



# Event Risk Management Guidelines

## Catering For Over 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:

Engage a First Aid Service Provider (for example St. John Ambulance, Red Cross) or provide a minimum of three qualified first aid persons suitable equipped with first aid kits and resources to respond to first aid emergencies at the event including intoxication and drug overdose.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

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. Also provide an emergency response team who can provide an initial response to an emergency until the emergency services arrive.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

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?

Who is responsible for implementing the recommended action?

Yes

No

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). Seek a recommendation from the fire brigade or competent person relating to the type and size of the fire fighting equipment to be provided for the event and install and maintain this equipment for the duration 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

## 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?

Who is responsible for implementing the recommended action?

Yes

No

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. A "Certificate of Electrical Safety" must be obtained from an Electrical Contractor and available for inspection at any time during 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

### **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. Dust control measures to be provided and actions taken to prevent any liquid run off other than storm water from the site from entering drains and water courses.

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?

Who is responsible for implementing the recommended action?

Yes

No

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?

Who is responsible for implementing the recommended action?

Yes

No

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 HIVIZ uniform.

Is this risk applicable to your event?

Who is responsible for implementing the recommended action?

Yes

No

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 or arrange for the receptacles to be collected by 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?

Who is responsible for implementing the recommended action?

Yes

No

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?

Who is responsible for implementing the recommended action?

Yes

No

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?

Who is responsible for implementing the recommended action?

Yes

No

Has the recommendation been implemented?

Yes

No