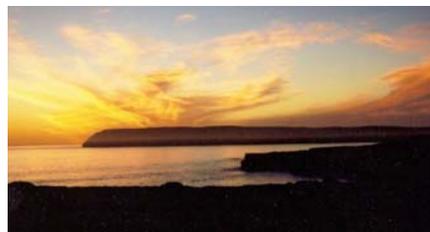




**EVENT SAFETY RISK ASSESSMENT
AND
EVENT MANAGEMENT PLAN**

For small to medium sized community events



EVENT SAFETY AND PLANNING

As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

Attached is a publication produced by Safework SA which provides guidance in the type of risk assessment procedure that should be undertaken before an event takes place.

Council requires that before an event is held on Council or public land, relevant permits and licences are obtained and that a risk assessment and Event Management Plan (attached below) is completed and forwarded to Council.

Please note that permits are required for fireworks and detailed procedures must be followed to ensure safety of crowds when using fireworks and Council must be informed prior to the event. For more details regarding fireworks please contact SafeWork SA on Telephone: 1300 365 255 or (08) 8303 0400.

Event Checklist:

CHECKLIST FOR PLANNING YOUR EVENT

Have you...

- Decided on the objectives and what kind of event you want to have?
- Found other people who will organise the event with you?
- Divided up the tasks that need to be accomplished?

In your list of tasks to be accomplished, have you included...

- Setting a date for your event?
- Picking a venue?
- Setting a time?

Have you...

- Made a budget?
- Made a plan for obtaining funds?
- Secured your venue?
- Obtained a permit from Council to conduct the event?
- Obtained relevant licences/ permits relating to food/alcohol/ fireworks?
- Obtained relevant licences/ permits relating stalls/ events from Council?
- Investigated whether roads need to be closed and discussed with Council?
- Undertaken a risk assessment (see attached)?
- Considered risk/safety issues (see below)?
- Ensure that you have properly addressed your waste disposal practices with the Council?

Have you...

- Created a plan for promoting your event?
- Set an agenda?
- Invited participants?
- Made sure your venue caters to people with disabilities?
- Taken care of all the details, like:
- Organised transportation, if necessary?
- Ordered the food and organised the meals?
- Organised lodging, if necessary?
- Confirmed the attendance of your participants and speakers?
- Created a map to your venue or given directions?

Are you prepared to...

Be flexible in case anything unexpected happens?

MOST IMPORTANT, IS SOMEONE ACCOUNTABLE FOR MAKING SURE EACH OF THESE TASKS IS ACCOMPLISHED?

EVENT MANAGEMENT PLAN: (Issues to consider when planning your event)

The following are examples of issues to consider when identifying the hazards and risk associated with your event. (NB This form can be completed by writing your comments/details in the box provided under each section and a photocopy of the completed pages can be forwarded to Council as your Event Management Plan)

- **Fireworks:** Obtain a licence through SafeWork SA and notify them of all fireworks displays at least 5 weekdays (excluding public holidays) before the display. A pyrotechnician intending to hold a fireworks display must notify the local community by a letterbox drop or an advertisement in the local newspaper.

Comments:

- **Major incident/ safety plan:** - what could be the worst case scenario? What provision needs to be made for the emergency services? What will be the procedure for summoning assistance? How will they get into and out of the site? Provision of first aid/medical facilities. Who is responsible, who would do what, have discussions been held with SA Ambulance, SAPOL and CFS?

Comments:

- **Health and Safety issues** - the organisers of the event should ensure that contractors employed to set up/take down stands, exhibits, marquees etc submit appropriate health and safety policies, risk assessments and method statements. Exhibitors and vendors, etc should submit similar details.

Comments:

- **Electrical power:** Is there sufficient power? Ensure all electrical and lighting equipment is tagged and in test date. Are there any overhead power lines or other cables? If you need to have long cable runs, they may require extra protection for the public? If in doubt, then check with Council.

Comments:

-
- **Traffic Control:** are roads needing to be closed? What about parking facilities and access for vehicles, not only on the day of the event but before and after. Is there a need for access by large vehicles. Are any parts of the site unsuitable for vehicular traffic because of soft or uneven ground? What traffic routes will be needed? What effect will the event have on traffic passing the site or on local parking?

Comments:

- **Provision of alcohol?** If so, relevant liquor licence should be obtained

Comments:

- **Food available?** If so, check relevant health laws

Comments:

- **Provision of facilities** - toilets, washing facilities, water supplies, provision for disposal of waste water, rubbish bins

Comments:

- **Waste management** - waste collection during setting up, during and after the event. What type of receptacles are to be used? How and when will they be emptied and by whom? Advise Council who in your group is responsible to ensure the site is left clean and tidy

Comments:

- **Special needs groups:** Consider the types of attendees such as children, elderly persons and the disabled - are there particular arrangements that need to be made, e.g. for ramps?

Comments:

- **Attendees:** How many people are expected to attend the event? What is the site capacity? What means of access and egress are available? What level of stewarding will be required, and who will carry out this role?

Comments:

-
- **Organisers:** How will you communicate with organisers and how will they be distinguished? How will you communicate with the crowd, exhibitors etc? What direction/information signs are required?

Comments:

- **Fire safety** - control over use of flammable liquids, LPG or other gases e.g. in catering or in other demonstrations. The use of generators should be strictly controlled - ensure adequate screening and protection, adequate arrangements for storage of fuel, etc. Adequate and appropriate fire extinguishers should be provided in accessible positions near to high risk areas.

Comments:

- **Security and cash handling arrangements** - site perimeter security, entry/ticketing arrangements. Potential risk of theft of cash, valuables and equipment must be considered. The use of a professional security company may be required for larger events.

Comments:

- **Exhibitors, amusements, stalls and demonstrations** - think about the interaction between adjacent stalls/exhibits/demonstrations and the problems that may result from having conflicting activities going on next to one another. Consider the positioning near to traffic routes, entrances/exits and toilet or refreshment facilities.

Comments:

- **Structures** - are any temporary structures going to be erected? Are they to be erected by competent persons? Do they need permit from Council?

Comments:

- **Contingency plan** in place should there be adverse weather conditions

Comments:

Please also refer to the following Council policies for further information which can be obtained from Council's website (www.elliston.sa.gov.au) or from the Council office (Beach Tce, Elliston, telephone 8687 9177):

- Preparation and management of grants and Council supported, community operated projects
- Project Management Policy
- Community Support Policy

EVENT SAFETY RISK ASSESSMENT

(SMALL TO MEDIUM SIZED COMMUNITY EVENTS)



Government
of South Australia

SafeWork SA

RISK ASSESSMENT – IT’S A MUST

The success of your event is measured in many ways and safety is one of them. As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks. While most of us understand this, we can find it difficult to apply to a working event document, such as Risk Registers or Risk Control Plans. Remember to start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety – from the planning phase right through to the overall evaluation of the event.

This guide breaks down the risk assessment process, outlining each step:



HAZARD IDENTIFICATION

Hazard identification is the process of recognising hazards associated with an event. It is helpful to identify risks by considering the people involved and their roles to ensure their safety at all times.

Hazard ‘groupings’ that can assist in the identification process include:

- human - type and size of crowd expected, level of crowd participation
- technological - mechanical, utilities such as gas and electricity
- natural - the physical location and site area conditions
- environmental - weather, Environment Protection Authority controlled, ground impact etc.

DISCLAIMER

This publication contains information regarding occupational health and safety.

It includes some of your obligations under the Occupational Health and Safety legislation that SafeWork SA administers. To ensure you comply with your legal obligations you must refer to the appropriate Acts and Regulations.

This publication may refer to legislation that has been amended or repealed. When reading this publication you should always refer to the latest laws.

RISK ASSESSMENT

Risk assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimisation.

In order to determine a risk rating consider:

- the consequence - what will happen, the extent of harm; and
- the likelihood - chances or possibility of it occurring.

A risk assessment matrix modelled from examples given in *AS/NZS 4360:2004 Risk Management*, is provided on page 4. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

RISK CONTROL

In order to control the risk we need to work out the best method of handling the risk. Look at the following methods, which are referred to as the 'hierarchy of controls', to see if you can eliminate or reduce the risk.

- Elimination – by removing the hazard entirely through new design or implementing a new process
- Substitution – by replacing hazardous materials or methods with less hazardous alternatives
- Engineering – by isolating, enclosing or containing the hazard or through design improvements
- Administrative – by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace
- Personal protective equipment (PPE) – by making sure that appropriate safety equipment, such as gloves, hats, sunscreen etc. are available.

Often people pick the 'easier' option by going straight to administrative controls or PPE but there are often more effective ways to control the hazard. In many cases consultation and discussion with the people involved reveals new ideas or better ways of handling hazards and reducing the risks of injury. Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It is vital to ensure that risk assessment covers the entire event – from set up (bump in) to dismantling (bump out), not just during the event itself.

Most importantly, consult with those involved.

RISK ASSESSMENT TABLES

LIKELIHOOD

How likely is it to occur?

Level	Descriptor	Example Detail Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur but only in exceptional circumstances

CONSEQUENCE

What is likely to be the impact ?

Level	Descriptor	Example Detail Description
1	Insignificant	<ul style="list-style-type: none"> No injuries Low financial loss
2	Minor	<ul style="list-style-type: none"> First aid treatment On-site release of chemical immediately contained Temporary halt of event Medium financial loss
3	Moderate	<ul style="list-style-type: none"> Medical treatment required On-site release of chemical contained with outside assistance Temporary halt of event requiring outside assistance (e.g. specialised maintenance, fire, police) High financial loss
4	Major	<ul style="list-style-type: none"> Extensive injuries Loss of production capability Off-site release of chemical with no detrimental effects Halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance, SafeWork SA) Major financial loss
5	Catastrophe	<ul style="list-style-type: none"> Death Toxic release off-site with detrimental effect Halt of production with investigation and potential prosecution (e.g. fire, police, ambulance, SafeWork SA) Catastrophic financial loss

RISK ASSESSMENT MATRIX

RISK RATING

The risk matrix determines a 'risk rating', based on the likelihood and consequence of risk.

CONSEQUENCE					
LIKELIHOOD*	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophe 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

RATINGS

- 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**

Risk assessment tables enable event organisers to allocate risk ratings to all hazards so they can prioritise and address them in a systematic way. Examples are shown on page 5, where the risk assessment process results in a Risk Control Plan or Risk Register.

RISK CONTROL PLAN - RISK REGISTER *(continued next page)*

These photos have been used as examples for the Risk Register (or Risk Control Plan).

Examples used are basic and may require a more detailed document, depending on your event size and specific hazards. This template is designed as a guideline to assist event planners in addressing their hazards in line with risk management processes.

Remember, consultation with those people involved in the tasks is crucial to this process.



Task or Issue/Hazard	Person affected/ location	Risk Rating	Risk Control Measures	By who when	Notes
<p>Task: Manual Handling – lifting 4kg packs of bottles to restock (from truck or pallet to fridges)</p> <p>Hazards: Back or shoulder strain or sprain</p>	Restock staff (marquees/ tents)	D 2 LOW	<p>Currently:</p> <ul style="list-style-type: none"> ✓ trained in good lifting technique ✓ seek assistance if needed ✓ deliveries as close as possible to area ✓ sack trucks to be used where possible <p>Next Steps:</p> <ul style="list-style-type: none"> - 3 more sack trucks to be purchased - training for new workers and refresher for existing staff 	Sue Blogg 1/11/06	Quote being obtained
<p>Task: Animal parading/showing</p> <p>Hazards: Injury to patrons if they come into contact with animal/ injury to handler if animal uncontrollable</p>	Animal handler/ patrons Main Arena	C 2 MODERATE	<p>Currently:</p> <ul style="list-style-type: none"> ✓ areas roped and fenced off to keep patron distance ✓ signage advising patrons not to enter area ✓ only competent handlers allowed to enter arena ✓ supervisor located inside arena with walkie-talkie <p>Next Steps:</p> <ul style="list-style-type: none"> - loudspeaker announcement advising patrons event about to commence and to keep behind fenced and roped areas (5 minutes prior and just before) - supervisor to be appointed to stand security for event 	John Doe 1/11/06	Handler meeting prior to event to advise of new changes
<p>Issue: Electrical board outlet in publicly accessible area</p> <p>Hazards: Injury if patrons or stall holders come into contact/ accidental or deliberate tampering/ hazardous for maintenance worker if busy, crowded area</p>	Maint worker/ patrons 5 sites around ground	E 2 LOW	<p>Currently:</p> <ul style="list-style-type: none"> ✓ electrical installation completely guarded with fence ✓ locked and limited access to authorised personnel ✓ maintenance done out of hours or with security staff <p>Next Steps:</p> <ul style="list-style-type: none"> - signage to be erected on fence - location to be noted on site map for stall holders 	John Doe 15/10/06	Check there were no issues at event debrief meeting
<p>Issue: Rubbish disposal</p> <p>Hazards: Injury to patrons if trip over waste/potential injury if rubbish thrown as 'missiles' by unruly patrons/back injury by disposal contractor if too heavy or awkward to manoeuvre</p>	Patrons/ rubbish collectors Various locations	D 2 LOW	<p>Currently:</p> <ul style="list-style-type: none"> ✓ enclosed recycle bins for cans and separate food bins ✓ placed in appropriate areas and collected regularly ✓ on wheels so easy to handle <p>Next Steps:</p> <ul style="list-style-type: none"> - monitor this (being done by contractor) - get report following event of how effective this procedure was 	Sue Blogg 30/11/06	Use feedback to improve (if needed) for next event
<p>Issue: Amusement Ride</p> <p>Hazards: Injury to patrons or bystanders (falls or being hit by moving objects)/potential injury to maintenance person whilst repairing</p>	Patrons/ bystanders Western corner	C 2 MODERATE	<p>Currently:</p> <ul style="list-style-type: none"> ✓ have received SafeWork SA registration certificate and certificate of currency for insurances from contractor ✓ contractor has trained personnel operating, supervising and repairing amusement ride ✓ has been set up with fencing and adequate space surrounding ride and signage for parent information <p>Next Steps:</p> <ul style="list-style-type: none"> - contractor to provide feedback to event planner 	Sue Blogg 1/10/06	Discuss in much further detail with ride provider

SAFEWORK SA

HELP AND EARLY INTERVENTION CENTRE

100 Waymouth Street, Adelaide

HELP CENTRE

Telephone: **1300 365 255** or **(08) 8303 0400** for mobile and interstate callers

Email: help@safework.sa.gov.au

To report all serious workplace accidents and incidents telephone **1800 777 209** (24 hour service)

LIBRARY

Telephone: (08) 8204 8877

Facsimile: (08) 8204 8883

Email: library@safework.sa.gov.au

BOOKSHOP

Telephone: (08) 8204 8881 or (08) 8204 8882

Facsimile: (08) 8204 8883

Email: bookshop@safework.sa.gov.au

Opening hours from 8.30am - 5.30pm,

Monday to Friday (the Help Centre

closes at 4.15pm on Wednesdays)

HEAD OFFICE

Level 3, 1 Richmond Road, Keswick

GPO Box 465, Adelaide, SA 5001

DX 715, Adelaide

COUNTRY OFFICES

BERRI

30 Kay Avenue, Berri

PO Box 346, Berri SA 5343

Telephone: **(08) 8595 2199**

MOUNT GAMBIER

Level 1, 11 Helen Street, Mount Gambier

PO Box 871, Mount Gambier SA 5290

Telephone: **(08) 8735 1199**

PORT LINCOLN

73-75 Tasman Terrace, Port Lincoln

PO Box 2862, Port Lincoln SA 5606

Telephone: **(08) 8688 3057**

PORT PIRIE

Level 1, 104 Florence Street, Port Pirie

PO Box 462, Port Pirie SA 5540

Telephone: **(08) 8638 4777**

WHYALLA

15-17 Horwood Street, Whyalla

PO Box 696, Whyalla SA 5600

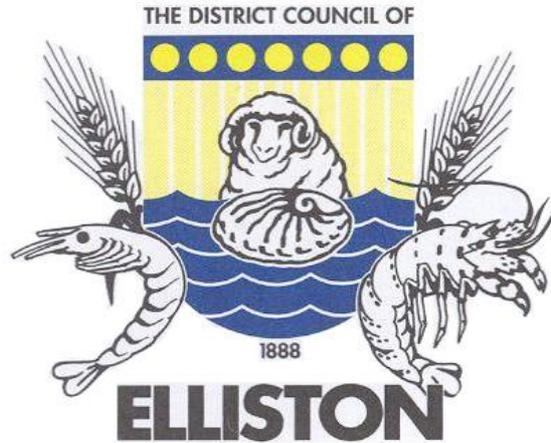
Telephone: **(08) 8648 8733**

To speak to SafeWork SA in a language other than English, contact the Interpreting and Translating Centre on (08) 8226 1990 and ask them to contact SafeWork SA. This interpreting service is available at no cost to you.

www.safework.sa.gov.au

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The District Council of Elliston

SPECIAL EVENT PERMIT



THE DISTRICT COUNCIL OF ELLISTON

Special Event Permit

I
(Name)
For and on behalf
(Organisation, Business, Group)
of Address
of Telephone
Hereby make application to the
(Council)
At the
(Name of the Event)
To be held at
(Location)
On
(Date of event)
Between the hours of
(Period of event)

The issuing of this permit is subject to :-

- A. The permit holder agreeing to the General Conditions of the permit as contained herein
- B. The permit holder agreeing to all Special Conditions which the Council may determine.
- C. The permit holder paying the prescribed fee.
- D. The permit holder providing a copy of all appropriate insurances as required by either the General

Conditions or Special Conditions of permit

General Conditions of Permit

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
5. The permit is not transferable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. No food or drink will be offered for sale by any permit holder without the prior approval of the Council.
8. No music system or amplified sound to be used by any permit holder without the prior approval of the Council.
9. Stalls and exhibitors sites will be allocated by the Council and no allocated sites may be altered without the approval of the Council.
10. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
11. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
12. This permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.

This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.

I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions.

Signed for and on behalf of the permit holder

Name		Date	
Position		Signature	

Signed by or on behalf of the Council

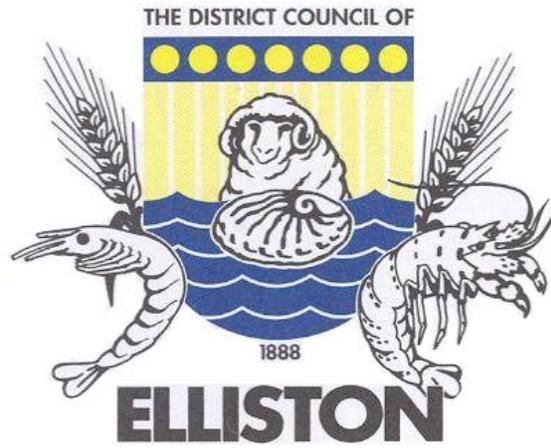
Name		Date	
Position		Signature	

Council Authorisation

Insurance Yes / No Permit Approved/Denied Fee

Signed Date

--



The District Council of Elliston

STALL HOLDER EXHIBITORS PERMIT



THE DISTRICT COUNCIL OF ELLISTON

Stall Holder/Exhibitors Permit

I

<i>(Name)</i>	
For and on behalf of (hereinafter called the permit holder)	
<i>(Organisation, Business, Group)</i>	
of Address	
of Telephone	
Hereby make application to the	
<i>(Council)</i>	
at the	
<i>(Name of the Event)</i>	
to be held at	
<i>(Location)</i>	
On	
<i>(Date)</i>	
Between the hours of	
<i>(Period of time)</i>	
If food and/or drink is to be sold, please provide details :-	
If music will be played, please provide details :-	
Council will not provide power. If it will be provided, please provide the details :-	

The issuing of this permit is subject to :-

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all Special Conditions which the Council may determine.
- C. The permit holder paying the prescribed fee.
- D. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit.

General Conditions of Permit

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. The permit holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder.
4. The permit holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this permit.
5. The permit is not transferable.
6. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
7. No food or drink will be offered for sale by any permit holder without the prior approval of the Council.
8. No music system or amplified sound to be used by any permit holder without the prior approval of the Council.
9. Stalls and exhibitors sites will be allocated by the Council and no allocated sites may be altered without the approval of the Council
10. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in cleaning fees being charged.
11. The use of power by permit holders shall not exceed that agreed to and approved by the Council.
12. This permit is liable to be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.
13. This permit will not come into operation until proof of the appropriate insurance has been provided to the Council and a copy of this document, signed by the Council has been returned to you.

I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions.

Signed for and on behalf of the permit holder

Name		Date	
Position		Signature	

Signed by or on behalf of the Council

Name		Date	
Position		Signature	

Council Authorisation	
Insurance Yes / No Permit Approved/Denied Fee	
Signed Date	