Risk and Emergency Management Plan for small Community Events

**To complete this form:**

1. Complete **Section A** below;
2. Read the information in **Section B**;
3. Check the Risks and Hazards for your event and amend the Risk Plan in **Section C** accordingly.

# Section A

**Responsible Organisation:** Click or tap here to enter text.

**Event Title:**  Click or tap here to enter text.

**Main event contact:** Click or tap here to enter text.

**Mobile No:** Click or tap here to enter text.

**Event Location:** Click or tap here to enter text.

**Event Date:** Click or tap here to enter text.

**Event Time:** Click or tap here to enter text.

**Event background information** [*basic details about your event or activation*]**:**

Click or tap here to enter text.

# Section B

## General Statement

Hazards exist within all environments whether they are recognised or not. The need to prevent, respond to or recover from these hazards requires that we all actively participate in the risk and emergency management process.

## Objectives

The objectives of this Plan are to:

**(a)** Apply measures to prevent or reduce the causes or effects of risks and emergencies;

**(b)** Manage the response to emergencies if or when they occur;

**(c)** Aid the recovery following an emergency.

## Maintenance of the Plan

This plan will be reviewed constantly and will be a fluid document to ensure that the information it contains is accurate and current.

Critical changes such as contact list information will be updated, implemented and distributed immediately.

Event staff will be required to be aware and vigilant of the following to reduce risk on event day:

• Good housekeeping, so that litter does not accumulate

• Hazardous materials are not stored or used incorrectly

• Pathways are free of obstruction

• Access to emergency equipment is not obstructed

• Any irregularities are reported

• All incidents are logged on the forms provided

• Incident report forms are to be handed to event manager

• All suspicious packages/bags are reported

• Equipment does not impede access and egress

• Hydrants and hose reels are accessible

• Safety barriers are in place where required

• Maintenance issues are immediately attended to

• Inspection checklists are completed

## Child Safe Standards

The City of Port Phillip has zero tolerance for child abuse and is a committed Child Safe organisation.

**Please read below if any children (up to the age of 18) will be interacting with this event and complete section C risk matrix assessment.**

**Small Community Events / Small City of Port Phillip Events**

It is important to consider all the ways children may interact with these events. This could include attending or participating on their own, with friends or with their parents or guardians or just being in the area and curious as to what is going on.

Irrespective of the method of involvement / interaction, event organisers must ensure that children are safe at these events and not exposed to any risk. It is mandatory that at least one person from the organising committee on the day, or the first aid or security provider have a Working with Children Check so this person can deal with any child related issues that may arise including a lost child response.

At these events we need to consider all the different ways that children could be harmed or abused including sexual abuse, physical violence, bullying and abuse by adults and other children and put in place measures to ensure if any of these become apparent that controls are in place to quickly deal with them.

It is critical that Port Phillip City Council employees and community representatives must understand and act to prevent, detect, respond to and report any suspicions of child abuse.

More information can be found in the City of Port Phillip [Child Safe Policy (portphillip.vic.gov.au)](https://www.portphillip.vic.gov.au/media/xxujgorq/child-safe-policy-city-of-port-phillip.pdf)

## Weather Management Planning

Management plans must consider weather contingencies in order to keep patrons safe.

* **Heat** – Consider the provision of drinking water and shade. Events including food may also need to address other safety and health concerns.
* **Wet/Cold** – Consider the provision of shelter and other protections from the elements.
* **Wind** – Along the foreshore there is a wind terrain category of 1 (which is unusually high) and therefore all structures must be able to meet these wind tolerance requirements. This may impact marquees, fencing, screens, stages, inflatables, and large structures. A plan will need to be in place to respond to high wind.

Event organisers are advise to monitor long range forecasts from the Burea of Meterology. There are no refunds due to unfavourable weather conditions and Council is unable to hold alternative dates.

## Total Fire Ban

A Total Fire Ban means no fires out in the open. During a Total Fire Ban you cannot light, maintain or use a fire in the open or undertake activities that may create a fire. Event activities that may be affected include cooking and smoking ceremonies. The Country Fire Authority website provides information on total fire ban days [Total Fire Ban and Fire Danger Ratings (cfa.vic.gov.au)](https://www.cfa.vic.gov.au/warnings-restrictions/total-fire-bans-fire-danger-ratings)

# Emergency Management

## Incident and Emergency Definition

An incident is a localised event, accidental or deliberate, which may result in injury to a person or damage to property, and should be managed using standard procedures.

An Emergency is any event that arises internally or from external sources, which may adversely affect persons or the community generally, and which requires immediate response from emergency services.

## Emergency Response Plan

Person Discovering

If there is immediate danger and unable to control then evacuate area

Raise the alarm (Call 000)

Remove any persons from immediate danger if safe to do so

## Emergency Control Agencies

The following agencies have the authority to take control of the dedicated emergency.

|  |
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| **Emergency Contact Phone Numbers** |
| **AMBULANCE / POLICE / FIRE** |  **000** |
| **SES** | **132 500** |
| **City of Port Phillip – After Hours Assistance available** | **9209 6777** |

|  |  |
| --- | --- |
| **Emergency** | **Control Agency** |
| Armed or dangerous intruder | Victoria Police |
| Medical Emergency | Ambulance Victoria |
| Biological, radiological or chemical threat  | Victoria Police |
| Bomb threat | Victoria Police |
| Crowd surge or crush | Victoria Police |
| Explosion | Fire Rescue Victoria |
| Fire  | Fire Rescue Victoria |
| Severe storm | State Emergency Service (SES) |
| Structural damage | Fire Rescue Victoria or State Emergency Service (SES) |
| Suspicious package | Victoria Police |
| Transport accident | Victoria Police |
| Terrorism | Victoria Police |
| Flood | State Emergency Service (SES) |
| Gas leak | Fire Rescue Victoria |
| Hazardous materials | Fire Rescue Victoria |

## Emergency vehicle access

Public safety is the key priority of any event and it is vital that your site plan accounts for access and egress by emergency services.

## Risk Matrix

|  |
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| **Risk Matrix** |
| **Likelihood** | **Consequence** |
|  | **1****Insignificant** | **2****Minor** | **3****Moderate** | **4****Major** | **5****Catastrophic** |
| **E (Almost certain)** | Medium | Medium | High | Extreme | Extreme |
| **D (Likely)** | Medium | Medium | High | High | Extreme |
| **C (Possible)** | Low | Medium | Medium | High | High |
| **B (Unlikely)** | Low | Low | Low | Medium | Medium |
| **A (Rare)** | Low | Low | Low | Medium | Medium |

**Level of Risk**

Low: Minimal monitoring and reporting

Medium: Reduced monitoring and reporting

High: Needs close monitoring and reporting

Extreme: Needs urgent attention

## Risk Matrix (cont’d)

|  |
| --- |
| **Likelihood Ratings** |
| **Level**  | **Description** | **Likelihood of Occurrence** |
| A | Rare | The incident may occur only in exceptional circumstances during the event. |
| B | Unlikely | The incident could occur at some time during this event |
| C | Possible | The incident might occur at some time during this event. |
| D | Likely | The incident will probably occur during this event. |
| E | Almost Certain | The incident is expected to occur during this event. |

|  |
| --- |
| **Consequences** |
| **Level**  | **Description**  | **Injuries**  | **Further impacts**  |
| 1 | Insignificant  | None | Minimal public attention, small business disruption. |
| 2 | Minor | First Aid  | Low impact, minor adverse attention, possible local media |
| 3 | Moderate  | Medical assistance  | Concern from public and/or media, financial impact. Significant time to overcome.  |
| 4 | Major | Hospitalisation or permanent injury  | Loss of ability to operate. 3rd Party action. Significant adverse media and public attention. Serious regulatory outcome and possible sanction. Significant financial loss. |
| 5 | Catastrophic  | Fatal injury  | High news, regulatory outcome with potential criminal prosecution. Large financial loss and close of business.  |

# Section C

* Please review the hazards, risks and controls for your event on the plan below. Add or delete line items as necessary.
* Assess and adjust the Risk Rating, Level of Risk, Risk Analysis and Responsibilities accordingly.
* Use the matrix and ratings in **Section B** to assist.

**Event Evacuation Area:** Click or tap here to enter text.

Include the event evacuation area on a site map clealry indicating all evacuation points.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Hazard***Something with the potential to cause injury or illness* | **Risk Description***A description of the loss, danger or injury resulting from the hazard* | **Risk Rating***Use the Risk Matrix* | **Level of Risk***Low**Medium**High**Extreme* | **Risk Controls***Options for the best and most efficient management of the hazard* |  **Risk Analysis***Good**Adequate**Poor* | **Responsibility***The person, group or organisation responsible for managing the risk* |
| *EG* | *Manual Handling* | *Personal Injury**Muscular skeletal disorder* | *B2* | *LOW* | * *Staff briefed in correct manual handling techniques*
* *Trolleys or mechanical lifting aides used wherever possible*
* *All accidents or near misses to be reported*
 | *Good* | *Site manager**Contractors* |

**Event** **Risk Matrix Assessment (example):**

## Event Risk Matrix

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref**  | **Hazard***Something with the potential to cause injury or illness* | **Risk Description***A description of the loss, danger or injury resulting from the hazard* | **Risk Rating***Use the Risk Matrix* | **Level of Risk***Low**Medium**High**Extreme* | **Risk Controls***Options for the best and most efficient management of the hazard* |  **Risk Analysis** *Good**Adequate**Poor* | **Responsibility***The person, group or organisation responsible for managing the risk* |
| **1** | **Slips/Trips hazards in landscape** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Location to be inspected pre-event
* Cable covers used for any cords crossing pathways.
* Trip hazards such as steps or natural hazards etc. are identified and cordoned off where necessary
* First Aid certificate holder on site during event operation hours
* Incident report completed and filed
 | Choose an item. | Click or tap here to enter text. |
| **Ref**  | **Hazard** | **Risk Description** | **Risk Rating** | **Level of Risk** | **Risk Controls** |  **Risk Analysis** | **Responsibility** |
| **2** | **Act of Terror** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Police attendance at event
* Police consultations pre-event
* Security onsite
 | Choose an item. | Click or tap here to enter text. |
| **3** | **Protests/Demonstrations****Abuse/aggression from public** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Police attendance at event
* Security onsite
* Any known activists identified.
 | Choose an item. | Click or tap here to enter text. |
| **4** | **Environmental****Extreme wind, rain, heat** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |  | Choose an item. | Click or tap here to enter text. |
| **Ref**  | **Hazard** | **Risk Description** | **Risk Rating** | **Level of Risk** | * **Risk Controls**
 |  **Risk Analysis** | **Responsibility** |
| **5** | **Weather Management**  | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Information for heatwaves
* Information for Cold/Wet weather

Information for wind (if required on top of control listed Ref 20 | Choose an item. | Click or tap here to enter text. |
| **6** | **Child Safety** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * An event organiser/First Aider/Security Guard with a Working With Children Check will be a designated point of contact for children during the event
* Wristbands will be provided at information tents for parents to write their phone numbers and place on children attending
* All performers and contractors will have a valid Working With Children Check
 | Choose an item. | Click or tap here to enter text. |
| **Ref**  | **Hazard** | **Risk Description** | **Risk Rating** | **Level of Risk** | **Risk Controls** |  **Risk Analysis** | **Responsibility** |
| **7** | **Equipment****Live electrical wires or faulty equipment****Technical faults**  | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * PA system set up by trained staff
* Equipment is regularly checked and maintained
 | Choose an item. | Click or tap here to enter text. |
| **8** | **Lost and Found Items** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Staff briefed to hand in any lost/found items to CoPP lost property
* People leave items at own risk
 | Choose an item. | Click or tap here to enter text. |
| **9** | **Medical Emergency** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Call 000 if necessary
* First Aid certificate holder on site during event operation hours
* Incident report completed and filed
 | Choose an item. | Click or tap here to enter text. |
| **Ref**  | **Hazard** | **Risk Description** | **Risk Rating** | **Level of Risk** | **Risk Controls** |  **Risk Analysis** | **Responsibility** |
| **10** | **Noise** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Noise to be kept at a minimum.
* Amplified sound controlled by staff
 | Choose an item. | Click or tap here to enter text. |
| **11** | **Overcrowding****Spectators and participants** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Crowd numbers monitored
* First Aid certificate holder on site during event operation hours
 | Choose an item. | Click or tap here to enter text. |
| **12** | **Emergency** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Call 000. Contact emergency services
* Evacuate event participants to emergency evacuation area
* Police attendance
* Security onsite
* Ensure suspicious package is not touched
* Fire extinguishers inside building nearby
* First Aid certificate holder on site during event operation hours
* Emergency vehicle access maintained
 | Choose an item. | Click or tap here to enter text. |
| **Ref**  | **Hazard** | **Risk Description** | **Risk Rating** | **Level of Risk** | **Risk Controls** |  **Risk Analysis** | **Responsibility** |
| **13** | **Access and egress** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Event site to be set up where there is with ease of ingress/egress
* Event site kept clear of hazards
* No other events scheduled in the area
* Pre-event communications
* Dedicated pedestrian access-ways
* Public transport nearby
 | Choose an item. | Click or tap here to enter text. |
| **Ref**  | **Hazard** | **Risk Description** | **Risk Rating** | **Level of Risk** | * **Risk Controls**
 |  **Risk Analysis** | **Responsibility** |
| **14** | **Accessibility** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Chairs provided for elderly, frail or disabled.
* Parking nearby arranged for elderly, frail or disabled.
* Staff briefed on managing any persons who may require special assistance.
* Location is accessible.
 | Choose an item. | Click or tap here to enter text. |
| **15** | **Toilet Facilities** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Toilets open and available within the town hall
* Accessible toilets available
* Toilets are maintained and cleaned on a schedule.
 | Choose an item. | Click or tap here to enter text. |
| **16** | **Food poisoning** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * All food traders are appropriately registered and operating in accordance with food management regulations
* Food traders to maintain high standard of food hygiene at all times
 | Choose an item. | Click or tap here to enter text. |
| **Ref**  | **Hazard** | **Risk Description** | **Risk Rating** | **Level of Risk** | * **Risk Controls**
 |  **Risk Analysis** | **Responsibility** |
| **17** | **Manual handling** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Staff briefed in correct manual handling techniques
* Trolleys or mechanical lifting aides used wherever possible
 | Choose an item. | Click or tap here to enter text. |
| **18** | **LPG cylinders** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Cylinders are to be mounted securely and used in a correct manner
* LPG Cylinders must be within test date.
 | Choose an item. | Click or tap here to enter text. |
| **19** | **Waste** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * Waste management plan to ensure waste is managed/collected and appropriately disposed of.
* Litter picking during the event
* Clean sweep of site post event
 | Choose an item. | Click or tap here to enter text. |
| **Ref**  | **Hazard** | **Risk Description** | **Risk Rating** | **Level of Risk** | **Risk Controls** |  **Risk Analysis** | **Responsibility** |
| **20** | **Infrastructure** | Choose an item.**Other - please specify:**Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | * All infrastructure to be set up according to instructions/specifications
* Marquees to be suitably weighted
* Amusement rides to provide risk management and Safe Work Method Statements
* Amusement rides to operate in accordance with relevant standards and acts
* Occupational Health and Safety (Plant) Regulations 1995
* Victorian Electrical Legislation
* Victorian WorkSafe Authority Legislation

Australian Standards | Choose an item. | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref**  | **Hazard** | **Risk Description** | **Risk Rating** | **Level of Risk** | **Risk Controls** |  **Risk Analysis** | **Responsibility** |
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