

# **Event Planning**

## **Risk, Safety and Emergency Management**

July 23, 2015

Mornington Peninsula Shire

**Presented by:**

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# EVENT RISK, SAFETY AND EMERGENCY PLANNING

## Step 1: Form a Planning Group

- Create a risk and safety planning group – at **start** of planning process:
  - Key event organisers
  - Venue, Shire
  - Emergency & regulatory authorities: e.g. Police, Ambulance, Fire, VicRoads etc
  - OHS, safety officer, security/crowd control
  - Contractors and suppliers
  - Others – e.g. marketing, legal etc
- Identify other **key stakeholders** – who will have an impact and be affected by your event and what will you do to inform, consult etc.
- Ensure **risk, safety and emergency planning** is on your meeting agendas.

## Step 2: Develop your Risk, Safety and Emergency Management Plan

- Develop plan at the **start** of event planning process.
- Identify, analyse and **treat risks** in accordance with *ISO 31000:2009 Risk Management* and *AS 3745 – 2010, Planning for emergencies in facilities* (refer [Sample Risk Plans](#))
- Be **systematic** – cover all areas of your event.
- Tailor** it to your event.
- Consult** widely and **document**.
- Identify treatments** – what you will do to avoid or mitigate risks
- Allocate **responsibility**
- Continuously **update** your plan.

## Step 3: Analyse your venue, site and surrounds

- |   |   |
|---|---|
| <input type="checkbox"/> Create or obtain site/venue plans – may need 2 – 3 plans   | <input type="checkbox"/> Fencing, barriers, restricted access areas |
| <input type="checkbox"/> Determine the capacity of site/venue   | <input type="checkbox"/> Lighting                                   |
| <input type="checkbox"/> Consider entries and exits – size, access for emergency vehicles, evacuations, signage, lighting working etc | <input type="checkbox"/> Rubbish bins                               |
| <input type="checkbox"/> Best location of services e.g. First Aid, security, event control centre etc                                 | <input type="checkbox"/> Toilets                                    |
| <input type="checkbox"/> Signage e.g. services, emergency etc   | <input type="checkbox"/> Potential concealment areas/locations      |
| <input type="checkbox"/> Consider site hazards e.g. overhead power lines, terrain, wildlife/fauna, water                              | <input type="checkbox"/> Accessibility                              |
|   | <input type="checkbox"/> Impact of event on nearby locations        |
|   | <input type="checkbox"/> Environmental, weather impact              |
|   | <input type="checkbox"/> What else is happening nearby              |

## Step 4 Consult widely & assess activities and stakeholders

- Talk to, consult with and get information and input from key stakeholders.
- Assess risks arising from your activities
- Assess risks arising from your stakeholders (e.g. suppliers)

## Step 5 Be Prepared – develop plans & implement

- Identify and develop required actions, **plans, policies and procedures** – *Examples:*
  - Traffic, Parking and Pedestrian Management
  - Security and Crowd Management
  - Health Planning: First Aid / Medical Plan
  - Fire Safety Plan
  - Gas Safety Plan
  - Electrical Safety Plan
  - Food Safety Plan
  - Temporary Structures Plan
  - Communications Plans
  - Cash Handling
- Identify **responsible persons** required to implement the plan:
  - o Qualifications and experience (marshals, wardens, first aid, security, crowd control)
- Develop and **test** procedures (emergency, communications, evacuation etc)
- Implement **training and inductions** (volunteers, staff, contractors)
- Security:
  - o Type – peer, security/crowd controllers, police
  - o Training and qualifications
  - o Roles and responsibilities
  - o Training/pre-event briefings
  - o Policies; response; searches; security sweeps of site
  - o Signage/dress/ID
- Communications
  - o PA system
  - o Emergency warning system (including if no power), scripted message
  - o Radios
  - o Communications with the public, emergency services, security, volunteers etc
  - o Central communications area (event control centre)

# **SAMPLE EVENT RISK, SAFETY AND EMERGENCY PLAN**

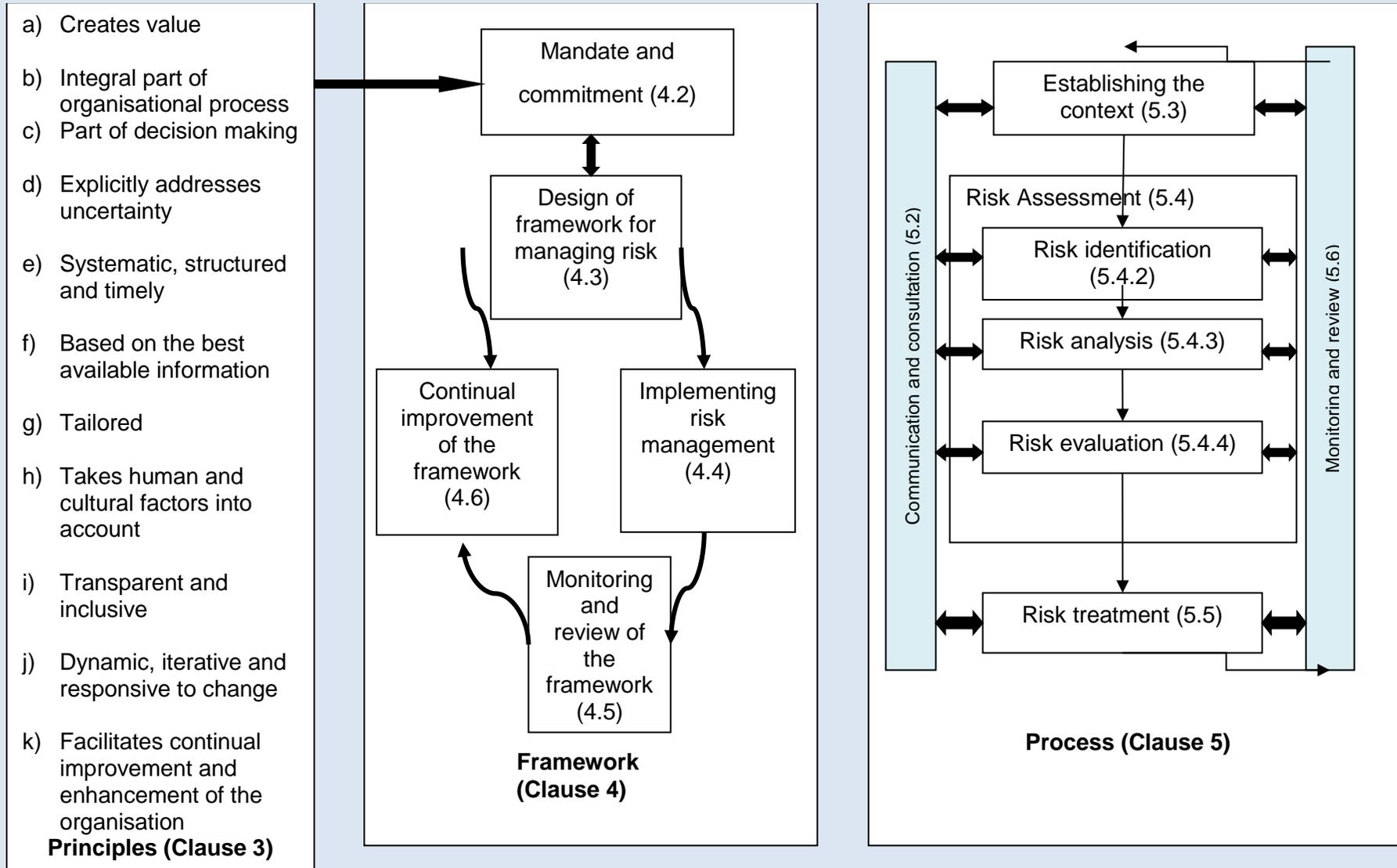
## **NOTE:**

This is a sample template only.

The risk, safety and emergency plan should be developed in conjunction with relevant stakeholders and adapted to suit your event.

# Risk Management: Principles and Guidelines

**AS/NZS ISO 31000:2009 Risk management – Principles and guidelines.** Relationship between risk management principles, framework and process



## **Risk Management Principles** (source: ISO 31000:2009, Risk Management, p.7)

For risk management to be effective, an organisation should at all levels comply with the principles below.

### **a) Risk management creates and protects value.**

Risk management contributes to the demonstrable achievement of objectives and improvement of performance in, for example, human health and safety, security, legal and regulatory compliance, public acceptance, environmental protection, product quality, project management, efficiency in operations, governance and reputation.

### **b) Risk management is an integral part of all organizational processes.**

Risk management is not a stand-alone activity that is separate from the main activities and processes of the organisation. Risk management is part of the responsibilities of management and an integral part of all organisational processes, including strategic planning and all project and change management processes.

### **c) Risk management is part of decision making.**

Risk management helps decision makers make informed choices, prioritise actions and distinguish among alternative courses of action.

### **d) Risk management explicitly addresses uncertainty.**

Risk management explicitly takes account of uncertainty, the nature of that uncertainty, and how it can be addressed.

### **e) Risk management is systematic, structured and timely.**

A systematic, timely and structured approach to risk management contributes to efficiency and to consistent, comparable and reliable results.

### **f) Risk management is based on the best available information.**

The inputs to the process of managing risk are based on information sources such as historical data, experience, stakeholder feedback, observation, forecasts and expert judgment. However, decision makers should inform themselves of, and should take into account, any limitations of the data or modelling used or the possibility of divergence among experts.

### **g) Risk management is tailored.**

Risk management is aligned with the organisation's external and internal context and risk profile.

### **h) Risk management takes human and cultural factors into account.**

Risk management recognises the capabilities, perceptions and intentions of external and internal people that can facilitate or hinder achievement of the organisation's objectives.

### **i) Risk management is transparent and inclusive.**

Appropriate and timely involvement of stakeholders and, in particular, decision makers at all levels of the organisation, ensures that risk management remains relevant and up-to-date. Involvement also allows stakeholders to be properly represented and to have their views taken into account in determining risk criteria.

### **j) Risk management is dynamic, iterative and responsive to change.**

Risk management continually senses and responds to change. As external and internal events occur, context and knowledge change, monitoring and review of risks take place, new risks emerge, some change, and others disappear.

### **k) Risk management facilitates continual improvement of the organization.**

Organisations should develop and implement strategies to improve their risk management maturity alongside all other aspects of their organisation.

# Sample Risk, Safety, Emergency Management Plan

## Document Control Details

Version	Issue Date	Changes	Responsibility	Distribution/ Approvals
1				
2				

## Definitions

Insert relevant definitions, including event specific definitions. **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.

## Context

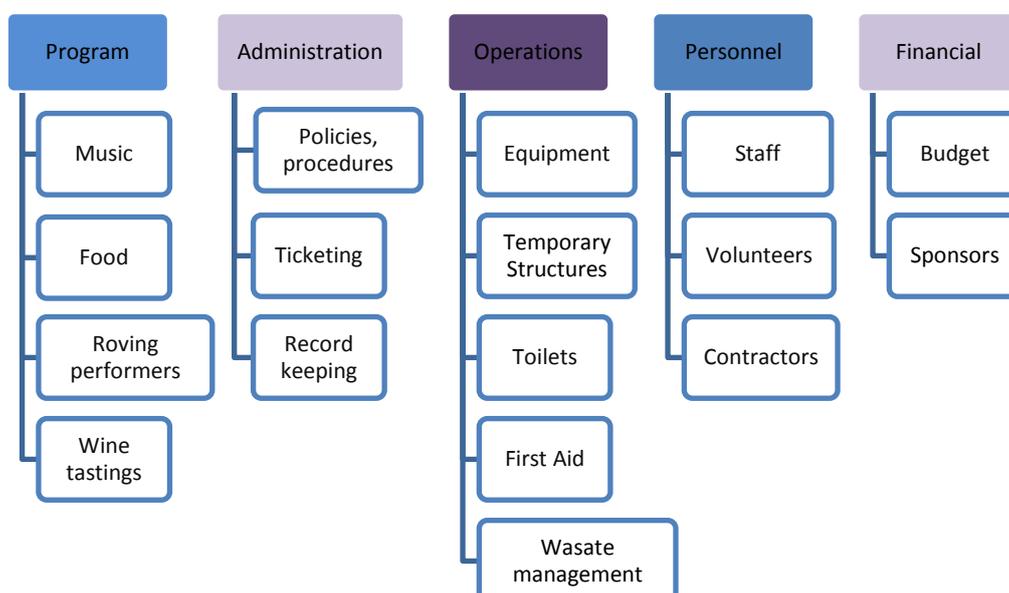
- Description of the event and organisation.
- Ownership, management, structure
- Dates, times
- Brief history
- Attendance, audience type etc
- Venue/site details (capacity etc)
- Contact details for organisers, committee, key personnel

## Event Objectives

Outline key event objectives. **NOTE:** Organisation and event objectives need to be clear in order to assess risks against the event objectives.

## Systematic Event breakdown

- Systematically assess your event (align to your Event Management Plan)
- Break into components - **Example:**



## Risk Policy Statement

Document your risk policy. **Example:**

- *Identify and measure the impact or consequences of risks that might jeopardise the event objectives.*
- *Ensure all Occupational Health and Safety (OHS) issues are addressed in the planning stages of the event and strategies identified to minimise or reduce risk.*
- *Ensure the event is compliant with all relevant legislation, regulations, standards and codes.*
- *Effectively manage any incident, emergency, evacuation that may occur during the event and related activities.*

## Risk Management Principles, Framework, Process

Outline **how** and the **process** you will commit to, and implement the risk management process (refer 11 principles). **Example:**

*Risk will be managed in accordance with the processes described in:*

- *International Standard in Risk Management - AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines*
- *AS 3745-2010 Australian Standard – Planning for emergencies in facilities.*
- *Occupational Health and Safety Act 2004, and AS/NZS 4801:2001 Occupational health and safety management systems – Specification with guidance for use.*
- *Building Act 1993, Building Regulations 2006 (the Regulations) and the Building Code of Australia (the BCA)*

## Accountability and Responsibilities

- Detail risk owners, accountability and authority to manage risk
- Include roles for key people
- Who is responsible for updating and distributing the plan
- Performance measures and reporting systems
- Include roles for key people

**Example:**

- *Responsibility for the development and implementation of the Risk and Safety Management Plan lies with all members of the Festival Board, the Festival Director and other personnel appointed to manage or support the Festival. Individual responsibilities for specific activities have been allocated within the Plan.*
- *Contractors, suppliers, volunteers and other individuals and organisations involved with the Festival will be consulted and informed of their specific risks, responsibilities, and where necessary training/inductions will be provided.*
- *Responsibility for updating the plan on an on-going basis lies with the Festival Director in conjunction with the Risk and Safety Sub-Committee.*

## Stakeholders Assessment

- List your key stakeholders (those impacted by or likely to impact your activity/project). Stakeholders are often a source of risk and a key player in keeping your event safe.
- Document what you will do to minimise risks associated with each stakeholders.

## Sample Risk Tables

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 by the use of the event design, barriers/enclosures or distance.

**Engineering Controls** - Mechanical/physical changes to equipment/materials/process.

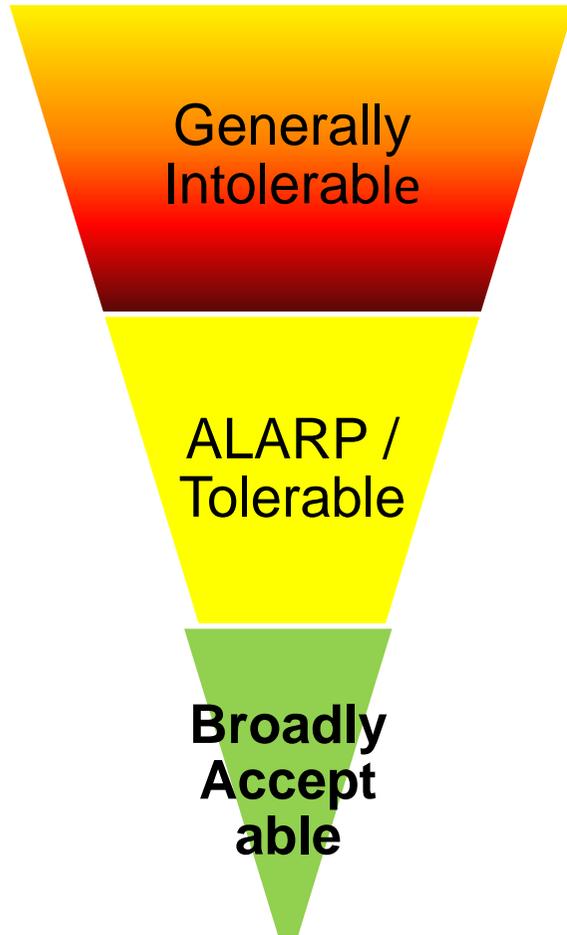
**Administrative Controls** - Change procedures to reduce exposure to a hazard – e.g. implement different procedures/policies.

**Personal Protective Equipment** - Gloves, goggles, enclosed shoes etc.

**Accept risk** – Accept risk once all effective controls are in place.

# ALARP

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



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

<b>Compiled by:</b>				<b>Phone:</b>				<b>Email:</b>			
<b>Event:</b>				<b>Event Date:</b>				<b>Event Manager:</b>			
<b>Version control details:</b> Version no.				<b>Reviewed by:</b>				<b>Review Date:</b>			
<b>Event insurance details:</b>											
Hazard	Risks / Potential Outcomes	Existing Risk Controls	Likelihood	Consequence	Risk Rating	Tolerance	Additional Treatment	Residual Risk Rating	Responsible Persons: Monitor/Supervise		
<b>AREA: OPERATIONS</b>											
<b>1</b>	Faulty electrical equipment – stalls, hall, food vendors.	Electrocution of vendors, staff, volunteers or public.									
		<ul style="list-style-type: none"> <li>• Only licensed and registered electricians to do electrical installations.</li> <li>• All installations to be in accordance with AS/NZS 3000:2007 Wiring Rules; AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment and the Code of Practice temporary installation on building and construction site.</li> <li>• Food vendors and stallholders to be notified in agreement of above requirements.</li> <li>• All leads and appliances at event to be tested and tagged (checked at event, or test and tag done at event).</li> <li>• Earth leakage protection fitted and tested.</li> </ul>	D	3	Moderate	Acceptable			<ul style="list-style-type: none"> <li>➤ Site electrician.</li> <li>➤ Vendor site manager.</li> </ul>		
<b>3</b>	Unattended bags left in public places	Possible dangerous substance or item that could cause injury									
		<p>6 x Security on duty during event (refer Security Plan)</p> <p>Procedure:</p> <ul style="list-style-type: none"> <li>➤ ask if anyone owns it</li> <li>➤ if no one does, don't touch it</li> <li>➤ alert others to keep away</li> <li>➤ contact Security or call police</li> <li>➤ follow Suspicious Package procedure.</li> </ul>	C	4	Moderate	HIGH	<ul style="list-style-type: none"> <li>➤ Training of all volunteers and security personnel in response procedure</li> </ul>	ALARP C2- LOW	<ul style="list-style-type: none"> <li>➤ Security Supervisor</li> <li>➤ Police</li> </ul>		

## Developing Your Risk Assessment

- List risks systematically, by functional areas – e.g. marketing, operations, program, governance, human resources.
- Identify training, licenses, qualifications and insurances required – e.g. for folk lifts, traffic management etc.
- Safe Work Methods Statement (SWMS) required for high risk construction work – e.g. construction of large marquees, stages etc.
- Establish safe systems of work – make sure everything documented is practical.
- Create policies, procedures and checklists to ensure Risk Plan is implemented.
- Allocate responsibilities.

### Response Procedures

*Detail how you will respond to specific incidents relevant to your event.*

#### **Examples:**

- Extreme weather: Storm, flooding, electrical, high winds, heat, rain
- Medical emergency
- Lost children/persons
- Unruly behaviour
- Overcrowding
- Electrical/power failure
- Amusement ride incident
- Structural incident
- Criminal activity
- Protest
- Terrorism threat
- Bomb threat
- Explosion
- Cancellation of event
- Fire
- Unattended bags/suspicious devices
- Code Red / Total Fire Ban Day
- Traffic accident

### On-day Safety Checklists

*Create checklist for relevant areas of your event.*

#### **Examples:**

- Safety & other equipment in place
- Event Bump-in / Event Bump-out
- Food Vendors / Food Safety
- Stallholders
- Amusement ride and jumping castles
- Gas safety (see attached)
- Electrical safety (see attached)
- Construction activities
- Cash/money handling
- Manual handling
- Liquor licensing / alcohol
- Accessibility
- Entrants/exits (lighting, access etc)
- Noise
- Parking and traffic
- Security and Crowd control
- Toilets
- Waste Management
- Volunteers, contractors

## **EXAMPLE: First Aid and Medical – Assessment, Plan and Checklist**

### **Risk Assessment (Sample only)**

- Moderate crowds expected (up to 1,000 people over 5 hours) – primarily families with children aged 6 – 12 years.
- No high risk activities, however will have jumping castles, fishing near water, marquees.
- Extreme weather (heat and high winds) is possible on event date.
- Trees on site have had arborist inspection within last 2 months.
- Water is nearby (fishing will be conducted off the pier).
- Water taps available on site. Five food vendors will be present.
- Event is alcohol free however nearby restaurants and charter boats will be serving alcohol.
- Two life savers on site around the water's edge.
- Closest hospitals/health care facilities are: Hospital 1 (1.8 km); Hospital 2 (10km).
- No dedicated first aid facility on site and no power on site.
- Risk assessment - consulted with venue manager, Ambulance Victoria and potential first aid providers (to be re-assessed when first aid organisation appointed).
- The First Aid provider must have the following:
  - 4 qualified First Aiders to operate from 10am – 3pm (at least 3 to be on duty at all times).
  - Public Liability Insurance
  - Medical Indemnity Insurance
  - Victorian Drugs and Poisons Licence
  - Non-Emergency Patient Transport accreditation
  - Evidence of demonstrated capacity and capability (including reserves/back up plan if allocated personnel are unavailable on event day).

### **First Aid/Medical Plan (Sample only)**

- **First Aid Provider:** First Aid Supplier, Key contact name, mobile, email
- **Services to be provided:** 4 x First Aid personnel - Advanced First Aid Medics equipped with trauma kits, portable oxygen therapy unit, automated external defibrillator and own temporary structure (marquee) and signage. 1 vehicle can be on site. 1 parking spot outside of event site.
- **Dates and times:** Arrival time: 9.30am; Event times: 10.30am – 3.30pm: Bump-out 4pm- 5pm.
- **Site and services:** Event will provide four chairs, 1 trestle table, flooring for 3 x 3m marquee, and access to water.
- **Supervisor/contact:** Area Warden name, phone.

### **First Aid Checklist – Pre-Event (Sample only)**

- Risk assessment undertaken and input obtained from relevant experts
- Brief developed for first aid/medical (requirements, include site details, audience etc)
- Expressions of interest issued to at least 3 providers
- Confirm requirements of provider (e.g. power, water, flooring, marquee, lighting, food etc)
- Budget/costs agreed with committee
- Provider/s confirmed in writing/ agreement developed; send site plan, details of conditions, power, water supplies, payment details etc.
- Incident report forms developed and provided to provider
- Reminder call/email to provider prior to event
- Thank you letters and payment
- Update First Aid Plan based for next event based on feedback

### **First Aid Checklist – On-day (Sample only)**

- Meet and greet first aid provider
- Allocate location
- Check safety of marquee and signage
- Regular monitoring (including of incident report forms)
- Supervision of bump out (including vehicles moving on site)
- Post event de-brief prior to leaving site

### **Training/Induction Plan**

- All volunteers, suppliers and security involved in the event will be provided with the response procedures in the Event Induction Handbook.
- All volunteers and security will be trained in the first aid/medical response at the induction session to take place on *insert date, time, venue*. Any volunteers or security unable to make the session will be provided with the induction when they check into prior to the event.

### **Response to a First Aid/Medical Incident (Sample only)**

- Where a first aid or medical incident occurs, contact the First Aid provider via radio or mobile phone (if not in close physical proximity). Remain with the casualty, do not move them unless they are exposed to danger.
- The First Aid supplier is located beside the stage and can be contacted on Radio Channel 1.
- If an emergency (serious or major injury) occurs, call 000 and notify First Aid person on site. Stay with injured/ill person and organise someone to meet emergency services and direct to the location.
- The First Aid provider will provide Event Manager details of incidents during the event that has been caused by a hazard at the event, and inform Chief Warden/Event Manager as soon as possible. Where a hazard is identified, the Chief Warden is responsible for ensuring the issue is resolved as quickly as possible.
- Where an injury or illness has been caused by a hazard or activity at the event, the relevant Area Warden should complete an Incident Report Form.

## Examples of Event Emergency Response Procedures

Standard: AS 3745-2010 Australian Standard – Planning for emergencies in facilities.

The following are examples only. Specific procedures should be tailored to your event.

### **Create an Emergency Management structure**

- Event Manager
- Chief Warden, Deputy Warden, Area Wardens, Communication Officers, Emergency Response team
- Safety Officers
- Crowd control/security
- Event Marshals
- First aid/medical providers
- Specialist expertise – e.g. electrician, gas safety

- Allocate roles and responsibilities
- Develop procedures for emergency response
- Train and induct personnel

### **Bomb Threat Procedure**

If a bomb threat is received the following procedure is to be followed:

If the information is received by telephone, do not hang up the caller, and attract someone's attention to notify Chief Warden.

- Listen carefully to the threat and try to keep caller talking.
- Try to determine the nature of the threat – what is the threat, where is the target, how will it be executed, who is making the threat, any other information.
- Try to remember any accents, background noises, tone, diction etc of the voice.
- If possible try to record or recall the exact wording of the threat.

If suspicious article is discovered, DO NOT TOUCH. Advice Chief Warden and keep area clear.

Chief Warden to:

- Notify Victoria Police immediately (if on site) or phone 000 (don't use radio transmitter)
- Assess need to evacuate, including danger of evacuating into area where object may be
- Search evacuation routes and assembly areas before evacuating
- Undertake an evacuation if safe to do so (and if under instruction of Victoria Police)

Other Wardens and Security– to assist Chief Warden as directed, including with evacuation.

### **Evacuation Procedure for Outdoor venue**

Note: Indoor venues should have standard evacuation procedures. Event organisers must be fully aware of all procedures.

The Chief Warden or if unavailable a delegated person (Deputy Chief Warden or Area Warden) will initiate a site evacuation, where possible, in conjunction with the Event Manager.

There are two designated evacuation points, depending on the site of the emergency (refer Evacuation Site Plan).

The evacuation route used should be away from the site of the emergency.

Where practicable the Area Wardens should:

- Clearly and calmly request event visitors to evacuate to the designated location.
- Chief Warden to use the prepared script over PA system.
- Check that all persons are cleared from their area of responsibility and report the result of the check to the Chief Warden.
- Assist or arrange others to assist mobility impaired persons (any person who requires physical assistance).

If Police or Fire Brigade personnel are present and given orders, all event personnel should carry out the order.

## Communications Plan

The following communication systems will be used at the event: two way radios, mobile phones, PA system and loud hailer.

**Distribution:** The following people will have radios: *insert*

**Back up:** Our emergency backup system will include the use of the loud hailer if power outage.

**Supplier details:**

**Training details:** All personnel will be trained in the use of communications equipment (included in staff/volunteer inductions) at the pre-event induction session, and when given the radios.

**Protocols for use:** The following protocols will be used in communications (e.g. radio protocol) – for training and volunteer induction. Insert chain of command.

## Insurance

*Identify what you require, and what your suppliers, performers, contractors should have. Obtain evidence of insurance from suppliers. Check for exclusions on yours and others insurances (e.g. amusement rides). Get advice from insurance expert.*

**Examples:**

- |   |  |
|---|--|
| <input type="checkbox"/> Public Liability Insurance     | <input type="checkbox"/> Volunteer Insurance                   |
| <input type="checkbox"/> Products Liability Insurance   | <input type="checkbox"/> Stallholders, performers – extensions |
| <input type="checkbox"/> Directors & Officers Liability |  |
| <input type="checkbox"/> WorkSafe                       |  |

## Key Contacts List

See page 41 of Mornington Peninsular Event Planning Guide for sample.

## Example: Site Safety Pre-Festival Checklist

<b>Event:</b>		<b>Venue:</b>				
<b>Date:</b>		<b>Inspection by:</b>			<b>Signed:</b>	
#	Hazard Check – Bump in	✓×	Issues identified	Actions	Sign off	
1	Induction: Contractors, staff, volunteers Refer Induction checklist					
2	Licence checks - folk lift drivers					
3	Sign off: Scaffolding, temporary structures (MBS - OP), Stage					
4	Amusement rides – see Amusement Checklist					
5	Safety vests used by all in construction area					
6	Spotters used for all moving vehicles					
7	First Aid kit/personnel on site; access to required services					
8	Fire extinguishers/blankets in position					
9	All “no public access areas” barricaded and signed					
10	Personnel safety: correct footwear; water, sunscreen, hat					
11	Electrical cables, appliances, earth leakage units tested & tagged					
12	Generators: no public access; fuel storage in correct containers					
13	All emergency access routes kept clear					
14	All pedestrian pathways kept clear					
15	No trip hazards (e.g. leads, boxes etc)					
16	No protruding edges or other hazards					
17	Overhead work: not over 2 metres, clearance zone, spotter					
18	Stage steps – correct height; handrails in place					
19	Lighting: Installed and working					
20	Crowd controllers – briefed (see separate checklist)					
21	Stage: edge marked, steps and handrail in place					
22	Toilets – in place; working; serviced					
23	Signage: Warning; directional; informational - secured					
24	Accessibility: Refer checklist					
25	Noise: Check sound levels; position of speakers; PA working					
26	Entrances: queuing barricades in place; conditions of entry signs					
27	Waste: Bins secured and in place; replacements when full.					
28	Barricading & fencing: secured					
29	Marquees: no trip hazards; secured					

## Sample Incident Report Form

Name of person reporting incident: \_\_\_\_\_ Person affected: \_\_\_\_\_  
Address (person affected): \_\_\_\_\_ Telephone: \_\_\_\_\_

<p><b>1. Incident/Near Miss/Injury (also complete section 3 for injury)</b></p> <p>Exact Location: _____ Date of Incident: ___/___/___ Time: ___ am/pm Reported to: _____</p> <p>Name(s) of witnesses: _____</p> <p>Description of incident: _____ _____</p>
<p><b>2. Property/Equipment Loss/Damage</b></p> <p>Was there property/equipment: Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Stolen <input type="checkbox"/></p> <p>Details of property/equipment (e.g. registration no., serial no., model, building etc.) _____ _____</p> <p>Nature &amp; extent of damage: (Please attach any additional information if necessary): _____ _____</p>
<p><b>3. Injury/Illness</b></p> <p>Injured person's name: _____</p> <p>Address: _____ Telephone: _____</p> <p>Nature of injury: _____</p> <p>Cause of injury: _____</p>
<p><b>4. First Aid given (if any)</b></p> <p>_____ _____</p> <p>Name of First Aider: _____ Phone: _____</p>
<p><b>5. Action Taken -</b></p> <p>Describe corrective action taken: _____</p> <p>By Who: _____ When: _____</p>
<p>Other Comments: _____ _____</p>

**Please give form to (insert Event organiser) at the (location) as soon as possible after the incident.**

## Event Risk and Safety Resources

Below is a list of resources available to event organisers in the areas of risk, safety and emergency management. The list is not an exhaustive list. Event organisers should seek specific information relevant to their event.

- THA Consulting website contains links to a range of information from regulatory authorities, planning guides, Standards and Codes etc and links to event resources.  
<http://thaconsulting.com.au/resource-centre/knowledgehub/> Use the password: Events
- [Not-for-profit Law](#) Information Hub- advice to community organisations including event organisers and fundraising.
- [The Not-for-Profit Compliance Support Centre](#) and [Running an Event](#) information – Victorian information.
- [Ourcommunity.com.au](#)- Insurance and risk management centre for community organisations.
- [Arts Law Centre of Australia Online](#)- legal information for arts organisations. Includes “Organising a Festival Checklist”.
- [Volunteering Victoria](#)
- [Consumer Affairs Victoria](#) – information for Incorporated Associations.

### Standards

- **AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines, Standards Australia**
- **AS 3745-2010 Planning for emergencies in buildings**

### Useful Publications

- **Advice for Managing Major Events Safely**, WorkSafe, 2006
- **Crowd Control at Venues and Events**, A practical occupational health and safety guide, WorkSafe Publication, 2006
- **Guidance notes on inflatable castles**, WorkSafe, 2008
- **Guidance Note, Temporary grandstands**, WorkSafe, 2011
- **Building Commission: Erector of Temporary Structures** - information sheets on requirements for those erecting temporary structures
- **Gas Safety Self Checklist** - checklist to be used by event organisers and operators of gas appliances at events and festivals. (ESV)
- **Public Events Catering Vendors Information Pack** – catering vendors information.
- **Guideline - Electrical Installations & Electrical Equipment at Public Events** (ESV)
- **Food Safety** - information and templates for food safety at events [www.health.vic.gov.au](http://www.health.vic.gov.au)
- **Public Transport and Events** - notification process if event is likely to have an impact on public transport services ([www.transport.vic.gov.au/DOI](http://www.transport.vic.gov.au/DOI))
- **Working with Children Check** - Department of Justice details relating to the *Working with Children Act 2005 (Vic)* - when it's required and how to apply
- **Live Performance Australia** - Contains a range of Guides and Codes relating to live performance
- **SHERP** State Health Emergency Response Plan (First Aid / Medical)  
<http://www.dhs.vic.gov.au/emergency/sherp>

# EMERGENCY SERVICES

## How they can help you

- Input into safety and emergency planning
- Identifying potential threats - local knowledge
  - Large gatherings
  - Motives - political, religious, racial, environmental, special interest
  - Media coverage/high profile impact
  - Date or event significance
  - Nature of event
  - Audience attending
- Analysing potential impacts – examples:
  - Civil disturbances / protests
    - Disruption to event/traffic
  - Local activity – e.g. gangs, villains
    - Weapons
    - Crime
  - Terrorism
    - Vehicles
    - People with weapons
    - Explosives
    - Unattended packages
- Tools and resources to consider:
  - Blu Asio Report
  - Social media monitoring
  - Local media monitoring
  - Similar events
  - Venue manager
  - State/national organisation

## What do emergency services require?

- Details of your event
- Early identification of potential issues
- Event Management Plan:
  - Security/crowd control plan
  - Health Plan – first aid, medical etc
  - Site Plan and emergency vehicle access routes
  - Traffic management plans – essential for road closures
  - Emergency Management & Evacuation Plan
  - Chain of command – event manager, chief warden etc
  - Key contacts list
- Contingency plans for:
  - Extreme weather - E.g. code red, storm, too wet
  - Possible issues – E.g. full car parks, alcohol/drug affected visitors
- Provide documents in accessible format (word or PDF docs)