

# YOUR RISK AND EMERGENCY MANAGEMENT PLANS



## What is Risk Management?

Risk Management is the process of identifying, assessing and treating of risks.

This process also includes the monitoring of those risks to ensure that the desired outcome has been reached in that any unacceptable risk has been eliminated or reduced as far as practicable. This process is in accordance with the *Australian Standard on Risk Management AS/NZS ISO31000:2009 Risk Management Principles and Guidelines*.

In the context of events, the risk management process is based on the following:

### **Communication and consultation**

– engaging all relevant stakeholders along the way, use the knowledge and experience of different people involved in your event to identify potential risks across the entire event.

**Establishing the context** – looking at the type of event and the nature of the activities you are planning to run.

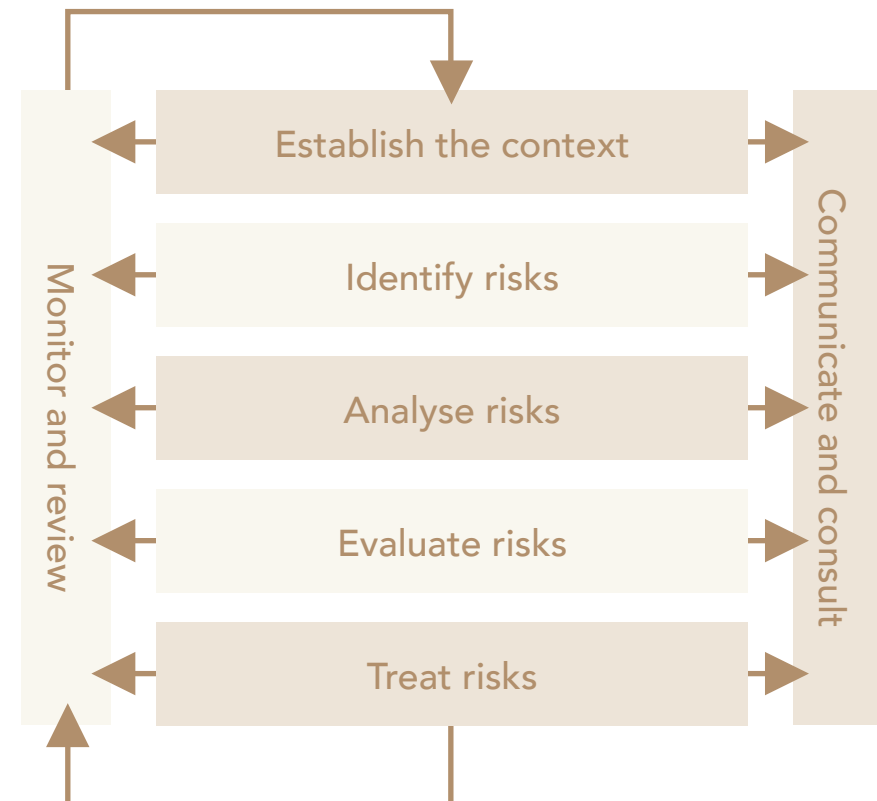
**Risk identification** – being able to clearly define and describe the risks that are identified for your event.

**Risk analysis** – looking at each risk in terms of its likelihood of occurring and the potential consequences it would have.

**Risk evaluation** – evaluating the risks against a pre-determined, risk criteria to determine a risk rating.

**Risk treatment** - identifying what can be done to eliminate the risk or what actions put in place to reduce the risk to an acceptable level.

**Monitoring and review of risks** - vigilant checking and continuous improvement to ensure risk treatments are working and appropriate and making changes as required.



**Figure 5: The Risk Management Process Model (AS/NZ 31000)**



## Your Risk Management Plan

The requirement for a Risk Management Plan will depend on the type of event and the activities involved at your event, however it is considered best practice for event organisers to always undertake the process. For Glenelg Shire, a Risk Management Plan will be required for all Category B events held on Council owned and managed land (as described in Council's *Events Policy*). The need for Category A events to have a Risk Management Plan will be at Council's discretion and depend on the type of event and activities planned.

Risk Management Plans need to be developed during your event planning phase and remain a working document that can be amended as required. For large events, it is recommended that you have discussions with relevant external stakeholders, including Council, Victoria Police, event security and other emergency services to assist you with risk identification and potential mitigation strategies.

Detailed information on risk management and event safety at large events, including useful checklists for types of event risks, visit the WorkSafe website at:

<https://www.worksafe.vic.gov.au/resources/advice-managing-major-events-safely>

Your Risk Management Plan should include an overview of your event, details of key contacts, including who has undertaken the Risk Assessment and your comprehensive Risk Assessment, based on the risk management process described earlier.





## Undertaking a Risk Assessment

As the event organiser you have a duty of care for the safety of event staff, contractors, volunteers, and patrons. Using a logical and systematic approach to managing risk will help you organise a safe and successful event.

A Risk Assessment will be a key planning tool in your event management preparation, not only to identify potential hazards on the day of your event but also to identify the risks in event planning process including event financials, media coverage, potential staffing issues, and so on.

Below is the matrix as seen on the Risk Assessment template available on our website. The matrix is what is used to assess the likelihood and consequence of each risk you have identified and calculate the applicable risk level rating: H = high, M= medium, or L= low.

To download a risk assessment template head to our Event Organisers Help Page [www.glenelg.vic.gov.au/Discover-Our-Shire/Events/Event-Organisers-Help-Page](http://www.glenelg.vic.gov.au/Discover-Our-Shire/Events/Event-Organisers-Help-Page)

The likelihood of an event happening can range from 1 to 5. 'Likelihood' is a general description of probability or frequency.

**Figure 6: Risk Assessment Matrix**

	Consequence
A	Death or over \$1 million damages
B	Serious injury or major loss
C	Injuries requiring medical treatment, high financial loss
D	Minor injuries, minor financial loss
E	Negligible impact or loss

	Likelihood
1	Very high - almost certain to occur
2	High - likely to occur once in three years
3	Moderate - sometimes occurs
4	Low - unlikely to occur
5	Exceptional circumstances - rarely occurs

	A	B	C	D	E
1	E	E	H	H	M
2	E	H	H	M	M
3	H	H	M	M	L
4	H	M	M	L	L
5	M	M	L	L	L

The consequence if an event happens can range from A to E. 'Consequence' refers to the outcome or impact if the risk manifests.

The aim of Risk Assessment is to assess the likelihood of it occurring and the consequences should it happen. Combining these two provides the risk rating.

For example, the likelihood of low/rarely (4) and consequence of death (A) = M (medium) risk level.

## Child Safety Standards



As an organisation, Council has policies, procedures and practices in place to ensure the safety of children.

The new Child Safe Standards came into force in Victoria on 1 July 2022.

### Understanding the Standards

Organisations who are required to comply with the Standards need to implement all aspects of the 11 Standards.

Each of the Standards is expressed as a statement of an expected outcome that organisations must achieve. The new Standards also include minimum requirements, to provide more clarity for your organisation about what you need to do.

One of the practices in place at Council as an organisation required to comply with the standards is to ensure all approved events have address the controls in place in alignment with the Child Safety Standards as part of their Risk Management Plan this includes the requirement for volunteers and organisers to hold a valid Working with Children Check (WWCC).

For more information and to view the 11 Child Safety Standards please visit:

<https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/>

## Your Emergency Management Plan



Depending on the scale of your event and the activities at your event, an Emergency Management Plan may be required.

The *Victorian Guidelines for Planning Safe Public Events* recommend that an Emergency Management Plan should be prepared and approved by the event manager, and approved by local government, for every event with more than 5,000 patrons, events where alcohol will be consumed, or as otherwise required by local government. For Glenelg Shire, an Emergency Management Plan will be required for all Category B events held on Council owned and managed land (as described in Council's *Events Policy*). The need for Category A events to have an emergency management plan will be at Council's discretion and depend on the type of event and activities planned.

Your Emergency Management Plan will outline how you will respond to emergency situations at your event. It should clearly identify who has responsibility for emergency situations and provide instruction to event staff (including contractors and volunteers), on what actions to take during different emergency situations.

The following things should be considered when you are developing your emergency management plan:

### **Australia's Strategy for Protecting Crowded Places from Terrorism**

Major events can be a target for terrorism attacks and as an event organiser you have a duty of care to protect the wellbeing of event patrons. Examples of potential terrorist threats may include hostile vehicles in a crowded place, active armed offenders, and improvised explosive devices.

Event organisers can access *Australia's Strategy for Protecting Crowded Places from Terrorism* through the National Security Website:

[www.nationalsecurity.gov.au](http://www.nationalsecurity.gov.au)

The website includes practical resources and guidelines to assist event organisers to understand and assess the risk of terrorism threats and implement protective security measures.

## Chief Warden - Emergency Management

The Emergency Management Plan should clearly identify one key person, usually called the Chief Warden, who is responsible for managing emergencies at your event until emergency services arrive on site. Depending on the size and scale of your event the Chief Warden should have relevant training and experience to be able to determine the need for a total evacuation of the event site. It is important that the Chief Warden is always available throughout the event. For large events, there may be a requirement for other positions that can assist with emergency management. This may include Area Wardens and a Communications Manager.

The Chief Warden, and other emergency staff must be easily identifiable on the event site and the Chief Warden's contact details should be given to all of those who may be involved in emergency response at your event – for example, security and first aid personnel.

For smaller events a key contact such as the event coordinator could be allocated Chief Warden status.

## Elevated Fire Danger Ratings and Total Fire Bans

The Glenelg Shire faces a heightened risk of bushfire during the Fire Danger Period. As a result of this risk, event organisers should also plan for changing, cancelling, or delaying their events on days of Extreme Fire Danger. These days are rare but reflect conditions that present the highest levels of Fire Behaviour Index (FBI) rating the Country Fire Authority (CFA) should be contacted to give advice on whether the event should go ahead and Council should be notified of this.

A Fire Danger Rating of 'catastrophic' is the highest level of rating in Australia. It signifies the worst conditions for grassfires and bushfires. Catastrophic fire ratings are only called for days of extraordinary and extremely dangerous conditions.

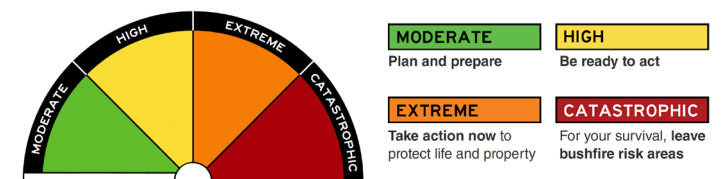
If your event is being held on Council owned or managed land, the event will be cancelled if a Code Red day is declared by the CFA for the South West fire district, for the day(s) of the event. Glenelg Shire Council will revoke all relevant event permits and event organisers will be responsible for cancelling the event and communicating this with all relevant parties who were likely to attend the event (e.g. staff, vendors, contractors, volunteers, patrons). It is your responsibility to acknowledge the fire danger declared for your event day. Notifications are available on the CFA website.

During the Fire Danger Period and on days of Total Fire Ban, restrictions are placed on activities that may start a fire. Where an event is scheduled in a Fire Danger Period or may be impacted by a Total Fire Ban, it is the responsibility of the event organiser to check with the CFA as to whether you will need a permit for the event (including for fireworks, open fires and certain types of machinery that may cause fires).

For more information on Fire Danger Periods, fire danger ratings and Total Fire Bans in Glenelg Shire and the Southwest Fire District visit:

[www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)  
[www.emergency.vic.gov.au](http://www.emergency.vic.gov.au)

Figure 7: Fire Behaviour Index





## Emergency Contacts

Identify who will be responsible to notify emergency services if they are required (usually this will be the responsibility of the Chief Warden) and include a list of relevant contact numbers in your plan. These should include contact details for the event organiser, area wardens, security co-ordinator, first aid providers, relevant contractors (e.g., amusement rides, electrician, and plumber), your Council liaison person and anyone else who may be required to act in the event of an emergency.

In addition to listing the emergency number of 000, it may also be useful to list contacts for local emergency services such as the local police station and State Emergency Service.

## Event Cancellation

What will happen if your event must be cancelled? Event organisers should have a strategy in place in case the event is cancelled due to an emergency.

If prior to the event, how will the cancellation be communicated – signage, local radio, social media etc. – and who will be responsible for this? Will you still need to have event staff or contractors (e.g. security) on-site to inform patrons the event is cancelled? If your event is already underway and you need to cancel, your site evacuation plan becomes critical.

Sometimes, it may be necessary for Council to revoke – or refuse to provide – permission for an event on Council owned or managed land due to unforeseen circumstances or eventualities that are beyond Council's control. Some examples of the kinds of circumstances or eventualities that may cause Council to refuse or revoke permission for an event are severe weather forecasts; threats to public health and safety; and unacceptably high fire danger ratings.

Event organisers are urged to ensure that their event is insured for cancellation and, as appropriate, that adequate steps have been taken to allow the event to be relocated.

Council accepts no responsibility or liability whatsoever for damages, injuries or losses suffered by event managers, participants, or related parties due to events being impacted by Council's refusal or revocation of permission to hold an event on Council owned or managed land.





## Extreme Weather

It is important to consider the impact that different weather conditions may have on your event and the contingencies you might need to put in place, especially if you are planning an outdoor event. Extreme weather conditions that you should consider include heatwaves, high winds, and wet weather, especially where electrical storms are predicted. In Glenelg Shire, it is important to ensure that event infrastructure is rated to withstand weather conditions – such as high winds – that are common in our region. The following points may be useful to consider.

While it is not possible to predict the weather for your event, being clear about how you will deal with different weather conditions, ahead of time, will help reduce stress on you as the event organiser, and minimise risk at your event.

In the lead up to their event event organisers are advised to monitor long range forecasts on the Bureau of Meteorology website

[www.bom.gov.au](http://www.bom.gov.au)

### Extreme Heat

- Do you have the capacity to roster event staff / volunteers onto shorter shifts?
- Can you bring in additional shade structures to the site?
- Can you relocate components of the event (e.g. formal proceedings) to limit the amount of time people are exposed to direct sun?
- Do you have an adequate supply of fresh drinking water and additional capacity to store large quantities of ice?



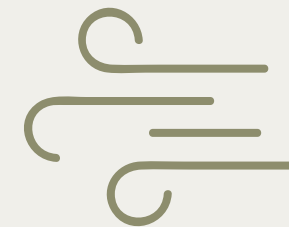
### Wet Weather / Storms

- Do you have a wet weather venue planned?
- Can you go ahead with site layout as planned if the ground is extremely wet?
- Will you require additional time for event bump-in?
- Do you have a communication plan should you have to cancel the event?



### High Winds

- Are additional safety measures required to secure marquees, umbrellas, and other equipment?
- What will be the impact on event if specific event activities must be closed (e.g. amusement rides)?





### Lost Children

Have a clearly documented procedure for dealing with a child who may become lost at the event. This may include what processes will be put in place to resolve the situation – for example loud-speaker announcements; who will look after the child while their parent or caregiver is located and where will they do this – do you have a lost children’s area marked on your site map? What is the process if a parent or caregiver reports a child lost?

### Site Evacuation

Ensure there are adequate emergency assembly areas across the event site and ensure they are easily identified for event patrons. Event organisers should identify evacuation routes (pedestrian and vehicle) and clearly identify personnel who can authorise evacuation of the event. Think about how you will communicate the evacuation plan to event patrons in an orderly manner without causing panic.

### Site Plan

Include a site plan that clearly marks site access routes for emergency service vehicles; evacuation routes (pedestrian and vehicle); emergency assembly areas; locations for first aid and security; and your event communications centre.