



“RISK MANAGING YOUR EVENT”

**A SAFETY HANDBOOK FOR ORGANISERS OF
FUNCTIONS AND EVENTS TO BE HELD ON COUNCIL LANDS**



MANAGING YOUR EVENT

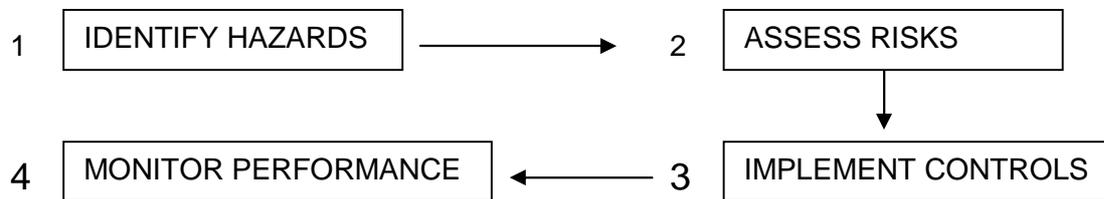
This Information Pack is designed to assist you in the planning of your event, activity, stall or function that will take place on Council land. It is important that right from the start of your planning process, your committee is aware of the need to manage and mitigate any risks undertaken in the conduct of your event. Whilst you have public liability insurance this should not in any way be seen as a waiver of your responsibilities regarding the safety and security of your participants and suppliers.

Why do we have to manage our risk?

On-site safety at the event is paramount – your public expects to be able to enjoy your event in safe and secure surrounds - and your committee members need to identify potential hazards during the planning of, and on site at, your event and work to implement solutions.

What is risk management?

The basic principles of and processes in Risk Management are:-



The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event:

- Trip Hazards including holes in grounds or in footpaths
- Marquee pegs and tie ropes in thoroughfares
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in carparks or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand washing facilities at food handling stalls

These examples could be rectified with simple solutions. By early identification of hazards risks can be minimised. It is your responsibility to ensure that you comply with Council’s Risk Management procedures and you complete the relevant paperwork.

So how do we go about this process?

To help with the risk assessment process we have prepared general forms, fact sheets and explanations to make the process a bit more manageable. The process will seem cumbersome for the first few times you undertake it, however after a while you will recognise the benefits and become more comfortable with it. This Pack includes:

- § An **Event Safety Checklist** – which asks you to consider a range of questions to help identify what is needed for the event /activity you are organising. This checklist includes the matters you should consider regarding events on roads.
- § The **Your Event – Things to Consider Guide** provides a guideline to matters that you should think about and address during your event planning.
- § A **Pre-Event Audit Sheet** – this sheet gives you a range of possible hazard areas. If you run through the sheet and make those possible hazard areas that are NA (Not Applicable), then concentrate on the others for the rest of this process. You can use



the next sheet (**Hazard Summary**) to summarise your identified hazards. Refer back to the *Pre-Event Audit* sheet just before the event to check off on each item and have your volunteer and other workers sign off that they understand the assessment. Keep this record. Use a similar sheet for the next recurrence of the event/activity/function.

- § **Hazard Summary Sheet** – use this sheet to put down all the hazards that you can identify relating to your event. There are some ‘triggers’ included to help you focus on the areas of concern. Once you have exhausted the possible hazards make copies of the *Individual Hazard Assessment Sheet* (see below) one for each hazard.
- § An **Events Risk Assessment Sheet** – this sheet provides information that summarises the event/activity/function and shows that you have completed an assessment. This sheet would be signed after you have prepared a separate sheet for each of the possible hazards not marked NA on the Pre-Event Audit sheet above.
- § **Individual Hazard Assessment Sheet** – you will need to copy this sheet and complete for each separate hazard. If you repeat the event/function/activity at other times of the year the initial hazard assessment should remain relevant.
- § **Risk Definitions and Classifications Fact-sheet (Appendix)** – this sheet explains how you measure a hazard by the likelihood of it occurring and the consequences of the occurrence. This will help you determine how you should respond to your possible hazards.
- § **Detailed Site/Activity Information Sheet** – this sheet allows you to collect plans, documents etc that are available for your event and show that you have considered elements of hazards and taken steps to manage these.
- § **Catering and Sale of Food for Temporary Food Premises** – this information pack includes an application form if you or a group is to conduct a food stall or provide food at the event. The application is compulsory if food is provided/sold.

Planning and Programming

Careful planning is vital to make the event, that you are organising, a success. Developing an **Event Management Plan** may seem quite laborious, however the process is valuable to ensure you consider all matters and your time and effort in planning is reflected in a quality event or activity. Of course the bigger the event the greater the management required. The attached **EVENT PLANNING GUIDE** will assist you in this process. This guide covers the points below that you may find worth considering when planning your event:

- Decide on the type of event and the date 9-12 months ahead;
- Establish a working group or committee if necessary and have named organiser(s) identified.
- If you are looking for sponsors, begin to approach local businesses and companies 9-12 months ahead. Longer if you are planning a major event;
- Inform the Council and check if you need any permission on any aspect of your event as soon as you have formulated ideas. If development approval is required this can take some time, so ensure that you seek Council's requirements at least three months before the proposed event;
- Book your venue/site 6-12 months ahead and confirm in writing;
- Arrange for local publicity;
- Check the availability of sound and light equipment, marquees etc;
- Send out first press release as soon as dates are firmed up;



- Book first aid, caterers, judges, compares, dignitaries and any other services 6 – 9 months ahead;
- If holding competitions send out schedules and rules 2 – 4 months ahead;
- Start looking for volunteers and staff 2 – 4 months ahead;
- Talk about finances as early as possible and any other funding opportunities; there will be cut-off dates for various funding applications so be aware of the time scales involved;
- Order posters and publicity 3 months ahead and send out 6 –8 weeks prior to the event;
- Apply for licences, consents, approvals, permits at least 3 – 4 months ahead, earlier if you can;
- Create other plans to achieve publicity and target sponsors;
- Notice for your event or activity should be given to the Visitors Information Centre and at the Council. The minimum notice for small/medium events is 28 days. In the case of a large scale event at least 6 months notice should be given;
- Choose a time and date for your event that will suit the audience it is intended for, also check that no similar public events are taking place at the same time.

What to do when things go wrong

Remember as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you will almost definitely end up in court. You will be

If an incident does occur at any event on the Council's land, the Council will ask:

- Were plans in place to manage a major incident?
- Were the risk assessments completed, including all of the items included in the checklists?
- Are there enough emergency services resources on site?
- Is there a detailed casualty treatment, management and evacuation plan?
- Are the emergency procedures properly explained and practised?
- Is there a clear chain of command and control?
- Are communications between key personnel and the crowd adequate?

Remember careful planning and organisation will help ensure that your event is successful and above all else safe.

Suggested Action from Here for Risk Assessment

- 1 Review the **EVENT SAFETY CHECKLIST** and the **THINGS TO CONSIDER GUIDE**.
- 2 Then use the **EVENT PLANNING GUIDE** to start the process of your event management plan. This requires considerable information to be sourced. During this event management planning you are required to consider risk assessment. Use the following forms to assist you in this process.
- 3 Look at your event/activity as if you were a parent looking for hazards that may hurt your child. Use the **PRE-EVENT AUDIT** form to trigger your thinking on possible hazards. Identify and make a list of all those hazards using the **HAZARD SUMMARY SHEET**.



- 4 Copy enough **INDIVIDUAL HAZARD ASSESSMENT SHEETS** to cover each of the hazards listed in step 1 above.
- 5 Fill in the **INDIVIDUAL HAZARD ASSESSMENT SHEET** for each hazard, referring to the **RISK DEFINITIONS AND CLASSIFICATIONS FACT-SHEET (APPENDIX)** to determine the level of risk. The higher the level of risk the greater your controls and actions if it occurs will be.
- 6 Fill in the **DETAILED SITE/ACTIVITY INFORMATION SHEET** noting any plans, documents, forms etc that you have to attach to support your risk assessment process - including the Temporary Food Permit.
- 7 Fill in the **EVENTS RISK ASSESSMENT SHEET** with your details and provide to the Council representative for signing.
- 8 Use the **PRE-EVENT AUDIT** form at the commencement of your event as a way of alerting your staff (including volunteers) to the hazards and the fact that you have developed a risk management plan to minimise them. These staff (and volunteers) should sign the form. Keep this form with your other event records.

Further Information

Information or clarification can be obtained by calling Young Shire Council and asking for the Risk Manger on 02 63801200.

The Young Visitor Information Centre (02) 82 3394 may be able to assist you in the promotion of your event through the Community Calendar maintained on the www.visityoung.com.au website.



EVENT SAFETY CHECKLIST

(tick box as required)

General Events

- Q** Have the following key personnel been identified? Event organiser, safety manager, chief steward, stewards?
- Q** Do you have permission from the landowner?
- Q** Is the site suitable for your event? (Is there a more suitable site?)
- Q** Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Q** Have you decided who should be responsible for health and safety at your event?
- Q** Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Q** Do you know how many people you are expecting?
- Q** Do you know where the entrances and exits on your site are?
- Q** Are the entrances and exits controlled, stewarded, suitable for prams and pushchairs and appropriately signed?
- Q** Do you have trained, briefed and clearly identifiable stewards?
- Q** Have you met the needs of people with disabilities?
- Q** Have you set up a reliable system of communication between key people?
- Q** Have you set up a reliable system of communication with the audience/crowd?
- Q** Has a control point been identified, call signs predetermined and announcements prepared?
- Q** Are crowd control barriers necessary?
- Q** Are emergency procedures in place and have these been agreed with the emergency services?
- Q** Can emergency vehicles get on and off the site easily?
- Q** Do you have effective fire control measures in place?
- Q** Do you have adequate first aid facilities?



- q Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control or parking?
- q Do you have an emergency plan? Does it cover everything? Has it been viewed by the Council Safety Officer? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?
- q Is a Place of Public Entertainment licence required from the Council?
- q Do you have insurance cover? This is an imperative.
- q Please note that, apart from emergencies, the emergency services may charge if you ask them to be present at your event.
- q Have you carried out a hazard analysis of the food safety risks involved in the preparation or handling of the food & drink you will be offering?
- q You need to identify critical steps in food preparation or handling and put in suitable control measures. You should also monitor these control measures. If you are using caterers, they should be able to provide this information.
- q Have you obtained the Temporary Food Permit?
- q It is advisable that you have a system in place to cater for children who have been dislocated from their guardians. Depending on the size of the type / size of the event, a specific lost children service may be required. Contact the group for more details.

Events on Roads

In addition to the general safety checklist items, the following issues should be considered when organising events on roads. In all cases event participants must comply with **The Road Transport (Safety and Traffic Management) Act 1999**, and **The Australian Road Rules**.

- q Timing. Don't hold your event in the dark – bad visibility and tiredness make accidents more likely.
- q Planning your route. Whenever possible your event should be held in a park, sports ground or on footpaths away from the road. Remember that country walks need careful planning. Plan the route away from roads wherever possible. Don't use roads without proper footpaths or verges. Don't use roads where there are road-works as these can be dangerous.
- q Events on local roads and/or highways require Council and NSW Police approval. Any event where the highway is involved must also have written approval from the RTA.



- q** The applicant must make written application to Council. This application must include the following:
- evidence of minimum \$10 million public-liability insurance cover in respect of the event, with Council's interests duly noted. A certificate of Currency issued by an Insurer will be required by Council as evidence.
 - A map showing the proposed roads to be used will be submitted to Council for approval prior to the event being conducted including any signposting.
 - A traffic control plan shall be submitted to Council for approval prior to the event.
 - If a highway is to be used, written approval from the RTA is required.
 - Council will inform the NSW Police Service seeking their written approval prior to the event taking place and any additional conditions.
 - Council provides a written response – this maybe a refusal or approval with conditions attached. These conditions may include the requirement to
 - § provide a management plan for the event
 - § evidence of risk assessment as presented in this Information Pack
 - § public advertising of the event/road closures
- q** A briefing by the organiser of the event must be conducted prior to the event with all competitors and marshals being informed of their responsibilities and safety aspects for the event.
- q** Changes in the route. Make sure you obtain approval from Council for any changes to your route. Make sure that everyone taking part knows about the changes through the marshals or signs.

Further information

Contact Councils Engineering Section on 63801200. To avoid application processing delays, it is essential that all supporting documentation be lodged with an application.



YOUR EVENT – THINGS TO CONSIDER GUIDE

Risk Assessment

You must carry out and provide a written risk assessment as the first step in planning your event. This will ensure you have adequate health and safety measures in place.

For example, you need to know:

- Do you have enough adequately trained marshals for your event?
- Do they have correct equipment to do their job?
- Are they wearing high visibility clothing?

You will also need to take out insurance to cover your event.

Contact your insurance provider for advice and give them **all** the details of your event. In some cases a specialist insurance provider may be required, contact the group for more details.

Stewards (and Marshals)

You must have enough stewards for the size and type of your event. The number of stewards and Marshals you need will depend on several factors.

- If the event is indoors or outdoors.
- How many children are likely to attend?
- If it is dark or light.
- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.
- If alcohol is being served.
- If machinery, tools or implements are being used.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed.

Communication

You must have a reliable method of communication in place for the event. It is essential for stewards and organisers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organisations taking part.

Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

Evacuation

You must have an evacuation procedure as part of the risk assessment for your event. For indoor events, the building you are using may already have an evacuation procedure in place. However, this is far less likely for outdoor events.



First Aid

You must provide an agreed level of first aid, paramedical and medical facilities at your event depending on the type of event, number of people and risk. Access by ambulance in an emergency should be considered.

Fire Safety Arrangements

You should agree on arrangements for fire prevention, detection and control with the Fire Brigade before your event.

Security

You must ensure any special security measures are in place for example, if you have VIPs at your event, or large amounts of cash. The Police can advise you on this issue.

Barriers

There are many different types of barriers. Some barriers can only be used if you have trained and experienced stewards who are familiar with how they work.

Any temporary structure, which is load bearing, must comply with health and safety laws and building control regulations.

People with Disabilities

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

Signs

You must provide clear direction and information signs at your event. Consideration of the need for multilingual signs may be needed depending on the event and clientele.

Any temporary signs on public land (like footpaths, parks, road verges) will need to be approved by the Council. Remember to give plenty of time for this matter as approval can not be assumed nor can it be dealt with immediately.

The Environment

You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event that you are planning, and take account of local concerns such as noise and litter. Where possible the site should always be left in the same condition as it was before the event. A reinstatement fee may be imposed by the landowner if the site has been damaged.

Food Safety

If you are preparing food for your event it is essential you consider the provisions of the Food Amendment Act 2007. There are a number of matters you will need to consider including;

- Siting of the food
- Design & construction of the facilities & equipment
- Cleanliness & repair of the above
- Washing facilities
- Waste disposal
- Temperature control
- Staffing including appropriate training



- Food safety practices & supervision
- Safety of temporary power provisions such as LPG, propane & butane cylinders.

If you are an existing food business within Young, and are currently registered as a Food Premises, you should contact Council's Environmental Health Officer to ensure that your registration is valid for the event.

Facilities

You must decide what facilities will be needed at your event, such as hot and cold drinks, toilets, PA systems, lighting and temporary structures (shelters and stages). Plan well ahead of time – the weather is changeable.

Law

You must comply with all laws and regulations at all times.

The Event Planning Guide

This guide follows. Use the Guide to assist you cover off the various elements for a successful event. You may not need to use all the sections, eg if there is not going to be alcohol served then this section can be left blank. The Guide is intended to be used with the Risk Assessment sheets that follow as well.



PRE-EVENT AUDIT

FILE NO

Description of Event and Location:																			
Company/Personnel/Organisation Running the Event:																			
Date and Time:					Stall holder/Activity: <i>where appropriate)</i>														
Work Method Statement(s) that apply:;					Non-standard Work Method Statement attached Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>														
HAZARD IDENTIFICATION Check the following and tick the appropriate box: NA=Not applicable; S=Satisfactory; US=Unsatisfactory																			
	NA	S	US		NA	S	US												
Paperwork				Public Matters															
Contractor Toolbox Meeting Record and Risk Assessment completed (attach copies)				q		q		q		Crowd control measures in Place		q		q		q			
Licences of Operation				q		q		q		Appropriate clothing for staff (hot/cold/visibility)		q		q		q			
Chemical Usage & Material Safety Data Sheets completed				q		q		q		Loud hailer available		Yes <input checked="" type="checkbox"/>		No <input checked="" type="checkbox"/>		q			
Specialist certificates required (eg Traffic Control Management, Confined Spaces)				q		q		q		Entry controlled		Yes <input checked="" type="checkbox"/>		No <input checked="" type="checkbox"/>		q			
Food handling approvals sighted				q		q		q		Fire fighting equipment		q		q		q			
Activities				Site															
Electrical equipment tagged				q		q		q		Traffic Control Plan, provisions for parking (attach copy or Traffic Control Plan No		q		q		q			
Personal protective equipment (provided and worn)				q		q		q		Pedestrian access at site for slips, trips, falls		q		q		q			
First Aid Kit available				q		q		q		Site amenities, toilets, fresh water		q		q		q			
Lighting is adequate for activity				q		q		q		General site conditions, security		q		q		q			
Environmental Protection (attach plan if applicable), air water, litter and noise				q		q		q		Correct signs on site		q		q		q			
Noise control/dust control				q		q		q		Adequate protection and fencing to site		q		q		q			
Condition of plant and guards on all machinery				q		q		q		Utilities identification (underground & overhead) including irrigation		q		q		q			
Ladders (Good condition and properly secured)				q		q		q		Adequate ventilation		q		q		q			
Manual handling and lifting equipment				q		q		q		Rubbish disposal		q		q		q			
Gas cylinders and equipment in order & comply				q		q		q		Material storage		q		q		q			
Emergency procedures, eg fire, explosion, civil disturbance, lost child, etc				q		q		q		Presence of hazardous materials (eg asbestos)		q		q		q			
Insurances sighted				COMMENTS/CONTROL MEASURES:															
Public Liability				q		q		q											
Professional Indemnity				q		q		q											
Workers Compensation				q		q		q											
Other				q		q		q											
ATTENDANCE LIST										<i>Place additional signatures on back of form</i>									
Name			Signature			Date			Name			Signature			Date				
Name			Signature			Date			Name			Signature			Date				
Name			Signature			Date			Name			Signature			Date				
Name			Signature			Date			Name			Signature			Date				
PROJECT SUPERVISOR (PLEASE PRINT)																			
Name			Signature			Date			Name			Signature			Date				

HAZARD SUMMARY SHEET

List under the triggers below the hazards you think could occur

Hazard	Risks	Controls
Think of issues about getting onto the site for the event		
What are the hazards with setting up		
Think of hazards relating to First Aid, providing food, emergencies, etc		
During the event what could go wrong with people, parking, cash handling, security, communications, etc		
Pulling the event down – what might the hazards be		
Evaluate the event – what hazard lessons were learnt		

EVENT RISK ASSESSMENT

Presenter/Hirer	
Activity/Event	
Venue	
Activity Date(s)	
Presenter/Hirer Safety Contact Phone Numbers	
Venue Safety Contact Phone Numbers	
<p>General Description of Activity:</p> <p>§ Type of Activity:</p> <p>§ Number of staff/volunteers:</p> <p>§ Description of activity:</p>	

Assessment completed by:

Date:.....

Sign:.....

Presenter/Hirer Safety Contact

Received by:

Sign:.....

Council Representative

Revisions by: (Mark all amendments with an asterisk * and attach to this cover sheet)

Date:.....

Sign:.....

Presenter/Hirer Safety Contact

Received by:

Sign:.....

Council Representative

Attachments (please provide number of each)

HAZARD SUMMARY SHEET YES / NO	SITE/ACTIVITY INFORMATION SHEETS -
HAZARD ASSESSMENT SHEETS -	INCLUDING FOOD HOLDER PERMIT YES / NO
SUPPLEMENTARY DOCUMENTS -	OTHER -

Required Distribution:

Presenter/Hirer	Council Representative
Presenter/Hirer Safety Contact	

INDIVIDUAL HAZARD ASSESSMENT SHEET

Complete a new page for each identified risk

What is the hazard? eg manual handling, electrical, security

What is the risk? eg injured back lifting elements

What are the elements of the risk occurring?

Likelihood*	Consequences*	Level of Risk*	Stakeholders

* Refer to Australian Standards terminology (Appendix)

Action to Control the Risk

Action	Who to take Action	Contact

Action taken in event of hazard occurring

Action	Who to take Action	Contact

DETAILED SITE/ACTIVITY INFORMATION

Please tick those copies attached to this document:

- | | |
|--|---|
| <input type="checkbox"/> plans, | <input type="checkbox"/> working drawings, |
| <input type="checkbox"/> schedules, | <input type="checkbox"/> material data safety sheets, |
| <input type="checkbox"/> engineering reports. | <input type="checkbox"/> food handling approval |
| <input type="checkbox"/> operation manuals | <input type="checkbox"/> insurance coverage documentation |
| <input type="checkbox"/> Other (please specify) | |

Identify Site Structures eg tables, cook-tops, stalls, play equipment etc

Identify Onsite Structure Set-up eg pegs in ground etc

Manual Handling Issues eg size, weight, crew required etc

Identify food handling equipment eg wash basin, cook-top, gas bottles,etc

Operation eg documented procedures, maintenance regime etc

Assessment completed by:

Date:.....

Sign:.....

Name:.....

Presenter/Hirer Safety Contact

Revisions by:

Date:.....

Mark all amendments with an asterisk *

Sign:.....

Name:.....

Presenter/Hirer Safety Contact

Required Distribution:

Presenter/Hirer	Council Representative
Presenter/Hirer Safety Contact	Any person named in body of document

APPENDIX

Australian Standards Risk Definition and Classification

Qualitative measures of **likelihood**

Level	Descriptor	Description
A	Very Likely	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Unlikely	Could occur at some time
D	Highly Unlikely	May occur only in exceptional circumstances

Qualitative measures of **consequence or impact**

Level	Descriptor	Example and detail description
1	Negligible Injuries (Insignificant)	No injuries, low financial loss
2	Minor Injuries (Minor)	First aid treatment, on-site release immediately contained, medium financial loss
3	Major Injuries (Major)	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
4	Fatality (Catastrophic)	Death, toxic release off-site with detrimental effect, huge financial loss

Qualitative risk analysis matrix – level of risk

Likelihood	Consequences			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
A (very likely)	H	H	E	E
B (likely)	M	H	E	E
C (unlikely)	L	L	H	E
D (highly unlikely)	L	L	H	H

Legend:

- E:** extreme risk; immediate action required
- H:** high risk; senior management attention needed
- M:** moderate risk; management responsibility must be specified
- L:** low risk; manage by routine procedures