



Event Management Pack

FOREWORD

A public event is an event in a certain place during a particular interval of time for public attendance. For the purposes of this Event Management Kit, a public event is defined as an event occurring in a temporary venue or a fixed venue normally authorised for other types of events and occurs regularly, as a once only event or on an irregular basis.

There are many aspects of an event which can be potentially hazardous to the general public if not planned and managed correctly. For an event to be successful, it is essential that event organisers provide safe venues which do not put the health and safety of the public at risk or cause environmental harm or damage.

Event organisers and participants need to understand the health and safety implications of staging a public event and be aware of the precautions that must be taken to minimise health and safety risks.

This Event Management Kit can reduce risks to health and safety. It explains the application process and how to complete an event application. It also provides useful information regarding industry contacts, risk assessment, event management plans and promotional opportunities.

ACKNOWLEDGEMENTS

Town of Gawler, September 2004, Event Resource Kit
City of Whyalla, April 2005, Event Management Guideline
The Barossa Council, October 2008, Event Management Guidelines
The District Council of the Yorke Peninsula, Special Events Kit
The District Council of the Copper Coast, August 2012, Event Management Kit

Definitions

Environmental Health Officer (EHO)	Officers employed by Council to administer the provisions of the Food Act and the Public and Environmental Health Act.
Event organiser(s)	Includes any persons or bodies, or agencies responsible for the organisation, coordination, promotion, operation or management of a public
Food business	A business, enterprise or activity (other than primary food production) that involves - <ul style="list-style-type: none"> a. the handling of food intended for sale; or b. the sale of food; regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.
Food premises	Any premises including land, vehicles, parts of structures, tents, stalls or other temporary structures, boats, pontoons and/or any other place declared by the relevant health authority to be a premises under the Food Act kept or used for the handling of food for sale, regardless of whether those premises are owned by the proprietor. These include premises used principally as a private dwelling, but does not include food vending machines or purpose vehicles for transporting food.
Public area or place	A place to which the public ordinarily has access (whether an admission fee is charged or not).
Potable water	Water that is acceptable for human consumption.
Potentially Hazardous Food	Food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in the food.
Premises	Any land, building or place (including a public place, or movable building or structure) including vehicles.
Public event	An event in a certain place during a particular interval of time for public attendance. For the purposes of this guideline, a public event is defined as an event occurring in a temporary venue or a fixed venue normally authorised for other types of events and occurs on a regular, once only or irregular basis.
Relevant agency	The authority, agency or body vested with the responsibility to administer applicable legislation, or the party or agency that has the care, control or authority and is responsible to deal with, address or handle the particular function or issue, e.g. Country Fire Service (CFS), State Emergency Service (SES), South Australia Police, (SAPOL).
Relevant health authority	The authority responsible for the administration of health legislation, for the purposes of this matter is the Wakefield Regional Council
Stakeholder	Any person, agency or authority that has a direct responsibility for any aspect of an event or may be affected by the event.
Vermin	Small animals collectively, especially insects and rodents that are troublesome to humans and/or domestic animals and may include (but not limited to) lice, fleas, mites, rats, mice, cockroaches, mosquitoes and flies,
Major Event	Events on Community Land under Council care and control that involve an estimate of more than 50 people
Minor Event	Events on Community Land under Council care and control that involve an estimate of 30 - 50 people

1. The Application Process

Step 1

Determine if the event is deemed a Minor or Major event and collect relevant form available from Wakefield Regional Council administration office located at 3 Scotland Place Balaklava or downloadable from www.wakefieldrc.sa.gov.au.

Step 2

Ensure all details are completed and return form, along with all required insurances and documentation by the due dates as indicated to Council. Both general and specific conditions of the Event Permit may then be determined.

Step 3

Ensure any fees, charges or bonds are paid by the due dates as required.

Step 4

Site Inspections may be necessary. The Event Application Form will identify which Council departments and/or authorities will be contacted regarding your event. You will be contacted in advance of any inspection that may be required.

Included within this pack:

- Event Application Form
- Minor Event Application Form
- Major Event Application Form
- Risk Assessment form

2. Schedule of Fees

Fees for the hire of Council facilities are available within the Register of fees on Council's website or by contacting the office. Please note that the schedule of fees may be reviewed without notice at any time.

3. Completing the Event Application Form

The following information is provided to assist with the completion of the relevant form. Each heading relates to a question or section of the Event Application Form.

Event Organisers (Question 1)

The organisation or person listed here is known as the Permit Holder.

A representative of the organisation must be nominated as the Event contact and their contact details provided. All telephone numbers/email addresses provided must be valid prior and during the event as well as for 10 business days after the event.

Event Details (Question 2)

Should any changes to your application be required during the planning stages of your event you will also be required to amend your application details accordingly.

Site Preparation and Vacating

- Consider the time it takes to prepare and vacate the site.
It is important to allocate enough time to include these components of your event.
- Event times should be noted as start and finish times.

Location and Dates

- The proposed location and dates selected will be checked for availability as part of the assessment process. If the requested site is unavailable you will be advised as soon as practical.

Site Plan (Question 3)

A site plan is a plan detailing the layout of facilities and activities of the event. It is a 'footprint' of where you propose locating items/stalls etc. for the event. The site plan must be easily understood and readable. The site plan should be distributed to all relevant stakeholders as part of the planning process. Should any changes occur an updated site plan is required. It will also be useful during the event's set up and is invaluable in an emergency. It should be posted strategically around the site for use by patrons.

Insurance (Question 4)

Evidence via a Certificate of Currency of adequate and appropriate public liability cover must be provided to Council before approval will be granted.

The minimum Public Liability cover required is \$20,000,000 (twenty million dollars). Council will review the activities undertaken and may require coverage in excess of this amount. The representative of your organisation will be advised accordingly.

Where there is more than one event organiser and / or third parties involved, the event organiser will be required to ensure and provide evidence that all parties are insured.

If parties are not covered the Local Government Risk Services - Local Community Risk Services may be able to assist. Quotes can be obtained on line at www.localcommunityinsurance.com.au

Any events held on Council land require public liability insurance coverage. Wakefield Regional Council cannot extend its own insurance cover to other parties or events.

Stall Holders (Question 5)

Stall holders are individuals and / or organisations which may be participating in the event.

Each stall not operated by the event organiser, (not covered by the event organisers insurance), must provide copies of their Certificate of Currency and any other applicable documents to the event organiser as they form part of the application and are to be included with the application.

Noise (Question 6)

For public events, particularly outdoor events, organisers may need to apply to the Environment Protection Authority (EPA) for an exemption from the provisions of the Environment Protection (Machine Noise) Policy. This policy provides measures for the regulation of noise emitted from a range of sources.

The Environmental Noise Policy from the EPA can be used as a guide by carrying out self-assessment using a hand-held sound-level meter.

Road Closures, Restrictions and Traffic Control (Question 7)

If you require any temporary road closures for the event, you must indicate the roads, anticipated closing times and associated information as per this application. The application must be received a minimum of six weeks prior to the event date as it must be presented to a meeting of Council for approval and endorsement.

Advertising and traffic control if required will be managed by Council. Costs for Public Notices and staffing may be incurred and the applicant will be advised accordingly.

Alcohol and Licensing (Question 8)

If alcohol is to be available at the event, it is the applicant's responsibility to determine if a Limited Liquor License will be required. Consumer and Business Services will be able to assist and they can be contacted on 131 882 or olgc@agd.sa.gov.au. You will be required to provide Council with information relating to the Limited Liquor Licence application as their approval may be required.

Food Service (Question 9)

It is the responsibility of food businesses to notify Council of their existence. Notification applies to every food business in Australia whether the activities undertaken are for charity or community purposes, commercial ventures, "once-only" or temporary projects that involve the handling and sale of food.

Notification is required to ensure enforcement agencies are aware of food businesses in their areas and how they may be contacted for inspection purposes. Agencies also provide guidance on the food safety risks associated with the food business.

Complete the table in the Application if food is to be provided at the event. Each stallholder is required to complete a temporary food notification form. These are available on Council's website. A temporary food notification application must be received a minimum of 20 business days prior to the event.

Council's Environmental Health Officer may contact you regarding any inspections that may be required to ensure compliance with Health legislation.

Toilets and Ablutions Facilities (Question 10)

The requirement to provide any additional toilet facilities will be dependent on whether alcohol will be available at your event, the venue, the duration of the event, the existing facilities and the number of people attending. The Limited Liquor Licence will stipulate how many toilets will be required.

Contact Safework SA for further clarification of your responsibilities when providing additional toilet facilities on Phone: 1300 365 255 or Email: help.safework@sa.gov.au

Waste Management (Question 11)

Your event may require additional waste management services (rubbish; bins). If Council is unable to assist with additional waste management services you will need to make appropriate private arrangements for waste collection and removal. The Permit Holder will be responsible for any fees imposed for the service. Zero Waste Events are strongly encouraged by Council.

Emergency Services (Question 12)

All Emergency Services, (Fire Police, Ambulance, Hospital), must be notified of any proposed major events. They may require a copy of your Event Application Form and it is recommended you provide these Services with as much notice about your event as possible.

First Aid Facilities (Question 13)

It is the responsibility of event organisers to arrange First Aid facilities. The number and type of first aid facilities required will depend on the size and nature of the event. Contact the St John Ambulance Service for clarification of requirements.

Patrons should be informed and encouraged to access first aid services. The Office of Consumer and Business Services may impose conditions on a Limited Liquor Licence to ensure that the health, safety and welfare of all persons attending the event are safe guarded. First aid posts should be clearly shown on the site layout plan and any handout material.

Animals (Question 14)

If animals are proposed to be a part of your event Council's General Inspector or Environmental Health Officer may contact you.

Animals being used at the event must be kept away from any food stalls or where food is offered for sale at all times. The standard recommended distance is a minimum of 10 metres however this is dependent on weather conditions, particularly with regard to dust generated or other potential forms of contamination.

If the animals are being supplied by a third party for the purpose of rides or entertainment, evidence of appropriate Public Liability Insurance must be produced by the owner and a copy included in this application

Permit Holders have full responsibility to clean up any waste from animals to ensure a safe, clean and hygienic area is left.

Adjoining Properties (Question 15)

If you determine that the event may affect occupants of adjoining properties you must advise them a minimum of two weeks prior to the event.

Amusement Structures (Question 16)

If amusement rides are proposed, the owner must provide evidence of current amusement ride accreditation and appropriate Public Liability Insurance. This documentation must be included in the application.

Fireworks and Pyrotechnics (Question 17)

Regulations apply to fireworks and pyrotechnic displays. Council will only issue permits to community organisations for a professionally organised community event or function that involves a fully qualified Pyro-technician.

For all information regarding such displays contact Safework SA and Council's Fire Prevention Officer.

Security Personnel (Question 18)

Depending on the nature, size and activities of the event you may require professional, licensed security personnel.

For advice regarding security personnel requirements contact your nearest Police Station.

The Office of Consumer and Business Services may impose conditions on a Limited Liquor Licence to ensure that the health, safety and welfare of all persons attending the event are safeguarded by requiring that security personnel are engaged.

Building and Structure Requirements (Question 19)

It is the applicant's responsibility to notify Safework SA of the proposed event and any temporary structures planned. They may then conduct a site inspection.

Safework SA may also receive notification about the event from Council.

Temporary structures include:

- Marquees
- Staging
- Trussing
- Rigging
- Scaffolding
- Tiered Seating
- Shade Sails
- Temporary fencing
- Amusement Rides

Some temporary structures/signage may require Development Approval. Council's Development Services Department will advise accordingly.

Events with temporary structures must undergo a pre-event site inspection by Council in order for the underground services to be identified and minimise damage. You will be contacted by Council to arrange an inspection time. If damage to underground services occurs as a result of your event, costs will be charged and recovered from your organisation.

Volunteers (Question 20)

Event organisers need to ensure that all volunteers have been provided with all appropriate information and training to work safely in accordance with the Volunteer Protection Act SA 2001.

Signs and Advertising (Question 21)

Event organisers should ensure that appropriate signage is provided at the venue to prevent crowd confusion, congestion and provide safety for attendees.

Signs indicating the following should be considered to be included as part of your event preparation:

- Alcohol / no alcohol permitted
- Camping areas and facilities
- Drinking water
- Entrances / exits
- First aid
- Food vendors
- Hazardous areas
- Information stations
- Parking
- Entrances / exits for persons with a disability
- Emergency services, e.g. police, ambulance, fire
- Public transport
- Security
- Smoking / non smoking
- Telephones
- Toilets / showers

The Permit Holder must ensure any proposed signage promoting/advertising the event meets all requirements of Council's Moveable Sign By-Law No 4, Moveable Signs Policy, Local Government Act and Development Act.

Risk Assessment (Question 22)

Risk Assessments must be applied to all major event activities. The risk assessment will form the basis of your Event Management Plan.

Risks must be clearly identified, examined and arrangements made for managing the identified risks.

Hazards may include:

- Electrical incidents
- Explosion
- Structure collapse, falls from structures
- Vehicles (i.e. crashing against council barriers, other accidents)
- Fireworks (including interference)
- Occupational lifting
- Slips/trips
- Falls into water
- Medical (Trauma injuries, minor and major medical, forgotten medication)
- Extremes of temperature and UV index
- Food poisoning
- Drug/alcohol related incidents
- Crime
- Crowd control
- Vandalism
- Access to unauthorised areas
- Public health pests and other animals which may pose a risk to health
- Dust, pollen and other allergens
- Chemicals stored on site

For larger events, this process can be undertaken with the core group organising the event and a representative from each of the emergency services. A preliminary meeting can be held to discuss the event details. Additional meetings should be scheduled to address any changes to the event and event activities in order to have an accurate risk assessment for the event.

For each identified risk a procedure is required that can be followed should an incident occur. For larger events, the procedures should be developed at a scheduled meeting with the core event group and emergency services representatives who attend the risk assessment meetings.

The identified risks and procedures will need to be formed into a document and distributed to event management and staff and included into the induction process for all staff and volunteers. A notification procedure in the event of an incident must also be determined and included in the Event Management Plan.

Vacating the Site (Question 23)

Event organisers must ensure a timely and effective clean-up of the site after the event is performed. This includes collection and removal of all waste and litter including the removal of all temporary structures and signage, including in surrounding areas, used to promote the event. All waste removal must be completed as advised on the application and permit and no later than 48 hours after the event's conclusion.

It is the responsibility of event organisers to arrange the clean-up and restoration of the site at their own expense.

4. Your Event Permit

Should all documents be received, and all requirements be met, your official permit will be approved and returned. Your event management plan will be attached to the permit and initialed by the appropriate Officer of Council.

The permit will not be valid without an initialed event management plan.

The permit is not transferable and is only valid for the event dates appearing on the permit.

5. Your Responsibilities

It is the event organisers responsibility to:

- Ensure that all documentation required to process the event application is forwarded to the Council by the due dates stated on the application form,
- Acquire the appropriate public liability insurance,
- Develop and then notify Council of any changes to the event management plan,
- Meet all requirements of the general and special conditions of the event permit,
- Comply with all Acts of Parliament, Ordinances, Regulations, Standards, Licences, leases or By-Laws relating to the activities of the event,
- Acquire the appropriate licences and approvals,
- Develop and implement risk assessment and emergency response plans for the event,
- Where required notify Safework SA and other authorities about the event,
- Notify emergency services about the event,
- Pay all site hire fees and bonds due prior to the event,
- Meet all requirements of the pre and post event site inspections,
- Attend all scheduled meetings and inspections,
- Maintain all necessary records.

Staff and Volunteer Briefings

All staff and volunteers involved with organising and running an event should have an induction and briefing session detailing emergency procedures, identified risks and procedures, communications and any other general information about the event prior to the event occurring.

Safety Provisions

Within premises that are enclosed and in use outside daylight hours, illuminated exit signs and emergency lighting is essential to allow safe evacuation of the occupants from the premises in the event of a power failure or other emergency.

Portable fire extinguishers and other appropriate firefighting equipment suitable for the foreseeable risks must be installed in every building or structure, as necessary, to allow effective initial attack on a fire by trained staff and / or occupants. Fire extinguishers with the appropriate identification and location markers provided should be situated adjacent to the risk areas and as well as along normal paths of travel and near exit signs.

Clear access to all buildings, structures and sites, used for public entertainment, should be made available for firefighting personnel and equipment if an emergency occurs.

Adequate water supplies shall be available at any public event to allow the Country Fire Service operational crews or other support agencies to combat any fire situation that may arise.

Directions and plans showing the main escape routes and alternative routes in the event of the main route being blocked and emergency evacuation assembly points should be displayed around the site.

Complete evacuation to a pre-determined assembly point should be carried out on the confirmation of an emergency and all staff should be thoroughly conversant with the provisions of the emergency plan.

Fire Safety

Event organisers need to consult with the relevant emergency service and other relevant agencies to ensure that their fire safety requirements are met.

During the Fire Danger Season, restrictions apply throughout South Australia. Wood fires and gas barbecues may be permitted, subject to certain provisions.

During Total Fire Ban periods, all fires, including barbecues, campfires, burning off, incinerators, welders and other gas fired appliances are not permitted

You may contact Council's Fire Prevention Officer for further information if required.

6. Deadlines

The following table provides information on the time frames required by each organisation to enable assessment of your application. Council requires all information a minimum of 20 business days prior to the event unless otherwise stated below.

Organisation	Event Characteristics	Notification Time
Council	Road Closures (Council Roads) Sale of Food & Amenities Temporary Structures	Minimum six (6) weeks notice where events impact on roads and road reserves. Minimum 20 business days notice for health and hygiene requirements relating to food and amenities. Minimum three calendar months notice for applications requiring Development Approval .
Country Fire Service	Remote Area	Six months notice may be required if the event is in a rural or remote area, depending on the size and remoteness of the event and number of traffic restrictions.
Environment Protection Authority	Noise	Minimum six weeks in advance. (Exemptions under the Environment Protection (Industrial Noise) Policy, (if required), take 4 to 6 weeks to process.)
Consumer and Business Services	Alcohol and Licensing	Minimum 60 days notice if event lasting >three days. Minimum 14 days notice in any other case.
South Australian Ambulance Service	General notification particularly for major events	As soon as possible for planning purposes especially for high risk /major events.
South Australia Police	General notification	Minimum three months pre-event notice.
State Emergency Service	General notification	Minimum three months notice.
St John Ambulance Australia	General notification	Minimum four weeks notice.

Safework SA	Fireworks (paperwork to be organised by licensed pyrotechnician)	<p>Within normal regulation hours - five working days</p> <p>Outside normal regulation hours - 10 working days</p> <p>During Fireban season - 20 working days</p>
Department of Transport Environment and Infrastructure	Road Closure (other than Council road)	<p>The Department of Transport, Environment and Infrastructure require eight weeks notice where events impact on public transport services.</p> <p>If an event impacts on road users, approval must be sought from the Department of Transport, Environment and Infrastructure.</p> <p>If unsure whether the road in question comes under the care, control and management of the Department of Transport, Environment and Infrastructure or other parties, contact the Department of Transport, Environment and Infrastructure.</p>

7. Helpful Websites

- Safework SA – Fireworks web page – http://www.safework.sa.gov.au/show_page.jsp?id=2413
- Volunteer Protection Act 2001 – Office for Volunteers web page* <http://ofv.sa.gov.au>, (click on Policy and Legislation)
- Limited Liquor Licence Brochure (a guide for people interested in hosting an event where liquor will be sold) – Office of the Liquor and Gambling Commissioner web page* <http://www.olgc.sa.gov.au>, (click on limited licence)
- Zero Waste Events – www.zerowaste.sa.gov.au
- Department of Transport, Planning and Infrastructure – www.dpti.sa.gov.au
- Wakefield Regional Council - www.wakefieldrc.sa.gov.au

8. Local Contact Numbers

COUNCIL

Balaklava Council Office	8862 0800
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LOCAL SERVICE NUMBERS

CFS Balaklava	0419 760 151
CFS Hamley Bridge	8528 2134
CFS Wakefield Plains	0401 887 115
CFS Blyth/Brinkworth	0428 859 629

Balaklava Hospital & Health Service	8862 1400
Hamley Bridge Memorial Hospital	8528 2276
Snowtown Memorial Hospital	8865 0100

Police Balaklava	8862 1144
Brinkworth	8846 2050
Hamley Bridge	8528 2169
Port Wakefield	8867 1030
Snowtown	8865 2100

For all Emergencies call	000
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10. Event Safety Checklist

ACCESS AND EGRESS

- ☐ Entry and exit areas are clear and easily accessible for staff and expected crowd numbers.
- ☐ Entry and exit areas are adequate for emergency exit and emergency services.
- ☐ Thoroughfares are well defined and clearly marked.

TRAFFIC FLOW

- ☐ Clearly defined areas for traffic which are separated from pedestrian areas.
- ☐ Provisions for safe passage of emergency and other vehicles through pedestrian traffic.
- ☐ Controlled traffic flow and adequate signage for directions

AMENITIES

- ☐ Adequate provision of toilets and hand washing facilities.
- ☐ Availability of clean fresh water for both staff and attendees.
- ☐ Adequate catering facilities, including clean up and food preparation areas.

SIGNAGE

- ☐ Adequate signage for entries, exits, toilet facilities etc.
- ☐ Signage for any hazardous areas or substances.
- ☐ Clearly signed first aid and fire extinguisher locations.

MAINTENANCE

- ☐ Qualified and competent maintenance personnel available to undertake any repairs required.
- ☐ Maintenance personnel have a contact person (e.g. event co-ordinator) and means of communicating with them.
- ☐ Records of any maintenance undertaken kept for future Reference.

FIRE PREVENTION

- ☐ Suitable fire extinguishers (e.g. CO2, water, chemical) and fire blankets are in appropriate areas, tested and in date.
- ☐ Personnel are trained in extinguisher and fire blanket use.
- ☐ Ignition source areas are kept clear at all times and easily accessible.

EMERGENCY PROCEDURES

- ☐ Emergency response plan in place.
- ☐ Emergency response team trained to carry out plan.
- ☐ Current site maps available to all staff, emergency services and other relevant parties.

FIRST AID

- ☐ First aid stations are suitably located, clearly signed and easily accessible for everyone.
- ☐ First aid facilities are adequate for the type of event being held.
- ☐ Good means of communication provided between event personnel and first aid stations.

STAFF, VOLUNTEER AND CONTRACTOR TRAINING

- ☐ Staff and volunteers are adequately inducted and trained about the event (site specific).
- ☐ Copies of applications, memos and any training records are kept.
- ☐ Contractors are given a relevant, site specific induction regarding the event.
- ☐ Contractors provide detailed information on safe operating procedures and a current certificate of currency.

UTILITIES/SITE SERVICES

- ☐ Location of all site underground services (power/gas/mains etc.) and overhead powerlines identified.
- ☐ Relevant maintenance and event personnel have maps and are aware of locations.

ELECTRICAL

- ☐ Residual circuit devices (RCDs) are used where required, including all hand held electrical appliances and tools.
- ☐ All portable electrical equipment including leads are tested (6 or 12 months in accordance with AS/NZS 3000:2000 Electrical Installations, known as the Wiring Rules, and AS 3533 – Amusement Rides and Devices). Tagging is also recommended.
- ☐ Adequate protection of the public from electric shock and any trip hazards from cords are minimized.
- ☐ All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water).
- ☐ Evidence of electrical safety can be provided upon request from an authorised person (e.g. tagging or documentation).

PERMITS, LICENSING AND REGISTRATION (INCLUDING BUT NOT LIMITED TO)

- ☐ Fireworks are only provided and used by pyrotechnicians licensed by SafeWork SA.
- ☐ LPG/dangerous goods storage.
- ☐ Mobile plant (forklifts, cherry pickers etc.) are only operated by licensed or certified operators.
- ☐ Scaffolding more than four metres in height erected and dismantled by a person certified to do so.
- ☐ Liquor licenses

FUELS, FIREWORKS OR PYROTECHNICS

- ☐ Refer to Permits, Licensing and Registration.

LIGHTING

- ☐ Adequate natural or artificial lighting provided for setting up, conducting and dismantling the event.
- ☐ Portable lighting is tested and in date.
- ☐ Suitable emergency lighting is available.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ☐ All tasks undertaken by staff and volunteers are checked for the PPE required.
- ☐ PPE provided if needed (e.g. gloves, aprons, earplugs etc.) and is in good condition and working order.
- ☐ Personnel are trained in using, maintaining and storing PPE.

LADDERS

- ☐ Ladders are well maintained and suitable for the type of work being undertaken (e.g. electrical – approved ladders only).
- ☐ Assessments of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?).
- ☐ Assistance of a second person is provided where required.

WORK AT HEIGHTS

- ☐ Right type of equipment is used for the job (e.g. ladder, cherry picker, scissor lift).
- ☐ Only certified operators are used if cranes or elevated work platforms (EWPs) are required.
- ☐ Evidence of compliance can be provided upon request from an authorised person (e.g. log books and certificate of competency).

MANUAL HANDLING

- ☐ All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying.
- ☐ Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys, sack trucks).
- ☐ Light, small loads and physical aids (assistance from second person or team lift where needed) are used.
- ☐ Staff and volunteers are trained in and use the S-M-A-R-T Lifting technique where possible and appropriate.

S – size up the load
M – move in close
A – always bend the knees
R – raise object using your legs
T – turn using your feet

STAGING AND PLATFORMS

- ☐ All seating, corporate boxes, over-passes, fences and main stages are signed off by a certified rigger or scaffolder. An engineer provides a signed certificate to the event organiser prior to any usage to ensure approved engineering and design standards are met.
- ☐ A person erecting scaffolding more than four metres in height must hold a national certificate of competency (scaffolding) in order to erect and dismantle (refer to Permits, Licensing and Registration).
- ☐ Platforms are continuously monitored, particularly in extreme weather conditions.
- ☐ Adequate access and egress around all staging and platforms for event patrons and emergency services.

AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES*)

- ☐ Amusement structures are not used or operated unless a current certificate of registration issued by SafeWork SA can be provided. Interstate registrations are not acceptable in SA.
- ☐ All structures have current certificate of inspection issued by a professional engineer and qualified electrician.
- ☐ Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons.
- ☐ There is appropriate fencing surrounding rides
- ☐ There is appropriate soft-fall area for inflatable structures
- ☐ Inflatable structures with a platform >3m require item regulations and design regulations in accordance with SafeworkSA. All inflatable structures must have Public Liability insurance for approval to be granted.

INFLATABLE STRUCTURES* (IN ADDITION TO THE ABOVE REQUIREMENTS)

- ☐ A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use).
- ☐ All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing.
- ☐ Operator monitors prevailing wind conditions.

LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS

- ☐ Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter
- ☐ LPG cylinders are secured to increase stability
- ☐ LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with AS/NZS 1596:2002 – the Storage and Handling of LP Gas.
- ☐ All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date.
- ☐ Compliance with AS/NZS 1596:2002 - the Storage and Handling of LP Gas.
- ☐ A licence is held if keeping over 250 kilograms of LPG in cylinders or tanks.

WEATHER CONDITIONS

- ☐ Use current Australian Bureau of Meteorology information to ascertain weather conditions www.bom.gov.au.
- ☐ Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions, non slip mats for wet conditions, and shade, sunscreen and water provisions for heat.
- ☐ Wind speeds are monitored and amusement structure operation ceased in accordance with manufacturer's specifications (inflatable structures must cease operation when wind speed reaches 40 km per hour).

OTHER CONSIDERATIONS

This checklist includes many of the key safety issues for events but is not exhaustive and is intended only as a guide for event organisers. Other general event issues to consider as part of overall event preparation include:

- general security and crowd control
- traffic control and road usage considerations
- communication channels between parties
- site maps of area, highlighting specific services and utilities
- vendor/exhibitor general information
- noise levels
- alcohol and food requirements
- animal displays and requirement

Table 1 - Measures of Consequence or Impact

Level	Description	Example Detail Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, minor impact, medium financial loss
3	Moderate	Medical treatment required, moderate impact, high financial loss
4	Major	Extensive injuries, loss of production capability, major impact, major financial loss
5	Catastrophic	Death, detrimental effect, huge financial loss

Table 2 - Measures of Likelihood

Level	Description	Example Detail Description
A	Almost certain	Is 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 at some time
E	Rare	May occur only in exceptional circumstances

Table 3 – Risk Analysis Matrix – Level of Risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophe 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Legend

- E** Extreme risk; immediate action required
- H** High risk; senior management attention needed
- M** Moderate risk; management responsibility must be specified
- L** Low risk; manage by routine procedures

(Risk Management Standard AS/NZ 4360:1999)

Examples of how to Measure Consequence

MEASURE	EXAMPLES					
	FINANCIAL LOSS	INFORMATION/ RECORDS ARE DESTROYED	DAMAGE TO PROPERTY	INJURY TO PERSON(S)	FAILURE TO DELIVER SERVICE	BREACH OF LEGISLATION/ LICENCE (i.e. Harm to the environment).
INSIGNIFICANT	Low financial loss (e.g. < 1% of revenue or budget)	Negligible loss of or damage to IT and communications. No loss of data.	Negligible damage to or loss of assets.	No significant injuries. Nor significant impact on personnel	Short term, localized interruption. Negligible impact.	Minor breach. Negligible impact on environment.
MINOR	Minor financial loss (e.g. 1 - 2% of revenue or budget)	Minor loss / damage to IT and communications. Some catch up required.	Minor loss / damage. Some repairs may be required.	Small numbers of injuries; first aid or out patients treatment required. Some inconvenience to personnel	Minor, temporary disruptions – minor inconvenience to client(s). May cause some complaints.	Minor localized impact; one-off situation easily remedied.
MODERATE	High financial loss (e.g. 2 - 5% of revenue or budget)	Moderate to high loss / damage to IT and communications. Data lost.	Moderate to high damage requiring special / contractor equipment to repair or replace.	A number of injuries requiring hospitalization and long term treatment. Moderate disruption to work schedules.	Some serious disruption; significant complaints, some adverse publicity.	Moderate impact, no long term or irreversible damage. May incur cautionary notice or infringement.
MAJOR	Major financial loss (e.g. 5 – 10% of revenue or budget)	High risk of loss, data corrupt. Significant catch up required. Business continuity plan implemented.	Significant / permanent damage to assets and / or infrastructure.	Major disruption to work routines and practices. Additional resources required. Significant number of injuries requiring hospitalization and long term treatment.	Major, long term disruption. Serious repercussions. Adverse media publicity. Embarrassment to organization.	Severe impact requiring remedial action and review of processes to prevent reoccurrence. Penalties and / or direction or compliance order incurred.
CATASTROPHIC	Huge financial loss (e.g. 10% of revenue or budget)	Extensive loss / damage to IT and communications assets and infrastructure. Permanent loss of data. Widespread disruption to the business.	Widespread substantial / permanent damage to assets and / or infrastructure.	Long term disruption to work practices and routines. Impact on wellbeing of personnel. Extensive life-threatening impact; potentially large numbers of serious injuries and fatalities.	Long term / irreversible impact. Widespread, ongoing national and international media attention. Severe embarrassment to the organization. Viability of organization in current form questionable.	Long term, large scale damage. Serious / repeated breach. Cancellation of license and / or prosecution.

Example of how to Develop a Risk Register

Function/Activity: Food Service

Example Risk Register

THE RISK WHAT CAN HAPPEN AND HOW IT COULD HAPPEN?	THE CHANCES OF AN INCIDENT HAPPENING		LEVEL	HOW DO WE MANAGE THE RISK NOW?	RISK PRIORITY: (E.G. 1, 2, 3 ETC)
	LIKELIHOOD	CONSEQUENCE			
Food becomes contaminated	Possible	Major	Extreme	Rely upon supplier/caterer to ensure compliance with Legislation.	1

Example Risk Control Plan

RISK PRIORITY (E.G. 1,2,3 ETC.)	HOW COULD THE RISK BE REDUCED? LIST POSSIBLE OPTIONS	PREFERRED OPTION? (I.E. AVOID THE RISK, MANAGE BETTER, TRANSFER)	HAS THE RISK LEVEL NOW CHANGED?	RESULT OF ANALYSIS: ACCEPT / REJECT THE RISK	PERSON RESPONSIBLE FOR CONTROL OPTION	TIMETABLE FOR IMPLEMENTATION	HOW WILL RISK AND CONTROL OPTIONS BE MONITORED?
1	<p>A. Do not serve food at the event.</p> <p>B. Dedicated resource assigned to ensure compliance with Food Regulations 2002 and Food Act 2001. Internal inspections of food outlets to be carried out periodically throughout the event.</p>	B.	High	Accept	Name of Person	<p>✓ Inspection schedule, checklist and procedure for non- compliance to be developed no later than one month prior to event.</p> <p>✓ Inspection schedule, checklist & procedure for non compliance to be finalised no later than 1 week prior to event.</p>	<p>✓ Inspection checklist to be completed daily by “<i>Person</i>” upon inspection of food supplier/caterer.</p> <p>✓ Non compliance issues to be addressed immediately in line with procedures.</p>

Risk Register

[illegible]

Risk Control Plan

[illegible]