

Event Risk Management Plan

Event Risk Management Planning

Introduction:

The event application and approval process for events requires a Risk Management Plan be submitted to the Council for review and approval prior to the event.

This Event Risk Management Plan Template has been provided to assist in the planning your event. The Template is provided as an example only and needs further consideration tailored to your event. The Council makes no representation as to the suitability of the template and expressly disclaims responsibility for any damages that may be caused by its content.

Risk Management Planning is an essential component of professional project management and planning. The risk assessment process undertaken to develop a Risk Management Plan may assist:

- in planning for future similar events;
- obtaining appropriate insurance cover;
- ensuring that 'Duty of Care' obligations are been met;
- ensuring legislative requirements are addressed; and
- effective communication and understanding with agencies relative to the management of the risks identified.

Event Risk Management Plan

Event Risk Management Plan Template

The Risk Management Plan for (Stardust Circus) was prepared by (Lindsay Lennon) on (01/10/2022), using the definitions and classifications standards of AS/NZA 4360:2004 Risk Management (listed below).

Objective:

The aim of this Event Risk Management Plan is to ensure that anything which has the potential to adversely affect an activity, individual or organisation is identified and that preventative measures have been implemented to eliminate or minimise any potential adverse outcome.

Distribution:

It is important that all relevant parties are provided a copy of the Event Risk Management Plan and may include all contractors, agencies and groups involved in the organisation and running of the event. As a minimum, anyone allocated responsibilities in the Event Risk Management Plan must be provided a copy. This plan has been provided to representatives from the following:

- Glenn West manager of Stardust Circus 0418 295756
- Shannon West bookings manager 0427434081

Event Risk Management Plan

EVENT DETAILS

Event name: (Stardust Circus)
Event date: (22/09/2023)
Event location: (Miranda Park)
Event description: (Circus performances)
Anticipated program: (Human and Animal performers)
Set-up from: (18/09/2023)
Pull down by: (09/10/2023)
Public entry time: (22/09/2023)
Expected attendance: (100-600 per show, hopefully)
Road closures required: (No)
Alcohol consumption: (No)
Marquees installed: (1- 38m Diam and 1 – 12m x 18m foyer tent)
Catering provided: Our circus canteen, Fairy Floss, Popcorn, Dagwood dogs , Cans
Drink, bottled water, smiths crisps, donuts & chicken nuggets.)
Amusement Devices 1 – Cup and Saucer Ride, 1 Dixie Swing Ride & Dodgem Cars.
Program: (Circus Performance with human and animal performers)
Other relevant information: (Approx 1 hour & 45min show with an intermission)

Please indicate below if professional contractors are being used for the event and if so, please list the names of the contractors:

Marquee installation: No Tent and equipment erected by our experienced staff
Electrical: No Stardust Circus
Audio only No Our PA volume kept to an acceptable level inside Big Top
Security: No Our circus staff security
Catering: No Our own canteen maned by our staff:
First Aid: No Our own trained staff

Please indicate which of the following agencies will be notified of the event:

NSW Police Yes
Local Fire Station Yes
Fist Aid Trained Circus Staff Yes
Ambulance Service Yes

Event Risk Management Plan

DEFINITIONS AND CLASSIFICATIONS

(as per AS/NZA 4360:2004 *Risk Management*)

QUALITATIVE MEASURES OF LIKELIHOOD

Descriptor	Description
Almost Certain	Is expected to occur in most circumstances
Likely	Will probably occur in most circumstances
possible	Might (or should) occur at some time
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances

QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Descriptor	Example detail description
Insignificant	No injuries, low financial loss and disruption
Minor	First aid treatment, on site release immediately contained, medium financial loss
Moderate	Medical treatment required, on site release contained with outside assistance, moderate financial loss/political impact
Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss, long term loss of critical infrastructure
Catastrophic	Death, toxic release off site with detrimental effect, huge financial loss, permanent loss of critical infrastructure

Note: Measures used should reflect the needs and nature of the organisation and activity under study.

QUALITATIVE RISK ANALYSIS MATRIX – LEVEL OF RISK

Likelihood	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	H	H	E	E	E
Likely	M	H	H	E	E
Possible	L	M	H	E	E
Unlikely	L	L	M	H	E
Rare	L	L	M	H	H

- 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

Event Risk Management Plan

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RISK	POTENTIAL CONSEQUENCE	CONSEQUENCE RATING	LIKELIHOOD RATING	OVERALL RISK RATING	ACTION/S REQUIRED TO CONTROL RISK & PARTY RESPONSIBLE FOR ACTION/S	ACTIONS REQUIRED TO RESPOND TO OCCURANCE OF RISK & PARTY RESPONSIBLE FOR ACTION/S		
Anything which can prevent the event from being conducted safely.		The worst case scenario consequence if the risk were to occur.		Using the 'Qualitative Measures of Consequence', provide a potential consequence rating. i.e. Insignificant, Minor, Moderate, Major or Catastrophic	Using the 'Qualitative Measures of Likelihood', provide a likelihood rating. i.e. Rare, Unlikely, Possible, Likely, Almost Certain	Using the 'Qualitative Risk Analysis Matrix – Level of Risk' provide a likelihood rating. i.e. Low, Moderate, High, Extreme	i.e. what action is required to control and/or reduce the likelihood of the risk occurring and the potential consequences.	i.e. what action is required to respond to the risk if it occurs.
E X A M P L E	Example: Trip hazard	Example: Injury requiring further medical treatment	Example: Moderate	Example: Possible	Example: High	Example: Action: All cables to be flown or set in cable tracks in pedestrian/traffic areas. Responsibility: Electrical contractor Action: Site inspection to be conducted and any identified trip hazards removed or controlled. Responsibility: Site Manager	Example: Action: Provide medical assistance, prevent access to area and remedy trip hazard. Responsibility: St Johns and Site Manager	
EVENT RISK MANAGEMENT PLAN								
FIRE								

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<i>Fire caused by Electrical Incidents, Catering, etc.</i>	<i>Serious injury requiring further medical attention</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: All cables flown or set in cable track in pedestrian / traffic areas. Electrical safety check done as part of OHS review prior to performances. Responsibility: Electrical Contractor</i>	<i>Action: Provide medical assistance and prevent access to area and remedy trip hazard Responsibility: Trained first aid staff and Site manager</i>
ACCIDENT						
<i>Vehicles on site</i>	<i>Injury requiring further medical attention</i>	<i>Moderate</i>	<i>Unlikely</i>	<i>Possible</i>	<i>Action: No vehicle movements during performances. Heavy vehicles bump-in and remain in situ for the duration of site occupation. Responsibility: Site manager</i>	<i>Action: Stop movement of all vehicles. Provide medical assistance. Responsibility: Trained first aid staff and Site manager</i>
<i>Structural collapse</i>	<i>Serious Injury or death Serious financial loss Loss of reputation</i>	<i>Catastrophic</i>	<i>Rare</i>	<i>H</i>	<i>Action: Ensure structures are built to specifications. Only use trained staff to erect structures. Undertake periodical review of structures. Responsibility: Site manager</i>	<i>Action: Remove all persons from structure to assembly area. Provide medical assistance as required. Call ambulance Responsibility: Site manager And Trained First Aid Staff</i>
<i>Slip / Trip hazards</i>	<i>Injury requiring further medical attention</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Power leads are flown above. Site Manager performs an OHS checklist prior to first performance.</i>	<i>Action: Provide medical assistance. Cordon off hazard. Responsibility: Trained first</i>

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					<i>Remove slip hazard or cordon off area Responsibility: Site manager</i>	<i>aid staff and site manager</i>
Fall hazards	<i>Injury requiring further medical attention</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Site Manager performs an OHS checklist prior to first performance. Rectify fall hazard Responsibility: Site Manager</i>	<i>Action: Provide medical assistance and remedy fall hazard area Responsibility: Trained first aid staff and Site Manager</i>
MEDICAL						
Response to medical / trauma injuries	<i>Injury requiring further medical attention</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action Identify reason for injuries and if from equipment fault then cordon off and rectify fault Responsibility: Site manager</i>	<i>Action: Provide medical assistance and rectify fault if any Responsibility: Trained first aid staff and Site manager</i>
Food Poisoning	<i>Patron/s unwell, possibly requiring further medical attention</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Follow all food safety regulations - handwashing, temperature checks etc Staff trained in food safety.</i>	<i>Action: Provide medical assistance and close of food supply Responsibility: Trained first aid staff and Site manager</i>
Heat / sunburn / dehydration	<i>Patron unwell</i>	<i>Moderate</i>	<i>Unlikely</i>	<i>Low</i>	<i>Action: Identify reason and rectify Responsibility: Site manager</i>	<i>Action: Provide medical assistance and rectify fault Responsibility: Trained first aid staff and Site manager</i>
Drug/alcohol related issues	<i>Disruption to other patrons/performance.</i>	<i>Minor</i>	<i>Unlikely</i>	<i>Low</i>	<i>Action: The event site is an alcohol a drug free zone. Responsibility: Site manager</i>	<i>Action: Remove person from tent as alcohol is not allowed in circus area Provide medical assistance</i>

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						<i>if needed Responsibility: Trained first aid staff and Site manager</i>
<i>Hazardous items in event area i.e. Syringe / Broken Glass</i>	<i>Injury requiring further medical attention</i>	<i>Major</i>	<i>Unlikely</i>	<i>Low</i>	<i>Action: Nothing for sale in glass. Site is a drug and alcohol free zone. Responsibility: site manager</i>	<i>Action: Remove hazard while keeping that area cleared of person. Cordon off if all dangerous items cannot be safely removed Responsibility: Site manager</i>
<i>SERVICES</i>						
<i>Power Failure</i>	<i>Activate emergency lights & keep patrons informed</i>	<i>Minor</i>	<i>Possible</i>	<i>Low</i>	<i>Action: Emergency lights will come on and we will switch to one of 2 back up generator Responsibility: Site manager</i>	<i>Action: Use both backup generators until local power supply returns Responsibility: Site manager</i>
<i>Amenity Failure (Temporary &/or Fixed toilets)</i>	<i>If it creates injury give medical assistance</i>	<i>Insignificant</i>	<i>Possible</i>	<i>Low</i>	<i>Action: Cordon off affected toilets Responsibility: Site manager</i>	<i>Action: Contact appropriate contact in council, otherwise contact local Plumber to remedy Responsibility: Site manager</i>
<i>Water Supply Failure</i>	<i>Lack of water</i>	<i>Minor</i>	<i>Possible</i>	<i>Low</i>	<i>Action: Water containers are always topped up providing back up supply. Responsibility: Site manager</i>	<i>Action: If council not available call local plumber Responsibility: Site manager</i>

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<i>Bust/leaking Irrigation Pipes</i>	<i>Flooding of area</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Adhere to Council's irrigation mark out. Responsibility: Site manager</i>	<i>Action: Cordon off area. Advise Council seeking bark chips and repair. Responsibility: Site manager</i>
<i>SECURITY</i>						
<i>Event Crowd Control</i>	<i>Moderate</i>	<i>Insignificant</i>	<i>Possible</i>	<i>Low</i>	<i>Action: Circus Ushers will direct patrons Responsibility: Site manager</i>	<i>Action: Circus ushers will control patrons Responsibility: Site manager</i>
<i>Site control during bump-in/bump-out</i>	<i>Injury requiring further medical attention</i>	<i>Major</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Circus vehicles only onsite controlled by site manager Responsibility: Site manager</i>	<i>Action: Only our own vehicles allowed on site Responsibility: Site manager</i>
<i>Criminal activity (Inc. vandalism)</i>	<i>Damage to or stolen equipment</i>	<i>Minor</i>	<i>Possible</i>	<i>Minor</i>	<i>Action: Our own security personnel patrol grounds Responsibility:</i>	<i>Action: Our security personnel Responsibility: Site Manager</i>
<i>Bomb Threat</i>	<i>Remove patrons to assembly area</i>	<i>Extreme Risk</i>	<i>Rare</i>	<i>Low</i>	<i>Action: Keep person or persons in sight / call police Responsibility: site manager</i>	<i>Action: Evacuate the area and call Police / Ambulance / Fire Brigade Responsibility: Site manager</i>
<i>Drunk and disorderly behaviour</i>	<i>Disruption to other patrons or performance.</i>	<i>Moderate</i>	<i>Minor</i>	<i>Minor</i>	<i>Action: Prohibit or remove person from area Responsibility: Site manager</i>	<i>Action: Remove from the site. Call police if person does not comply Responsibility: Site manager</i>
<i>Emergency situation</i>	<i>Move patrons to assembly area</i>	<i>Major</i>	<i>Possible</i>	<i>Major</i>	<i>Action: Respond to the particular situation Responsibility: Site manager</i>	<i>Action: Depending on the emergency advise the appropriate services</i>

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						<i>Responsibility: Site manager</i>
WEATHER						
<i>Adverse Weather (Electrical / wind / thunder storms)</i>	<i>Structure damage. Disruption to performance schedule.</i>	<i>Major</i>	<i>Likely</i>	<i>Moderate</i>	<i>Action: Do not operate if weather is that adverse Responsibility: Site manager</i>	<i>Action: Remove and keep patrons from entering Tent. If during a performance evacuate the Big Top patrons to assembly area Responsibility: Site manager</i>
<i>Falling Tree Branches</i>	<i>Injury requiring further medical attention</i>	<i>Major</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: If onto Big Top evacuate all persons to assembly area Responsibility: Site manager</i>	<i>Action: If it falls onto or near Big Top evacuate patrons to assembly area Responsibility: Site manager</i>
GENERAL						
<i>Training of Event Staff</i>	<i>Risk to patrons if staff not trained</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: All staff trained in appropriate duties Responsibility: Site manager</i>	<i>Action: staff to be vigilant and advise of any problems that arise Responsibility: Site manager</i>
<i>Noise Pollution</i>	<i>Resident complaints. Hearing problems</i>	<i>Minor</i>	<i>Minor</i>	<i>Low</i>	<i>Action: Do a sound check before each show Keep sound to acceptable levels Responsibility: Site manager</i>	<i>Action: Responsibility: Site manager</i>
<i>Amusement Structures</i>	<i>Injury requiring further medical attention</i>	<i>Major</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Ensure they are correctly erected by trained staff. Fully supervised when</i>	<i>Action: Only allow appropriate participants to use devices. E</i>

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<i>Amusements</i>					<i>in operation. Responsibility: Site manager Staff are trained.</i>	<i>Responsibility: Site manager And medical staff onsite</i>
<i>Dixie Swing ride Cup & Saucer ride</i>	<i>Injury requiring medical attention</i>	<i>Minor</i>	<i>Unlikely</i>	<i>Low</i>	<i>Action: Daily check by trained operator before use. Ensure ride is working to safe standard for the safety of patrons. No tripping hazards.</i>	<i>Action: Provide medical assistance and rectify fault if any Responsibility: Trained first aid staff and Site manager</i>
<i>Dodgem Cars</i>	<i>Injury requiring medical attention</i>	<i>Minor</i>	<i>Possible</i>	<i>Low</i>	<i>Action: Daily check by trained operator before use. Ensure ride is working to safe standard for the safety of patrons. No tripping hazards.</i>	<i>Action: Provide medical assistance and rectify fault if any Responsibility: Trained first aid staff and Site manager</i>
<i>Permits/Licences not obtained</i>	<i>Can not operate</i>	<i>Major</i>	<i>Unlikely</i>	<i>Low</i>	<i>Action: Do not allow to operate Responsibility: Site manager</i>	<i>Action: Do not allow to operate Responsibility: Site manager</i>
<i>Emergency Response</i>	<i>Injury requiring further medical attention</i>	<i>Major</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Respond immediatly Responsibility: Site Manager</i>	<i>Action: Notify appropriate services immediatly Responsibility: Site manager</i>
<i>Damage to the Park Lands</i>	<i>Possible</i>	<i>Minor</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Do not allow destructive procedure onsite Responsibility: Site Manager</i>	<i>Action: Restrain persons from damaging Parklands Responsibility: Site manager</i>

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<i>Animal escape</i>	<i>Serious injury or death</i>	<i>High</i>	<i>Unlikely</i>	<i>Low</i>	<i>Action: Ensure all animal enclosures are built to safety standards and erected by trained staff. Undertake periodic maintenance checks. Responsibility: Site Manager</i>	<i>Action: Keep patrons away and implement Animal Recapture Plan. Notify Police, Ambulance and DPI. Responsibility: Site Manager</i>