue throughout the planning, delivery and evaluation of your event.  It should be tailored to your event, systematic (covering all activities, planning and processes) and involve all those connected with your event (e.g. your suppliers, emergency services, entertainers, venue etc).

The Risk Management Plan should comply with the risk management process in the International Standard **- AS/NZ ISO 31000:2008 – Risk Management – Guidelines**.

A **sample** Risk and Emergency Management Template is provided in the appendices of this document.  The format can be adjusted to suit the event.

The risk assessment process generally includes:

- Establishing the **context** and event **objectives**.

- **Systematically identify the risks** associated with your event across all areas of your event.  Obtain feedback from those connected to your event, emergency services and others with knowledge about your event.

- Consider what you already have in place to manage the risks, then **assess the risks** by determining the likelihood of the risk occurring and the consequences.  Give it a rating and determine whether you are willing to accept the risk.

- Where risk is unacceptable, provide additional treatments to **get the risk to an acceptable level.**

- Identify **who is responsible** for treating or eliminating the risks and include this role in their position description.  Identify what other **resources are required** (e.g. personal protective equipment such as gloves).

- Develop **specific checklists** (e.g. on-day safety checklists and procedures) from the risk assessment.

- Develop **specific plans and policies** (e.g. COVIDSafe events, lost children, first aid/medical plan, crowd management plan and emergency plan).

- **Monitor and review** what you have in place, modify where needed and continue to get feedback from your key stakeholders.  The risk assessment process should be an on-going process throughout the planning of your event.

- **Implement** the Plan at the event.

- **Review** the Plan after the event with relevant stakeholders, and update where necessary (if annual event).

# OCCUPATIONAL HEALTH AND SAFETY

The Victorian Occupational Health and Safety Act 2004 (the OHS Act) requires event organisers to provide a safe operational environment.  It requires that:

*"Persons who <u>control</u> or <u>manage</u> matters that give rise or may give rise to risks to health and safety are responsible for eliminating or reducing those risks so far as is reasonably practicable".*

Event organisers have a duty of care to avoid foreseeable risks and to take reasonable care. The duty of care applies to all of those involved with the event including event attendees, volunteers, contractors and other stakeholders. Event organisers should:

- Risk assess all areas of the event to identify, assess and control safety risks.

- Put in place a plan to manage all risk and safety issues including allocating responsibility to specific people, contractors and others involved with the event.

- Ensure there are clear and accurate communications and consultations between event organisers and all others involved with the event.

- Have documented risk and safety policies and procedures, and ensure all staff, volunteers and contractors are trained to ensure they are implemented at the event.

- Have a designated person with health and safety knowledge and skills to be responsible for the management of safety generally.

# EMERGENCY SERVICES

Emergency services refer to services such as Ambulance Victoria, Victoria Police and Fire Rescue Victoria. They must be advised and consulted of all road or street closures and other impacts the event may have on their services.   Where necessary, they should also be involved in emergency management planning.

Level 2 (Medium impact) and Level 1 (High impact) events (refer to Event Planning Guide – **Part One** for detailed definitions) must advise and consult with emergency services in the planning stages of the event.

Consider:

- What aspects of your event require input from emergency services?

- How will you ensure emergency personnel and vehicles can access and depart your event site?

For a detailed list of local emergency contacts in Hobsons Bay, see the Event Planning Guide – **Part Two: Developing Your Event Plan**.

| Event type | Event parameters | Application notice |
|---|---|---|
| Level Three (Low impact) | • Attendance <500 pax<br>• in a single location<br>• no road closures or public transport impacts<br>• minimal infrastructure<br>• no trading | 8 weeks (minimum) |
| Level Two (Medium impact) | • Attendance 500-3,000 pax<br>• road closures and public transport disruptions<br>• some infrastructure<br>• food and beverage trading | 3 to 6+ months |
| Level One (High impact) | • Attendance >3,000 pax<br>• multiple road closures and event sites<br>• more infrastructure<br>• food, beverage and other trading | 6 to 12 months |

## AMBULANCE VICTORIA

Ambulance Victoria should be consulted and informed in writing of medium and high impact events (level 2 and 1 events), those that are likely to have an impact on the community and if your event involves a road closure.

For medium and high impact events, a Council Event Permit will not be issued until evidence is provided that Ambulance Victoria has been consulted and notified.

The Ambulance Victoria notification should include:

- Event name, dates, times, venue and address.

- Event manager (or first aid coordinator) name, email and phone number.

- Event details including anticipated crowd numbers and type of activities.

- Proposed first aid/medical plan.

- Details of any road or street closures or other impacts from your event.

Event notifications should be sent to: events@ambulance.vic.gov.au

Road and street closure notifications should be sent to: roadclosures@ambulance.vic.gov.au.

Both notifications should be sent no less than **60 days prior** to your event.

For medium and high-risk events, Ambulance Victoria can provide input into the risk assessment of the event and can provide a range of services (on a fee for service basis). For details, visit Ambulance Victoria's Public Events page.

**Ambulance Victoria** - Phone: 9090 5909     Email: events@ambulance.vic.gov.au

## VICTORIA POLICE

Level 2 and 1 events should notify and consult with Victoria Police on their event.

**Permits** are required from Victoria Police for **events on public roads** that are foot or bicycle races that involve more than 30 competitors and one of the competitors will be declared a winner at the conclusion of the event.  At least 2 months' notice is required. For details, visit the Victoria Police Highway permit applications page.

**Permits** are also required for **Highway Collections**. Applications must be made to Victoria Police at least 1 month before the date on which the collection is intended to be conducted. A Council permit may also be required.

Victoria Police must be notified of road closures, and any issues the event will impact on community safety and amenity.

Refer to Event Planning Guide – **Part One: Holding an Event in the City of Hobsons Bay** for contact details.

## FIRE RESCUE VICTORIA (FRV)

Fire Rescue Victoria (FRV) should be consulted where fire risks exist with events and should be advised of any events involving road or street closures or partial closures.

Applications for an exemption to lighting fire on Total Fire Ban days, for example for catering purposes, can be made to Fire Permits Victoria.

FRV must be notified at least seven (7) days in advance of any fireworks.  Refer to the Event Planning Guide – **Part One: Holding an Event in the City of Hobsons Bay** for contact details.

# PLANNING CONSIDERATIONS

## COVID-19 PANDEMIC

It is important to closely monitor COVID-19 restrictions via the Victorian Government's Coronavirus website for updates on restrictions that may apply.

Event organisers must understand their obligations under the Victorian Government Public Events Framework during the COVID-19 pandemic. This framework sets out the process for working with the Victorian Government to confirm what capacity arrangements and health control measures are needed for an event. You will need to provide evidence of a COVIDSafe Events Plan/ Checklist in order for Council to issue a permit for your event.

Further Information can be found on the State Government's Coronavirus public events site, and any questions about your event can be sent to the public events team at the Department of Jobs Precincts and Regions: COVIDSafeEvents@ecodev.vic.gov.au.

## FIRST AID AND MEDICAL PLANNING

A first aid and/or medical services plan is required based on a risk assessment of the event.

The assessment should identify the risks associated with the event activities, the venue, event duration, the past history of the event, time of year (weather), proximity to medical care and impact on the community. First aid or other experienced first aid/medical should provide input into the Plan.

Based on the risk assessment, and in conjunction with a first aid/medical provider where appropriate, determine:

- The type and level of services required (e.g., qualified first aider, nurse, medical doctor).

- First aid equipment and supplies needed (e.g., first aid supplies, defibrillator).

- Location for first aid posts. They should be readily accessible for everyone involved with event, accessible to emergency vehicles, and not in noisy/high impact areas.

- Facilities and services (e.g., power, water, closed area, signage, flooring, table and chairs).

- How will the event management team communicate with first aid/medical personnel - (e.g. radios, mobile phone)? Have you developed a contact list for key personnel?

- What is your first aid policy in dealing with incidents (e.g., who is notified, chain of command, notification of Ambulance if required, incident reporting, etc.)?

- What is your plan to train staff, contractors, security, volunteers on the process for first aid/medical situations and emergencies?

Ambulance Victoria should be involved in the assessment of Level 1 (high impact) events. Event and road closure notifications should be sent at least 60 days before your event.

## SECURITY AND CROWD MANAGEMENT

Event organisers must assess how they will manage the safety and security of people, equipment, event infrastructure and the venue. The security and crowd management assessment should include consultations with the key event stakeholders, the venue manager and for higher risk (Level 2 and 1 events) the Police.

Issues to be considered include:

- Who is the event audience (numbers, age etc.), and what is the likely crowd dynamics and behaviour?

- How will people flow into and out of the event, and around the event site (e.g. overcrowding at exits)?  Are there other events or activities in the event precinct?

- What are the incidents that may impact people, equipment or property at the event?

- Is alcohol is involved, or what is the likelihood of people affected by alcohol/drugs coming to the event?

If you determine there is a need for professional security or crowd control, licensed companies and personnel should be used. The types of personnel who may be contracted include:

**Crowd controllers** – maintain order at any public place by a) Screening entry into b) Monitoring or controlling behaviour in c) Removing any person from a venue.

**Security Officer / Guards -** watches, guards or protects people, equipment and property.

Where security/crowd controllers are contracted, a risk analysis should be undertaken with the company (and other stakeholders as required) to develop the Security/Crowd Control Plan.

The Plan should include:-

- Expected crowd numbers and demographics (e.g. ages, families etc.).
- Identification of risks, issues and how these will be managed including:

- o Procedures and policies (including admission policy, acceptable behaviour, prohibited items, briefings, work schedules and breaks).
- o The number and qualifications of personnel in security/crowd control roles.
- o The location and roles of personnel.
- o Equipment (e.g., barricades), signage and communication systems.
- o Emergency response procedures, including for possible incidents which may occur at the events.

## MANUAL HANDLING

As many events require manual handling, consideration must be given to how this can be done safely.

- Ensure staff, volunteers, suppliers are trained to assess each task and use safe techniques when lifting or carrying.
- Where possible, implement systems to avoid lifting heavy or repetitive loads (e.g. the use of trolleys).
- Ensure loads are delivered as close as possible to where they are required.
- Use SMART lifting technique where appropriate:
  - o S – Size up the load
  - o M – Move in close
  - o A – Always bend the knees
  - o R – Raise object using your legs
  - o T – Turn using your feet

## VENUE AND SITE SAFETY

Event organisers should undertake a risk and safety analysis of the site and identify and treat any hazards.  This should involve site inspections with the venue manager prior to the event. Organisers must be familiar with all venue rules, safety and emergency procedures.

Factors to consider include in the risk assessment:

- What are the hazards and risks specific to the site?  How will these be managed?
- What is the occupancy capacity of the site or venue?
- What are the rules for the site or venue (e.g. no smoking, behaviour, access)?
- What hazards exist on the site and how will they be managed during the event?
- Are you familiar with the use of heating, cooling, alarms, security systems and facilities such as kitchens?
- What are the emergency equipment, procedures and evacuation plans for the site or venue?  Are these suitable for the event?
- How will emergency vehicle access be obtained?

- Do you have emergency contacts for the site?
- Does your insurance cover your event at the venue? Are there any exclusions?
- How will you ensure your suppliers, contractors and other stakeholders are aware of the site or venue risks, requirements and processes?

## ELECTRICAL SAFETY

As part of your Event Plan - and Risk, Safety and Emergency Plan - you should document how you will ensure electrical safety procedures are in place.

It is the event organiser and operators of electrical equipment responsibility to ensure that adequate controls are in place to protect staff, volunteers and members of the public. All electrical devices (power leads, tools, lighting, equipment, generators etc) must comply with relevant electrical laws and regulations. Safety considerations include:

- Electrical leads, equipment and portable outlet devices must be tagged and tested (test date must be within 3 months of the event). Electrical leads and equipment should have no signs of damage, fraying and be inspected each day before use.
- Double adapters must not be used on power boards.
- Electrical cabling must be protected from pedestrian and vehicle traffic at all times and be located so as to avoid causing trip hazards. Cabling should not be run on the ground unless approved ramp style protective covers are in place to adequately prevent tripping hazards and protect the cabling from crushing (rubber floor mats are not acceptable).
- Extension leads should only be used where there are matching ends (i.e. 10amp socket into a 10 amp plug), with new insulated base sections on the plug pins and ensure earth pins are present and undamaged. Piggy back plug adaptors connected as part of power extension cords are not to be used on site.
- Leads must not be greater than 25 metres (for 10amp $1mm^2$ heavy duty lead) in length to the power source and must not be used when coiled or twisted.
- Residual Current Devices (RCDs) must be included on all electrical equipment. RCDs must be fitted to all power outlet boards.
- In date fire extinguishers suitable for electrical fires and where required, fire blankets, must be nearby to electrical equipment, and operators trained to use the equipment.
- Consideration must be given to the weather impact, and all electrical leads and connections must be waterproof.
- A mechanism should be in place to prevent the public or users tampering or over-riding power outages and one person must be responsible for controlling all power supplies.

### FOOD VANS – ELECTRICAL SAFETY

- Food vans should have a Certificate of Electrical Safety within 12 months of the event date.
- The power requirements should be clarified prior to the event to ensure there is sufficient capacity at the event.
- Food vans should have the appropriate firefighting equipment in place.

### GENERATORS – ELECTRICAL AND FUEL SAFETY

- Generators must comply with Australian Standards, be in safe working condition and be operated by a responsible and trained person.
- They should be located in a safe and well ventilated position and should not be accessible to the public (barricade where required).  It is advisable to check the noise levels prior to the event and use silenced generators where possible.
- RCDs must be fitted and manually tested each day by the operator (event organisers should check the log book).
- Fuel should be stored in fit for purpose containers and refuelling should not take place when event visitors are site, and must be done by a trained person.

For more information contact **Energy Safe Victoria**

Phone: 1800 652 563　　　　　　　Website: http://www.esv.vic.gov.au/

## GAS SAFETY

All gas installations (e.g., gas bottles, cooking equipment, camping equipment, outdoor heaters etc) used at events must be safe and certified as complying with current Regulations and safety standards.  Event organisers, vendors and caterers should be familiar with:

- Energy Safe Victoria's - Code of Practice for The Safe Use of LP Gas at Public Events in Victoria.
- Ensure gas cylinders are in date, in a safe working condition and secured and stored safely.
- Check the suitability of the type of surfaces permitted for gas cooking appliances, ventilation requirements and issues relating to using gas in marquees.
- All mobile catering vans should have an Energy Safe Victoria Compliance Plate fitted (or interstate equivalent).  This should be a condition when contracting mobile vans.
- Food vendors and others using gas at your event should complete an Energy Safe Victoria Gas Safety Checklist.  Event organisers should ensure the check list has been completed before the event starts and have a process to deal with non-compliance.

For more information contact **Energy Safe Victoria**

Phone: 1800 652 563          Website: Safe Use of LP Gas at Public Events Victoria

## FIRE SAFETY

Event organisers should consider fire risks and treatments within their risk, safety and emergency management plan. Medium and high risk impact events should notify Fire Rescue Victoria (FRV) of their event, and may need to include FRV in the risk assessment of the event.

Issues to consider include:

- Access routes to emergency vehicles if required.
- BBQs, other flame sources, generators, electrical equipment and other fire hazards should have appropriate fire extinguishers (e.g. $CO_2$, water, chemical) and fire blankets in correct locations, signed and readily available.
- All fire equipment is serviced, tested and in date, including suppliers (e.g. food vendors)
- Personnel are trained in the use of fire extinguishers and other fire protection equipment.
- All events involving road and street closures should notify FRV.
- Exemptions to lighting fire on Total Fire Ban days
- Also see **Fireworks** in the Event Planning Guide - **Part Two: Developing an Event Plan**.

## CANCELLATIONS OR POSTPONEMENTS

As part of your Risk, Safety and Emergency Management Plan, include the procedures to be implemented if your event needs to be cancelled or postponed.

Council must be notified at the time of cancellation or postponement

You should consider:

- What are the triggers for a cancellation or postponement?
- How will you implement the cancellation – pre event, and during the event?
- Who needs to be notified? (For example - venue manager, suppliers, emergency services, performers, participants).
- What is the media and communications plan? What messages will be issued to media, social media, emails etc?
- What are the cancellation contract arrangements with suppliers, performers and others where payments are being made?

## EXTREME WEATHER

Event organisers should consider and plan for the impact of extreme weather on their event as part of the risk and emergency management plan.

Factors to consider include:

- What impact could extreme heat, wet weather, high or changing winds, extreme cold weather have on the event?
- How will you monitor weather conditions in the lead up to, and on event day?
- How will you deal with weather conditions?   What equipment, personnel, actions will be required?
- How will this be communicated to all stakeholders?
- What are the triggers that require changes to the event?
- If event is in summer, do you have an Extreme Heat /Plan?
- Does the venue have a policy relating to extreme weather?
- What weather conditions will have an impact on specific event activities? (e.g., high winds will impact inflatable devices and marquees, heat will impact sporting events and animals).
- What is your plan for a Code Red or Total Fire Ban Day?

## COMMUNICATIONS

Your Communications Plan should include how event organisers will communicate with each other, suppliers, performers, emergency services, security and event attendees during the event.

Consider the use of radios, mobile phones, runners, PA systems, megaphones etc.  Some suppliers (e.g., first aid providers) may require you to provide direct communications with them during the event.

- Plan how you will communicate with organisers, suppliers etc.
- Determine who requires communications at the event (e.g., first aid, security).
- Create a *Contact List* with all key contacts.  Remember external services that may be required (e.g., electrician, plumber).
- Determine who and how you will communicate with emergency services is required.

## CONTRACTORS

Most events will require the use of various contractors.  Event organisers have a responsibility to protect the health and safety of contractors while they are working under the management and control of the event organisation.

- Prior to appointing contractors, ensure they have appropriate health and safety management systems in place.  Include this in your agreements with contractors.
- Consult with contractors on event times, expected numbers, potential hazards, requirements (e.g., power, water, space required etc) and possible hazards.
- Obtain contractors input into your risk, safety and emergency management plan.
- Conduct inductions and relevant Occupational Health and Safety (OHS) training for contractors.
- Ensure contractors are aware of the emergency procedures and that you are aware of their procedures.
- Provide relevant contact details, site plans, running schedules and other relevant information to contractors.
- Determine who is responsible for OHS at the event site.

## VOLUNTEERS

Volunteers are a part of most events in Hobsons Bay.  Event organisers need to attract, train, supervise and ensure they get feedback from all volunteers involved.  Volunteers are legally entitled to a safe working environment and should be provided with the same level of safety controls as paid employees.  Event organisers must ensure all volunteers are supervised, understand their role and how to do it safely.

Information and help in engaging volunteers can be found on Council's Volunteering page, or see the resources available through Volunteering Victoria.

Your volunteer plan should:

- Identify all the tasks required, dates, times and skills required prior to recruiting volunteers.
- Develop position descriptions for all roles, including reporting arrangements.
- Provide structured training and inductions including specific roles, and event safety and emergency management procedures.
- Where necessary, provide or ensure volunteers have suitable personal protective equipment (e.g., gloves, masks, hats etc.), breaks, amenities and other equipment.
- Provide opportunities for volunteers to provide feedback, including identifying risks, feedback from the public and opportunities to improve the event.
- Plan for how you will thank your volunteers.

# RISK MANAGEMENT

All events are required to develop a Risk Management Plan and submit the Plan to Council. The Plan needs to be appropriate for the impact of the event. The format should be in accordance with the principles contained in the International Risk Standard - ISO 31000 – Risk Management Principles and Guidelines. The Standard is a generic guide to establishing a risk plan and outlines steps to be included in the process.

The Guide provides sample templates, however you are encouraged to use a format that meets the needs of your event.

The process should be tailored to your event and cover all aspects. It should include feedback and input from key stakeholders, and where necessary emergency services and regulatory authorities. It should start at the beginning of the event planning, and continue throughout the planning, delivery and evaluation of the event.

The Risk Management Plan should include:

- The context and event objectives.
- A **systematic assessment** of all risks.
- Identify **who is responsible** for managing the risks.
- Establish clear **communications and consultations** between event organisers and other stakeholders involved with the event.
- Document risk and safety **policies, procedures, checklists and other tools.**
- **Training** of staff, volunteers and contractors to ensure the **plans are implemented** at the event.
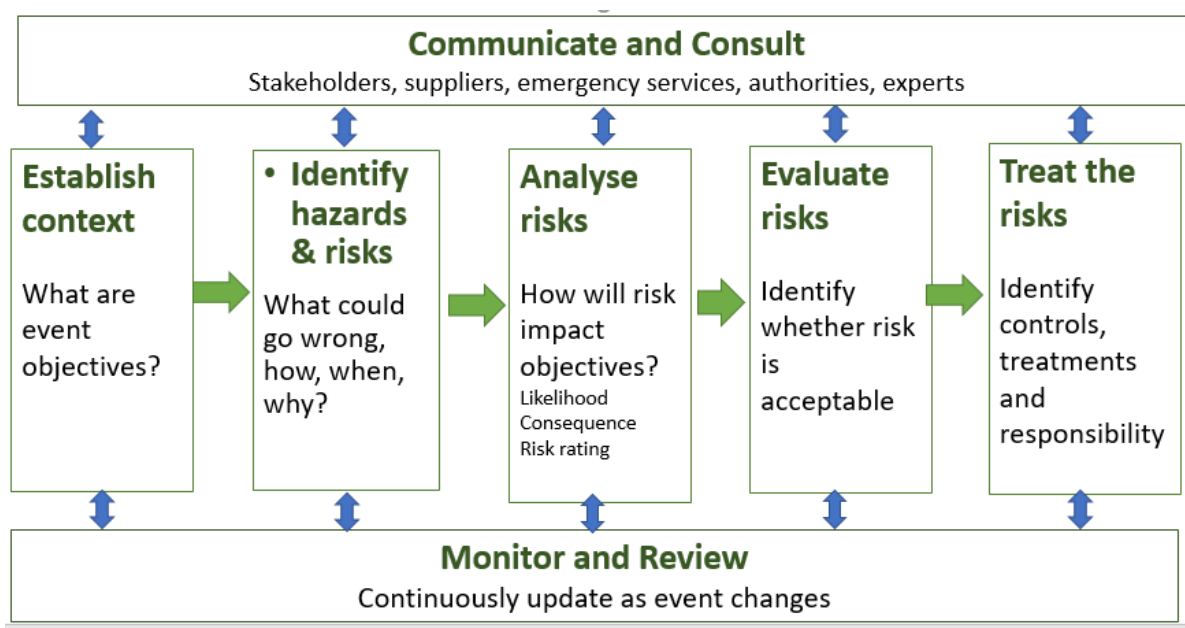
# SAMPLE RISK MANAGEMENT TEMPLATES

**Document Version Control**

| Version No: | Date | Distribution: | Comments | Author: |
|---|---|---|---|---|
| 1 | | | | |
| | | | | |

**Event details:**  Date, times, location.

**Event details:**  Type of activities, attendances numbers, audience demographics.

**Event objectives:** Purpose and outcomes sought. (*Risk should be assessed against event objectives).*

**Event operations:**  Infrastructure, equipment, services etc being provided.

**Key stakeholders:** Include stakeholders, their interest/impact and contact details

**Definitions:** Include event specific definitions.  For example:

> *Hazard -* A source or a situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these.

**Safety:** A state in which the risk of harm (to persons) or damage is limited to an acceptable level.

**Policy statement:**  Purpose of plan, risk/safety policy, framework (e.g. ISO 31000 Risk Management), monitoring and review process, consultation process, resourcing to implement the plan.

**Tables to assess the likelihood and consequence (must be appropriate for the event):**  See examples.

**Risk matrix**:  Include the risks, hazards, what will be done to reduce the risk, the likelihood and consequences and whether risk is acceptable.  Allocate responsibility.

**Risk procedures:**  Risk registers, plans, procedures, checklists and other tools used to ensure the plan is implemented.

The following pages contain sample templates.

# SAMPLE RISK MANAGEMENT TEMPLATES

### Table 1: Likelihood Ratings

| Likelihood | Category | Description |
|---|---|---|
| Almost Certain | A | The event is expected to occur in most circumstances |
| Likely | B | The event will probably occur in most circumstances |
| Possible | C | The event should occur at some time |
| Unlikely | D | The event could occur at some time |
| Rare | E | The event may occur only in exceptional circumstances |

### Table 2: Risk Consequence Descriptors

| Consequence | Category | Description |
|---|---|---|
| Catastrophic | 5 | The consequence would threaten the event & attendees e.g. death, huge financial loss, national reputation damage. |
| Major | 4 | The consequence would threaten the continued effective functioning of the event e.g. major financial loss, serious injury, serious damage and reputational damage. |
| Moderate | 3 | The consequence would not threaten the event, but would mean it would be subject to manageable changes e.g. high financial loss, medical treatment required, some damage to reputation. |
| Minor | 2 | The consequence would not threaten the efficiency or effectiveness of the event, but would be dealt with internally e.g. medium financial loss, first aid treatment. |
| Insignificant | 1 | Consequence would be dealt with by routine operations, e.g. no injuries, no financial loss. |

### Table 3: Level of Risk Matrix

| | Likelihood | Consequence | | | | |
|---|---|---|---|---|---|---|
| | | 1 Insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Catastrophic |
| A | Almost Certain | Moderate | High | High | Extreme | Extreme |
| B | Likely | Moderate | Moderate | High | High | Extreme |
| C | Possible | Low | Moderate | High | High | High |
| D | Unlikely | Low | Low | Moderate | Moderate | High |
| E | Rare | Low | Low | Moderate | Moderate | High |

**Risk Actions**
**Extreme risk** – immediate action required
**High risk** – attention needed to develop risk reduction strategies
**Moderate risk** – specific risk reduction strategies needed
**Low risk** – manage using existing controls

**Control Hierarchy**
**Avoid/Eliminate - Avoid** the risk by removing the hazard completely or cancel event/activity.
**Substitution - Use** less hazardous procedure/substances equipment/process.
**Isolation -** Separate the process from people using the event design, barriers/enclosures or distance.
**Engineering Controls -** Mechanical/physical changes to equipment/materials/process.
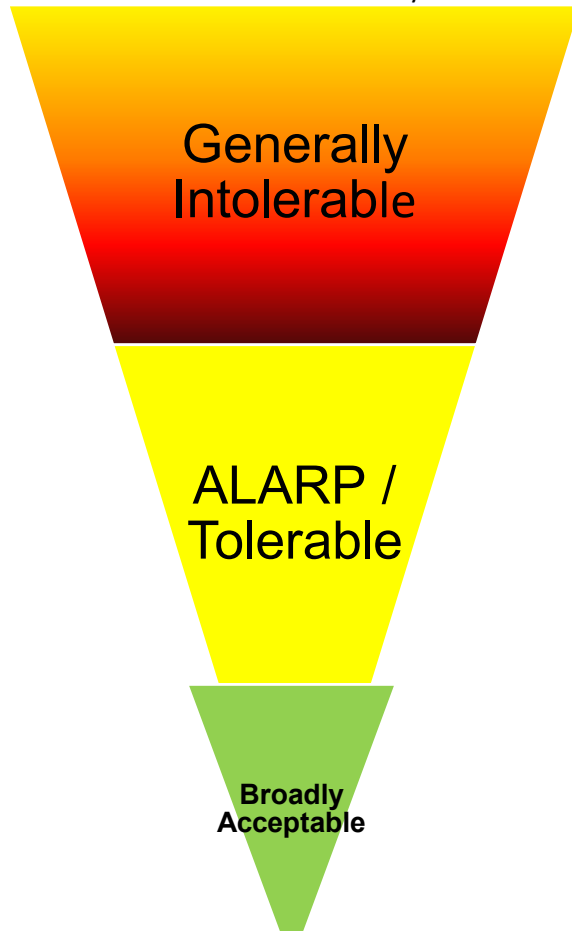**Administrative Controls -** Change procedures to reduce exposure to a hazard – e.g. implement different procedures/policies.
**Personal Protective Equipment -** Gloves, goggles, enclosed shoes etc.
**Accept risk –** Accept risk once all effective controls are in place.

## ALARP SCALE

Risks will be treated to ensure they are "As Low as Reasonably Practical" (ALARP) or in the "Broadly Acceptable" areas.

Generally Intolerable

ALARP / Tolerable

**Broadly Acceptable**

| Severity level | | Consequence Types | | | | |
|---|---|---|---|---|---|---|
| | | Legal/ Compliance | Natural Environment | Financial | Human | Image & Reputation |
| Catastrophic | 5 | Significant prosecution and fines. Serious litigation. | Very serious, long term environmental impairment of ecosystem functions | Above $50,000 | Death(s) / many critical injuries | Very significant impact on reputation |
| Major | 4 | Major breach of regulation. Major litigation. | | Up to $40,000 | Multiple long term or critical injuries | Serious public or media outcry |
| Moderate | 3 | Serious breach of regulation with investigation or report to authority. | Serious medium term environmental effects | Up to $30,000 | Single minor disablement/ multiple temporary disablement | Significant adverse national media/public attention |
| Minor | 2 | Minor legal issues, non-compliances and breaches or regulation without substantial impact. | Moderate, short term affects | Up to $20,000 | Injury | Attention from media/heightened concern from community |
| Insignificant | 1 | | Minor effects on environment | Up to $10,000 | Minor First Aid | Minor, adverse local public attention or complaints |

**NOTE:** Consequences and risk tables should be tailored to be relevant to the event. Levels should be adjusted in accordance with the event context and risk tolerance.

# SAMPLE RISK MANAGEMENT PLAN TEMPLATE

| Compiled by: | | Phone: | | Email: | |
|---|---|---|---|---|---|
| Event: | | Event Date: | | Event Manager: | |
| Version control details: Version no. | | Reviewed by: | | Review Date: | |
| Event insurance details: | | | | | |

| | Hazard | Risks / Potential Outcomes | Existing Risk Controls | Likelihood | Consequence | Risk Rating | Tolerance | Additional Treatment | Residual Risk Rating | Responsible Persons: Monitor/Supervise Contractors/Supplier |
|---|---|---|---|---|---|---|---|---|---|---|
| | **AREA: OPERATIONS** | | | | | | | | | |
| 1 | Faulty electrical equipment | Electrocution of vendors, staff or public. | • Vendors advised all installations to be in accordance with AS/NZS 3000:2000 Wiring Rules and the Code of Practice temporary installation on building and construction site.<br>➢ Only licensed and registered electricians to do installations.<br>➢ All leads and appliances to be tested and tagged at event.<br>➢ Earth leakage protection fitted and tested. | D | 3 | Moderate | Acceptable | | | Vendor site manager<br>All vendors<br>Site electrician |
| 2 | Overcrowding at entrance | Crowd congestion, aggressive behaviour, frustration. | ➢ 2 ticket booths operating with 4 ticket sellers.<br>➢ 3 Event marshals at entrances.<br>➢ Induction and training of ticket sellers and event marshals re. tickets, policies and procedures<br>➢ Conditions of entry signage – clearly visible. | C | 3 | High | Not tolerable | Additional 4 crowd controllers.<br>Radios allocated to all crowd controllers. | D3 – Moderate | Security Contractor Manager<br>Crowd Controllers<br>Ticketing Manager |

# EVENT EMERGENCY MANAGEMENT

Event organisers are required to develop an emergency management plan for the event.

The format of the plan needs to be suitable for the event type and the venue. Where necessary, prepare the plan in conjunction with emergency services and venue managers.

The principles contained in the Australian Standard AS 3745, Planning for Emergencies in Facilities provides a guide for developing the Emergency Plan.  They include

What is the appropriate emergency management structure?

Who will have **emergency responsibilities** and what will they be? *E.g. Chief warden, warden/marshals, first aid/medical, security/crowd control, fire officer and other personnel.*

Are all positions **aware of their roles** and are they **trained** to respond to an emergency?

What are the **emergency plans and procedures** to respond to potential issues?

How will you **communicate** any changes, interruptions, cancellations or other emergencies?


**Key issues to consider in the Emergency Plan**

- What are the potential situations that could create emergencies at the event? What will be put in place to avoid these from happening? Who is responsible?

- What equipment and communications is required (e.g. portable radios, fire extinguishers)? Who will be using them? What training is required?

- Under what circumstances might an evacuation be required?  How will this be implemented? Who will make the call/authorize it?  What is the route?

- What are the emergency access and egress routes for people (including people with mobility impairments), vehicles and emergency vehicles?

- What preparation is required prior to the event (e.g. training, inductions, desk top exercises?)


*Indoor venues should have an existing evacuation procedure and plan in place.  Event organisers must be fully aware of all procedure, equipment, alarms and evacuation procedures and areas for the venue.*

# SAMPLE EMERGENCY PLAN TEMPLATES

The Emergency Management Plan template below is provided as a guide only.
It should be adapted to suit your event, including addressing issues not covered below.

## EVENT DETAILS

| Event name | | | | |
|---|---|---|---|---|
| Name of organisation | | | | |
| Contact details (name, email, mobile) | | | | |
| Date/s of event | | | | |
| Location/address of event | | | | |
| Site/venue capacity | | | | |
| Expected attendance | | | | |
| Event times | Set up | Start: | | Finish: |
| | Event times | Start: | | Finish: |
| | Pack down | Start: | | Finish: |
| Event description | | | | |

## COMMUNICATION AND CONSULTATION DETAILS

Include those involved or consulted in developing the Plan and any advice or information provided.

| Authority/Other | Name | Contact | Advice/Information/Comments |
|---|---|---|---|
| *E.g. Victoria Police* | | | |
| *Venue manager* | | | |

## EMERGENCY MANAGEMENT STRUCTURE

Emergency management structure for event. Include key people responsible (e.g. chief warden), warden/marshals, first aid/medical, security/crowd control, fire officer and other personnel.

| Name | Position | Risk, Safety, Emergency role | Mobile (event day) |
|---|---|---|---|
| *E.g. Sue Smith* | *Event Manager* | *Chief warden – overall event safety, initiate emergency procedures if required, contact emergency services, conduct pre and post event briefings* | |
| *E.g. John Hill* | *Site Manager* | *Site safety officer including checking emergency equipment and personnel are in place, act if emergency arises, liaise with Chief Warden and first aiders where required.* | |

## FIRST AID/MEDICAL PLAN

First aid or medical services including numbers, type, responses to first aid or medical emergency, contact details.

| Attendance details | *E.g. First Aid X will be present from 10am – 5pm and will provide 2 first aiders at all times.   They will bring their own marque and equipment and will be located next to Event Information marquee on west side of site.* | |
|---|---|---|
| First aid/medical emergency response | *E.g. **If life threatening incident** – event marshal to call 000 and request Ambulance. Request immediate attendance by First Aid personnel. Remain with patient, notify Chief Warden/other marshals to meet ambulance and take to incident.*<br><br>*If **non-life threatening,** event marshal to determine whether person can get to First Aid station or whether first aid attends the person. Notify First Aid and remain with person until attended.  Complete incident report form as soon as possible afterwards.* | |
| **Provider/Service** | **Contact Name** | **Mobile** |
| *E.g. St Johns* | *Bob Brown* | |

## FIRE PREVENTION AND RESPONSE PLAN

Identify potential sources of fire, actions to prevent fires, emergency procedures, equipment and roles.

| Potential fire sources | Prevention and treatment options | Responsibility |
|---|---|---|
| *E.g. Gas cylinders, flames, BBQs in food vendor stalls* | *All food vendors required to have safe cooking procedures in place, fire extinguishers or blankets. Site manager to check before and during event.* | *Site Manager - AB* |

## CROWD CONTROL/SECURITY PLAN

Crowd control and security plans, personnel numbers and roles.

| Crowd control/security plan | *E.g. Security company EX will provide 5 security personnel from 10.00am – 5pm to monitor crowd behaviour, ensure no alcohol is consumed on site and protect infrastructure on site.*<br><br>*All event marshals will be responsible for identifying potential crowd control or security issues and will call the security personnel if required.  If potential danger to marshal or crowd, Victoria Police will be called – 000.* | |
|---|---|---|
| **Provider details** | **Contact name:** | **Mobile:** |
| | | |

## EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures including who will authorise an evacuation, under what circumstances, and how this will be done.  Attach floor or site plan with location of emergency exits, safety equipment, evacuation routes and evacuation sites.

| Emergency evacuation procedures | *E.g. The site may require evacuation if there is an unexpected major incident on the site or if there is a nearby emergency threatening the event.   The Event Manager/Chief Warden will authorise an evacuation, where possible in conjunction with emergency services.  The evacuation will be communicated by announcements over the PA system and through the use of marshals.  Marshals will communicate via radios and mobile phones.  People will be evacuated away from the site of the incident/emergency.  The designated evacuation routes and sites are….*<br>*People will only be allowed back to the event site when authorised by the Event Manager and emergency services.* |
|---|---|

## EVENT CONTINGENCY - CANCELLATION OR POSTPONEMENT PLAN

Contingency plan if the event needs to be cancelled, postponed, relocated, altered or interrupted on the event day.

| Event contingency plan | *E.g. If conditions threaten the event in advance of the event date, the following will be implemented:*<br><br>*If conditions occur on the event day, the following plan will be implemented:* |
|---|---|

## WEATHER MONITORING AND RESPONSE PLAN

Monitoring and response to weather events that may impact event (e.g. extreme heat, wind, flooding etc).

| Weather monitoring and response plan | *E.g. Weather will be monitored daily in the week leading up to the event (using BOM website).  If weather conditions are forecast to threaten the event….*<br>*On event day, weather monitoring will occur via…*<br>*If weather conditions threaten the event on event day, the following plan will be implemented:* |
|---|---|

## COMMUNICATIONS PLAN

Communications <u>at the event</u> – event personnel, emergency services, event visitors and other stakeholders.  E.g. mobile phones, satellite phones, radios, PA system. Outline plan to test communication systems before the event and backup system.

| Communications plan | *E.g.  Mobile phones and portable radios will be used (channels/frequencies used…).  The backup plan will be….* *There will be a PA system at the event to communicate with event visitors.* *All equipment will be checked the day prior to the event and all batteries charged.  There will be spare sets of batteries and charging facilities at the event.* |
|---|---|

## OTHER EMERGENCIES

Plans for specific emergencies at event.

| Event specific plans | |
|---|---|

## TESTING, TRAINING, BRIEFING

Testing of emergency procedures, training of personnel, and briefing of stakeholders (pre-event and on event day).

| Emergency procedures testing, training and briefing details | |
|---|---|

## POST EVENT EVALUATION

Evaluation of risk and emergency management plan. Post event de-briefs, who is required?

| Post event evaluation details | |
|---|---|

## ON DAY EMERGENCY CONTACT LIST

List of **event day** emergency contact numbers.