[INSERT EVENT NAME] Event Risk Management Plan

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Coordination Team**

Event Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Support Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Support Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions**

* Review Template Event Risk Management Plan with the **Event Coordination Team.**
* Complete the Risk Assessment, Risk Management Control Plan, and Site Inspection Checklist to reflect the risks associated with your event with the **Event Coordination Team.**
* Continue to review and update this document throughout the event life cycle.

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## Background

## Overview

This Event Risk Management Plan Template supports event organisers by providing a method for managing event risks.

The plan is pre-populated with standard event risks requiring management by the event coordination team. In addition, the event coordination team is required to assess the risks unique to their event.

* 1. Risk Management Framework

The Risk Management Framework

* applies to all staff, volunteers, contractors and partners
* establishes the guidelines to implement effective risk management
* outlines various roles and responsibilities required to manage risk
* outlines governance requirements to ensure the framework, procedures, and tools are compliant and effective.

## Risk Identification

Risk identification involves examining all sources of risk and developing a list of threats which may impact on the event.

Risk identification results in the development of a list of relevant risks that answer these questions:

* What could happen?
* When and Where could it happen?
* Why would it happen (cause)?

Risk assessment is analysing potential sources of risk, that is, the why a risk might occur in order to identify what might cause or be a ‘trigger’ to a risk event. By understanding what may trigger the risk it is possible to assess the likelihood of the risk happening.

***Determining the Likelihood***

The likelihood of a risk-event taking place is assessed from **Rare** to **Almost Certain**. Each rating relates to an assessment of the likely frequency of a risk occurring.

|  |  |  |
| --- | --- | --- |
|  |  | **LIKELIHOOD** |
| **Level** | **Descriptor** | **Detail description** |
| **A** | Almost certain | Expected to occur in most circumstances |
| **B** | Likely | Once per year |
| **C** | Moderate | Possible, once in 10-year period |
| **D** | Unlikely | Not impossible, within 50 years |
| **E** | Rare | Unlikely within 50 years |

***Determining the Consequence or Impact***

Once the likelihood of an event occurring is assessed, the consequence of the impact of that incident on the event is evaluated. This is an evaluation based on the assessor’s (Event Coordinator’s) capabilities, experience, and from regular communication and consultation with stakeholders.

The evaluation rating is from Negligible to Catastrophic.

|  |  |  |
| --- | --- | --- |
|  |  | **CONSEQUENCE** |
| **Level** | **Descriptor** | **Detail description** |
| **1** | Insignificant | Near miss injury, low loss |
| **2** | Minor | First aid, medium loss |
| **3** | Moderate | Treatment required, high loss |
| **4** | Major | Extensive injuries, major loss |
| **5** | Catastrophic | Death, huge loss |

## Risk Matrix

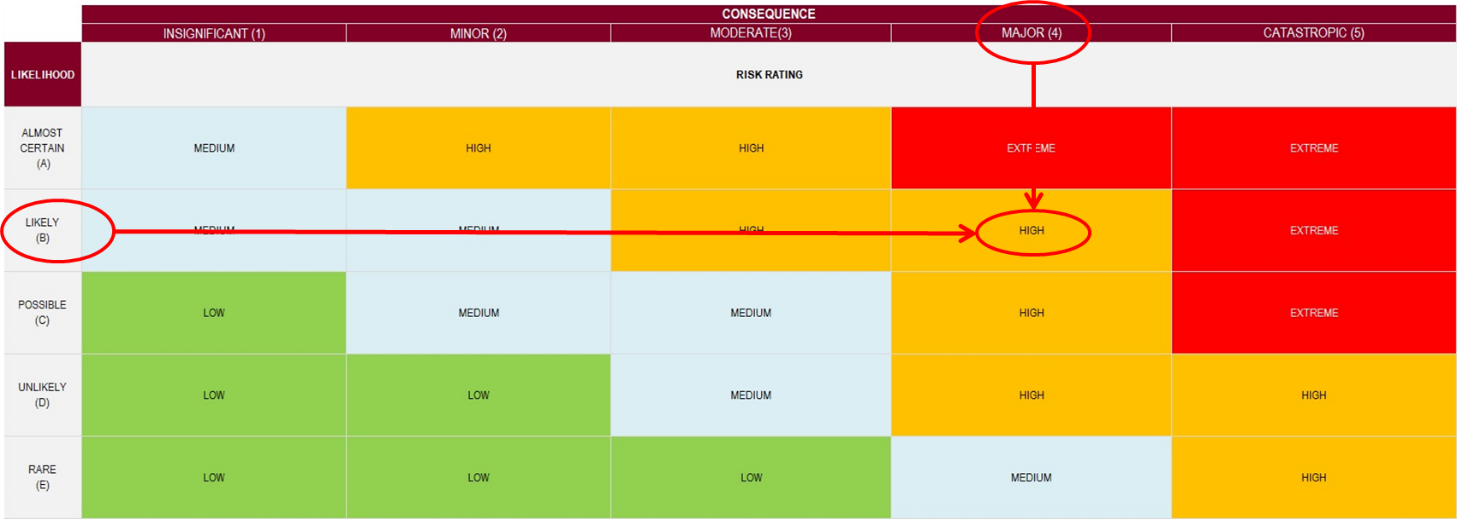
To achieve a risk rating (low, medium, high and very high), once the consequence and likelihood have been considered, the risk rating can be obtained from the Councils Risk Matrix. Risk Rating = Consequence + Likelihood

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **CONSEQUENCE** | | |  |
| **LIKELIHOOD** | **5 - Catastrophic** | **4 - Major** | **3 - Moderate** | **2 - Minor** | **1 - Insignificant** |
| **A - Almost Certain** | **Extreme** | **Extreme** | **High** | **High** | **Medium** |
| **B - Likely** | **Extreme** | **High** | **High** | **Medium** | **Medium** |
| **C - Moderate** | **High** | **High** | **High** | **Medium** | **Low** |
| **D - Unlikely** | **High** | **Medium** | **Medium** | **Low** | **Low** |
| **E - Rare** | **High** | **Medium** | **Medium** | **Low** | **Low** |

|  |  |
| --- | --- |
| **Very High - immediate action required.**  Executive attention required to ensure appropriate and required controls are in place. | **High - Prompt action required**  Manager, Coordinator and/or Team Leader close supervision required to implement additional controls and report to Executive on actions. |
| **Medium - Current identified controls should apply.**  Managers responsible for ensuring controls are and continue to be effective. | **Low - Monitor for changed conditions.**  Controls are appropriate and to be monitored for ongoing suitability. |

Each risk is assessed by reference to the **risk matrix** to obtain a rating.

***Risk Rating = Consequence + Likelihood***



## Control Hierarchy

**Risk Controls– Action planning**

Once assessed between Very High and Low, the Event organisers identify those control(s) and treatment(s) that will reduce the rating to an acceptable level. Controlling and treating risks involves the identification of the range of actions that:

1. reduce the likelihood that a risk will occur (preventative action); and/or
2. reduce the impact of a risk that does occur (contingency action)

There is a hierarchy or set of options to control or treat a risk. The control hierarchy is a list of control measures in priority order that can be used to eliminate or minimise exposure to hazards:

|  |  |
| --- | --- |
| **Control measure** | **Explanation** |
| Elimination | Avoid the risk by removing the hazard completely |
| Substitution | Use less hazardous procedures, equipment, substances or processes |
| Isolation | Separate the hazard by the use of barriers, enclosures or distance |
| Engineering Controls | Mechanical or physical changes to equipment, materials or processes |
| Administrative Controls | Change procedures to reduce exposure to the hazard |
| Personal Protective Equipment (PPE) | Gloves, goggles, enclosed shoes, etc |

Note that each hazard/risk may require more than one control. For example, an extreme heat day may require engineering controls, administrative controls, and PPE to minimise risks of illness/injury.

Chart, funnel chart

Description automatically generated

## Tolerance of Risk

Is acceptability level that must be considered for each identified risk

|  |  |  |
| --- | --- | --- |
| **Intolerable** | **Very High** | Risk cannot not be justified |
| **Generally Intolerable Region** (Basic Safety Limit) | **High** | Risk cannot be justified save in extraordinary circumstances |
| **As low as reasonably practicable or tolerable region**  (Basic Safety Objective) | **Medium** | Drive risks towards the Broadly Acceptable Region  Residual risk, tolerable only if further risk reduction is impracticable |
| **Broadly Acceptable Region** | **Low** | Risk reduction not likely to be required as resources are likely to be grossly disproportionate to the reduction achieved |
|  | **Negligible Risk** |  |

## Risk Assessment

The Hazards, Risks and Risk Controls in this template should be added to/removed as they relate to your event.

Assess each risk using the Risk Matrix above, and assign who in your event team is responsible for implementing the Risk Controls.

**Residual rating (After controls)** Likelihood + Consequence

**Toleration of Controls**  = Risk Rating

Your Risk Assessment MUST be reviewed on a regular basis.

| Hazard | Risks | Risk Controls | Residual Rating | Toleration of Controls | Responsibility for controls |
| --- | --- | --- | --- | --- | --- |
| **COVIDSafe Management** | * Infection * Fines for non-compliance * Public perception * Contact tracing event | * COVID Safe Plan * Calculated usable are of event site, and manage numbers (attendees, and staff) in accordance with density quotas. * Register plan with State Government. * Monitor DHHS advice for current advice. * QR Code for contract tracing and monitoring attendee numbers * Multiple entry points to avoid congestion * Maintain Physical distancing * 1.5m marking (entry points and vendors) * Signage. * Provide and encourage the use of hand sanitiser. * Communicated to staff, volunteers, and attendees: * Not to attend if unwell. * To social distance. * Wear fitted masks whilst in line with current restrictions and/or cannot socially distance. * Good hygiene practices (hand washing, coughing in elbow) * Staff and volunteers trained in implementation of COVIDSafe Plan. * Dedicated isolation area for suspected cases. * COVID Marshalls (1:200 ratio) |  |  |  |
| **Set up/Pack up**  Safe access of service provider vehicles to site  Maintenance of site | * Injury (patron/workers) * Disorderly (no control of site) | * Engage with relevant Council Staff to identify safe procedures regarding access to site for service provider vehicles * Discuss access requirements with all contractors prior to the event to ensure safe access * Event coordinator to meet all contractors on site and guide them to designated setup positions * Advise contractors to use extreme caution when operating and setting up within the site * Ensure all event staff are aware of manual handling procedures and evacuation points * Ensure event coordinator has access to mobile phone for clear and effective communications * Verbally notify all support staff of evacuation points in event of an emergency * First Aid/defibrillator facilities on site * Accredited First Aid staff on site |  |  |  |
| **Performers**  Injury to performers and/or public because of falls, equipment failure or misuse | * Insurance claim * Slips trips falls * Injury | * Ensure all performers/service providers hold current appropriate Public Liability Insurance * Ensure performers are appropriately experienced (CV) * Identify and apply for all relevant Council permits * Undertake site inspection checklist * Identify and mark/repair any potential hazard spot or affected areas and clean immediately |  |  |  |
| **Contractors / Service Providers**  Injury to contractors, event staff or public | * Insurance claim * Injury workers/public * Slips, trips and falls | * Ensure all contractors hold appropriate insurance prior to them entering the site. * Ensure all contractors are qualified to undertake tasks contracted. * Engage with relevant Council Staff to identify existing procedures regarding access to site * Event manager to meet all contractors/service providers at entry gate and guide them to their designated areas and to assist with the co-ordination of vehicles setting up and packing up on the day * Discuss access requirements with all contractors/service providers prior to event about positioning and to encourage contractors to use extreme caution when operating vehicles and setting and packing up within the site * Ensure contractor provides a Safe Work Methods Statement prior to event |  |  |  |
| **Temporary structures** | * Injury * Asset damage | * Ensure all temporary structures are constructed in line with manufacturer’s instructions * Ensure all temporary structures are weighted in line with manufacturer’s instructions * Ensure no pegging in parks or reserves |  |  |  |
| **Robbery**  Theft of property from attendees | * Asset damage * Property/money loss | * Inform local police station of event * Inform local police immediately of any theft * Have Incident Report Forms available on site |  |  |  |
| **Alcohol affected people**  *\*Event Coordination Team to assess if relevant* |  | * Alcohol is/is not (please circle) being served or provided at this event * Report bad behaviour to local police immediately * Security personnel contracted/not contracted (please circle) at this event |  |  |  |
| **Biological agents**  Needle stick injury, blood and Vomit Injury and illness to public and event staff | * Infection/illness * Injury | * Toilets inspected for cleanliness before and at regular intervals during the event * Affected area cleaned immediately * Inspect site prior to event * Ensure site is left clean at the end of the event |  |  |  |
| **Broken glass and litter**  Potential risk of cuts and lacerations to hands and feet of staff and public  Leaving site clean | * Injury * Poor event experience | * Site Safety Inspection will be undertaken of area * Affected area cleaned immediately * Ensure sufficient staff remains at conclusion of event to assist in clearing up the event site * Incident Report Forms available * Adequate event bins onsite (rule of thumb – 1 recycling station per 250 people) |  |  |  |
| **Personal threat /security /civil disturbance**  Trauma and injury to event staff or public | * Poor event experience * Poor safety | * Provide verbal instruction to attendees if required. * Notify police immediately should a civil disturbance occur |  |  |  |
| **Crowd control** Overcrowding leading to bodily injury | * Non-compliance with COVID restrictions * Injury * Crush | * Planning for activities and site layout will encourage an event spread of people across the site * Event coordinators to monitor crowd conditions * Event coordinators Emergency Response Plan identifying evacuation assembly points |  |  |  |
| **Emergencies - Bomb threat**  Trauma and injury to public | * Injury * Mass movement/panic | * Event coordinators briefed on procedures to manage the threat if it occurs * Event coordinators briefed on emergency response procedures |  |  |  |
| **Emergencies - Medical**  Potential injuries to staff and public | * Injury * Mass movement/panic | * Event coordinators briefed on emergency response procedures * Level 2 First aid officer in attendance when event has more than 200 people. * Ensure that injury/incident forms are completed in event of an injury or accident |  |  |  |
| **Food poisoning** Potential for illness or injury to staff or public | * Illness * Reputation loss | * Ensure all food providers are registered with Streatrader and have submitted a statement of trade for the event * Ensure all food traders are self-sufficient with power and water |  |  |  |
| **Lost children**  Children separated from parents/guardians | * Injury to child * Stress to parents | * Place signage around event regarding supervision of children by parents/guardians at all times * Lost and Found Access point and signage. * Note Lost and Found Access point on schedule of events for the day |  |  |  |
| **Emergencies - Fire**  Burn, injury and loss in case of fire breaking out | * Injury * Asset damage * Mass movement. Panic | * Fire department notified of event. * Event coordinators to carry mobile phones to notify fire department in case of a fire. * Event coordinator is the fire warden and safety officer and will take control in emergency situations |  |  |  |
| **Electrical/Power**  Damage to electrical equipment and tripping hazard | * Injury (electric shock/electrocution) * Asset damage * Slips trips and falls | * Carry out site safety inspection * Ensure all cabling is securely fastened and kept away from attendees * Instruct all contractors that all electrical   equipment used on site must be tested and tagged   * Instruct contractors that all electrical cords used on site must not show signs of damage or fraying * All generators must be barricaded * Fire extinguisher available on site |  |  |  |
| **Noise disruption to nearby residents** | * Hearing damage * Complaints * Event experience | * Event coordinator to monitor noise levels do not exceed limits advised by EPA guidelines. |  |  |  |
| **Slip, trips, falls** | Injury | * Use site inspection checklist to undertake site safety inspection prior to event * Ensure there are no slippery surfaces or serious trip hazards at the start of the event * Ensure the area is free of sharp objects, glass or any other ground based environmental hazards * Identify and remove/repair any hazards * Ensure all cables and ropes are properly covered or marked to minimise chance of tripping |  |  |  |
| **Trees and limbs falling**  Bodily injury, vehicle damage | Injury/Death | * Inspection of site by event coordinator to be carried out 5 days prior to event, allowing event coordinator time to contact council if any issues within park, reserve or site needs to be resolved * Ensuring any items or vehicles are set up outside the tree protection zone (not positioned under canopy of tree).   NB – Parks are regularly inspected by Council |  |  |  |
| **Traffic management**  **Insufficient parking**  Bodily injury  Vehicle damage/accident on site | * Injury * Asset damage | * Location of site within reasonable distance from free public parking and from transportation * Attendees are informed to utilise all legal parking options available to them as would be to any other road user * Traffic management procedures to be implemented during bump-in and bump out * Event coordinator to wear high visibility vest when guiding vehicles into site |  |  |  |
| **Adverse weather conditions**  wind/heat/sun | * Event experience * Event Cancellation * Heat stroke/hypothermia * Asset damage | * Ensure electrical equipment is not exposed to water in an unsafe manner * Ensure free sunscreen is available * Monitor the weather on the morning of the event. If extreme weather is expected, (rain/wind) a decision to postpone will be made * Service providers, staff will be notified by telephone if the event is cancelled * Signs will be placed at the event site advising that the event has been cancelled |  |  |  |
| **Special needs**  Ensuring event is accessible | * Event experience * Reputation * Non-compliance | * Accessible toilet available at event site * Parking spaces close to the event for people with disabilities * Event features and amenities are located for best access and circulation * Location of stalls or performance areas do not block kerb ramps * Read and Meeting and Events Australia’s ‘Accessible Events for Meeting and Event Organisers’ implement measures where appropriate to ensure accessibility   <https://www.meetingsevents.com.au/sites/default/files/uploaded-content/website-content/accessible_events_guide.pdf> |  |  |  |
| **Notifications to residents/ traders/ other groups**  Complaints that event has adversely affected them | * Reputation * Complaints | * Take reasonable measures to notify potentially impacted residents/traders and other groups who may be affected by event by mail, advertising or other means |  |  |  |
| **Event-specific Hazard** |  |  |  |  |  |
| **Event-specific Hazard** |  |  |  |  |  |
| **Event-specific Hazard** |  |  |  |  |  |

## Risk Management Control Plan

The Hazards, Risks and Control Measures must reflect your Risk Assessment above. Edit this document accordingly to reflect your Risk Management Controls.

In your Risk Management Control Plan identify the responsible person in ‘WHO’ column and have that person sign ‘I AGREE’ column to indicate that they agree to ensure control measures are carried out.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Event** |  | | | | | | | |
| **Event Location** |  | | | | **Expected number of event attendees** | | |  |
| **Event Date** | **Date/s** |  | | | **Times** |  | | |
| **Event Contact Details** | **Name** |  | **Phone** |  | | **Email** |  | |

| **Hazards & Risks** | **Control Measures** | **Who** | **How** | **When** | **I Agree** |
| --- | --- | --- | --- | --- | --- |
| **COVID-19**  Infection control and contact tracing | * COVID Safe Plan * Calculated usable are of event site, and manage numbers (attendees, and staff) in accordance with density quotas. * Register plan with State Government. * Monitor DHHS advice for current advice. * QR Code for contract tracing and monitoring attendee numbers * Multiple entry points to avoid congestion * Maintain Physical distancing * 1.5m marking (entry points and vendors) * Signage. * Provide and encourage the use of hand sanitiser. * Communicated to staff, volunteers, and attendees: * Not to attend if unwell. * To social distance. * Wear fitted masks whilst in line with current restrictions and/or cannot socially distance. * Good hygiene practices (hand washing, coughing in elbow) * Staff and volunteers trained in implementation of COVIDSafe Plan. * Dedicated isolation area for suspected cases. * COVID Marshalls (1:200 ratio) |  | * Written instruction to Vendors, Staff and Volunteers * Verbal communication * Pre-event planning * Site inspection | Prior and during event |  |
| **Set up/Pack up**   * Safe access of service provider vehicles to site * Maintenance of site | * Engage with relevant Council Staff to identify safe procedures regarding access to site for service provider vehicles * Discuss access requirements with all contractors prior to the event to ensure safe access * Event coordinator to meet all contractors on site and guide them to designated setup positions * Advise contractors to use extreme caution when operating and setting up within the site * Ensure all event staff are aware of manual handling procedures and evacuation points * Ensure event coordinator has access to mobile phone for clear and effective communications * Verbally notify all support staff of evacuation points in event of an emergency |  | * Site plan forwarded to Council and service providers * Verbal instruction and site induction * Event Management Plan * Set up/pack down schedule * On-site inspection | Prior, during and at conclusion of event |  |
| **Performers**  Injury to performers and/or public because of falls, equipment failure or misuse | * Ensure all performers/service providers hold current appropriate Public Liability Insurance * Identify and apply for all relevant Council permits * Undertake site inspection checklist * Identify and mark/repair any potential hazard spot or affected areas and clean immediately |  | * Obtain copy of each performer’s certificate of currency for Public Insurance * Visual inspection at set up | Prior, during and at conclusion of event |  |
| **Contractors/**  **Service Providers**  Injury to contractors, event staff or public | * Ensure all contractors hold appropriate insurance prior to them entering the site * Engage with relevant Council Staff to identify existing procedures regarding access to site * Event manager to meet all contractors/service providers at entry gate and guide them to their designated areas and to assist with the co-ordination of vehicles setting up and packing up on the day * Discuss access requirements with all contractors/service providers prior to event about positioning and to encourage contractors to use extreme caution when operating vehicles and setting and packing up within the site * Ensure contractor provides a Safe Work Methods Statement prior to event |  | * Obtain a copy of each contactor’s certificate of currency for Public Liability Insurance, Safe Work Method Statements and Job Safety Analysis where required * Event Management Plan * Verbal instruction | Prior, during and at conclusion of event |  |
| **Temporary Structures**   * Trip hazards, ladders * Electrical installation, power boards, leads * Working at heights | * Ensure all temporary structures are constructed in line with manufacturer’s instructions * Ensure all temporary structures are weighted in line with manufacturer’s instructions * Ensure no pegging in parks or reserves * Use accredited construction contractors |  | Following manufacturer’s instructions | Set up of event |  |
| **Robbery**  Theft of property from attendees | * Inform local police station of event * Inform local police immediately of any theft * Have Incident Report Forms available on site |  | * Notify local police * Have mobile phone accessible to report any theft | Prior, during and at conclusion of event |  |
| **Alcohol Affected People** | * Alcohol is/is not (please circle) being served or provided at this event * Report bad behaviour to local police immediately * Security personnel contracted/not contracted (please circle) at this event * Liquor licensing |  | Being aware of surroundings and public and visual monitoring | Prior, during and at conclusion of event |  |
| **Biological Agents**   * Needle stick injury, blood and vomit * Injury and illness to public and event staff | * Toilets inspected for cleanliness before and at regular intervals during the event * Affected area cleaned immediately * Inspect site prior to event * Ensure site is left clean at the end of the event |  | Visual inspections | Prior, during and at conclusion of event |  |
| **Broken Glass and Litter**   * Potential risk of cuts and lacerations to hands and feet of staff and public * Leaving site clean | * Site Safety Inspection will be undertaken of area * Affected area cleaned immediately * Ensure sufficient staff remains at conclusion of event to assist in clearing up the event site * Incident Report Forms available |  | * Visual inspections * Extra staff | Prior, during and at conclusion of event |  |
| **Personal Threat/ Security/ Civil Disturbance**  Trauma and injury to event staff or public | * Provide verbal instruction to attendees if required * Notify police immediately should a civil disturbance occur |  | * Prior planning of site activities * Police notified by mobile phone | Prior, during and at conclusion of event |  |
| **Crowd Control**   * Overcrowding leading to bodily injury * Vandalism to buildings and equipment | * Planning for activities and site layout will encourage an event spread of people across the site * Event coordinators to monitor crowd conditions * Event coordinators Emergency Response Plan identifying evacuation assembly points |  | * Prior planning of site activities * Verbal instructions * Visual monitoring | Prior during and after event |  |
| **Emergencies – Bomb threat**  Trauma and injury to public | * Event coordinators briefed on procedures to manage the threat if it occurs * Event coordinators briefed on emergency response procedures | Police  Ambulance | Being aware of surroundings and public and visual monitoring | Prior, during and after event |  |
| **Emergencies - Medical**  Potential injuries to staff and public | * Event coordinators briefed on emergency response procedures * Level 2 First aid officer in attendance when event has more than 200 people * Ensure that injury/incident forms are completed in event of an injury or accident | Police  Ambulance | Being aware of surroundings and public and visual monitoring | Prior, during and after conclusion of event |  |
| **Food Safety**  Potential for illness or injury to staff or public | * Ensure all food providers are registered with Streatrader and have submitted a statement of trade for the event * Ensure all food traders are self-sufficient with power and water * Follow food and health safety standards * Staff/volunteers trained in food handling * Permits in place from Council health officer * Certificates/permits displayed |  | Being aware of surroundings and public and visual monitoring | Prior to and during event |  |
| **Lost Children /  Lost and Found**  Children separated from parents/guardians | * Place signage around event regarding supervision of children by parents/guardians always * Lost and Found Access point and signage * Note Lost and Found Access point on schedule of events for the day | Police | Being aware of surroundings and public and visual monitoring | Prior, during and after conclusion of event |  |
| **Emergencies - Fire**  Burn, injury and loss in case of fire breaking out | * Fire department notified of event * Event coordinators to carry mobile phones to notify fire department in case of a fire * Event coordinator is the fire warden and safety officer and will take control in emergency situations | Police  Ambulance | Being aware of surroundings and public and visual monitoring | Prior, during and after conclusion of event |  |
| **Electrical/Power**   * Damage to electrical equipment * Tripping hazard | * Carry out site safety inspection * Ensure all cabling is securely fastened and kept away from attendees * Instruct all contractors that all electrical * equipment used on site must be tested and tagged * Instruct contractors that all electrical cords used on site must not show signs of damage or fraying * All generators must be barricaded * Fire extinguisher available on site |  | Visual inspection upon completion of setup | Start of event |  |
| **Noise**   * Disruption to residents * Unpleasant surroundings causing aggravation | Event coordinator to monitor noise levels |  | Being aware of surrounding public and visual monitoring | Prior, during and after conclusion of event |  |
| **Slip, trips, falls** | * Use site inspection checklist to undertake site safety inspection prior to event * Ensure there are no slippery surfaces or serious trip hazards at the start of the event * Ensure the area is free of sharp objects, glass or any other ground based environmental hazards * Identify and remove/repair any hazards * Ensure all cables and ropes are properly covered or marked to minimise chance of tripping |  | * Visual inspection * Check lists | Prior, during and at the conclusion of the event |  |
| **Trees and limbs falling**   * Bodily injury * Vehicle damage | * Inspection of site by event coordinator to be carried out 5 days prior to event, allowing event coordinator time to contact council if any issues within park, reserve or site needs to be resolved * Ensuring any items or vehicles are set up outside the tree protection zone   NB – Parks are regularly inspected by Council |  | Visual Inspections | Prior, during and at the conclusion of the event |  |
| **Traffic Management**   * Insufficient parking * Bodily injury * Vehicle damage/ accident * Road closures * Road and pathway use/ blockages/ closures | * Location of site within reasonable distance from free public parking and from transportation * Attendees are informed to utilise all legal parking options available to them as would be to any other road user * Traffic management procedures to be implemented during bump-in and bump out * Event coordinator to wear high visibility vest when guiding vehicles into site * Road/pathway signage * Road permits/notifications (VicRoads/council) |  | Plan on site map | Prior, during and at the conclusion of the event |  |
| **Environmental**   * Severe Weather Warning * Lightning * Heavy downpour, hailstorm * Damaging winds * Bushfire, high Fire Danger Rating * Heatwave * Damage to native fauna, flora & waterways | * Ensure electrical equipment is not exposed to water in an unsafe manner * Ensure free sunscreen is available * Event coordinator will monitor the weather on the morning of the event. If extreme weather is expected, (rain/wind) a decision to postpone will be made * Service providers, staff will be notified by telephone if the event is cancelled * Signs will be placed at the event site advising that the event has been cancelled |  | Visual inspection | Prior, during and at the conclusion of the event |  |
| **Special Needs / Accessibility**  Ensuring event is accessible | * Accessible toilet available at event site * Parking spaces close to the event for people with disabilities * Event features and amenities are located for best access and circulation * Location of stalls or performance areas do not block kerb ramps * Read and Meeting and Events Australia’s ‘Accessible Events for Meeting and Event Organisers’ implement measures where appropriate to ensure accessibility * [www.meetingsevents.com.au/sites/default/files/uploaded-content/website-content/accessible\_events\_guide.pdf](http://www.meetingsevents.com.au/sites/default/files/uploaded-content/website-content/accessible_events_guide.pdf) |  | Include in event plan | During event planning process, and check on event day |  |
| **Notifications to residents/ traders/other groups**  Complaints that event has adversely affected them | Take reasonable measures to notify potentially impacted residents/traders and other groups who may be affected by event by mail, advertising or other means |  | Include in event plan | During event planning and on day of the event |  |
| **Financial**   * Profit, break-even cost * Net loss * Public liability insurance claim * Property damage claim | * Use a forecast budget * Know your break-even point |  | Include in event plan | During event planning |  |

**Event-specific risk and control measures**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Other – please specify** |  |  |  |  |  |
| **Other – please specify** |  |  |  |  |  |

## Site Inspection Checklist

Edit this checklist to ensure relevant to checks required for your event.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **OK** | **NOT OK** | **NA** | **Details/Actions** |
| QR codes installed |  |  |  |  |
| Hand sanitiser points installed |  |  |  |  |
| COVIDSafe messaging installed |  |  |  |  |
| Barriers in place |  |  |  |  |
| Emergency access clear |  |  |  |  |
| Extension leads and plugs |  |  |  |  |
| Fire extinguishers in position |  |  |  |  |
| Gas bottles secured |  |  |  |  |
| Hot surfaces out of public reach |  |  |  |  |
| Housekeeping and Recycling |  |  |  |  |
| Incident /Injury Reporting Forms |  |  |  |  |
| Licensed areas |  |  |  |  |
| PA systems |  |  |  |  |
| Pedestrian access |  |  |  |  |
| Two-way radio functions |  |  |  |  |
| Safety fences in place |  |  |  |  |
| Sharp or protruding objects |  |  |  |  |
| Stage edges and steps marked |  |  |  |  |
| Steps and handrails (condition) |  |  |  |  |
| Switchboxes / generators |  |  |  |  |
| Tents / marquees secured |  |  |  |  |
| Toilets functioning |  |  |  |  |
| Tree & branches |  |  |  |  |
| Tripping hazards / pegs ropes etc. |  |  |  |  |
| Umbrellas secured |  |  |  |  |
| Warning signage |  |  |  |  |
| Weather and wind conditions |  |  |  |  |
| Other |  |  |  |  |