

RISK MANAGEMENT PLAN



YOUR EVENT

BUNBURY

Annual Pie Throwing Contest 2009 Risk Management Plan
RISK ANALYSIS MATRIX

Qualitative measures of **LIKELIHOOD**

Level	Descriptor	Description
A	Almost Certain	Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur only in exceptional circumstances
E	Rare	May occur only in exceptional circumstances

Qualitative measures of **CONSEQUENCE or impact**

Level	Descriptor	Injury	Reputation & Image	Financial Loss	Operational Efficiency
1	Insignificant	No Injuries	Unsubstantiated, low impact, low profile or no news item	Low	Little impact
2	Minor	First Aid Treatment	Substantiated, low impact news item	Medium	Inconvenient delays
3	Moderate	Medical treatment required	Substantiated, public embarrassment, moderate impact, moderate news profile, executive involvement	High	Significant delays in major deliverables
4	Major	Extensive injuries	Substantiated, public embarrassment, high impact, high profile news, Third party actions, community executive involvement	Major	Non-achievement of major deliverables
5	Catastrophic	Fatality	Substantiated, public embarrassment, very high multiple impacts, high profile, wide spread multiple news, Third party actions, CEO/Mayor involvement	Huge	Non-achievement of major key objectives

Qualitative risk analysis matrix – level of risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A	H	H	E	E	E
B	M	H	H	E	E
C	L	M	H	E	E
D	L	L	M	H	E
E	L	L	M	H	H

LEGEND

L	Low risk	Manage by routine procedure
M	Moderate risk	Management responsibility must be specified
H	High risk	Senior management attention required
E	Extreme risk	Immediate action required

Annual Pie Throwing Contest 2009 Risk Management Plan

CONTEXT/SCOPE

The event “[Annual Pie Throwing Contest](#)”, will be held at Location bounded by the roads [Blair Street](#), [Clarke Street](#), [Spencer Street](#), , on [Sunday 8 February 2009](#), commencing at 1100 hours and concluding at approximately 1830 hours. It should be noted that patrons will start to arrive at the ground as early as 0930 hours, with the site being cleared by 1900 hours.

Planning strategies for the event are:

- Deliver a successful regional high profile sporting event
- Ensure a safe environment for players and patrons

The scope of this plan is to:

- Identify, analyse and prioritise the risks associated with staging the event by:
 - a) Reducing the likelihood of those risks occurring
 - b) Reducing the consequences of those risks should they occur
- Objectively document these strategies in standardised action plans
- Use this risk management plan as a basis of an objective event debrief

CRITERIA

This Risk Management Plan is prepared using the qualitative method outlined in AS/NZS ISO 31000 – 2009 Risk Management Principles and Guidelines.

Risks will be analysed in terms of Likelihood and Consequence in the context of existing controls

The [Annual Pie Throwing Contest](#) Risk Management Plan is a work in progress and as such we reserve the right to update the document as required according to advice and feedback from the various governing bodies and parties referred to in the plan.

EVENT OVERVIEW

CONCEPT:	Annual Pie Throwing Contest
VENUE	Event place, BUNBURY
ADDRESS	CRN BLAIR STREET AND CLARKE STREET, BUNBURY
DATE	SUNDAY FEBRUARY 7 2009
TIME	1100 HOURS – 1830 HOURS
SET-UP TIME	0700

Annual Pie Throwing Contest 2009 Risk Management Plan

ROLES & RESPONSIBILITIES

RESPONSIBLE PERSONS	CORE FUNCTIONS
	Budget approvals, strategic approvals
	Management of all aspects of event and venue
	Provide equipment, , bodyguards for players, security at gates to check bags, provide merchandise and services displays
	Emergency coordination, Chief Warden, Risk Management Plan, Staff briefing
	All waste management – rubbish collection
	Event compliance with food handling and temporary structures
	Traffic management, crowd behaviour, theft
	Toilet maintenance, external power supplies,
	Ground condition,
	Provide on-site first aid
	Erection of Marques and tents
	Setting up and maintaining PA system
	Provide catering and bar services to main pavilion and around the ground. Arrange Occasional licence to serve alcohol on the day.

Annual Pie Throwing Contest 2009 Risk Management Plan

RISK			AREA OF IMPACT						RATING			
Source	Issue	Description	Patrons	Players/ Umpires	Local Comm	Environ- ment	Organisers	sponsors	Like- lihood	Conse- quence	Priority	Responsible Organisation
HUMAN BEHAVIOUR	1	Disorderly conduct	X	X	X		X	X	C	2	Moderate	
	2	Alcohol & drug affected persons	X	X	X		X	X	C	3	High	
	3	Amenity of area affected by inappropriate behaviour	X	X	X		X	X	C	4	Extreme	
	4	Litter			X	X	X	X	B	1	Moderate	
	5	Theft of personal property	X	X					C	1	Low	
	6	Food contamination/services	X	X			X	X	D	2	Low	
	7	Broken glass/syringes	X	X		X	X	X	C	2	Low	
	8	Noise Nuisance	X	X	X		X	X	C	1	Low	
	9	Injury to players, umpires,	X	X					C	2	Moderate	
ARENA/TECHNICAL	10	Tripping over cables	X				X		C	1	Low	
	11	Sound equipment failure	X				X		D	2	Low	
	12	Structural collapse	X	X			X	X	D	3	Moderate	
PUBLIC UTILITY	13	Power failure	X	X			X	X	D	2	Low	
	14	Toilet failure	X				X	X	C	2	Moderate	
	15	Water failure	X	X			X	X	E	2	Moderate	
WEATHER	16	Inclement weather	X	X			X		C	3	High	
	17	Electrical storm	X	X			X		E	4	High	
	18	Extreme heat	X	X			X		C	2	Moderate	
FIRE & EMERGENCIES	19	Fire building/temp structure	X	X	X	X	X	X	D	4	High	
	20	Bomb threat - need to evacuate	X	X			X	X	E	4	High	
	21	Major Incident Evacuation	X	X			X	X	E	4	High	
VEHICULAR TRAFFIC	22	Traffic congestion & parking	X		X			X	D	2	Low	
	23	Lack of parking	X					X	D	2	Low	
	24	Illegal parking/obstructing	X		X			X	D	2	Low	
	25	Emergency service access	X					X	D	3	Moderate	
LEGAL	26	Litigation against Event sponsors						X	D	2	Low	
ADMINISTRATIVE	27	Show Cancelled	X					X	D	4	High	
MEDICAL INCIDENTS	28	First Aid Services/casualties	X					X	C	2	Moderate	
	29	Dehydration	X					X	D	2	Low	
PERSONNEL	30	Key personnel No-Show	X					X	D	3	Moderate	

Annual Pie Throwing Contest 2009 Risk Management Plan

PERSONNEL	31	Contractors No-Show	X					X	D	3	Moderate
	32	Forced redeployment of Emergency Services	X					X	E	3	Moderate
	33	Overcrowding - venue general	X	X	X	X	X	X	D	2	Low
	34	Insufficient exits	X	X		X	X	X	D	3	High
	35	Damage to reticulation					X	X	D	2	Low

RISK ACTION PLAN

ISSUE 1	Disorderly conduct		
Initial Assessment	Likelihood - E	Consequence- 2	Result - Moderate
ISSUE 2	Alcohol & drug affected persons		
Initial Assessment	Likelihood - E	Consequence- 2	Result - High
ISSUE 3	Amenity of area affected by inappropriate behaviour –		
Initial Assessment	Likelihood - E	Consequence- 2	Result - Extreme

Preventative Actions

- Strategic deployment of crowd controllers/Security staff monitoring crowd
- First Aid on site
- Contact with Police
- No BYO alcohol allowed to be carried into the venue – bag search and seized (return after event).
- Management of licensed outlets monitored by Police
- Non-alcoholic drinks and water available from licensed outlets
- Bar staff exercise Responsible Serving Practises

Response Actions

- Security staff and Police onsite and moving around venue
- Established contact source to Police
- Communication two-way radio contact between staff

Resources Required

- Established contact source to Police through event coordinator
- Communication -availability two-way radio / mobile phones contact list available for all staff

Responsibilities

- Security staff to monitor and intervene
- Police to attend as necessary
- Communication availability by Event sponsors
- Event owners (liquor permit owners)

Monitoring

- Event staff onsite and moving around venue
- Established contact source to Police
- Communication two-way radio contact between staff

RISK ACTION PLAN

ISSUE 4	LITTER		
Initial Assessment	Likelihood - B	Consequence- 1	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Event owners engaged “ground clean-up duties” staff
- Members of this group will be at the site during the event to ensure the site is clean
- Members of this group remain at the venue to complete venue clean up and leave used sulo bins in strategic location for pick up.
- 240 litre Sulo bins placed strategically around venue for patron use
- Used Sulo bins picked up by COB waste services

Response Actions

- Ground clean up staff onsite and moving around venue
- Established contact as necessary with COB –Waste Services
- Communication two-way radio contact between staff

Resources Required

- XX 240 sulo bins provided on site by COB-Waste Services
- Ground clean-up staff engaged
- Communication two-way radio contact availability between staff

Responsibilities

- Event organisers to manage site clean up and engage ground clean up staff
- COB Waste Services provide bins on site and pick up from site
- COB provide Two-way radios

Monitoring

- Event and clean up staff onsite and assessing bin placement and any refuse build up.

RISK ACTION PLAN

ISSUE 5	Theft of Personal Property		
Initial Assessment	Likelihood - C	Consequence- 1	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Security staff leading up to and during event
- Police on duty

Response Actions

- Ensure preventative actions are implemented and monitored throughout event

Resources Required

- Engagement of security staff
- Police
- Engagement of crowd controllers
- Communication two-way radio contact availability between staff

Responsibilities

- Event organisers to engage security staff and event staff
- Police
- Event sponsors provide Two-way radios

Monitoring

- Event and Police onsite and monitoring crowd

RISK ACTION PLAN

ISSUE 6	Food Contamination/Service		
Initial Assessment	Likelihood - D	Consequence- 2	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Food vendors adhere to Health Act regulations and local laws pertaining to food vending
- All catering/contractors stall holders to submit application for approval from Environmental Health Services (EHS)
- First aid in attendance

Response Actions

- Health Act regulations given to food vendors
- First aid in attendance
- EHS officer on duty on the day to inspect food served on the day

Resources Required

- EHS Officer availability
- First aid in attendance
- COB – EHS approvals

Responsibilities

- COB- EHS
- Events Coordinators

Monitoring

- EHS to monitor service on the day

RISK ACTION PLAN

ISSUE 7	Broken Glass/ Syringes		
Initial Assessment	Likelihood - C	Consequence- 2	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Event staff monitoring
- First aid in attendance

Response Actions

- Event staff onsite and moving around venue
- Established contact as necessary with COB –Waste Services
- Glass containers not distributed
- Communication two-way radio contact between staff
- Sharps disposal available through COB- EM Coordinator

Resources Required

- 32 waste bins provided on site by COB-Waste Services
- Beverage providers using plastic cups
- Staff available for ground clean up after match
- Communication two-way radio contact availability between staff
- Sharps container available COB

Responsibilities

- Event organisers to manage site clean up
- COB Waste Services provide bins on site
- Event sponsors provide Two-way radios
- Event sponsors provide sharps disposal

Monitoring

- Event staff onsite and moving around venue

RISK ACTION PLAN

ISSUE 8	Noise Nuisance		
Initial Assessment	Likelihood - C	Consequence- 1	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Ground Announcer restricted to broadcast intermittent match comments
- Event well published for local community awareness

Response Actions

- Ensure Preventative actions implemented and monitored

Resources Required

- Ground announcer
- PA system technician

Responsibilities

- Event organisers

Monitoring

- Event staff onsite and monitoring around venue

RISK ACTION PLAN

ISSUE 9	Ground Invasion- Injury to players ,umpires, spectators		
Initial Assessment	Likelihood - C	Consequence- 2	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Ground announcer inform patrons to stay off playing surface
- Ground officials. Staff, crowd controllers, Police on-hand to prevent invasion
- Perimeter fence in place to provide boundaries

Response Actions

- Communication two-way radio contact between staff
- Preventative actions implemented throughout day
- Ground announcer briefed on obligations

Resources Required

- Ground announcer
- Crowd controllers, staff, Police
- Communication two-way radio contact availability between staff

Responsibilities

- Event organisers to ensure all actions undertaken
- Police,
- Event sponsors provide Two-way radios

Monitoring

- Event staff onsite and moving around venue

RISK ACTION PLAN

ISSUE 10	Trip Hazards		
Initial Assessment	Likelihood - C	Consequence- 1	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Event staff monitoring
- First aid in attendance
- Cable covers to be used where necessary
- Full site inspection before opening

Response Actions

- Event staff to implement Preventative actions as necessary monitor and appraise throughout the day
- First aid in attendance

Resources Required

- Event staff
- First aid in attendance
- Cable covers as required

Responsibilities

- Event organisers to ensure all actions undertaken
- Technicians
- Event sponsors provide Two-way radios

Monitoring

- Event staff onsite and moving around venue

RISK ACTION PLAN

ISSUE 11	Sound Equipment Failure		
Initial Assessment	Likelihood - D	Consequence- 2	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Event staff monitoring thought the day
- Sound technicians fully test system and provide back up service

Response Actions

- Event staff to implement Preventative actions as necessary monitor and appraise throughout the day
- Technicians on hand throughout day

Resources Required

- Event staff
- Sound technicians

Responsibilities

- Event organisers to ensure all actions undertaken
- Technicians

Monitoring

- Event staff and technicians onsite and monitoring sound quality

RISK ACTION PLAN

ISSUE 12	Structural Collapse		
Initial Assessment	Likelihood - D	Consequence- 3	Result - High
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Marquees erected by licensed experienced contractor
- First aid in attendance
- Full site inspection before opening

Response Actions

- Event staff monitoring
- First aid in attendance
- Service call phone numbers of contractors available for urgent matters

Resources Required

- Event staff to implement Preventative actions as necessary monitor and appraise throughout the day
- Contractors phone numbers available on hand throughout day

Responsibilities

- Event organisers to ensure all actions undertaken
- Erection contractors

Monitoring

- Event staff onsite and monitoring around venue

RISK ACTION PLAN

ISSUE 13	Power Failure		
Initial Assessment	Likelihood - D	Consequence- 2	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Event staff monitoring
- Back-up generators on site
- Certified safe tagged electrical leads
- Electrical contractor details available

Response Actions

- Event staff monitor and action back up power
- Portable generator on-site (ready for operation)

Resources Required

- Electrical contractors phone numbers available
- Generators on site
- Communication two-way radio contact availability between staff

Responsibilities

- Event organisers implement preventative strategies
- Event staff

Monitoring

- Event staff onsite and monitoring at venue

RISK ACTION PLAN

ISSUE 14	Toilet Failure		
Initial Assessment	Likelihood - D	Consequence- 2	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Event staff monitoring
- Test and inspect all facilities before event
- Toilets and had basins checked regularly throughout event by event staff
- Toilets stocked and cleaned before event
- Provision of adequate waste paper bins in facility
- Signage erected directing patrons to facilities

Response Actions

- Event staff implement preventative actions
- Event staff to ensure pre cleaning
- Event staff toilet restocking and cleaning throughout the day
- Hire toilets after hour phone numbers
- Communication two-way radio contact between staff

Resources Required

- Plumbing maintenance contractors phone numbers available
- Event staff to monitor throughout the day
- Adequate supplies of replacement toilet expendables

Responsibilities

- Event organisers to engage staff to monitor and conduct servicing and restocking
- Event staff ensure toilets cleaned and ready

Monitoring

- Event staff onsite and inspecting facilities

RISK ACTION PLAN

ISSUE 15	Water Failure		
Initial Assessment	Likelihood - E	Consequence- 1	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Event staff monitoring
- Back up water containers on stand-bye
- Full site inspection before opening

Response Actions

- Event staff to implement Preventative actions as necessary monitor and appraise throughout the day

Resources Required

- Event staff
- Adequate drinking water available from vendors

Responsibilities

- Event organisers to ensure all actions undertaken
- Event staff

Monitoring

- Event staff onsite and monitoring

RISK ACTION PLAN

ISSUE 16, 17, 18	Inclement Weather /Electrical Storm /Extreme Heat		
Initial Assessment	Likelihood - C	Consequence- 3	Result - High
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Event coordinators monitoring at event
- Umpires to assess weather conditions for a safe playing environment
- Match abandonment if lightning at dangerous levels
- Temporary structures certified to withstand high winds/storm
- Long range weather forecast
- Assess shade and shelter before event
- Cancellation of event announced over PA
- First aid in attendance
- Supply of adequate drinking water on site around ground
- Sunscreen lotion available on site

Response Actions

- Event coordinators to monitor
- First aid in attendance
- PA system in action
- Sunscreen lotion available on site
- Adequate shelter and shade on site
- Supply of adequate drinking water on site

Resources Required

- Long range and up to date weather forecasts
- First aid in attendance
- PA system in place
- Adequate shade accessed
- Sun screen stations (Cancer Council)?

Responsibilities

- Event organisers to ensure all actions undertaken
- Match umpires
- Structure contractors

Monitoring

- Event staff umpires and coordinators onsite and monitoring event

RISK ACTION PLAN

ISSUE 19	Fire Building/Temporary Structure		
Initial Assessment	Likelihood - D	Consequence- 4	Result - High
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Event staff on site
- Emergency Coordinator (EC) on site
- Fire extinguishes location and availability checked
- Contact details of emergency services retained by EC
- Evac Plan in place and staff briefed

Response Actions

- Event staff and EC to monitor
- Fire extinguishes identified
- All ES contacts readily available
- Evac Plan available
- Two way radio communication between EC and staff

Resources Required

- Mobile phone contact to emergency services
- Two-way radios f

Responsibilities

- EC
- Event Coordinators to check availability of extinguishers
- Event staff all briefed on evacuation

Monitoring

- Event staff onsite and moving around venue

RISK ACTION PLAN

ISSUE 20, 21	Bomb Threat – Evacuate/ Major Incident Evacuation		
Initial Assessment	Likelihood - D	Consequence- 4	Result - High
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Emergency evacuation plan provided
- Emergency exits opened and identified
- Adequate event staff to effect evacuation
- PA announcements advising patrons of evac procedure
- Brief Ground Announcer on evac. announcements
- Pre-event briefing of all Evac Teams and staff

Response Actions

- Event staff and EC to monitor
- Announcement of evac. by ground announcer
- Fire extinguishes identified
- All Emergency Services contacts readily available
- Evac Plan enacted
- Two way radio communication between EC and staff

Resources Required

- Mobile phone contact to emergency services
- Two-way radios f

Responsibilities

- EC to provide briefing
- Event Coordinators to ensure adequate staff to perform evac. roles
- Event staff all briefed on evacuation

Monitoring

- Event staff and EC onsite and moving around venue

RISK ACTION PLAN

ISSUE 22, 23, 24, 25	Traffic Congestion and parking, Lack of Parking, Illegal parking/obstructions, Emergency Service Access		
Initial Assessment	Likelihood - D	Consequence- 2	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Parking attendants monitoring of all parking and traffic movement
- Police assistance where necessary
- Available road signage and trained staff to direct traffic and parking
- Contact availability with Emergency services
- Traffic Management Plan for Halsey Street road closure
- Crosswalk attendant for pedestrian traffic on Blair Street

Response Actions

- Event staff (road closure)
- Event sponsors Event staff including traffic controllers
- Road signage trailer available
- Communications available by 2-way radio and mobile phone

Resources Required

- Mobile phone contact to emergency services
- Two-way radios
- Road signage trailer on site
- Police available to respond

Responsibilities

- Event Coordinators
- Event staff all briefed on parking requirements

Monitoring

- Event staff onsite and offsite moving around and within venue

RISK ACTION PLAN

ISSUE 26	Litigation against Event sponsors		
Initial Assessment	Likelihood - D	Consequence- 2	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Event staff carry out all duties within procedures and law
- Employment of reputable contractors and vendors
- Provide a safe event environment
- Document all procedures
- Conduct risk management of event and implement treatments
- Full risk management plan developed, adopted and implemented

Response Actions

- event staff trained in duties and briefed on all facets of event
- All preventative actions implemented

Resources Required

- Public liability Policy up to date
- Briefing of events and Event staff prior to event f

Responsibilities

- COB
- Event Coordinators
- Event staff all briefed on Risk management plan

Monitoring

- Event staff onsite and moving around venue

RISK ACTION PLAN

ISSUE 27	Event Cancelled		
Initial Assessment	Likelihood - D	Consequence- 4	Result - High
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Take all possible precautions as outlined in Risk Management process
- Contingency plan to notify public of event cancellation

Response Actions

- Risk Management Plan for implemented
- Contingency for public notification of cancellation

Resources Required

- Risk Management Plan for event
- Contingency for public notification of cancellation

Responsibilities

- Event Coordinators

Monitoring

- Event coordinators to ascertain reasons for event not going ahead

RISK ACTION PLAN

ISSUE 28, 29,	First Aid Services/casualty, Dehydration		
Initial Assessment	Likelihood - D	Consequence- 3	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Ambulance and First Aid staff engaged on site
- Emergency Coordinator (EC) on site
- Contact details of emergency services retained by EC
- Fresh drinking water available on-site
- Signs around event directing patrons to First Aid post
- Sunscreen availability

Response Actions

- Event staff and EC to monitor
- First Aid signage erected
- All ES contacts readily available
- Evac Plan available
- Two way radio communication between EC and staff

Resources Required

- Mobile phone contact to emergency services
- Two-way radios f

Responsibilities

- Event Coordinators
- First Aid staff

Monitoring

- Event staff onsite and moving around venue
- First Aid staff to monitor

RISK ACTION PLAN

ISSUE 30, 31	Key Persons and Contractors No-Show		
Initial Assessment	Likelihood - D	Consequence- 3	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

Preventative Actions

- Staff briefing
- Contract and engage reputable services
- Contact phone numbers of contractors and key personnel
- Contact of all key personnel and contractors 72 hours prior to event

Response Actions

- Staff briefing 1 hour prior to event start
- Ensure rapid contact can be made of key persons not on site
- Contact phone numbers of contractors and key personnel on site
- Contact of all key personnel and contractors 72 hours prior to event
- Mobile phones available on the day

Resources Required

- Mobile phone contact to emergency services
- Two-way radios

Responsibilities

- Event Coordinators
- All contractors and key personnel

Monitoring

- Event coordinators

RISK ACTION PLAN

ISSUE 32	Overcrowding of Venue		
Initial Assessment	Likelihood - D	Consequence- 2	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Ground estimate hold 5,000 comfortably
- Pre-sold tickets give accurate estimates
- Viewing areas offer a range of seating options
- All facets of preparation based on the estimate maximum figure.
- Gates/fences to be monitored and enforced

Response Actions

- Ensure all preventative actions are implemented
- Mobile phones and two-way communications available for communication on the day available on the day

Resources Required

- Mobile phone availability
- Two-way radios
- Crowd supervision and monitoring

Responsibilities

- Event Coordinators
- All event staff to enforce gates and fence security

Monitoring

- Event coordinators

RISK ACTION PLAN

ISSUE 33	Insufficient Exits		
Initial Assessment	Likelihood - E	Consequence- 3	Result - Moderate
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Staff open all major exits at start of event and man throughout event
- Gates not to be locked during duration of event
- Sufficient clearway avenues maintained to all exits

Response Actions

- Staff to monitor throughout event
- Keys to exits held by Event Coordinator and Emergency Coordinator

Resources Required

- Mobile phone availability
- Two-way radios
- Event staff crowd supervision and monitoring

Responsibilities

- Event Coordinators
- Emergency Coordinator

Monitoring

- Event coordinators, event staff and emergency coordinator

RISK ACTION PLAN

ISSUE 34	Damage To Reticulation or Ground Facilities		
Initial Assessment	Likelihood - D	Consequence- 1	Result - Low
Final Assessment	Likelihood -	Consequence	Result -

Preventative Actions

- Licensed contractors only undertake erection
- Liaise with contractor regards erection
- Liaise with Parks staff for pipe locations

Response Actions

- Staff to monitor

Resources Required

- Mobile phone availability
- Two-way radios

Responsibilities

- Event Coordinators

Monitoring

- Event coordinators, event staff

EVACUATION PLAN

It is the primary duty of all event staff to ensure, as safe as practicable, the safety of the patrons at the event and their orderly evacuation from the area in danger.

PROCEDURES:

In the occurrence that the event site needs to be evacuated due to an imposing threat there are three stages to the plan to be followed.

- 1) Incident or potential incident that threatens life will be reported immediately by staff to Chief Warden. (name of person)
- 2) The Chief Warden will immediately attend the area concerned and assess the risk
- 3) On assessment of risk the following will occur:
 - a) Risk is non-threatening and no further action taken
 - b) Risk is an immediate threat and evacuation plan will be activated

ACTIVATION & ANNOUNCEMENT

All activities are stopped. The PA onsite will advise patrons by the scripted evacuation notice stating:

“All patrons could I have your attention

It is necessary to evacuate the venue site.

Please exit by main entrance on name Street or by the southern gate entrance into name Street area. The turnstile entrance at name street may also be utilised to exit.

Assembly areas are on the new housing development directly opposite on name Street

We will advise you of clearances to re-enter the grounds”

EMERGENCY CONTROL POINT

Positioned at **Emergency Exit Gate 2**

CHIEF EMERGENCY COORDINATOR DUTIES (name of person)

- Control situation and man emergency control point near main entry/exit off name Street.
- Advise emergency service
- Maintain liaison with event staff
- Ensure **all** staff and patrons are evacuated safely
- Advise emergency services of situation details

DEPUTY EMERGENCY COORDINATOR (.....)

- Perform all duties of Emergency Coordinator in his absence

WARDENS

Area 1 – Team 1 (x 4 Persons) – Warden.1.....

Warden 2.....

Area 2 – Team 2 (x4 Persons) – Warden 1.....

Warden 2.....

Area 3 – Team 3 (x4 Persons) – Warden 1.....

Warden 2.....

- Ensure as safe as practical, the safety of patrons in their areas and arrange orderly evacuation from the area
- Ensure total evacuation of there area (check all rooms toilets etc)
Particularly Team 1
- Report evacuation status and any issues to Emergency Coordinator

Mobility Impaired or Disabled persons shall be evacuated after main body of persons have been evacuated.

EMERGENCY EVACUATION ASSEMBLY AREA

Will be at the new sub-division area directly opposite **Event** Oval on **name** Street or the grassed area on **name another area**.

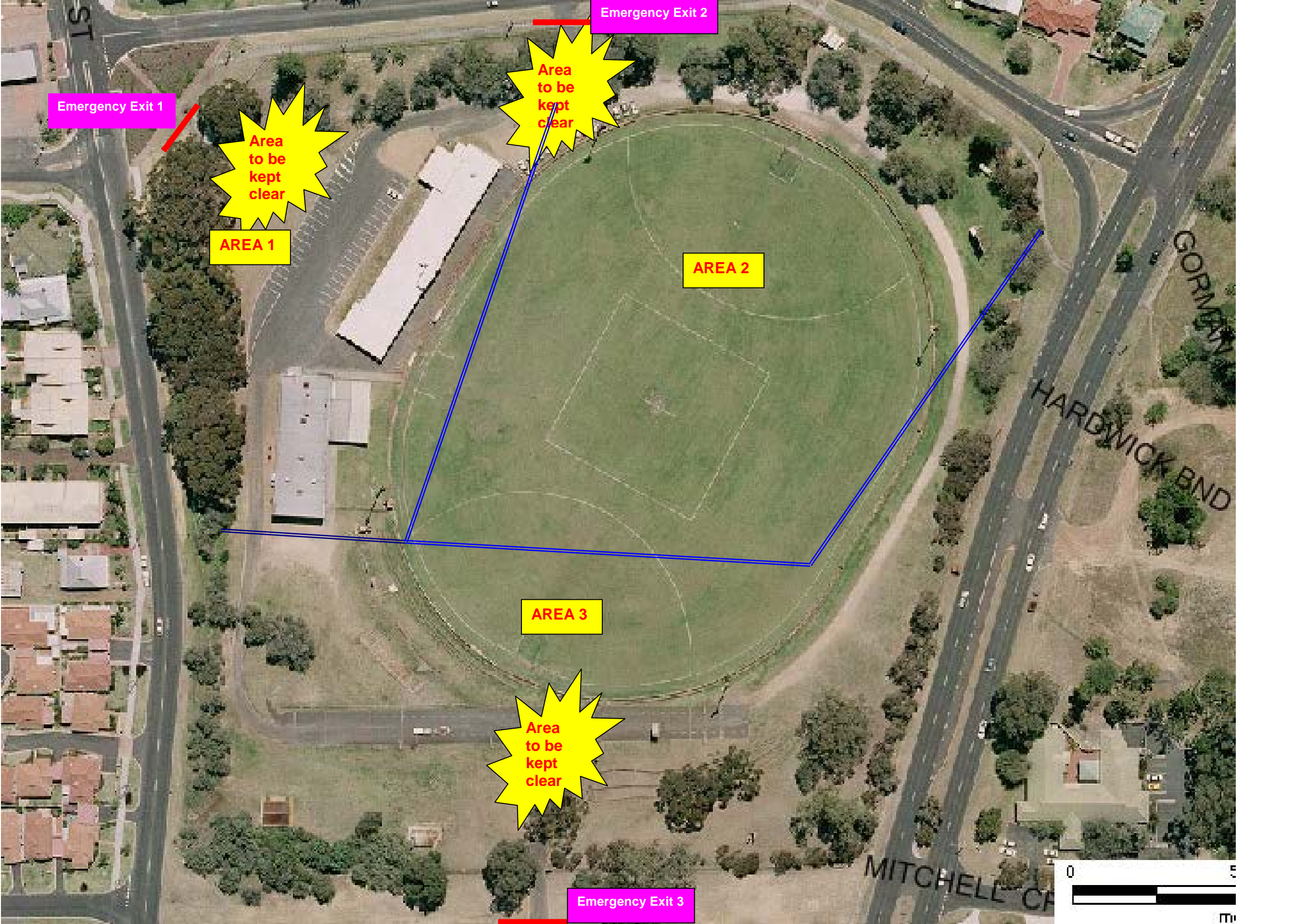
COMMUNICATIONS

All staff will have access to UHF two-way radios operating on Channel 1 as well as mobile phones. All staff will keep ES contacts and other staff contacts readily available for use. Mobile numbers of all event organisers will be handed out at the briefing on Sunday morning


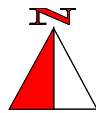
PRE-EVENT BRIEFING

The Chief Emergency Coordinator will conduct a compulsory briefing for all area wardens with preferably there area team members at **0900** at the elevated members stand area. All staff and volunteers are invited to attend the briefing which will not take longer than 10 minutes to complete.

SITE MAP AND WARDEN AREAS



NOTES:

	<p>The City of Bunbury does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the City of Bunbury shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</p>		6/04/2016	
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