

How to Guide:

**RISK
MANAGEMENT
FOR P&C
EVENTS**

HOW TO GUIDE TO RISK MANAGEMENT FOR P&C EVENTS

Using this guide, your P&C will create a thorough risk management plan to provide your team and other stakeholders with the information necessary to run a safe, professional, enjoyable and successful event.

Risk Management is a process of assessing all possible hazards, problems or disasters before they happen and implementing controls to avoid, share, accept or minimise/control the likelihood and consequences of the risk occurring.

BEFORE THE RISK MANAGEMENT PLAN: ESTABLISH THE CONTEXT OF THE EVENT

Start by determining the scope of your activity. Review all documentation regarding the proposed event and consider the following questions:

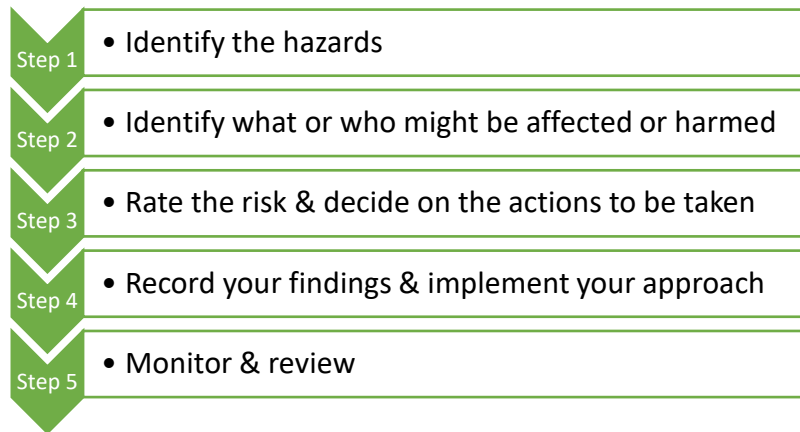
- Why are you planning this event?
- What are your objectives for the event?
- Where; when; how; why; who will attend (volunteers & employees, target audience/attendees, vendors, contractors, special guests, etc); what activities will be on offer?
- What roles and responsibilities will there be?
- Will any additional expertise be needed?
- What will be needed to plan/conduct the event? e.g. property (on school premises or off-site), equipment (marquees, BBQ, lighting towers, PA, etc), surroundings (environmental impacts), funding (expenses for purchase of stock, equipment, hire, talent, etc) and data (previous P&C events)

If the P&C has previously hosted a similar event, refer to that Event Summary to assist you in answering these questions and research the current legislative/regulatory advice i.e. is a liquor license needed, do you meet the regulations for raffles/auctions, etc.

For larger events such as fetes or anniversary celebrations, the P&C will have numerous activities within the scope of the main event, e.g. BBQ, fairy floss, raffle, entertainment on stage, etc. For this purpose, the P&C should assess each of the individual activities as well as the overall event.

NOTE: The final approval for the event must be provided by the Principal as the Department of Education's Site Manager.

THE 5 STEPS TO RISK MANAGEMENT:



STEP 1: IDENTIFY THE HAZARDS

Stage 1 of hazard identification requires a P&C to brainstorm and document potential event health and safety hazards. By definition, *a hazard is a source or situation that has the potential to cause harm or loss*. However, it's important to note that a hazard doesn't necessarily mean danger, as some hazards relate to governance, regulations, or other factors such as the weather.

Explore the whole event, not just the obvious activity – look at power cords, vendors on site, etc. Ensure that you complete a site visit at this step and look at the venue with this specific event in mind – notice any areas that need to be fenced off, any overhanging trees/building eaves/structures that may alter placement for proposed activities and look at accessibility for emergency services.

Record ALL identified event safety hazards in the risk management assessment plan. To help identify the potential hazards:

- ask yourself 'What if...?' questions regarding all data collated above when you "established the context of the event"
- consider the consequences/effects of not proceeding with the activity i.e. cancellation due to extreme weather.

For each hazard, list any existing policy, procedure, practice or device that acts to minimise that risk. To get you started, see **Appendix A – Examples of activities, tasks and hazards for P&Cs to consider**.

STEP 2: IDENTIFY WHAT OR WHO MIGHT BE AFFECTED OR HARMED

Stage 2 of hazard identification leads to analysing the potential hazards further by considering who and what might be affected or harmed and how effective the existing controls are. Create a list of hazards for the event and who or what might be affected - this could be fairly short for basic events, or a larger list of hazards may be needed if there are multiple activities or other complicating factors.

Many of the hazards identified in the initial brainstorm will be addressed as part of your planning or as a matter of policy, as such these hazards may be considered to have controls in place which largely mitigate (manage) those risks.

STEP 3: RATE THE RISK & DECIDE ON THE ACTIONS TO BE TAKEN

A. **RISK ANALYSIS** - Determine the level of risk (the risk rating) using the risk matrix below:

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of consequence
1. Insignificant	No treatment required.
2. Minor	Minor injury requiring first aid treatment (e.g. minor cuts, bruises, bumps).
3. Moderate	Injury requiring medical treatment or lost time.
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation.
5. Critical	Loss of life, permanent disability or multiple serious injuries.

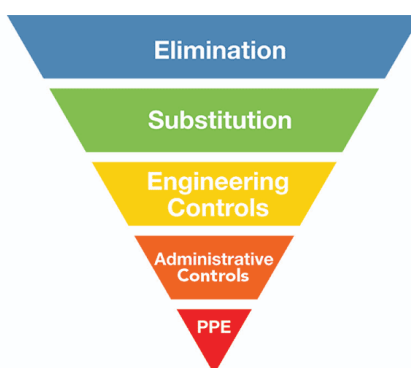
Likelihood	Description of likelihood
1. Rare	Will only occur in exceptional circumstances.
2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle.
3. Possible	May occur within the foreseeable future, or within the project lifecycle.
4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle.
5. Almost certain	Almost certain to occur within the foreseeable future or within the project lifecycle.

B. **RISK EVALUATION** - Based on the likelihood and the consequence of the proposed activities level of risk, the P&C in conjunction with the Principal, must decide whether the activity is appropriate:

Assessed risk level	Description of risk level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

- Low risk = acceptable risks that should be frequently monitored and reviewed.
- Medium risk = put controls in place so that risks are as low as possible. These activities/risks should be frequently monitored and reviewed, and permanent actions should be considered to reduce the risk.
- Extreme or high risk = the P&C should immediately consider cancelling the activity

C. CONTROL STRATEGIES –



For those hazards where the P&C, in conjunction with the Principal, have decided that they will accept the risk and proceed, they will need to determine the best way to control the risk. Some control strategies that the P&C might consider, but are not limited to, are:

- Elimination - removing the risk source, e.g. cancel the fire works on a high fire danger day to eliminate the risk of sparks causing fires
- Substitution - changing the risk likelihood/risk consequences by opting for a different approach, e.g. wet hire VS dry hire of amusement rides and bouncy castles – wet hire means that the hire of equipment comes with a trained operator who will constantly monitor the quality of the equipment/mechanisms and the safe usage of the equipment by patrons.
- Engineering Controls – a method of protecting the worker or attendee from a hazard, e.g. using a mechanical aid (e.g. hand trolley) to move or lift heavy items, putting up a barrier that stops people from entering an area, using safety guards on equipment, etc.
- Administrative controls – policies, procedures or rules that regulate how the event is managed, e.g. cash handling procedures, safe food handling, test & tag certification for all electrical equipment, using a qualified builder to undertake any construction, etc.
- PPE – such as mandatory use of food safe gloves and hair nets when preparing and serving food.
- Sharing the risk with another party - such as obtaining additional insurance to cover the specifics of the event, e.g. market cover, or outsourcing to a security firm to monitor safe consumption and behaviour within an alcohol service area.
- Retaining the risk by informed decision

STEP 4: RECORD YOUR FINDINGS & IMPLEMENT YOUR APPROACH

Once you've completed recording the initial list of hazards, their risk rating and controls, it's vital to nominate the person who will be responsible for each control as it allows visibility for all parties (event organisers, volunteers/employees & vendors) to identify who is accountable for which hazard & control.

The responsible person will work with event organisers to assess the existing controls and see if they can be improved. For all risks that require further action/review, you must list the following in your risk management assessment plan:

- What will be done?
- Who is accountable?

- When will the control be implemented/actioned and by who?

NOTE: the list of hazards is never finalised, it is a fluid document that is continually adjusted and added to in the lead up to the event and throughout the event as new hazards are identified or different considerations and/or controls apply.

STEP 5: MONITOR AND REVIEW

Go back and re-assess the consequences, likelihood and rating of the activity's risk with the documented controls in place. As in Step 3, the P&C in conjunction with the Principal, must re-evaluate whether the activity is appropriate:

- Extreme or high risk = the P&C should immediately consider cancelling the activity
- Medium risk = put controls in place so that risks are as low as possible. These activities/risks should be frequently monitored and reviewed, and permanent actions should be considered to reduce the risk.
- Low risk = acceptable risks that should be frequently monitored and reviewed.

Throughout the event, leaders and the responsible person for each hazard/control must continuously refer to the completed risk management assessment plan to monitor hazards and controls and:

- monitor whether the context of the event has changed (for example, changes to weather or to fire danger ratings)
- monitor whether activities should be cancelled, delayed or modified
- where practical, the risk management assessment plan should be updated to reflect any changes.

Event leaders have a responsibility to communicate the risk management process to all staff, volunteers and vendors present at the event and ensure that all are updated if there are any significant changes throughout the event.

POST-EVENT SUMMARY

Following the event, the leaders, staff and volunteers should come together to evaluate the event and document any incidents. They should record what worked well and make note of any challenges/recommendations for next time across all areas of the event but particularly regarding identified risks and their control strategies. This event summary will be used at future events to build a concise and tested risk management assessment plan (although still subject to continual review at the time of the next event).

RISK MANAGEMENT PLAN TEMPLATE

This document, when completed will provide you and other stakeholders with the information necessary to run a safe and successful event. All sections marked with an asterisk (*) are mandatory and must be completed. If a section of this form is not applicable to your event, enter NOT APPLICABLE.

If this is your first time compiling an Event Risk Management Plan, this process will give you the opportunity to document all aspects of your event. If this has been done before, then information can be copied from previous years provided it is still relevant, however all controls must be reassessed.

Event Information

Name of Event:*			
Organisation/Hirer:*			
Location of Event, e.g. school hall & oval or if off-site provide full address including building/park name, street name & number, suburb, state, postcode.*			
Provide a description of the event including the type of activities and entertainment:*			
Date of event:*			
Event start time:*		Event finish time:*	
Bump in (set up) will commence at:*	Time:		Date:
Bump out (pack up) will conclude at:*	Time:		Date:
Estimated number of attendees:*			

Target audience, e.g. students, school families & wider community:	
Main objective, e.g. fundraising, community engagement:	

Examples of Hazards, Risks and Controls

The following table provides Event Organisers with examples of hazards / risks and corresponding control strategies that may be put in place for their event.

This list is not exhaustive. As an Event Organiser, you should use these examples as a starting point in the risk assessment process. Discussion should then take place with other people involved in planning and delivering the event to identify other relevant hazards specific to the nature of your event.

Hazard / Source	Example Risks	Example Controls
Insurance	<ul style="list-style-type: none"> ↘ Inadequate cover *NOTE: additional cover is not the only control strategy that should be used, P&Cs also need to review and reduce the risk of each hazard/source 	<ul style="list-style-type: none"> ↘ Ensure that the P&C has paid the Annual Renewal for this year (renewal period is 1 March – 1 March) ↘ Complete an Activity Declaration form and submit it to our insurance broker Willis – pandcsqld@wtwco.com – for an activity review or to request additional 96-hour event cover ↘ For certain activities such as markets or high-risk activities additional one-off cover may be required ↘ Assess the standard policy inclusions to review whether the P&C’s current General Property cover is enough to insure all stock and assets of the P&C
Persons unfamiliar with the venue, event or co-workers	<ul style="list-style-type: none"> ↘ Hazards not known ↘ Slower reaction in an emergency ↘ Consider Work Health and Safety of volunteers, employees 	<ul style="list-style-type: none"> ↘ Check with Site Manager (Principal on school site) for known hazards and any past incidents

Hazard / Source	Example Risks	Example Controls
	<p>and contractors – both physical and psychological/stress fatigue</p> <ul style="list-style-type: none"> ↳ Does the volunteer/employee/contractor hold a valid Blue Card? ↳ Inappropriate volunteer behaviour 	<ul style="list-style-type: none"> ↳ Check with people who have held the event in the past and/or past event debriefs ↳ Communicate safety procedures to all stakeholders, including emergency procedures ↳ Establish coordination / communication systems – internal chain for reporting between volunteers/employees and their direct supervisor up to event organiser – who to contact and how (e.g. meetings, email/sms groups, names and photos of key people on noticeboards) ↳ Provide identifying badges or clothes for workers, high visibility workwear as required ↳ Conduct appropriate site specific and task specific induction & training for all event personnel (employees, volunteers and contractors), event procedures, identified hazards and their associated risk & controls (and who to contact if they change or if a new hazard/risk is identified) ↳ All employees and volunteers to sign in & out using the Volunteer Register with Declarations & the Standards of Behaviour fact sheet. Please ensure that all volunteers & employees list their blue card declaration and number (if applicable), contact details, role/task for the event and sign in & out times. ↳ Incident reporting forms and register on site in an established location at all times during event ↳ Contractors have submitted risk assessments for their area

Hazard / Source	Example Risks	Example Controls
		<ul style="list-style-type: none"> ↳ Monitor the behaviour and conduct of volunteers and employees (especially those new to the P&C) to ensure that they are representing the P&C professionally so that they do not damage the Association's reputation or the event's mission
<p>Interaction with adjacent businesses, residents or events</p>	<ul style="list-style-type: none"> ↳ Traffic management ↳ Fire ↳ Noise ↳ Fumes 	<ul style="list-style-type: none"> ↳ Check for other events that may impact on this event at planning stage (e.g. railway or roadworks that will impact on access) ↳ Clarify whether the event will have exclusive/non-exclusive use of the venue. If non-exclusive, coordinate with other users ↳ Consider how neighbouring residents, businesses and activities impact on this event. Letterbox drop to surrounding area explaining the purpose of the event, anticipated activity and duration (consider warning re: traffic and parking, noise, light, smells from food trucks, fireworks, etc.) ↳ Plan noisy activities for a time of least disturbance, e.g. bump out of heavy equipment might wait until the following morning rather than waking neighbours during the night
<p>Persons become complacent in bump out phase</p>	<ul style="list-style-type: none"> ↳ Time pressures to return venue to pre-event state ↳ Bump out occurs at same time crowd is exiting ↳ Many stakeholders recovering equipment simultaneously ↳ Consider Work Health and Safety of volunteers, employees and contractors – both physical and psychological/stress fatigue 	<ul style="list-style-type: none"> ↳ Roster personnel to manage fatigue ↳ Roster personnel to supervise bump out phase ↳ Establish realistic timeframes to return the venue to pre-event state in consultation with venue manager and other stakeholders ↳ Plan timing and traffic management of bump out and retrieval of equipment so it does not conflict with exiting crowds ↳ Stagger and segregate activities where possible ↳ Restrict speed limits to walking pace and limit to one vehicle per vendor on site

Hazard / Source	Example Risks	Example Controls
		<ul style="list-style-type: none"> ✎ All volunteers, employees, vendors and contractors to wear high visibility vests during bump in/out
Structures, fences, stacked materials, etc collapsing	<ul style="list-style-type: none"> ✎ Collapse of structures ✎ Crushing injury to public or participants 	<ul style="list-style-type: none"> ✎ Structures constructed by staff or contractors with relevant qualifications ✎ Structures erected according to building regulations ✎ Use of materials with manufacturer's specifications ✎ Quantities of materials and fencing to be stacked flat to prevent collapse ✎ Managers and staff monitor all structures
Cooking, candles, naked flame, hot surfaces	<ul style="list-style-type: none"> ✎ Burn injury ✎ Fire to start and be uncontrollable 	<ul style="list-style-type: none"> ✎ Stalls, food vendors and power supplies having dry chemical extinguishers and blankets at all risk areas ✎ Access routes for emergency vehicles to be made available through event areas ✎ BBQs to be guarded and out of public reach and fire contained so it can't blow onto public ✎ All hot surfaces and naked flame to be out of reach of public
Slip, Trip, Fall and Knock	<ul style="list-style-type: none"> ✎ Bodily injury to volunteers, employees, contractors, vendors, patrons, etc 	<ul style="list-style-type: none"> ✎ Serious trip and fall hazards identified at site visit prior to event and removed or treated to prevent injury, e.g. divots, uneven ground, etc ✎ Staff site safety induction ✎ Cables installed overhead where possible ✎ Rubber mats and cable traps over cables on ground ✎ Barriers placed around protruding equipment ✎ Changes in height and edges highlighted or barricaded ✎ Slippery surfaces treated or isolated ✎ Additional lighting in dark areas ✎ Spills isolated then cleaned by crews as soon as reported ✎ Pathways and thoroughfares kept free of trip hazards ✎ Signage displayed where necessary

Hazard / Source	Example Risks	Example Controls
		<ul style="list-style-type: none"> ↘ Induction training for inexperienced volunteers/employees, e.g. putting up a marquee for the first time (risk of pinching skin as poles move or marquee taking flight in high winds)
Weather	<ul style="list-style-type: none"> ↘ Heat stress ↘ Flooding ↘ Fire ↘ High Wind ↘ Lightning ↘ Falling trees or debris ↘ Excessive sun exposure 	<ul style="list-style-type: none"> ↘ Set up electrical equipment so it is not exposed to rain or flooding ↘ Determine contingency plans if there is a fire ban (e.g. cancel with appropriate communication, alter event (e.g. go indoors, do not use BBQs), continue with written permission from fire authority) ↘ Monitor weather forecast and determine pre-event action if certain weather events occur or are likely via the Australian Bureau of Meteorology website ↘ Provide shelter from sun and rain ↘ Provide drinking water for patrons and workers ↘ Provide weather appropriate clothing for workers, e.g. hats, long sleeve shirts, poncho, sunscreen, etc, and adequate breaks (relief from sun exposure) ↘ Hold the event at a time that will minimise risk of weather impact ↘ Communicate weather related precautions that patrons should consider (e.g. bring a hat, sunburn cream, poncho) Consider selling / providing to patrons at the event. ↘ Avoid placing vendors and activities near trees ↘ An extreme weather contingency has been planned (i.e. cancellation, postponement, venue change, etc) and refund policy in place should vendors not be able to attend the new date/time/venue
Traffic Management	<ul style="list-style-type: none"> ↘ Impact between pedestrians and vehicles or 2 vehicles 	<ul style="list-style-type: none"> ↘ Develop traffic management plan. Include: <ul style="list-style-type: none"> - Segregation of pedestrians and bump in/out traffic (restricted access to site and supervision of areas where vehicles will cross a driveway/footpath)

Hazard / Source	Example Risks	Example Controls
		<ul style="list-style-type: none"> - No go zones for certain locations or phases (e.g. no heavy equipment movement during event) - Liaise with public road authorities (e.g. Police, local council, etc) - Signage & Barriers (contact your local council as may be able to assist with supplying barriers) - Parking and/or public transport options - Vehicle access accreditation - Staffing - Monitoring of conditions - Communication - Reduced speed limit
Crowd Control	<ul style="list-style-type: none"> ↘ Overcrowding ↘ Crushing (people pressed against object) ↘ Incidents outside event boundaries ↘ Restricted areas ↘ Pets at event ↘ Security 	<ul style="list-style-type: none"> ↘ Appropriate layout and space allocation (occupancy limits for venue to be checked), site maps available ↘ Allocated entry & exit routes with clear signage. Keep pathways and thoroughfares clear ↘ Any restricted areas are adequately signed, e.g. out of bounds areas clearly marked and well-lit/supervised, alcohol service areas clearly marked “no under 18s” ↘ Provide clear queuing system ↘ Provide timely information to patrons (e.g. signs, PA – have a back-up for PA in case of emergency such as megaphone) ↘ Provide sufficient workers (volunteers/employees/contractors) to manage crowds ↘ Emergency assembly areas are adequately signed ↘ All signage is high quality, secured and, if required weighted (it’s no use sticking up an A4 sheet of paper with blue tac on a windy day as it will fly away) ↘ Communicate to patrons the rules for animals, e.g. no animals at event (guide and assistance dogs allowed) or dogs on leads allowed (please clean up after your pet)
Alcohol & Illicit Drugs	<ul style="list-style-type: none"> ↘ Negative consequences of intoxicated behaviour ↘ Alcohol served to minors 	<ul style="list-style-type: none"> ↘ Determine if alcohol will be sold by the P&C or a 3rd party, seek written permission from the Principal (as



Hazard / Source	Example Risks	Example Controls
	<ul style="list-style-type: none"> ↳ Negative effects including dehydration, potential medical concerns, crowd disturbances or violence ↳ Breach of Office of Liquor & Gaming Regulations 	<ul style="list-style-type: none"> Site Manager) to serve alcohol at a P&C event ↳ At least one service staff are RSA qualified (or the number stipulated on the liquor permit) ↳ Plastic cups used in large-scale public events to lessen risk of injury through glass breakage and ensure compliance with liquor licensing ↳ open container service of alcohol only, no service of shots ↳ Safety notice in program or on signage about appropriate use of alcohol and attitudes to drink-driving, dehydration awareness, etc ↳ Reputable Security Company patrolling event for service compliance and inappropriate behaviour ↳ Clearly defined alcohol service and consumption area ↳ Set up event site to avoid secluded areas where illicit drugs can be exchanged / consumed ↳ Train personnel in recognising signs of illicit drug consumption and most appropriate response ↳ Liquor in public place permit obtained and displayed or an eligible non-profit organisation holding a low-risk fundraising event may not need a community liquor permit to sell/supply alcohol at their event. Event organisers are urged to check if your event is exempt via a self-assessment on the Office of Liquor & Gaming Regulation's website or by calling 13 74 68. ↳ All bags are subject to search at the entrance
Security	<ul style="list-style-type: none"> ↳ Disturbance or poor behaviour ↳ Misappropriation or fraud ↳ Theft ↳ Loitering 	<ul style="list-style-type: none"> ↳ Inform local police and emergency services (if relevant) of the event ↳ Consider volunteer, employee or contractor security personnel during the event ↳ Consider safe storage of cash, e.g. locked cash tin, locked office or safe. For large scale cash events such as fetes, consider armed guard

Hazard / Source	Example Risks	Example Controls
		<p>cash collection services. As per Accounting Manual, two to count cash and record on a cash count sheet for each activity, third person to bank.</p> <ul style="list-style-type: none"> ⌵ Adequate lighting and roaming supervision
<p>Live electrical wires or faulty equipment</p>	<ul style="list-style-type: none"> ⌵ Electrocution hazard to patrons or performers ⌵ Unauthorised persons access electrical fittings ⌵ Contact with overhead wires 	<ul style="list-style-type: none"> ⌵ Identify and communicate locations of overhead wires ⌵ All installations to be carried out by qualified electrical contractors ⌵ All portable electrical equipment/tools/appliances, leads and power boards to be tested and tagged ⌵ All electric's to be installed in accordance with appropriate regulations and operated as per usage instructions ⌵ Temporary installations to run overhead where possible ⌵ No daisy chaining of extension cords and power boards ⌵ Lead connections to be protected from the weather or other liquids ⌵ All leads secured - rubber mats and cable traps over cables on ground ⌵ Generators, if used, safely positioned away from patrons and access to the area restricted
<p>Amusement Rides</p>	<ul style="list-style-type: none"> ⌵ Clearance between rides, fixed structures and vegetation ⌵ Stability of the ride - firmness and slope of the ground and blocking of the ride ⌵ Poor maintenance ⌵ Poor training and operational procedures ⌵ Missing labels or warning signs ⌵ Poor location of fencing or barricades 	<ul style="list-style-type: none"> ⌵ Provide adequate space for rides in your site plan – allow room for ride, secure fencing, lines and spectators ⌵ Check ground is appropriate ⌵ Place in contract / hire agreement and confirm: <ul style="list-style-type: none"> - The ride has been maintained and set-up in accordance with the manufacturer's instructions; - Check areas not readily visible to ensure proper maintenance has been undertaken; - Issues identified in the engineering assessment have been addressed; - For the event to be covered by the P&C's insurance, Willis require wet hire only = equipment and operators/supervisors supplied by company

Hazard / Source	Example Risks	Example Controls
		<ul style="list-style-type: none"> - All operators and supervisors have been trained; and - Adequate levels of supervision are available at all times - They must supply a copy of their Plant Registration certificate from Worksafe Qld, maintenance/ inspection certificate from a fully qualified Structural Engineer, their Public Liability Insurance and their own risk management assessment plan
Manual Handling	<ul style="list-style-type: none"> ↳ Sprains, strains, etc 	<ul style="list-style-type: none"> ↳ Minimise movement of material ↳ Provide loading/unloading areas as close to final location of material as possible ↳ Provide mechanical aides (e.g. forklift, trolley) ↳ Provide sufficient people and time to carry out tasks
Contact with biological hazards	<ul style="list-style-type: none"> ↳ Clean up body fluids ↳ Sharps ↳ Insects ↳ Dogs / cats ↳ Snakes 	<ul style="list-style-type: none"> ↳ Develop procedures for cleaning up body fluids and provide equipment and training ↳ Provide sharps containers (fixed for patrons as appropriate and portable for workers with tongs and PPE) ↳ Communicate to patrons rules for animals (e.g. no dogs / dogs on leads only, etc) ↳ Incident reporting forms and register on site in an established location at all times during event ↳ Communicate who to contact if incident or injury occurs ↳ Have contact phone numbers for all emergency services, e.g. snake catcher, etc
Evacuation areas	<ul style="list-style-type: none"> ↳ Insufficient safe areas / evacuation zones 	<ul style="list-style-type: none"> ↳ Event Organiser to provide site map including evacuation routes and assembly point to all volunteers, employees, contractors and vendors ↳ Sufficient space identified for evacuation site where there will be no infrastructure ↳ Communicate who to contact and preferred method of contact if an emergency occurs and evacuation is required – who will call emergency

Hazard / Source	Example Risks	Example Controls
		<p>services, who will call event organisers to announce via PA</p>
Car parking	<ul style="list-style-type: none"> ↘ Inadequate parking space ↘ Access for emergency vehicles and personnel 	<ul style="list-style-type: none"> ↘ Adequate provision reserved for car parking for people with disabilities, invited dignitaries, patrons, vendors, volunteers and employees (consider storage of trailers and vans of stallholders for markets and fetes) ↘ Maintain clear “no standing/no parking” areas to allow access for emergency personnel ↘ Traffic management volunteers/employees/contractors to wear high visibility vests ↘ If required, car parking managed by experienced external organisation
Food	<ul style="list-style-type: none"> ↘ Food poisoning ↘ Lack of food available ↘ Lack of running water & power ↘ Vendors not turning up to event or trying to pack up & leave early ↘ Hygiene of food preparation and service area & volunteers/employees/contractors/vendors ↘ Allergy ↘ Fire ↘ Licencing/permits 	<ul style="list-style-type: none"> ↘ Sufficient quantity of vendors sourced ↘ All food vendors have food handling certificates, licence/permit ↘ Copy of food vendors current public liability certificate and risk assessment ↘ Food vendors have adequate refrigeration / cooling for their requirements ↘ Adequate hand washing facilities have been provided for food vendors ↘ Vendor terms and conditions including clear bump in and out times and procedures, site map, emergency plan, contact details for event organiser/key contact during event, refund policy, no guaranteed income, etc ↘ Preparing and serving food in accordance with hygienic food handling procedures, e.g. suitable handling/prep, heating, cooling, storage, plastic gloves, clothing, hair tied back, etc ↘ For P&C operated food activities, the person responsible for overseeing food safety ensures that all volunteers (including home bakers) have read Queensland Health’s Food Safety for Fundraising Events



Hazard / Source	Example Risks	Example Controls
		<ul style="list-style-type: none"> ↘ Home bakers must provide a full ingredient list for all products, with suggested storage instructions and use by date ↘ Stalls, food vendors and power supplies require dry chemical extinguishers and blankets at all risk areas ↘ BBQs, hot surfaces and naked flames to be guarded and out of public reach. Naked flame to be contained so it cannot blow onto public ↘ If the P&C is preparing food away from school site, they may require a food licence/permit
Lighting	<ul style="list-style-type: none"> ↘ Poor visibility 	<ul style="list-style-type: none"> ↘ Hire lighting towers to adequately light areas, particularly for dusk and evening events ↘ Consider daytime events where bump out will continue into nightfall
Noise	<ul style="list-style-type: none"> ↘ Disruption from sound of entertainment ↘ Unable to communicate to patrons ↘ Negatively affecting neighbouring residents and businesses 	<ul style="list-style-type: none"> ↘ Have a backup system in place, e.g. megaphone to back up PA system ↘ Noisy activities planned for the time of least disturbance ↘ Letterbox drop to surrounding area explaining the purpose of the event, anticipated activity and duration (consider warning re: traffic and parking, noise, light, smells from food trucks, fireworks, etc.)
Signage	<ul style="list-style-type: none"> ↘ Ineffective signage 	<ul style="list-style-type: none"> ↘ Allow sufficient time for planning, proofing and production of signage ↘ Use of reputable and certified company for printing and installation ↘ All signage is secured and weighted
Children's Activities/ Workshops	<ul style="list-style-type: none"> ↘ Inappropriate or dangerous activity ↘ Blue Card requirements met 	<ul style="list-style-type: none"> ↘ Activities run by professional organisation/staff. View and validate Blue Cards for providers ↘ Where appropriate, parents to be informed they must supervise their own children at all times
Children	<ul style="list-style-type: none"> ↘ Lost or missing children 	<ul style="list-style-type: none"> ↘ ID Wristbands with permanent markers at front entrance of event ↘ Clearly marked Information Tent for lost children on all site maps

Hazard / Source	Example Risks	Example Controls
		<ul style="list-style-type: none"> ↳ Staff and volunteers briefed on lost children response plan
Communications	<ul style="list-style-type: none"> ↳ Lack of effective communication onsite 	<ul style="list-style-type: none"> ↳ Use of two-ways and mobile phones ↳ PA System / Megaphone onsite
Medical	<ul style="list-style-type: none"> ↳ Ineffective, unprofessional personnel or service 	<ul style="list-style-type: none"> ↳ First Aid kit onsite for duration of event, ensure it's in an accessible and central location ↳ St John Ambulance and/or off duty ambulance officer in attendance ↳ Emergency contact numbers held by Event team, note the location of the nearest hospital ↳ Access pathways and thoroughfares maintained for First Aid vehicle and emergency vehicle to access First Aid treatment space ↳ First Aid positioned in signed, accessible and central location onsite
Amenities	<ul style="list-style-type: none"> ↳ Insufficient amenities 	<ul style="list-style-type: none"> ↳ Supply of sufficient number of toilets and hand washing facilities for expected number of patrons/attendees ↳ Clearly signed amenities and information about nearby alternative toilets ↳ Cleaner contracted to clean and maintain toilets ↳ Accessible toilets provided for people with limited mobility or disabilities ↳ Adequate drinking water available for attendees
Waste	<ul style="list-style-type: none"> ↳ Insufficient waste disposal provisions 	<ul style="list-style-type: none"> ↳ Adequate quantity of bins placed throughout event, consider waste, recycling and 10c container options with clear signage – contact your local council who may be able to provide additional bins for the event ↳ Dedicated cleaning staff allocated to monitor and clear bins, event grounds & bathrooms throughout the event ↳ Site clean-up plan for after event and post-event bin collection arranged

Hazard / Source	Example Risks	Example Controls
<p>Playing music publicly or within a P&C business</p>	<p>↳ Breach of music licencing requirements</p>	<p>↳ Publicly playing music (even within your Tuckshop or OSHC) is subject to music licensing. NOTE: OneMusic does not generally licence individual or group live performers such as bands or DJ's. It is the venue or the event organiser who needs to obtain a licence for public performance</p>

Risk Assessment *All columns MUST be completed

1. Hazard / Source* <i>List individual tasks or activities</i>	2. Risks * <i>Identify the potential risks associated with each task / activity.</i>	3. Risk Rating* <i>Before Controls</i> - Low - Medium - High - Extreme	4. Risk Controls * <i>Controls to address identified risks</i>	5. Risk Rating * <i>After Controls</i> - Low - Medium - High - Extreme	6. Responsibility * <i>Name of person responsible for implementing risk controls</i>
<i>Example:</i> Food	Food poisoning	Medium	<ul style="list-style-type: none"> • <i>Ensure all food vendors have appropriate food licences</i> • <i>Food vendors have adequate refrigeration / cooling for their requirements</i> • <i>Adequate hand washing facilities have been provided for food vendors</i> 	Low	John Smith
		Choose an item		Choose an item	
		Choose an item		Choose an item	
		Choose an item		Choose an item	

Risk Assessment *All columns MUST be completed

1. Hazard / Source* <i>List individual tasks or activities</i>	2. Risks * <i>Identify the potential risks associated with each task / activity.</i>	3. Risk Rating* <i>Before Controls</i> - Low - Medium - High - Extreme	4. Risk Controls * <i>Controls to address identified risks</i>	5. Risk Rating * <i>After Controls</i> - Low - Medium - High - Extreme	6. Responsibility * <i>Name of person responsible for implementing risk controls</i>
		Choose an item		Choose an item	
		Choose an item		Choose an item	
		Choose an item		Choose an item	
		Choose an item		Choose an item	
		Choose an item		Choose an item	
		Choose an item		Choose an item	

Key Emergency Contacts

Establishing a list of key emergency contacts and ensuring that they have been notified about your event, or having the phone numbers handy should a random event happen (imagine a burst water main or a visiting brown snake), can take the pressure off Event Organisers on the day.

Organisation	Contact Phone or Email	Contact Name	Notified of Event (if applicable)
Police (emergency)	000		<input type="checkbox"/>
Ambulance (emergency)	000		<input type="checkbox"/>
Fire (emergency)	000		<input type="checkbox"/>
Police (local station)			<input type="checkbox"/>
Ambulance (local station)			<input type="checkbox"/>
Fire (local station)			<input type="checkbox"/>
SES			<input type="checkbox"/>
St John's First Aid			<input type="checkbox"/>
City Council			<input type="checkbox"/>
Nearest Hospital			<input type="checkbox"/>
Poisons Information			<input type="checkbox"/>
WorkCover			<input type="checkbox"/>
Willis – Insurance Broker	(07) 3167 8554 pandcsqld@wtwco.com		<input type="checkbox"/>
Principal			<input type="checkbox"/>
Water emergency			<input type="checkbox"/>
Gas emergency			<input type="checkbox"/>
Sewerage emergency			<input type="checkbox"/>
Power emergency			<input type="checkbox"/>
Electrician			<input type="checkbox"/>
Building Contractor			<input type="checkbox"/>
Snake Catcher			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Event Contacts

Compile a list of contacts for everyone involved in the event, include P&C Executives, volunteers, employees, contractors, vendors, suppliers, etc. Keep in mind that the information collected on this list should be kept confidential and only shared with the owners permission or as necessary to their role.

Role	Contact Phone or Email	Contact Name	Event Induction
Main Event Contact			<input type="checkbox"/>
President			<input type="checkbox"/>
Vice President			<input type="checkbox"/>
Treasurer			<input type="checkbox"/>
Secretary			<input type="checkbox"/>
			<input type="checkbox"/>
Volunteers			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Supplier			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Contractor			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Your P&C's Insurance

1. Have you completed an [Activity Declaration and Certificate of Currency request form](#) (if required) for our insurance broker Willis (pandcsqld@wtwco.com) for your event? *

The P&C has submitted an Activity Declaration.

Date Activity
Declaration submitted:

If required, the P&C has submitted a Certificate of Currency request form.

2. Do you have of appropriate insurance for your event? *

The P&C's annual insurance renewal paid.

Date renewal was paid:

If required, applied for additional cover through Willis, acknowledgement of cover and invoice received.

If required, invoice for additional cover paid in full.

3. Have Public Liability Insurance Certificates of Currency been provided from all external parties? *

Yes

No

Declaration

Event Organiser:

Organisation:

Signature:

Date:

Disclaimer

This template has been developed as a guide only, to assist Event Organisers to identify and manage risks associated with their event. The table of example hazards, risks and controls is not exhaustive. Event Organisers must comply with all Health and Safety legislation, and all other legislation that is applicable to the running of your event. P&Cs Qld accepts no legal liability for any of the information provided in your Risk Management Plan, and all risks, identified or otherwise, remain the responsibility of the Event Organiser to manage and control