

## Risk Management for an Event – example

Name of school: ..... Person co-ordinating of event: .....

School Principal: ..... Principal's Signature & date: .....

Date of event: ..... Approximate number of Participants: .....

Location of event: .....

**Retain this document, permission slips and any other relevant documentation on file**

Activity	What to do?	Who does it?	Control Measures
<b>Organisation</b>	WHS duties for- planning  Mapping of activities  Responsibilities on the day e.g. fist aid, security, etc.  Check compliance requirements e.g. rides, food preparation, cash in transit, emergency procedures, electricity, gas safety, etc.  Documentation retained e.g. Induction, compliance certificates....		A safety officer is appointed for the event  Risk assessment carried out  Mapping of venue indicating exclusion zones, activities & egress for evacuation in an emergency  Responsibility assigned for first aid, emergency procedures, cash-in-transit, etc.  All people on the organising committee are aware of legal responsibilities for WHS  Contractors are asked to show safety plan & licence to operate (e.g. jumping castle).  Food handlers are made aware of procedures  Roster of duties on the day  Visual inspection before the event commences  Parking supervision?

<p><b>Training</b></p>	<p>Induction for all working at the fete (last meeting prior).</p>		<p>Map provided showing fire equipment, first aid facility, etc.</p> <p>Copy taken of contractor's licence &amp; certificate of safety compliance – e.g. rides, jumping castle</p> <p>At the last meeting workers are given guidance on –</p> <ul style="list-style-type: none"> <li>• Food handling &amp; storage</li> <li>• Security</li> <li>• Emergency procedures</li> <li>• General safety</li> <li>• Avoiding slips, trips &amp; falls</li> <li>• Hazardous manual tasks</li> <li>• Finance procedures</li> <li>• Use of electrical &amp; gas equipment</li> <li>• Communication with people in charge e.g. phone</li> </ul>
<p><b>Security</b></p>	<p>Cash handling</p> <p>Control of crowds</p> <p>Violence</p> <p>Asset Protection</p> <p>Child Protection</p>		<p>Induction for all involved in management on the day</p> <p>Access to a phone for all activity managers</p> <p>Police are advised of the event</p> <p>Access to the event defined (e.g. 2 x entrances only)</p> <p>Security officer hired</p> <p>Signage</p> <p>Any adult working at a site specifically for children needs a <b>Working With Children</b> check.</p> <p>Note to go into newsletter (and possibly at the entrances) “ All children must be accompanied by an adult (over 18)”</p>

<b>Safe Procedures</b>	<p>Avoid trips, trips &amp; falls</p> <p>Avoid hazardous manual tasks</p> <p>Avoid electrical or gas issues</p> <p>Appropriate Lighting</p> <p>Communication (PA)</p> <p>No alcohol or smoking</p>		<p>Any accidents or incidents on the day must be reported &amp; recorded on <i>Forms 3a or 3B</i></p> <p>First Aid person on duty</p> <p>Surveillance for condition of terrain &amp; hazards</p> <p>Barriers &amp;</p> <p>Trolleys provided for heavy loads</p> <p>PA system for emergency or announcements</p> <p>Ladders provided (Australian Standard)</p> <p>No double adaptors – use a power board if required</p> <p>All electrical cords covered by mats or taped to the ground</p> <p>Any ropes or strings clearly identified by a flag.</p>
<b>Weather</b>	<p>Plan B for wet weather, windy weather, storms, etc.</p>		<p>Surveillance of terrain after rain</p> <p>Areas for slips</p> <p>Ensure so far as is reasonably practicable rides, awnings, tables, chairs, etc. secured adequately for wind</p> <p>Sheltered areas available if necessary</p> <p>Volunteers should wear hats &amp; sunscreen</p>

<b>Food &amp; Beverage Management</b>	For safety reasons children are not permitted in area of food preparation		Food & drink purchased from reputable supplier  Induction for those who are buying, storing & preparing the food & drink  Signage  Electrician to check cords, power source & set up for operation BBQs, ovens, urns, etc. should be placed in a position away from flammable items & away from the public.  A fire blanket available.  Volunteers wear closed shoes.  Gloves provided for food handling.  Food handlers aware of safe work procedures e.g. wash hands, specific cutting board for meat products only, etc.
<b>Cleaning &amp; Waste Management</b>	Bathroom facilities cleaned  Garbage emptied regularly  Cleaning products have a MSDS		
<b>Bathroom &amp; Other Facilities</b>	Hydration  Access for disabled  Bathroom access  Seating (older people)		

<b>Parking &amp; Access</b>	-		
<b>Emergency Procedures</b>	Fire Bomb Threat Gas leak Accident Unwanted participants		

Reference: Advice for Managing Major Events Safely. 2006 State Government of Victoria. [www.worksafe.vic.gov.au/.../major\\_events\\_organisers\\_advice.pdf](http://www.worksafe.vic.gov.au/.../major_events_organisers_advice.pdf)