TEMPLATE

**RISK AND EMERGENCY MANAGEMENT PLAN**

**FOR [INSERT EVENT NAME] on [INSERT EVENT DATE]**

By [Insert Organisation Name]

**The importance of a risk management plan**

A risk management plan is an essential aspect of planning any event. A risk management plan identifies all the potential risks that may arise from holding an event and then lists the steps event organisers will take to reduce or mitigate identified risks. A risk can mean many things.

**For events the main risks to consider are anything that could:**

* cause harm to another person,
* cause damage to equipment, infrastructure or the event site, or
* Harm the future of the event organising committee and event itself.

Many risks are out of the event organiser's control. In this case it is important that the risk management plan details who is responsible for coordinating the safety of every person, should something that is out of the control of the event organiser, occur.

**First steps in assessing risks**

**A risk assessment should consider**

* Existing risks of the site
* Risks the event creates, and
* External risks that the event organiser has little control over but may need to be managed at the event.
* There are some questions an event organiser should ask them self when assessing risks of an event.

**A risk assessment of the event site**

* Will there be moving vehicles near the event site and could this pose a risk to pedestrians?
* Is there anything on the site that could become dangerous if there is inclement weather?
* Is there a body of water on or near the event site?

**A risk assessment of the event and all proposed activities**

* Will there be a jumping castle or carnival rides at your event and how will the safety of event guests be ensured when on or near rides?
* Is there infrastructure being brought onto the event site? Who will ensure it is safely secured?
* Are you bringing vehicles on site and if so how will you manage the safety of people who are setting up near vehicles?

**A risk assessment of all external risks**

* In the event that an evacuation of the event site is required who is responsible for ensuring all people are calmly and safely moved?
* Are the likely guests at your event at a higher risk of requiring emergency services? If so have you advised local emergency services?

**A complete risk management process before the event can include:**

* The initial risk assessment
* The developed Risk Control Plan
* An Emergency Management Plan
* Traffic Management Plan – where applicable
* Waste Management Plan – where applicable
* Site safety induction checklists – for staff working on the event or site

It is important to remember that every event is different and has different resources available. The most important part of creating a risk management plan is that you, the event organiser, can reduce possible risks as much as possible and have thought about what you would need to do in the event of an emergency during your event.

Listed below are some examples of risks. You need to consider these and other potential risks specific to your event.

|  |  |  |  |
| --- | --- | --- | --- |
| Food Poisoning | Fire (bushfire/structural fire) | Medical Emergency | External emergency |
| Stallholder not complying with OH & S guidelines | Weather extremes | Hazardous material | Cash handling |
| Missing person/lost child | Heat exhaustion | Waste (broken glass/litter) | Terrorism |
| Sanitary Services | Amusement rides | Waste management | Staffing or volunteer levels |
| Entry & exit of event | Alcohol & drug abuse | Event close to active roads and/or activities on roads | Potential for trees and limbs to fall |
| Slip, trips, fall and knock | Poor communications | Live electrical wires or faulty equipment | Electricity (leads, connections etc) |
| Toilet facilities | Criminal activity | Entertainment | Food preparation areas |
| Inflatable equipment | Manual handling | Uncontrolled animals | Crowd management |
| Infrastructure | Power failure | Suitable access and egress of patrons | Noise (Civil Disturbance) |
| LPG cylinders, Gas leak or explosion | High fire danger days | Hazardous chemicals | Appliances or machinery |

**HOW WE ASSESS RISKS**

# FIND IT

We list all of the hazards or possible situations associated with our event activity that may expose people to injury, illness or disease.

**ASSESS IT**

We use a Risk Ranking Matrix to Rate or assess what the ‘likelihood’ is of people being exposed to the hazard and what the ‘consequences’ could be as a result of the hazard occurring.

**FIX IT**

We identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring.

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| **HEIRACHY OF CONTROLS** | |
| **ELIMINATION**  Eliminate the hazard | Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. |
| **SUBSTITUTION**  Substitute the process | Use a less hazardous process - use a less-noisy machine or chemical for the task. Introduce a less-noisy work process, substitute chemicals or control worker exposures. |
| **ENGINEERING**  Change the equipment | Introduce enclosures and barriers around or between the hazard. Improve maintenance procedures**.** |
| **ISOLATION** | Separate or isolate the hazard or equipment from people by relocation or by changing the operation. |
| **ADMINISTRATIVE** | Design and communicate written or verbal procedures that prevent the hazard from occurring. Train workers/volunteers on how to do the job safely and to understand the risks and hazards associated with the job. |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard. |

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| **LIKELIHOOD** | **RISK RANKING MATRIX** | | | | | | |
| **HIGH** | **5** | | **10** | **15** | **20** | **25** | |
| **SIGNIFICANT** | **4** | | **8** | **12** | **16** | **20** | |
| **MODERATE** | **3** | | **6** | **6** | **12** | **15** | |
| **LOW** | **2** | | **4** | **6** | **8** | **10** | |
| **RARE** | **1** | | **2** | **3** | **4** | **5** | |
| **CONSEQUENCE** | **VERY LOW** | | **LOW** | **MODERATE** | **MAJOR** | **CATASTROPHIC** | |
| **LIKELIHOOD DEFINITIONS** | | | | | | |
| **High** | | It is expected to occur in most circumstances  There is a strong likelihood of the hazards reoccurring | | | | |
| **Significant** | | Similar hazards have been recorded on a regular basis  Considered that it is likely that the hazard could occur | | | | |
| **Moderate** | | Incidents or hazards have occurred infrequently in the past | | | | |
| **Low** | | Very few known incidents of occurrence  Has not occurred yet, but it could occur sometime | | | | |
| **Rare** | | No known or recorded incidents of occurrence  Remote chance, may only occur in exceptional circumstance | | | | |

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| **CONSEQUENCE DEFINITIONS** | |
| **Catastrophic** | * Single or multiple deaths * Costs to Event of up to $10 million * International and National Media outrage |
| **Major** | * Serious health impacts on single or multiple persons or permanent disability. * Costs to Event between $2.5 – 10 million * National media outrage |
| **Moderate** | * Injury to persons that require more than 10 days’ rehabilitation * Costs to Event between $200,000 and $5 million * Local media and community concern |
| **Low** | * Injury to person resulting in lost time and claims * Costs to Event between $50,000 and $200,000 * Minor isolated concerns raised by stakeholders, customers |
| **Very Low** | * Persons requiring first aid * Costs to Event up to $50. * Minimum impact to reputation |

**RISK EMERGENCY MANAGEMENT PLAN**

**Call 000 if you are involved in or witness a serious emergency and there is immediate threat to life.**

This template has been provided as an example for event organisers who do not already have a specific emergency management plan for their event. Use this example to help you write your own plan.

**EVENT PROCEDURES**

In the event of an emergency, the emergency management plan will be your procedural plan for your event.

* It is advised that you contact all emergency services in writing prior to your event i.e. Police, VicRoads, CFA, SES, Ambulance Victoria and local hospitals.
* Responsibility for the management of the response to the incident, including evacuation of persons affected, will normally be delegated to the event manager/chief warden or deputy warden. This delegation will be effective from the time the emergency is reported, until such time as it is resolved.
* It is the responsibility of the event manager/chief warden to hand over control of the venue to the emergency services incident controller upon their arrival at the scene. Cancellation or evacuation of the event shall be the responsibility of the event manager/chief warden. On a Fire Danger rating day of “Code Red” for the East Gippsland Total Fire Ban district, the event will be cancelled. The event site plan forms part of the emergency response plan.

**Prior to event taking place event organisers should inspect the site and identify and rectify any potential hazards**.

**EMERGENCY CONTROL ORGANISATION**

|  |  |  |
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| **TITLE** | **NAME** | **PHONE** |
| Onsite Event Coordinator |  |  |
| Safety Officer |  |  |
| Emergency Warden 1 |  |  |
| Emergency Warden 2 (if relevant) |  |  |
| Emergency Warden 3 (if relevant) |  |  |
| Onsite First Aid Officer |  |  |
| Security Contractor (if relevant) |  |  |
| Onsite Senior Security (if relevant) |  |  |
| Road Closures (if relevant) |  |  |
| Waste/Cleaning/Toilets |  |  |
| Food Safety Supervisor (if relevant) |  |  |
| RSA Supervisor (if relevant) |  |  |
| Traffic Controllers (if relevant) |  |  |
| Other |  |  |
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| **Organisation** | **Phone** | **Notified** | **Date** |
| Victorian Police | 000 |  |  |
| Country Fire Authority (CFA) | 000 |  |  |
| Ambulance | 000 |  |  |
| SES (Flood, Storm, Tsunami and Earthquake Emergency) | 132 500 |  |  |
| Vic Emergency Hotline | 1800 226 226 |  |  |
| Vic Roads Emergencies | 131 170 |  |  |
| Bushfire Information Victoria | 1800 240 667 |  |  |
| Bairnsdale Hospital | 5150 3333 |  |  |
| Orbost Regional Health | 5154 6666 |  |  |
| Omeo District Health | 5159 0100 |  |  |
| East Gippsland Shire Council | 5153 9500 |  |  |
| East Gippsland Water | 1300 134 202 |  |  |
| Water & Sewerage emergencies | 9203 9700 |  |  |
| Gas and Electrical emergencies | 132 099 |  |  |
| Victorian Coastal, Land, Weather & Flood Warnings | 1300 659 217 |  |  |
| Poisons information | 13 11 26 |  |  |
| Surf Life Saving Lakes Entrance | 5155 1333 |  |  |
| Australian Search and Rescue - Marine Rescue | 1800 641 792 |  |  |
| Australian Search and Rescue - Air rescue | 1800 815 257 |  |  |
| Worksafe | 132 630 |  |  |
| Other |  |  |  |

**This information should be tailored to suit your event**

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| **EXAMPLE**  **RISK MANAGEMENT PLAN** | | | | | |
| **Name of Event:** | |  | | **Risk Management Team:** |  |
| **Date of Events:** | |  | | **Event Coordinator:** |  |
| **Location of Events:** | |  | | **Site Supervisor:** |  |
| **Hazards**  **PLEASE EDIT ACCORDINGLY** | **Risk rank** | **Control / Actions**  **PLEASE EDIT ACCORDINGLY** | **Response**  **PLEASE EDIT ACCORDINGLY** | | **Responsibility**  **PLEASE EDIT ACCORDINGLY** |
| Extreme Heat | 5 | Check weather prior to the event. Ensure there are adequate drink supplies on site. Ensure there is adequate shade. | Cancel the event or modify schedule if weather impacts significantly. | | Event Coordinator |
| Marquees | 5 | Layout of event to be designed for minimal impact to environment | Event Coordinator to inspect site to determine where all utilities are and advise stall holders | | Event Coordinator  Site manager  Stall holders |
| Lost Child | 6 | Staff and volunteers are to be briefed on procedures for dealing with lost children | Designated area for lost children with suitably qualified staff to supervise while police or family are contacted | | Event Coordinator  Site supervisor  First aid officer |
| Jumping Castle | 6 | Jumping castle to be weighted not pegged into ground  Anchor ropes | Contractor is to be advised prior to set up by Event Coordinator  To be fitted with brightly coloured flags. Inspected for fraying etc | | Event Coordinator  Jumping Castle Contractor |
| Violence | 8 | Monitor crowd behaviour  Defuse potential conflict situations | Physical walk around  Separate or remove patrons | | Security Guards  Security Guards |
| Intoxication | 8 | Security and adequate staff to supervise the event. Communication between staff. | Security to respond and attend the incident.  Stop supply of alcohol | | Security Guards  Event Organiser  Licensee |
| Hostile Vehicle | 12 | Limit access to vehicles  Slow the traffic  Use security barriers and continuous perimeter evaluation | Security to monitor vehicle access.  Reduce speed zone at entry points  Install protective barriers and physical perimeter security | | Security Guards  Traffic Management Group  Traffic Management Group and Security Guards |
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**This information should be tailored to suit your event**

**Event Audit Checklist Template**

**FOR YOUR OWN USE ON DAY OF EVENT**

| **DETAILS** | |
| --- | --- |
| **Event Name** |  |
| **Event Description** |  |
| **Event Manager** |  |
| **Event Location** |  |
| **Persons Completing Inspection** |  |
| **Date** |  |

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| **NOTE - Indicate your response by selecting the appropriate check box.** |

| **EVENT / FESTIVAL CHECK LIST** | **Acceptable** | **Not Acceptable** | **Not Applicable** |
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| **1. HEALTH AND SAFETY SYSTEMS** |  |  |  |
| 1.1 Emergency Management Plan Available on Site |  |  |  |
| 1.2 Risk Management Plan Available on Site |  |  |  |
| 1.3 Induction Records for all staff, volunteers and Contractors |  |  |  |
| 1.4 Emergency Procedures Chart Available on Site |  |  |  |
| 1.5 Incident / Accident Report Forms |  |  |  |
| 1.7 Contract JSA / SWMS on site |  |  |  |
| 1.8 MSDS available for all chemicals held on site |  |  |  |
| **2. EVENT SITE** |  |  |  |
| 2.1 Work areas free from rubbish and obstructions |  |  |  |
| 2.2 Surfaces safe and suitable |  |  |  |
| 2.3 Free from slip/trip hazards |  |  |  |
| 2.4 Stock/material stored safely |  |  |  |
| 2.6 Adequate lighting |  |  |  |
| 2.7 Adequate space for pedestrian and emergency services access/egress |  |  |  |
| **3. ELECTRICAL** |  |  |  |
| 3.1 No broken plugs, sockets, switches |  |  |  |
| 3.2 No frayed or defective leads |  |  |  |
| 3.3 Power tools in good condition |  |  |  |
| 3.4 No work near exposed live electrical equipment |  |  |  |
| 3.5 Tools and leads inspected and tagged |  |  |  |
| 3.6 No strained leads |  |  |  |
| 3.7 No cable-trip hazards |  |  |  |
| 3.8 Switches / circuits identified |  |  |  |
| 3.9 Lock-out procedures / danger tags in place |  |  |  |
| 3.10 Earth leakage systems used |  |  |  |
| 3.11 Start / stop switches clearly identified |  |  |  |
| 3.12 Switchboards secured |  |  |  |
| 3.13 Appropriate fire fighting equipment |  |  |  |
| **4. MOBILE PLANT AND EQUIPMENT (incl RIDES)** |  |  |  |
| 4.1 Plant and equipment in good condition |  |  |  |
| 4.2 Daily safety inspection procedures / checklists |  |  |  |
| 4.3 Fault reporting / rectification system used |  |  |  |
| 4.4 Operators trained and licensed |  |  |  |
| 4.5 Warning and instructions displayed |  |  |  |
| 4.6 Certification of maintenance and operation |  |  |  |
| 4.7 Satisfactory operating practices |  |  |  |
| 4.8 Fire extinguisher appropriate and available |  |  |  |
| 4.9 Infrastructure installed appropriately, with no trip hazards |  |  |  |
| 4.10 Infrastructure and Rides installed on flat, secure surface |  |  |  |
| **5. STALLS** |  |  |  |
| 5.1 Adequate work space |  |  |  |
| 5.2 Clean and tidy |  |  |  |
| 5.3 Free from excess oil and grease |  |  |  |
| 5.4 Adequately guarded |  |  |  |
| 5.5 Warnings or instructions displayed |  |  |  |
| 5.6 Operated safety and correctly |  |  |  |
| **6. FOOD STALLS** |  |  |  |
| 6.1 Gas bottles securely fixed to trolley |  |  |  |
| 6.2 Fire extinguisher near work area |  |  |  |
| 6.3 LPG bottles within 10 year stamp |  |  |  |
| 6.4 Protective equipment provided and worn |  |  |  |
| 6.5 Food safety plan and health permit provided |  |  |  |
| 6.6 Safe Food Handling Requirements displayed |  |  |  |
| 6.7 Refrigeration available where required and in good working order |  |  |  |
| 6.8 Good hygiene practices demonstrated |  |  |  |
| **7. PERSONNEL** |  |  |  |
| 7.1 Wearing appropriate PPE |  |  |  |
| 7.2 Undertaking required rest breaks |  |  |  |
| 7.3 Staffing levels appropriate ie First Aid, |  |  |  |
| 7.4 Event being conducted in a safe and professional manner |  |  |  |

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| **8. ACTIONS REQUIRED** | | | |
| **Section** | **Action** | **Person Responsible** |
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