



# Risk Management of Public Events

## *Guidelines for Event Organisers in the Break O' Day Council municipality*

This document is a general guide for Event Organisers to assist in the risk management of their event. Break O' Day Council does not accept responsibility for any errors, or omissions that may have occurred within this publication. Information in this guide will be subject to change.

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## Public Safety and Security

The success of an event is often measured by factors such as crowd numbers and economic benefit. The level of safety is also of vital importance to the overall success of any event.

The Event Organiser has an obligation to provide a safe environment to the public and to ensure appropriate care, safety and any training requirements are provided to staff and volunteers involved in running the event.

On-site safety at all events is of the utmost importance with public expectation being to be able to enjoy your event in safe and secure surrounds. It is the responsibility of the Event Organiser to identify and address any potential hazards.

When planning an event you should consider the following items:

- Do you have public liability insurance?
- Is your property and equipment insured?
- Do you have a contact list of all stakeholders?
- Do you have an alternative plan in case of inclement weather?
- Does the location provide adequate shade?
- Are there any exposed power lines that may provide a technical hazard?
- Are there any chemicals or potential dangerous material stored on the site or nearby?
- Is the area subject to high winds- will marquees and stalls be safe?
- Have you checked to ensure that operators of amusement rides and attractions are qualified and licenced?

Regardless of the size of an event, it is necessary to provide a level of first aid. It is the responsibility of the Event Organiser to provide a first aid kit for the duration of the event. Whether you will need a first aid station staffed by a qualified certificate, or paramedic, and a medical facility, this will be determined by the type of event, the number of patrons expected to attend and any perceived risks.

For example, a low risk event of around 200 attendees requires one first aid officer is on site at all times.

Patrons	First Aiders	First Aid Posts
Less than 500	1	1
500 or more	2	1
1,000 or more	4	1
2,000 or more	6	1
5,000 or more	8	2
10,000 or more	12	2

The above is a guidance based on information provided in the *Planning Guide for Event Managers, Victoria*.

## Electrical Safety – power and lighting

The Event Organiser is responsible for arranging the supply and installation of any electrical/power requirements for the event, such as the use of generators, extension cords and cables.

### It is important to ensure that:

- electrical leads do not create trip hazards. NO cables are to lie on the ground unless adequately protected as they can present a serious hazard;
- lead joints and connections are not to be accessible to the public or exposed to damp conditions;
- temporary electrical leads must be flexible cables;
- double adaptors and piggy-back plugs are not to be used;
- all electrical equipment including power cords/leads used in ‘hostile operating environments<sup>1</sup>’ should be **inspected and tested by a competent person** (i.e. a licensed or registered electrician, a licensed electrical inspector or a person has successfully completed a structured training course and has been deemed competent) **at least once every 12 months** and have a tag attached to the tested electrical equipment specifying:
  - the name of the person who carried out the testing,
  - the date of the testing, and
  - the date on which the next testing must be carried out.

Please note that brand-new equipment that is ‘out of the box’ does not need to be tested before being put into service unless there are reasonable grounds to believe it is electrically unsafe.

The Event Organiser must ensure that any unsafe electrical equipment within their management or control is disconnected or isolate from Council’s electricity supply and once disconnected is not reconnected until it is repaired or tested and found to be safe or is replaced or permanently removed from use.

Should you require further information like a copy of the WorkSafe Australia fact sheet on electrical risks or a table on testing and inspection intervals for electrical equipment, please contact Council’s Customer Service Officers.

<sup>1</sup> ‘Hostile operating environment’ describes an environment where electrical equipment is exposed to operating conditions that are likely to result in damage to the equipment or a reduction in its expected life span. This includes conditions that involve exposing the electrical equipment to moisture, heat, vibration, mechanical damage, corrosive chemicals and dust.

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## Risk Assessment

For Event Organisers to meet their duty of care, comprehensive event safety planning is required. Risk assessment and management form part of this process.

The principles of risk assessment and risk management involve a systematic use of available information to determine how often incidents may occur and the magnitude of their likely consequences.

A basic risk analysis for a place of assembly should consider:

- How likely is an incident to happen; and
- What are the potential consequences and their magnitude?

## Why risk needs to be managed?

- To reduce unexpected and costly surprises;
- More effective and efficient allocation of resources;
- More informed decision making;
- Compliance with regulatory requirements;
- A well organised event will encourage greater participation; and
- Difficulties may arise in the event of an accident when making an insurance claim and the risk has not been managed well by the organiser.

## How to make your Risk Management Plan?

- 1) Identify the potential risks for your event, see example hazards list.
- 2) Assess the **Likelihood** for each risk, see 'risk analysis matrix on page 4'.
- 3) Assess the **Consequence** for each risk.
- 4) Describe **Mitigation Strategies** for each particular risk.
- 5) Nominate the **Responsible Person** for each particular risk.
- 6) Keep a record of your plan and reassess risk if the scope of the event changes.

All of this information is best captured on page 5 and 6 in this guide.

## Helpful Resources

Workplace Standards Tasmania Code of Practice for Risk Management of Agricultural Shows and Carnivals available at [www.wst.tas.gov.au](http://www.wst.tas.gov.au).

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## Risk Identification – Example Hazards

The checklist items on the next page are not exhaustive, but can be used as a prompt. You will also need to consider site and event specific risks.

<b>EXAMPLE OF HAZARDS</b>	
<b>PEOPLE</b>	<b>HAZARDOUS MATERIAL</b>
Disorderly unruly behaviour Public accessing non-public areas of event Misuse of amusement and rides Drug and/or Alcohol affected persons Criminal activity Overcrowding Terrorism/ Bomb threat Medical Emergency (e.g. heart attack) Lost children Water hazard – drowning Lack of patron awareness of facility locations	Chemical hazards Pyrotechnics / Fireworks Fuels e.g. Petrol, LPG gas heating in community halls, Diesel
<b>TRIP / SLIP HAZARDS</b>	<b>TECHNICAL MANAGEMENT</b>
Electrical cables Uneven ground, loose surfaces Flooring design / surface Lighting Climbing for vantage points Temporary fencing	Inadequate site management Lack of staff briefing Communications failure Power failure Water failure Toilet failure Unregistered food vendors Unsafe temporary structures Extreme weather Electrocutation / shorting out Fire
<b>HEALTH</b>	<b>VEHICULAR</b>
Food poisoning Disease outbreak Animal to human spread of disease Excessive noise levels Inadequate number of toilets Inadequate maintenance of toilets Needles / syringes Sunburn / dehydration Smoking	Disabled parking Lack of parking spaces Traffic congestion Collisions Emergency services access
<b>ACCESSIBILITY</b>	<b>WASTE</b>
Inadequate seating space Inaccessible toilet facilities Difficulty touring through event site	Insufficient rubbish bins Inadequate emptying / cleaning of bins Litter collection Collection / removal of wastewater Site clean up

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## International Standard for Risk Management ISO 31000:2009

### CORE INFRASTRUCTRE RISK MANAGEMENT PLAN



Takes into account <b>LIKELIHOOD</b> of a risk event occurring	
LIKELIHOOD	DESCRIPTOR
<b>Rare</b>	Unlikely to occur during the <b>next 25 years</b>
<b>Unlikely</b>	May arise once in <b>10 to 25 years</b> (Recurrent Event) Unlikely but not impossible 10-29% (Single Event)
<b>Possible</b>	May arise about <b>once in 10 years</b> (Recurrent Event) Less likely than not but still possible 30-69% (Single Event)
<b>Likely</b>	May arise about <b>once per year</b> (Recurrent Event) As likely is not 70-89% (Single Event)
<b>Almost certain</b>	Could occur <b>several times per year</b> (Recurrent Event) More likely than not 90-99% (Single Event)

#### Consequences of an event occurring can include:

- Repair costs
- Loss of life / injury
- Damage to property
- 3<sup>rd</sup> party losses
- Loss income
- Health impacts
- Failure to meet statutory requirements
- Loss of image

#### Consequence of risk event occurring

CONSEQUENCE	INJURY	PUBLIC SAFETY	FINANCE	COMMUNITY & LIFESTYLE	ENVIRONMENT & SUSTAINABILITY
<b>Insignificant</b>	No injuries	Appearance or threat but no actual harm	Low loss < or equal \$5,000	Minor areas in which municipality unable to maintain current services	No damage
<b>Minor</b>	First Aid treatment	Serious near misses or minor injuries	Medium loss < or equal to \$50,000	Isolated noticeable examples of decline in services	Minor instances of environmental damage that could be reversed
<b>Moderate</b>	Medical treatment required	Small number of injuries	High loss < or equal to \$500,000	General appreciable decline in services	Isolated but significant instances of environmental damage that might be reversed with intensive efforts.
<b>Major</b>	Extensive injuries	Isolated instances of serious injuries or loss of lives	Major loss < or equal to \$1M	Severe and widespread decline in services and quality of life within the community	Severe loss of environmental amenity and danger of continuing environmental damage.

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CONSEQUENCE	INJURY	PUBLIC SAFETY	FINANCE	COMMUNITY & LIFESTYLE	ENVIRONMENT & SUSTAINABILITY
<b>Catastrophic</b>	Death	Large number of serious injuries or loss of lives	Huge loss < or equal to \$4M	The municipality would be seen as very unattractive, stagnant and unable to support its services	Major widespread loss of progressive irrecoverable environmental damage

## Risk Analysis Matrix

RISK RATING					
LIKELIHOOD	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>VERY HIGH</b>	<b>VERY HIGH</b>
Likely	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>	<b>VERY HIGH</b>
Possible	<b>LOW</b>	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>
Unlikely	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>MEDIUM</b>
Rare	<b>LOW</b>	<b>LOW</b>	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>

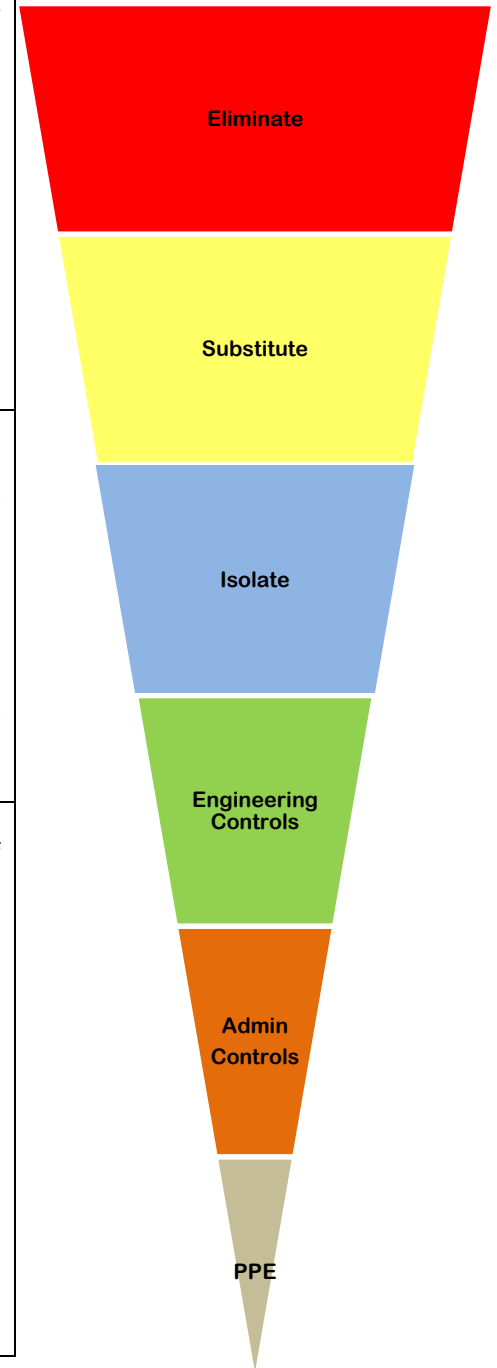
## Action

	RISK RATING	ACTION REQUIRED
<b>VERY HIGH</b>	Very High Risk	Immediate corrective action
<b>HIGH</b>	High Risk	Prioritised action required
<b>MEDIUM</b>	Medium Risk	Planned action required
<b>LOW</b>	Low Risk	Managed by routine procedures



## Strategies for Risk Mitigation / Controls

<p><b>Step 1</b> <b>What can I do to prevent the realisation of the risk?</b></p> <p><i>In other words, what can you do to reduce the likelihood of the risk occurring?</i></p>	<p>Can you eliminate the risk?</p> <p>Can you substitute the process or material that will prevent the risk?</p>	<p>Carefully evaluate the element that poses the risk. Is it critical to the event? Could it be removed and still allow the objectives of the event to be achieved?</p> <p>Investigate what others do. Consider alternative methods or elements that may enable you to avoid the risk and still achieve the even objectives.</p>
<p><b>Step 2</b> <b>What can I do to prepare or respond to the risk if it occurs?</b></p> <p><i>In other words, if the risk were to occur, what can you do to reduce the consequences?</i></p>	<p>Can you engineer the facility or equipment to prevent the risk?</p> <p>Can you introduce administrative measures that will prevent the risk?</p>	<p>Careful design, good construction and the right materials can prevent risk eventuating.</p> <p>There are many administrative tools used to prevent risk. Rules, guidelines, policies, checklists, communication systems, training, emergency response plans, etc.</p>
<p><b>Step 3</b> <b>What can I do to recover from the risk if it occurs?</b></p> <p><i>In other words, are there things you can do to respond to the event that are directed more at the survival of the event or organisation?</i></p>	<p>What personal responsibility can you reasonably ask in preventing the risk?</p> <p>What protective equipment could people wear to prevent the risk? What can you do to transfer the risk?</p> <p>Is it possible for the risk to be financed?</p>	<p>How much risk will people be prepared to accept to be part of the event? How much is it reasonable to ask them to accept?</p> <p>Helmets, gloves, hats, sunscreen, safety footwear, eye protection, etc. Contracts, leases, insurances.</p> <p>Self-insurance. Establishing a fund that covers losses to a certain level.</p>



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EVENT RISK ASSESSMENT						
<b>Name of event:</b>	St Helens Regatta		<b>Location of event:</b>		St Helens Foreshore	
<b>Date Event Starts &amp; Finishes:</b>	25/01/2014 & 26/01/2014		<b>Time Event Opens to Public:</b>		9.00am 25/01/2014	
<b>Required Set Up Date:</b>	24/01/2014		<b>Time Starts:</b>	12noon	<b>Time Finishes:</b>	10.00pm
<b>Target audience:</b>	Families		<b>Expected audience number:</b>		2,000 people	
<b>Event Manager:</b>	Nigel Johnson		<b>Organisation:</b>		St Helens Rotary Club	
<b>Contact phone number during event:</b>	XXXXXXXXXX		<b>Map / layout provided to Council:</b>		YES / NO	
<b>Road closure required:</b>	YES / NO		<b>Name of road(s):</b>		Foreshore car park	
<b>Permit been issued?</b>	No – council owned.		<b>Have emergency services been notified of the road closure?</b>		Yes, 24/01/2014	
<b>Fireworks/Pyrotechnics?</b>	YES / NO		<b>Has a permit been obtained?</b>		YES / NO	
<b>Who will supply first aid? (Contact details)</b>	Tasmanian Ambulance		<b>Permit No / Responsible Person</b>		Howards & Son Pty Ltd	
<b>No. First Aid Posts / Personnel:</b>					1 post & 3 volunteers	
Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
<b>People</b>						
<i>Disorderly spectator conflict</i>	<i>Likely</i>	<i>Minor</i>	<i>Medium</i>	<i>Engage extra security for the event</i>	<i>Low</i>	<i>Event Organiser</i>
<b>Slip and Trip</b>						
<i>Slip on wet surface</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<i>Put up warning signs at areas that are wet.</i>	<i>Medium</i>	<i>Event Organiser</i>
<b>Health</b>						
<i>Sunburn</i>	<i>Almost certain</i>	<i>Moderate</i>	<i>High</i>	<i>Make free sun lotion available to spectators and contestants.</i>	<i>Medium</i>	<i>Event Organiser</i>

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EVENT RISK ASSESSMENT					
Name of event:		Location of event:			
Date Event Starts & Finishes:		Time Event Opens to Public:			
Required Set Up Date:		Time Starts:		Time Finishes:	
Target audience:		Expected audience number:			
Event Manager:		Organisation:			
Contact phone number during event:		Map / layout provided to Council:		YES / NO	
Road closure required:	YES / NO	Name of road(s):			
Permit been issued?		Have emergency services been notified of the road closure?			
Fireworks/Pyrotechnics?	YES / NO	Has a permit been obtained? Permit No / Responsible Person		YES / NO	
Who will supply first aid? (Contact details)		No. First Aid Posts / Personnel:			

RISK RATING					
LIKELIHOOD	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	MEDIUM	MEDIUM	HIGH	VERY HIGH	VERY HIGH
Likely	LOW	MEDIUM	HIGH	HIGH	VERY HIGH
Possible	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Unlikely	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
Rare	LOW	LOW	LOW	LOW	MEDIUM

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Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
<b>People</b>						
<b>Trip Hazards</b>						
<b>Health</b>						
<b>Hazardous Material</b>						
<i>LPG heating in hall</i>	<i>Rare</i>	<i>Major</i>	<i>EXTREME</i>	<i>Only the Event Organiser is responsible for turning the heaters on and off.</i>	<i>LOW</i>	<i>Event Organiser</i>

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Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
<b>Technical Management</b>						
<i>Power failure</i>	<i>Rare</i>	<i>Minor</i>	<i>LOW</i>	<i>Event to be cancelled if power failure occurs. Contact Council and/or TasNetworks to ascertain if power failure is specifically to the building or all over St Helens/Marys.</i>	<i>LOW</i>	<i>Event Organiser</i>
<i>Water failure</i>	<i>Rare</i>	<i>Moderate</i>	<i>LOW</i>	<i>Ascertain if the problem is specific to the building or elsewhere. Contact Council and/or TasWater to advice of situation.</i>	<i>Low</i>	<i>Event Organiser</i>
<i>Fire</i>	<i>Rare</i>	<i>Major</i>	<i>LOW</i>	<i>Event to be cancelled if fire occurs. Follow Standard Fire Order posters affixed near the entrance to hall and evacuate the building. Call Fire Brigade on 000 and contact Council.</i>	<i>LOW</i>	<i>Event Organiser</i>
<b>Vehicular</b>						
<b>Waste</b>						

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Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
<b>Accessibility</b>						
<b>Event / Site / Specific Risks</b>						
Electrocution due to electrical equipment being used that has not being tested and tagged in accordance with AS/NZS 3760:2010.	Possible	Catastrophic	HIGH	Environment where the equipment or supply flexible cord is subject to flexing in normal use OR in open to abuse OR is in a 'hostile environment' than <b>12 monthly testing is required.</b>  <small>Hostile environment = electrical equipment is exposed to operating conditions that are likely to result in damage to the equipment or a reduction its expected life span.</small>		

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