

If you are thinking about presenting an event read on.....

# RISK ASSESSMENT AND MANAGEMENT PLAN

*'Let's Put On A Show' was the catchcry of many an early Mickey Roonie and Judy Garland film. The catch cry seems to be currently doing the rounds of Mallocoota. Once upon a time most of these community entertainments were organized by The Mallocoota Arts Council, who had a team of people with the expertise and experience to manage these events, this is no longer the case and other individuals and organizations are presenting events. Here are some of the things from it that we would like to bring to the attention of would be event presenters.*

1. **Clear lines of responsibility.** Someone must be in charge of the whole event and ultimately accountable this is **The Event Coordinator**. Someone has to be in charge of technical , back stage, staging and logistics this the **The Production Coordinator**. Someone has to be in charge of The Kitchen this is **The Catering Coordinator**. **A Front of House Coordinator** looks after the door and all the money and manages the budget. If the event is very large you will need a **Volunteer Coordinator** to manage and care for your volunteers. This may seem overly organized and formal but in long term it will prevent doubling up of activity and even more important make sure that important areas are not neglected. Recently an event sold far more tickets than the venue could safely accommodate and it was very lucky that there wasn't an incident. These sorts of issues can be dealt with where there are clear lines of responsibility.
2. **Early meetings planning out what needs to be done before the event** is important - delegate jobs and make lists. Be organized. If you are the key organizer don't keep it all in your head, spread the information around. I was involved in an event not so long ago where the Event Coordinator bought up things that needed to be done as they occurred on the fly at the last minute and much time was wasted and a great deal of frustration was experienced. This not a good way to manage events or volunteers (if you want them to come back and help next time). Always be polite to your volunteers.
3. **Technical** – If you need to rely on people outside your group to supply technical or other expertise on the night. It is good policy to see if they are available before selecting the date for the event. Tell technical people all the details of the event so they can get a good scope of the event and provide suitable equipment. Technical

people often have a great many calls on their time within a community and it is courteous and good strategy to look after them when they are working for you. This includes adequate supplies of refreshment during their work periods, thorough briefing notes and the designation of a goto person for questions who has the answers.

4. **Programming - less is more.** Do not over programme. Events managed by volunteers need to finish around 10.30 (especially if the kitchen is involved). This is because there is cleaning up to do. Tired volunteers take longer to finish the job, are not overly careful, get grumpy and don't come back. Vacuuming the Mudbrick at 1.00 am is no fun! Have someone designated to be in charge of the clean-up and make sure they are well briefed about where things go and what is expected to be done.
5. **Is your event a private event** organized by a single person, a group of individuals or a company (Birthday Parties, Trade Shows, Weddings, Performances where the performers and staff are paid) or **a community event** organized by a not for profit incorporated organization (Markets, Fund Raisers, Art Exhibitions, Events where all those participating in the organization of the event are volunteers)? This is a distinction on which it is important to be clear should something go wrong either financially or physically (damage to property or personal injury). Individuals not under the umbrella of an auspicing body are **personally** liable financially and legally for an event. Incorporated body have articles of association and insurance policies to protect the members. You can ignore the advice and say 'It won't happen to us', but before you do - ask yourself this question, **'How much do I like my house?'**

## **Event Organizers Specific Responsibilities.**

1. Early familiarization with the venue to ascertain what facilities are available and make arrangements through your Occupational Health and Safety Officer for a risk analysis of the venue and make arrangements through the Management Committee for necessary upgrading or supply of deficient facilities.
2. Undertake a risk elimination and/or minimization process.
3. Discuss with your committee and or visiting artists any perceived need for crowd control officers.
4. If a crowd control officer is perceived to be necessary locate and hire the number required.
5. If you need any signage like 'LOADING ZONE', EMERGENCY VEHICLES'.make sure these are displayed correctly on the day of the event.
6. Insure that there is a clearly designated parking position for emergency vehicles and that there is unimpeded access to this parking position.
7. Familiarize yourself with the emergency plan for natural disaster and safe and speedy evacuation.

## **On the Day of the Event If you are the Event Coordinator undertake the following or ensure it is done by the responsible individual.**

1. Undertake a risk assessment of the venue and minimize or eliminate the risks.
2. Insure that there is adequate crew to bump in any technical or other equipment and that crew is fully cognoscente with safe handling of goods protocols.
3. If fresh food is available at the venue insure that staff are trained food handlers and they are following all relevant protocols and have all relevent permitss.
4. Liase with technical crew to make sure that all technical requirements will be in place as per schedule.
5. Insure that potable water is available for the use of artists and other participants.
6. If the event involves strenuous or prolonged physical activity or hot weather - insure that potable water is available for the attendees of the event.
7. Insure that all toilets are clean and there is an adequate supply of disposable items.
8. Insure that all toilet, outside and security lights are functioning.
9. Insure that all crew have adequate breaks for meals etc.
10. Insure that all volunteers and other staff have arrived 30 minuets before the start of the event and make sure that they are fully briefed.
11. During the event continuously monitor staff, volunteers, crowd control and artists to insure that there are no problems.
12. At the end of the event insure that the room is quickly and efficiently cleared.
13. If appropriate spot clean any bad spills.
14. Insure that the venue is cleaned as per prior arrangement.
15. Check all windows and exit doors are locked and all lights are extinguished.
16. Check all doors from the outside to insure they are locked.

## **WHEN PLANNING YOUR EVENT you must do the following -**

1. Create layout plan for the positioning of technical equipment, furniture, decorations, art objects and musical instruments etc insuring that no exit doors or exit signs are covered.

2. Insure that all fire extinguishers/hoses/fire hydrants are to date and are not obscured in any way.
3. Insure there are adequate facilities for the disposal of rubbish in the room/site.
4. Insure that no smoking signs are prominently displayed if venue is in a building.
5. Insure that a Certificate Two, or better, first aid officer will be present during the event and that he/she checks first aid kit for completeness and in-date.
6. On the day or just prior to the day of the event hold a meeting of all volunteers to brief them about the event – what their duties are, any backup they have and inform them of the emergency plan.
7. If money is to change hands insure that it can be securely moved to a safe location at the end of the event.

## **On the Day of the Event you must do the following -**

1. Undertake a risk assessment of the venue and minimize or eliminate the risks.
2. Insure that there is adequate crew to bump in any technical or other equipment and that crew is fully cognoscente with safe handling of goods protocols.
3. If fresh food is available at the venue insure that staff are trained food handlers and they are following all relevant protocols.
4. Liase with technical crew to make sure that all technical requirements will be in place as per schedule.
5. Insure that potable water is available for the use of artists and other participants.
6. If the event involves strenuous or prolonged physical activity or hot weather - insure that potable water is available for the attendees of the event.
7. Insure that all toilets are clean and there is an adequate supply of disposable items.
8. Insure that all toilet, outside and security lights are functioning.
9. Insure that all crew have adequate breaks for meals etc.
10. Insure that all volunteers and other staff have arrived 30 minuets before the start of the event and make sure that they are fully briefed.
11. During the event continuously monitor staff, volunteers, crowd control and artists to insure that there are no problems.
12. At the end of the event insure that the room is quickly and efficiently cleared.
13. If appropriate spot clean any bad spills.
14. Insure that the venue is cleaned as per prior arrangement.

15. Check all windows and exit doors are locked and all lights are extinguished.
16. Check all doors from the outside to insure they are locked.

## Please ensure that -

**Before Event** – Pre-check building/facility ensuring compliance with this check list. If uncompliant – please note breaches and report to Committee of Management within 24 hours by letter or email. Make ensure event set up is compliant with OH and S requirements for your event.

**After Event -**

- a. All technical equipment is packed as per instructions and returns are organized
- b. All washing up has been collected, done and put away. All surfaces are wiped down and are clean.
- c. Urns is empty, fridges/stoves/warmers emptied and clean.
- d. Kitchen floor swept and mopped.
- e. Vacuum clean carpet and vacuum cleaner has been emptied.
- f. Non-carpeted areas have been swept and mopped.
- g. Mop and bucket are clean.
- h. Rubbish has been collected, sorted, removed from the building.
- i. Rooms are left as per management instructions.
- j. Items returned to storage neatly as per instructions.
- k. Chairs stacked no higher than eight high to prevent compacting
- l. Projection screen is raised, curtains opened and door shut.
- m. Aircon, fans and all lights switched off.
- n. All doors secured, bolts in locked position.

## **If the Event is Outside.**

1. Early familiarization with the site to ascertain what facilities are available and make arrangements through the Occupational Health

and Safety Officer for a risk analysis of the venue and make arrangements for necessary upgrading or supply of deficient facilities.

2. Insure that the area is free from holes, hazardous rubbish, overhanging tree limbs etc
  3. Insure that any roadways running through the site are closed and that the closure has been previously arranged with the Shire Council and the Police.
  4. If the event is taking place in a public area usually open to the general public make sure that arrangements have been made not to impede local foot traffic.
  5. Insure that the police are aware of your activities.
  6. If the event is taking place on private land insure that the owners of the land have a public liability policy.
  7. If the event takes place during the day insure there is adequate shade for the artists, participants and attendees.
  8. If the event is taking place in a remote location insure that adequate cover is available in case of inclement weather.
  9. If the event occurs at night insure that all walkways, audience areas and service areas are adequately lit.
10. Any generators must be fenced off from the general public as per regulation and all extension cords must be suspended on a catenary at least 3 metres above the ground at their lowest points.
11. If the event takes place in the bush at a remote location insure that you have a fully developed natural disaster plan and that all relevant authorities know the event is on and have representatives at the event.
12. Insure that adequate supplies of potable water are available.
13. If the event is remote from toilet facilities one portable toilet must be available for every 30 anticipated attendees including facilities for the disabled.
14. Insure that safe parking is available and that where traffic is expected to be heavy or access problematical then parking marshals must be provided.
15. If fire is to play a part in the event close liason with the CFA is essential and a licensed practitioner must perform any fire effects.
16. If the event involved loud noise and is taking place within a built-up area local residents must be informed of the event well beforehand and all loud noise must cease by midnight.

17. If site is not immediately cleared after the end of the event insure that a security guard has been appointed to 'mind the store' until the site is cleared.

18. Site must be cleared and left as it was found.