

RISK ASSESSMENT - 2017 FLAVOURS OF MUDGEE

DATE: 19 SEPTEMBER 2017

Risk No	Risk Category	Risk	Likelihood	Consequence	Level of Risk	Priority Rating	Risk Treatment Plan	Control Long Description to be implemented	Likelihood	Consequence	Level of Risk	Priority Rating
R1	Public Liability	Venue facility emergency equipment - there is a risk that inadequate or lack of emergency equipment would place all people in the event area as risk of serious injury and potential death should an emergency occur	Possible	Catastrophic	High	22	Ensure all equipment for emergencies is correctly installed and located and sufficient and that designated emergency wardens are familiar with their use and location	Fire extinguishers and fire blankets and evacuation plans in place.	Unlikely	Major	Medium	13
R2	Public Liability	Emergency exits blocked - There is a risk that should an emergency occur in the event area, people may panic, rush to the exits and block emergency exits trapping spectators.	Possible	Major	High	18	Ensure emergency exits are functioning correctly and will work effectively and remain free and clear if an emergency occurs. All emergency exits in the event area to remain open throughout the event. Security staff and police to control crowd.	Emergency access to be clear/gates and barricades secured open for the entire period of the event. Exits will also be supervised at all times by Security.	Unlikely	Major	Medium	13
R3	Public Liability	Emergency within the event area - there is a risk that the lack of adequate planning and access for emergency vehicle to the area may delay response to a person or persons needing medical attention	Possible	Major	High	18	Ensure there is adequate access for emergency services (ambulance) to enter the area at any time without delay. Notify hospital and Ambulance of the event so they are aware they may be needed.	Hospital and Ambulance have been notified of event and emergency access has been made available if required. Landing area is also available if a Chopper is needed. St John Ambulance for public available onsite. Incident report for any incident as per Council policy and using Councils reporting forms available with Info Pack. Have designated and suitably authorised event coordinator/site controller on the day to deal with any situation and be the liaison with team officials and all other organisations and services. Designate the Wardens (security) and their designated locations; Clarify staff roles and if it involves emergency	Unlikely	Major	Medium	13
R4	Public Liability	Children missing - there is a risk that children may go missing at the event due to the large number of spectators	Possible	Major	High	18	Have a lost children protocol in place. PA system to urge parents to supervise their children; Police and security not to allow children to leave or wonder around the premises on their own.	Notify Security and police to not allow children out of event area without adult supervision; Designate a lost children spot and carer; Display signs to urge parents to actively supervise their children at all times.	Unlikely	Major	Medium	13
R5	WHS	Lack of Communication - there is a risk that different volunteers, club and Council organisers are unable to communicate due to lack of communication devices being made available resulting in an incident not being dealt with in the most efficient manner and potentially jeopardise the safety of a patron.	Possible	Major	High	18	Develop and implement clear communication lines. Contact details and phone numbers for each key organisation and formalised line of communication in case of an emergency or just an issue that needs authorisation etc.	Develop communication list with names and contact details as well as line of communication; provide every group a copy of the map with codes as part of the Information Pack. Council staff, security and police to be in contact via radio.	Unlikely	Moderate	Medium	11
R6	Public Liability & Public Safety	Pedestrian access to the venue from car parks - there is a risk that public may be injured whilst walking to and from the designated parking areas	Possible	Moderate	High	15	Council to ensure designated paths from all designated parking areas are clear and safe for use, including having appropriate warning signage where necessary.	Inspect paths and ensure they are safe and clear of any obstruction; Install appropriate warnings of hazards present; provide adequate supervision signposting and or barriers at road intersections/crossings; reduce speed zones where deemed necessary and provide adequate supervision along the way (this is to be considered within the TCP and TMP).	Unlikely	Major	Medium	13
R7	Public Liability	Alcohol - there is a risk that patrons may become unruly due to the consumption of excess alcohol at the event resulting in injury to spectators	Possible	Moderate	High	15	Ensure alcohol is served by RSA certified personnel and behaviour is supervised and managed by security and or police. Licensee to provide Alcohol Management Plan. Conditions of Entry to be displayed at entry to event area	Ensure everyone serving alcohol has RSA competency card in their possession (Police to check); Public behaviour to be monitored and managed security and police.	Unlikely	Moderate	Medium	11

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R8	Financial	Incllement weather - there is a risk that the day is rained out/extreme heat and the event is cancelled resulting in financial cost to Council	Possible	Minor	Medium	10	Have contingencies in place in the event of this occurring and minimise costs if any losses occur (e.g. indoor venue tentatively booked where applicable)	Establish protocol for decision to cancel event. Take out additional event insurance cover - considered but deemed not necessary. Food stalls on site to keep food refrigerated and stored if not used to minimise losses. Communication that pre-sale token packages are non-refundable.	Possible	Minor	Medium	10
R9	Public Liability	Parking/ traffic area; injury to public - There is a risk that a person/ child could be hit/ run over while parking or walking to or from the event resulting in serious injury.	Possible	Moderate	High	15	Ensure sufficient parking is provided and that it is well managed/ supervised to avoid incidents. Transport management plan in place. Appropriate signage displayed in and around the site.	Council have identified adequate and suitable parking areas that are not affected by adverse weather conditions in close proximity to event area.	Rare	Moderate	Medium	6
R10	Public Liability	Stakeholder bump in/out - there is a risk that there may be accidents involving vehicles while bumping in/out	Possible	Moderate	High	15	Implement reduced speed limit and avoid reversing where possible. All vehicles to moved 2hrs prior to event commencing.	Ensure all stallholders are familiar with instructions outlined in the Event Manual which is distributed to all stakeholders.	Rare	Moderate	Medium	6
R11	Public Liability	Slips, trips and falls - there is a risk the use of cables and marquees will increase the likelihood of slips, trips and falls.	Possible	Moderate	High	15	All cables and leads to be covered and all marquees to be secured with highly visible ropes	Ensure all stallholders are familiar with instructions outlined in the Event Manual which is distributed to all stakeholders.	Rare	Moderate	Medium	6
R12	Public Liability	Burns, electric shock, cuts, abrasions - there is a risk that stakeholders may suffer injuries during event.	Possible	Moderate	High	15	Ensure appropriate first aid is on site and that all stakeholders have appropriate first aid kits on hand. All electrical items must be tagged and tested and in date as per AS3760.	St Johns Ambulance volunteers at event, stakeholder requirements outlined in Event Manual.	Rare	Moderate	Medium	6
R13	Public Liability	Excess Crowd - there is a risk that number of people coming to the event exceeds the expected crowd numbers creating a difficult-to-control situation for personnel that may lead to a potential for injury, children going missing and/or crowd fighting and barriers not able to contain people.	Possible	Major	High	15	Ensure there is appropriate and suitable security to ensure no excess public are allowed to enter the event area. Total capacity of event area is 10,000	Event area fenced/barricaded and will have security and police on the perimetre and entrance to control crowd. Portaloos provided based on previous event experience - to be maintained on a regular basis to ensure facilities and usable	Rare	Moderate	Medium	6
R14	Public Liability	Conditions of Entry to the event - there is a risk that patrons may bring unauthorised goods into the event or partake in an unauthorised activity resulting in potential injury to other persons	Possible	Major	High	18	Event area is not enclosed which allows easier movement of people and overflow crowd. Boundaries can be extended if needed to accommodate additional crowd.	Signage installed at the event with conditions of entry clearly displayed. Event Manager to be in regular communication with security and police monitoring crowd numbers. Event area to be extended if needed. Crowd control barriers used to control line-ups and ease congestion in event area.	Unlikely	Minor	Low	4
R15	Public Liability	Public walking in the dark at end of event - there is a risk that the dark could result in people being hit by vehicles obstructing traffic causing accidents or trip and fall on hazards on road/ public footpaths	Possible	Moderate	High	15	Ensure appropriate lighting is provided along the path and possible supervision until all patrons have left.	Event area is adequately lit using combination of light towers and existing lighting. Existing lighting towers along major pedestrian routes.	Unlikely	Minor	Low	4
R16	Public Liability	Terrorism - there is a risk that an act of terrorism is carried out at the event	Unlikely	Major	High	15	Ensure adequate consultation with Police and implement measures to decrease the likelihood of an attack.	Crowded Places Self Assessment tool applied and ranked low-risk. Police have been consulted (Inspector Jeff Boon) and advised that there is no identified risk to Mudgee and no specific risk to the event. Putting in measures such as concrete barriers was discussed and deemed impractical. If any threats come on the radar, police will advise.	Unlikely	Minor	Low	4

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R17	Public Liability	Catering - there is a risk that food being served results in patrons suffering from food poisoning	Unlikely	Major	Medium	13	All caterers/food stalls to hold appropriate accreditation (food safety certificate) and be approval with Council.	Council's Health and Bldg inspector onsite to check on food service, handling and storage is done to standard and organisation is accredited/registered to serve food. All stalls to provid Council with a copy of their Public Liability Insurance to the value of \$20 Million Dollars	Unlikely	Minor	Low	4
R18	Public Liability	Venue electrical equipment - there is a risk that the facility may suffer an electrical breakdown resulting in malfunction of lights, kitchen equipment and lifts	Unlikely	Moderate	Medium	11	Ensure all equipment is checked for functionality and have an electrician on site or on call to respond urgently to any situation	All electrical equipment to be in place and tagged. Council to assign an on call electrician during the event.	Unlikely	Minor	Low	4
R19	Reputation	Lack of or miss-information to the public there is a risk that the public is not aware of the event arrangements resulting in confusion and disgruntled public and bad reputation on Council	Possible	Minor	Medium	10	Ensure there is appropriate and suitable means for providing information on the events arrangements with sufficient advance notice prior to the event. Also ensure you have a contact for additional information prior to and during the event.	Advertising in local newspaper, council website and MRTI website as well as being promoted by the event organiser. Contact number to be arranged for customers to ring for more information	Unlikely	Minor	Low	4
R20	Reputation	Stakeholder bump in - there is a risk that stakeholders are not set up and ready before event commences	Possible	Minor	Medium	10	Ensure adequate time for bump in.	Ensure all stallholders are familiar with instructions outlined in the Event Manual which is distributed to all stakeholders.	Unlikely	Minor	Low	4
R21	WHS	Staff working outdoors - there is a risk that staff may become dehydrated or fatigued due to working long periods outdoors	Possible	Minor	Medium	10	Ensure staff are suitably hydrated and protected from the elements and take reasonable breaks during the day	Conduct WHS Induction & Toolbox Talk for all staff Staff will be provided water and rotated around breaks and lunch periods	Unlikely	Minor	Low	4
R22	WHS	Volunteers - there is a risk that volunteers may become dehydrated or fatigued due to working long periods outdoors	Possible	Minor	Medium	10	Ensure volunteers are suitably hydrated and protected from the elements and take reasonable breaks during the day	Discuss with volunteers how they manage their working periods and ensure posts are supervised with at least minimum personnel as required. Ensure they are provided with water, breaks and necessary protective gear. Offer as part of Information Pack - Toolbox Talk WHS008	Unlikely	Minor	Low	4
R23	OHS	Absent personnel without notice - staff or volunteers calling in sick or unable to work, leaving event short of personnel with some functions unable to be performed adequately leading to stressed staff/ volunteers and their performance being compromised.	Possible	Minor	Medium	10	Ensure there is on call volunteers or staff in case of absences (VRA, SES, Council)	Organise alternative staffing by Council, and volunteers to ensure there is a contingency plan in place and obtain copies from groups	Unlikely	Minor	Low	4
R24	Environmental	Waste Management during and after event - there is a risk that much of the waste produced by people at the event will end up on the ground and make its way to watercourses creating an environmental situation	Possible	Minor	Medium	10	Council to provide waste management services and cleaning services; provide bins; collect all waste after the event and ensure areas around the event area are checked and clear from any waste	Assign level of service standard and ensure services are frequent to maintain clean facilities at all times during the event and after the event has finished	Unlikely	Minor	Low	4
R25	Public Liability	Patrons with a disability - there is a risk that persons with a disability unable to walk long distances to the event resulting in distressed patrons	Unlikely	Minor	Low	4	Provide and advertise suitable parking near the venue for patrons with a disability. Also ensure there is wheelchair access to and throughout event area.	Parking information will be advertised with the event. Event area designed to be accessible.	Unlikely	Minor	Low	4
R26	Property	People travelling on pushbikes - there is a risk that people travelling on pushbikes do not have a dedicated parking space and the pushbikes are stolen or damage resulting in a claim against council	Unlikely	Minor	Low	4	Allocate space for the parking of pushbikes and sign post the area	Provide parking area for pushbikes; Signpost area "Bicycles Only"	Unlikely	Minor	Low	4

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R27	Public Liability	Manual Handling	Possible	Minor	Low	4	Ensure staff are aware of Council's manual handling procedures.	Conduct Event Induction for Council staff. Ensure they are aware of proper lifting techniques and eliminate unnecessary manual handling. Do not lift more than 20kgs and use proper lifting techniques.	Unlikely	Major	Low	1
R28	Financial	Token counterfeit - there is a risk that pre-sold token may be counterfited resulting in financial loss.	Possible	Minor	Low	4	Ensure tokens are designed to reduce risk of counterfeit.	Token designed with unique numbering, different colour to previous years and dated.	Unlikely	Major	Low	1