

**EVENT RISK MANAGEMENT CONTROL PLAN**

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

Date and time of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Please read each section that applies to your event and initial the 'I AGREE' column to indicate that you agree to ensure control measures are carried out.

POTENTIAL HAZARDS & RISKS	CONTROL MEASURES	WHO	HOW	WHEN	I AGREE
<p><b>Set up/Pack up</b></p> <p>Safe access of service provider vehicles to site</p> <p>Maintenance of site</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Engage with relevant Council Staff to identify safe procedures regarding access to site for service provider vehicles</li> <li><input type="checkbox"/> Discuss access requirements with all contractors prior to the event to ensure safe access</li> <li><input type="checkbox"/> Event coordinator to meet all contractors on site and guide them to designated setup positions</li> <li><input type="checkbox"/> Advise contractors to use extreme caution when operating and setting up within the site</li> <li><input type="checkbox"/> Ensure all event staff are aware of manual handling procedures and evacuation points</li> <li><input type="checkbox"/> Ensure event coordinator has access to mobile phone for clear and effective communications</li> <li><input type="checkbox"/> Verbally notify all support staff of evacuation points in event of an emergency</li> </ul>	<p>Event Coordinator</p>	<p>Site plan forwarded to Council and service providers</p> <p>Verbal instruction</p> <p>Event Management Plan</p> <p>On-site inspection</p>	<p>Prior, during and at conclusion of event</p>	<p>_____</p>

<p><b>Performers</b></p> <p>Injury to performers and/or public as a result of falls, equipment failure or misuse</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all performers/service providers hold current appropriate Public Liability Insurance</li> <li><input type="checkbox"/> Identify and apply for all relevant Council permits</li> <li><input type="checkbox"/> Undertake site inspection checklist</li> <li><input type="checkbox"/> Identify and mark/repair any potential hazard spot or affected areas and clean immediately</li> </ul>	<p>Event coordinators/support staff</p>	<p>Obtain copy of each performer's certificate of currency for Public Insurance</p> <p>Visual inspection at set up</p>	<p>Prior, during and at conclusion of event</p>	<p>_____</p>
<p><b>Contractors/Service Providers</b></p> <p>Injury to contractors, event staff or public</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all contractors hold appropriate insurance prior to them entering the site</li> <li><input type="checkbox"/> Engage with relevant Council Staff to identify existing procedures regarding access to site</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Discuss access requirements with all contractors/service providers prior to event with regard to positioning and to encourage contractors to use extreme caution when operating vehicles and setting and packing up within the site</li> <li><input type="checkbox"/> Ensure contractor provides a Safe Work Methods Statement prior to event</li> </ul>	<p>Event coordinators/support staff</p>	<p>Obtain a copy of each contactor's certificate of currency for Public Liability Insurance, Safe Work Method Statements and Job Safety Analysis where required</p> <p>Event Management Plan</p> <p>Verbal instruction</p>	<p>Prior, during and at conclusion of event</p>	<p>_____</p>
<p><b>Temporary Structures</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all temporary structures are constructed in line with manufacturer's instructions</li> <li><input type="checkbox"/> Ensure all temporary structures are weighted in line with manufacturer's instructions</li> <li><input type="checkbox"/> Ensure no pegging in parks or reserves</li> </ul>	<p>Event coordinators/support staff</p>	<p>Following manufacturer's instructions</p>	<p>Set up of event</p>	<p>_____</p>

<p><b>Robbery</b></p> <p>Theft of property from attendees</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inform local police station of event</li> <li><input type="checkbox"/> Inform local police immediately of any theft</li> <li><input type="checkbox"/> Have Incident Report Forms available on site</li> </ul>	<p>Event coordinators/support staff</p>	<p>Notify local police</p> <p>Have mobile phone accessible to report any theft</p>	<p>Prior, during and at conclusion of event</p>	<p>_____</p>
<p><b>Alcohol Affected People</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Alcohol <b>is/is not</b> (please circle) being served or provided at this event</li> <li><input type="checkbox"/> Report bad behaviour to local police immediately</li> </ul>	<p>Event coordinators/support staff</p>	<p>Being aware of surroundings and public and visual monitoring</p>	<p>Prior, during and at conclusion of event</p>	<p>_____</p>
<p><b>Biological Agents</b> <b>Needle stick injury, blood and Vomit</b></p> <p>Injury and illness to public and event staff</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Toilets inspected for cleanliness before and at regular intervals during the event</li> <li><input type="checkbox"/> Affected area cleaned immediately</li> <li><input type="checkbox"/> Inspect site prior to event</li> <li><input type="checkbox"/> Ensure site is left clean at the end of the event</li> </ul>	<p>Event coordinators/support staff</p>	<p>Visual inspections</p>	<p>Prior, during and at conclusion of event</p>	<p>_____</p>
<p><b>Broken Glass and litter</b></p> <p>Potential risk of cuts and lacerations to hands and feet of staff and public</p> <p>Leaving site clean</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Site Safety Inspection will be undertaken of area</li> <li><input type="checkbox"/> Affected area cleaned immediately</li> <li><input type="checkbox"/> Ensure sufficient staff remains at conclusion of event to assist in clearing up the event site</li> <li><input type="checkbox"/> Incident Report Forms available</li> </ul>	<p>Event coordinators/support staff</p>	<p>Visual inspections</p> <p>Extra Staff</p>	<p>Prior, during and at conclusion of event</p>	<p>_____</p>
<p><b>Personal Threat/security/civil disturbance</b></p> <p>Trauma and injury to event staff or public</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide verbal instruction to attendees if required</li> <li><input type="checkbox"/> Notify police immediately should a civil disturbance occur</li> </ul>	<p>Event coordinators</p> <p>Police</p>	<p>Prior planning of site activities</p> <p>Police notified by mobile phone</p>	<p>Prior, during and at conclusion of event</p>	<p>_____</p>
<p><b>Crowd Control</b></p> <p>Overcrowding leading to bodily injury</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Planning for activities and site layout will encourage an event spread of people across the site</li> <li><input type="checkbox"/> Event coordinators to monitor crowd conditions</li> <li><input type="checkbox"/> Event coordinators Emergency Response Plan identifying evacuation assembly points</li> </ul>	<p>Event coordinators/support staff</p>	<p>Prior planning of site activities</p> <p>Verbal instructions</p> <p>Visual monitoring</p>	<p>Prior during and after event</p>	<p>_____</p>

<p><b>Emergencies – Bomb threat</b></p> <p>Trauma and injury to public</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Event coordinators briefed on procedures to manage the threat if it occurs</li> <li><input type="checkbox"/> Event coordinators briefed on emergency response procedures</li> </ul>	<p>Event coordinators</p> <p>Police</p> <p>Ambulance</p>	<p>Being aware of surroundings and public and visual monitoring</p>	<p>Prior, during and after event</p>	<p>_____</p>
<p><b>Emergencies - Medical</b></p> <p>Potential injuries to staff and public</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Event coordinators briefed on emergency response procedures</li> <li><input type="checkbox"/> Level 2 First aid officer in attendance when event has more than 200 people</li> <li><input type="checkbox"/> Ensure that injury/incident forms are completed in event of an injury or accident</li> </ul>	<p>Event coordinators</p> <p>Police</p> <p>Ambulance</p>	<p>Being aware of surroundings and public and visual monitoring</p>	<p>Prior, during and after conclusion of event</p>	<p>_____</p>
<p><b>Food Poisoning (public events)</b></p> <p>Potential for illness or injury to staff or public</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all food providers are registered with Streatrader and have submitted a statement of trade for the event</li> <li><input type="checkbox"/> Ensure all food traders are self-sufficient with power and water</li> </ul>	<p>Event coordinator</p>	<p>Being aware of surroundings and public and visual monitoring</p>	<p>Prior to and during event</p>	<p>_____</p>
<p><b>Lost Children/Lost and Found</b></p> <p>Children separated from Parents/Guardians</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Place signage around event regarding supervision of children by parents/guardians at all times</li> <li><input type="checkbox"/> Lost and Found Access point and signage</li> <li><input type="checkbox"/> Note Lost and Found Access point on schedule of events for the day</li> </ul>	<p>Event coordinators</p> <p>Police</p>	<p>Being aware of surroundings and public and visual monitoring</p>	<p>Prior, during and after conclusion of event</p>	<p>_____</p>
<p><b>Emergencies - Fire</b></p> <p>Burn, injury and loss in case of fire breaking out</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fire department notified of event</li> <li><input type="checkbox"/> Event coordinators to carry mobile phones to notify fire department in case of a fire</li> <li><input type="checkbox"/> Event coordinator is the fire warden and safety officer and will take control in emergency situations</li> </ul>	<p>Event coordinators</p> <p>Police</p> <p>Ambulance</p>	<p>Being aware of surroundings and public and visual monitoring</p>	<p>Prior, during and after conclusion of event</p>	<p>_____</p>
<p><b>Electrical/Power</b></p> <p>Damage to electrical equipment and tripping hazard</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Carry out site safety inspection</li> <li><input type="checkbox"/> Ensure all cabling is securely fastened and kept away from attendees</li> <li><input type="checkbox"/> Instruct all contractors that all electrical</li> </ul>	<p>Event coordinators</p>	<p>Visual inspection upon completion of setup</p>	<p>Start of event</p>	<p>_____</p>

	<p>equipment used on site must be tested and tagged</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Instruct contractors that all electrical cords used on site must not show signs of damage or fraying</li> <li><input type="checkbox"/> All generators must be barricaded</li> <li><input type="checkbox"/> Fire extinguisher available on site</li> </ul>				
<p><b>Noise</b></p> <p>Disruption to local residents Unpleasant surroundings causing aggravation</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Event coordinator to monitor noise levels</li> </ul>	Event coordinators	Being aware of surrounding public and visual monitoring	Prior, during and after conclusion of event	_____
<p><b>Slip, trips, falls</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use site inspection checklist to undertake site safety inspection prior to event</li> <li><input type="checkbox"/> Ensure there are no slippery surfaces or serious trip hazards at the start of the event</li> <li><input type="checkbox"/> Ensure the area is free of sharp objects, glass or any other ground based environmental hazards</li> <li><input type="checkbox"/> Identify and remove/repair any hazards</li> <li><input type="checkbox"/> Ensure all cables and ropes are properly covered or marked to minimise chance of tripping</li> <li><input type="checkbox"/> Ensure the toilets are determined with public's travel paths in mind</li> </ul>	Event coordinators/support staff	Visual inspection Check lists	Prior, during and at the conclusion of the event	_____
<p><b>Trees and limbs falling</b></p> <p>Bodily injury, vehicle damage</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inspection of site by event coordinator to be carried out 3-4 days prior to event, allowing event coordinator time to contact council if any issues within park, reserve or site needs to be resolved</li> <li><input type="checkbox"/> Ensuring any items or vehicles are set up outside the tree protection zone</li> </ul> <p>NB – Parks are regularly inspected by Council</p>	Event coordinators	Visual Inspections	Prior, during and at the conclusion of the event	_____
<p><b>Traffic Management</b></p> <p>Insufficient parking</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Location of site within reasonable distance from free public parking and from transportation</li> </ul>	Event coordinators/support staff	Plan on site map	Prior, during and at the conclusion of the event	_____

<p>Bodily injury Vehicle damage/accident on site</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attendees are informed to utilise all legal parking options available to them as would be to any other road user</li> <li><input type="checkbox"/> Traffic management procedures to be implemented during bump-in and bump out</li> <li><input type="checkbox"/> Event coordinator to wear high visibility vest when guiding vehicles into site</li> </ul>	<p>Event staff to control safe entry and exit of vehicles in high visibility vests</p>			
<p><b>Adverse Weather Conditions</b>  Wind/Heat/Sun</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure electrical equipment is not exposed to water in an unsafe manner</li> <li><input type="checkbox"/> Ensure free sunscreen is available</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Service providers, staff will be notified by telephone if the event is cancelled</li> <li><input type="checkbox"/> Signs will be placed at the event site advising that the event has been cancelled</li> </ul>	<p>Event coordinators/support staff</p>	<p>Visual inspection</p>	<p>Prior, during and at the conclusion of the event</p>	<p>_____</p>
<p><b>Special Needs</b>  Ensuring event is accessible</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Read Fact Sheet 18 'Accessibility for all' and implement measures where appropriate to ensure accessibility</li> </ul>	<p>Event coordinator</p>	<p>Include in event plan</p>	<p>During event planning process, and check on event day</p>	<p>_____</p>
<p><b>Notifications to residents/traders/other groups</b>  Complaints that event has adversely affected them</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Take reasonable measures to notify potentially impacted residents/traders and other groups who may be affected by event by mail, advertising or other means</li> </ul>	<p>Event coordinator</p>	<p>Include in event plan</p>	<p>During event planning and on day of the event</p>	<p>_____</p>

<b>Other – please specify</b> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/>				<hr/>
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I agree that I have read the Risk Management Control Plan and will have adequate measures in place to mitigate relevant risks at the event. I agree that I will conduct the attached Site Inspection Checklist prior to the event start time.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**Site Inspection Checklist**

DESCRIPTION	OK	NOT OK	NA	DETAILS / ACTIONS
Barriers in place				
Emergency access clear				
Extension leads and plugs				
Fire extinguishers in position				
Gas bottles secured				
Hot surfaces out of public reach				
Housekeeping				
Incident /Injury Reporting Forms				
Licensed areas				
PA systems				
Pedestrian access				
Two-way radio functions				
Safety fences in place				
Sharp or protruding objects				
Stage edges & steps marked				
Steps & handrails (condition)				
Switchboxes / generators				
Tents / marquees secured				
Toilets functioning				
Tree & branches				



Tripping hazards / pegs ropes etc.				
Umbrellas secured				
Warning signage				
Weather & wind conditions				
Other				