



Event Risk Management Guidelines

Catering For 101 to 500 People

Baw Baw Shire Council requires your event to be managed safely and without risk to all involved. As such, you are required to identify and manage the risks associated with your event.

To assist you, Council provides the following recommended actions to be applied to your event. You are not compelled to implement these recommendations; however, should an incident occur that results in an injury, damage or loss they may be used as evidence to determine your liability.

These recommendations provide reasonably practicable measures to manage risk at your event, however, they are not exhaustive and may not cover all risks specific to your event. You are advised to identify all risks and provide appropriate risk management measures prior to and during the event.

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

Section 1: Risk Identification

Access for People With a Disability

Recommended action:

Provide access to the event area, facilities and amenities for people with a disability

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Food Handling

Recommended action is to provide the following:

Hand wash facilities (for example liquid soap, warm water and paper toweling)

A means of keeping perishable food cold (insulated container, refrigerator or portable cool room)

A wash tub area for washing equipment with warm water

A receptacle for waste products

A food safety supervisor and persons who have basic food handling skills

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Catering

Recommended action:

All food business including community groups providing catering must be registered with the Council and have submitted a statement of trade prior to the event.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Food Stalls

Recommended action:

Operators of food stalls must submit a statement of trade to the Council prior to the event and provide the facilities relevant to the class of food being sold.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

First Aid

Recommended action:

Provide a First Aid Kit and a Level 1 Qualified First Aider.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Emergency Management

Recommended Action:

Prepare an Emergency Plan and nominate a Chief Warden and 4 Wardens. Establish emergency evacuation routes and assembly points and a procedure for calling the Emergency Services in the event of an emergency.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Hazard Inspections

Recommended Action:

Conduct an inspection of the site/ facility prior to and during the event to identify any hazard that may cause injuries or damage (for example slip, trip or fall hazards, sharp or protruding objects and loose or unstable items) and make the hazard safe by eliminating, isolating or applying engineering controls and continue to monitor the site for hazards.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

General Fire Safety

Recommended Action:

Conduct a Fire Safety Inspection of the site/ facility prior to the event and remove identified fire hazards (for example flammable materials). Provide at least two multi-purpose Fire Extinguisher at places where cooking or heating is carried out.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Use of Pyrotechnics and Fireworks Displays

Recommended Action:

Organisers of an event that includes a pyrotechnics display (fireworks) must seek separate permission from Council for the display not less than 14 days prior to the event. For details relating to the conditions of the Council's permission contact the Baw Baw Shire Events Officer on 5624 2411. Also contact Worksafe Victoria for the requirements relating to the use of pyrotechnics.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Electricity and Electrical Equipment

Recommended Action:

All electrical equipment and leads must be inspected, tested and tagged in accordance with *AS/ NZS 3760:2003 "In-service safety inspections and testing of electrical equipment"*. All electrical leads and equipment must be protected against damage and exposure to water and are secured to prevent trips, entanglement and being fouled by vehicles and the like.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Temporary Structures (not requiring a permit as prescribed by the Building Regulations)

Recommended Action:

Temporary structures (for example tents, canopies, tarpaulins, stages, grandstands and the like) are secured to prevent being blown down by wind, pushed or knocked over by pedestrian and vehicle traffic and, free of sharp edges and points and loose objects that could become airborne in windy conditions. It is advisable and preferable that structures such as marquees and tents should be secured using appropriate weighted blocks instead of stakes (see also section 'Underground Services').

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Temporary Structures (requiring a permit as prescribed by the Building Regulations)

Recommended Action:

All temporary structures to be approved by a qualified building surveyor and erected by competent erectors.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Noise

Recommended Action:

Noise levels emitted from the event must comply with the State Environment Protection Policy (control of music noise from public premises). Refer to the Environmental Protection Authority for more information.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Environment

Recommended Action:

The outdoor environment of the event site must be left in a condition that existed prior to the event. All trees, plants, garden beds, and the like to be protected against damage by patrons, vehicles and other exposures including, but not limited to, compaction, saturation, impact, defoliation, dehydration and poisoning. All damaged plant must be reported to Council. Must not to be used or kept on the site.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Dangerous Goods (other than compressed gas cylinders used for cooking purposes)

Recommended Action:

Not to be used or kept on the site

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Compressed Gas Cylinders (used for cooking purposes)

Recommended Action:

Compressed gas cylinders and associated fittings and connectors must be without defect and must be used in conformance with industry standards. The areas in which this equipment is operated must be well ventilated and isolated from general access. All installations must be leak tested prior to use.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Alcohol

Recommended Action:

Where it is intended that alcohol is to be consumed at an event, the appropriate Liquor Licence must be obtained. Alcohol must not be consumed in areas where there is local law prohibiting alcohol consumption. The organisers of an event must ensure that alcohol is consumed responsibly.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Traffic Management

Recommended Action:

All public roads to be kept free of obstruction and traffic control measures employed to direct traffic into designated parking areas. Any person who controls traffic on a public road must hold a current and applicable traffic management qualification.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Parking

Recommended Action:

Parking areas to be designated and patrons directed to designated parking areas through signage or parking marshals. All parking marshals shall be clad in an identifiable HIVE uniform.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Water

Recommended Action:

Drinking water to be readily available for all patrons.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Weather

Recommended Action:

Check weather forecasts prior to the event for extreme weather warnings and nominate a person to maintain a weather watch to detect the onset of weather that may present a threat to the health and safety of the patrons and the stability of any structures. Include a response to extreme weather in the event emergency plan and be prepared to postpone or terminate when extreme weather is forecast or occurs. Also monitor the weather through the Bureau of Meteorology website during the event for possible severe local weather events.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Ablutions & Sanitation

Recommended Action:

Ensure that ablutions are available and clean and that there are sufficient facilities for all patrons including those with a disability.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Security

Recommended Action:

Restrict access to your allocated site and engage a licensed security company to provide crowd control maintain vigilance for unwanted intruders. Report any unwanted or potential unwanted activities to the Police.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Legislative Compliance

Recommended Action:

Ensure that all local and state laws are complied with including the "Places of Public Entertainment" (POPE) legislation pursuant to Section 49 of the *Building Act 1993*. Information relating to relevant local and state laws and POPE can be obtained at the Baw Baw Shire Council Customer Service Centre, Smith Street, Warragul.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Underground Services

Recommended Action:

Locate the position of all underground services including, but not limited to, drains, water reticulation, irrigation, electrical conduits, communications cables and the like prior to driving pegs, stakes and posts into the ground or when carrying out an excavation if permitted.

Make contact with information sources (for example Dial Before You Dig on 1100 and/ or the organisations responsible for the management of the underground services at the site of the event). It may be necessary to engage a service provider who specialised in underground observations to locate the underground services.

Warning:

Some underground services may be a safety hazard (for example underground electricity cables) and contact may result in death or serious injury. The cost of any damage to an underground service or structure will be your responsibility.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Waste Management

Recommended Action:

Provide sufficient waste receptacles for recyclable and non-recyclable waste generated by the event. Remove the waste receptacles from the site and deposit at an approved waste removalist. Conduct an inspection of the site to ensure that all waste has been removed at the conclusion of the event.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No

Crowd Control

Recommended Action:

Ensure that all patrons of the event behave in an acceptable manner and any acceptable behaviour is quashed or the offenders removed from the site.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Public Information

Recommended Action:

Notify all businesses and/ or residents affected by and/ or in the vicinity of your event, in writing at least 7 days prior to the event. The notice should include at least the event name, event type (for example music, market, family fun day or cycling race), date, start and finish time, event area/ boundaries including arrangement made in relation to patron parking, detours (if applicable) and the contact details of organiser. Approved temporary road closures must be advertised in a popular local newspaper preferable in the edition just prior to the event.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No

Amusement Rides & Inflatable Amusement Structures (Jumping Castles)

Recommended Action:

Ensure that the amusement rides, inflatable amusement structures and the like are constructed and erected in accordance with the Australian Standard AS 3533-2009, and are operated in a safe manner to ensure the safety of the users. Also ensure that the provider and operator of the amusement is experienced in the operation of the amusement and has written instructions relating to precautions to be taken during adverse weather conditions, the maximum permitted users at any one time, the dress code and the number of persons required to supervise the amusement. The provider/ operator must also have a minimum of \$20 million Public Liability Cover.

Is this risk applicable to your event?

Yes

No

Who is responsible for implementing the recommended action?

Has the recommendation been implemented?

Yes

No