

THE IMPORTANCE OF A RISK MANAGEMENT PLAN (EVEN FOR A SMALL GATHERING)

Often people feel a risk management plan is unnecessary, especially for a small gathering in a park. What can go that wrong? And why do I need to worry about it? If you have a gathering or event in a public space within the Moreland Municipality then you are using a space that other members of the public may also be using.

This means it is not just your event attendees that can be affected by your event but the public as well.

Many of the risks, and risk control measures you identify in your risk management plan may be common sense. But have you thought about who will take control in the event of an emergency?

A risk management plan is a requirement for a Moreland City Council event permit to be issued. It is better to be safe than sorry!

What is a risk?

A risk can mean many things. For community events in Moreland the main risks to consider are anything that could:

- cause harm to another person,
- cause damage to equipment, infrastructure or the event site, or
- harm the future of the event organising committee and event itself.

Of course many risks are out of the event organiser's control. In this case it is important that the risk management plan details who is responsible for coordinating the safety of every person should something that is out of the control of the event organiser occur. Council's Cultural Event Officer has a lot of experience in risk management planning at events and is here to offer advice and support to event organisers and community groups in creating their risk management plan.

WHAT SHOULD YOU CONSIDER WHEN COMPLETING YOUR RISK MANAGEMENT PLAN?

- existing risks of the site
- risks the event creates, and
- External risks that the event organiser has little control over but may need to be managed at the event.

There are some questions an event organiser should ask themselves when assessing risks of an event. This is by no means exhaustive however we hope it helps you get started.

A risk assessment of the event site

- Will there be moving vehicles near the event site and could this pose a risk to pedestrians?
- Is there anything on the site that could become dangerous if there is inclement weather?
- Is there a body of water on or near the event site?

A risk assessment of the event and all proposed activities

- Will there be a jumping castle or carnival rides at your event and how will the safety of event guests be ensured when on or near rides?
- Is there infrastructure being brought onto the event site? Who will ensure it is safely secured?
- Are you bringing vehicles on site and if so how will you manage the safety of people who are setting up near vehicles?

A risk assessment of all external risks

- In the event that an evacuation of the event site is required who is responsible for ensuring all people are calmly and safely moved?

Name of Event:				Exact location of event: (Park Name and Melways Ref)			
Date and Time of Event:				Expected number of attendees:			
Event Organiser: (Name, address, telephone)				Person completing risk assessment			
Task / Issue / Hazard	What Could Go Wrong	Person/s / location affected	Risk Rating (Low, Medium, High)	Risk Control Measures <i>(Suggestions are provided below. RCM's will differ for every event. You need to consider what is most appropriate for your event)</i>	By who and when	How will it be monitored <i>(Suggestions provided below are not exhaustive and will vary for types of events)</i>	Notes
<i>Example</i> Vehicle in off road park area	<ul style="list-style-type: none"> ▪ Child runs in front of vehicle 	<ul style="list-style-type: none"> ▪ General public ▪ Event attendees 	Medium	<p>Ensure all vehicles on site move at 5kmph or slower</p> <p>Vehicles to have hazard lights on</p>	<p>Event organiser</p> <p>When cars are booked</p>	<p>Event organiser to remind drivers before entering (off road) park area</p>	<ul style="list-style-type: none"> ▪ An event organiser needs to consider people using the space that are not aware of an event occurring
<i>Example</i> Live music on site	<ul style="list-style-type: none"> ▪ Non event attendees arrive at park looking to cause a disturbance 	<ul style="list-style-type: none"> ▪ Event attendees 	Medium / High <i>(depending on time and location of event)</i>	<p>Event organiser to have emergency contact details on hand</p> <p><i>(Depending on size of event)</i> Emergency services to have been advised of event</p> <p>Security to be booked for event</p>	<p>Event Organiser</p> <p>At least 6 weeks prior to event</p>	<p>Event Organiser to regularly monitor members of public at event site</p> <p>Event organiser to call emergency services as soon as a disturbance occurs</p>	<ul style="list-style-type: none"> ▪ The risk control measures will be very dependent on event size. As an event organiser you must remember that you cannot prevent members of the public from using the space you are holding your event in.
<i>Example</i> Jumping Castle on site	<ul style="list-style-type: none"> • Pegs hit a water main when jumping castle is being erected 	<ul style="list-style-type: none"> • Park area • The whole event • Persons on site 	Medium	<p>Jumping castles to be weighted NOT pegged</p>	<p>Event Organiser</p>	<p>Event Organiser to Discuss with jumping castle contractor before and during event</p>	<ul style="list-style-type: none"> •

