

Mossel Bay Municipality  
Fire & Disaster Management Services



# EVENT RISK ASSESSMENT

&

# ACTION PLAN GUIDE

***making Mossel Bay safer!***



A Public Safety Initiative

MOSSEL BAY FIRE & DISASTER MANAGEMENT SERVICES  
**Risk Management System**  
**EVENT/FESTIVAL RISK ASSESSMENT & ACTION PLAN WORKSHEET**



This document is designed to assess the risks associated with Large Scale Events. Once completed, the original signed document must be handed to the Fire Department.

*Disclaimer*

*The Author nor Mossel Bay Fire & Disaster Management Services will be held responsible for any misinterpretation or malpractice arising from the contents of this guide and absolves itself of any responsibility arising from the action or inaction of any person or persons who believes that contents herein constitute the absolute.*

*Regardless of any authority given to proceed with any event following the completion and signing off of this guide and the subsequent regulatory process; it remains the responsibility of the Event Organiser to continuously monitor, control and manage any hazard or risk arising from or prevalent during the event that may impact on public safety.*

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Comments, queries and information must be directed to:

The Chief Fire Officer

Mossel Bay Fire & Disaster Management Services

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**This guide is not to be sold**

Risk Management System

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<b>Event</b>						
<b>Location</b>						
<b>Dates/Times</b>						
<b>Assessment Team</b>						
<b>Assessment Date</b>						
<b>Note</b>	<ul style="list-style-type: none"> <li>The attached template is a guide only, and event organisers/managers should consider the risk assessment in the context of their specific event. See last page for flowchart instructions.</li> <li>Further information on Emergency planning can be obtained from Mossel Bay Fire &amp; Disaster Management Services, 044-606 5036 during office hours or email: <a href="mailto:jjohnston@mosselbay.gov.za">jjohnston@mosselbay.gov.za</a></li> </ul>					
<b>Activity</b>	<b>Risks Identified</b>	<b>Current Controls to Manage Risk</b>	<b>Risk Rating</b>	<b>Further Control Actions Planned</b>	<b>Residual Risk</b>	<b>Who is responsible to implement action</b>
<p>List the individual activity to be undertaken as part of the organisation and running of the event. Add or delete activities based on the requirements for your event. Remember, this list is not exhaustive.</p>	<p>List all details in relation to the risk Add additional risks as identified. Delete risks that are not relevant to your event.</p>	<p>List the current controls in place to manage the risk. Add additional controls planned. Delete suggested controls not relevant to your event.</p>	<p>Rate the risk using the attached Matrix and the likelihood and consequence descriptors in the context of the impact on your event.  Eg: <b>B - Likely</b> <b>3 - Moderate</b> <b>= Moderate Risk</b></p>	<p>List what further measures will be implemented to control the risk</p>	<p>Re-rate the risk using the attached Risk Matrix to measure the impact these further actions will have on reducing the risk to an acceptable level.</p>	<p>List who is responsible to implement the action.</p>

**REFER TO RISK MANAGEMENT TABLES (Pages 3-5) WHICH EXPLAINS HOW YOU WOULD QUANTIFY (CALCULATE) RISKS.**

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**Table 1 - Risk Consequence Descriptors** (Rand figures in financial column should be amended based on the financial consequences for your organisation)

<u>Consequence</u>	<u>Category</u>	<u>Financial</u>	<u>Environmental</u>	<u>Human</u>	<u>Public Image &amp; Reputation</u>	<u>Information Systems/ Business Interruption</u>
<b>CATASTROPHIC</b>	<b>5</b>	<ul style="list-style-type: none"> <li>• Curbing of programs required due to significant shortfall in revenue or blow-out in expenditure.</li> <li>• Liquidation/receivership due to insolvency</li> <li>• Loss &gt; R1 Million</li> </ul>	<ul style="list-style-type: none"> <li>• Major, irreversible damage</li> </ul>	<ul style="list-style-type: none"> <li>• Single or multiple deaths.</li> <li>• Loss of a significant number of employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Council/Board of Management/Directors suspended.</li> <li>• Liquidation/receivership due to insolvency</li> </ul>	<ul style="list-style-type: none"> <li>• Collapse of major system leading to unrecoverable loss of core data.</li> <li>• Service removed</li> </ul>
<b>MAJOR</b>	<b>4</b>	<ul style="list-style-type: none"> <li>• Expenditure is more than 10% over budget.</li> <li>• Revenue decreases by more than 10%.</li> <li>• Temporary suspension of programs necessary.</li> <li>• Loss R100k - R1 Mill.</li> </ul>	<ul style="list-style-type: none"> <li>• Significant harm requiring restorative work.</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of key member of management team.</li> <li>• Serious health impact on multiple members of public or staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Council/Board/Director subject to formal enquiry/ sanctioned.</li> <li>• Media interest.</li> <li>• Wider community/public concern.</li> </ul>	<ul style="list-style-type: none"> <li>• Serious disruption to system leads to more than 3 days downtime (loss of key data and customer support)</li> <li>• Service or provider needs to be replaced</li> </ul>
<b>MODERATE</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• Expenditure is less than 10% over budget.</li> <li>• Revenue decreases by less than 10%.</li> <li>• Loss R10k - R100k</li> </ul>	<ul style="list-style-type: none"> <li>• Residual pollution requiring clean up work.</li> </ul>	<ul style="list-style-type: none"> <li>• Serious health impact on a member of the public.</li> <li>• More than 10 days rehabilitation required for injured staff member.</li> </ul>	<ul style="list-style-type: none"> <li>• Local community concern.</li> <li>• Customer/supplier concern</li> <li>• Follow-up action required.</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary loss of key data.</li> <li>• Impact on generation of management information.</li> <li>• Temporary, recoverable service failure.</li> </ul>
<b>MINOR</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Expenditure is less than 5% over budget.</li> <li>• Revenue decreases by less than 5%.</li> <li>• Loss R0 - R10k</li> </ul>	<ul style="list-style-type: none"> <li>• Contained, temporary pollution</li> </ul>	<ul style="list-style-type: none"> <li>• Injury to staff member results in lost time.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor/isolated concerns raised by members of public, customers, suppliers or management team.</li> </ul>	<ul style="list-style-type: none"> <li>• Disruption to system with some downtime.</li> <li>• Insignificant impact on generation of information.</li> <li>• Brief service interruption.</li> </ul>
<b>NEGLIGIBLE</b>	<b>1</b>	<ul style="list-style-type: none"> <li>• Minimal or no impact on budget</li> <li>• No financial loss</li> </ul>	<ul style="list-style-type: none"> <li>• Brief, non-hazardous, temporary pollution</li> </ul>	<ul style="list-style-type: none"> <li>• Minor First Aid required.</li> <li>• Temporary, minor health impact on staff or public.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal to no effect on reputation.</li> <li>• Resolved in day-to-day management.</li> </ul>	<ul style="list-style-type: none"> <li>• Minor disruption to system with no downtime.</li> <li>• Negligible impact on service provision.</li> </ul>

Risk Management System

EVENT/FESTIVAL RISK ASSESSMENT & ACTION PLAN WORKSHEET



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Table 2 - Risk Likelihood Descriptors

<u>Likelihood</u>	<u>Category</u>	<u>Definitions</u>	<u>Qualitative Descriptions</u>	<u>Probability Descriptions</u>	<u>Qualitative Frequency</u>	<u>Probability</u>
ALMOST CERTAIN	A	<ul style="list-style-type: none"> <li>Is expected to occur in most circumstances</li> </ul>	<ul style="list-style-type: none"> <li>Will occur on an annual basis</li> </ul>	<ul style="list-style-type: none"> <li>Will occur once a year or more frequently</li> </ul>	<ul style="list-style-type: none"> <li>frequent incidents</li> <li>strong likelihood of recurrence</li> </ul>	<ul style="list-style-type: none"> <li>more than 1 in 10 per annum</li> </ul>
LIKELY	B	<ul style="list-style-type: none"> <li>will probably occur in most circumstances</li> </ul>	<ul style="list-style-type: none"> <li>has occurred several times or more in your career</li> </ul>	<ul style="list-style-type: none"> <li>will occur once every three years</li> </ul>	<ul style="list-style-type: none"> <li>incidents recorded on a regular basis</li> <li>anecdotal evidence indicates medium frequency</li> <li>considerable opportunity to occur</li> </ul>	<ul style="list-style-type: none"> <li>between 1 in 10 per annum and 1 in 100 per annum</li> </ul>
POSSIBLE	C	<ul style="list-style-type: none"> <li>might occur at some time</li> </ul>	<ul style="list-style-type: none"> <li>could occur once in your career or could occur at any time</li> </ul>	<ul style="list-style-type: none"> <li>will occur once every ten years</li> </ul>	<ul style="list-style-type: none"> <li>incidents have occurred infrequently</li> <li>some opportunity to occur</li> </ul>	<ul style="list-style-type: none"> <li>between 1 in 100 per annum and 1 in 1,000 per annum</li> </ul>
UNLIKELY	D	<ul style="list-style-type: none"> <li>could occur at some time</li> </ul>	<ul style="list-style-type: none"> <li>has not yet occurred but could occur at some time</li> </ul>	<ul style="list-style-type: none"> <li>will occur once every 30 years</li> </ul>	<ul style="list-style-type: none"> <li>very few recorded or known incidents</li> <li>some reasonable opportunity to occur</li> </ul>	<ul style="list-style-type: none"> <li>between 1 in 1,000 per annum and 1 in 10,000 per annum</li> </ul>
RARE	E	<ul style="list-style-type: none"> <li>may only occur in exceptional circumstances</li> </ul>	<ul style="list-style-type: none"> <li>heard of something similar occurring elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>will occur once in every 100 years</li> </ul>	<ul style="list-style-type: none"> <li>no recorded or known incidents</li> <li>little opportunity for occurrence</li> </ul>	<ul style="list-style-type: none"> <li>less than 1 in 10,000 per annum</li> </ul>

<u>Likelihood</u>	<u>Qualitative Descriptions</u>	<u>Probability Descriptions</u>
VERY RARE	Have never heard of this happening	One in 300 years
ALMOST INCREDIBLE	One off event in exceptional circumstances	One in 1000 years

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Table 3 – Risk Assessment Matrix

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

  

<b>E= EXTREME RISK</b> Immediate action required – STOP WORK/TAG OUT	<b>H= HIGH RISK</b> Senior management attention needed
<b>M= MODERATE RISK</b> Management responsibility to be allocated	<b>L = LOW RISK</b> Manage through usual/routine processes

Table 4 – Risk Treatment Hierarchy: A risk treatment hierarchy provides a graded set of objectives for risk treatment.

*Best solution number one (1) to last resort number six (6)*

<b>1. ELIMINATE</b>	Remove risk from the process by eliminating the step in the process, or eliminating the hazard.
<b>2. SUBSTITUTE/AVOID</b>	Consider whether the process or activity is required, or whether another process or activity can be substituted.
<b>3. MODIFY</b>	Implement engineering controls to eliminate or minimise the risk or modify system processes and procedures to reduce the likelihood or consequences.
<b>4. CONTROL/ISOLATE</b>	Consider physical barriers such as fencing, barricading, machine guarding, personal protective equipment & warning signage to separate staff/public from the risk.
<b>5. ACCEPT/MONITOR</b>	If the risk rates as low, you may consider accepting the risk, although it must be continually monitored to ensure circumstances do not change.

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Activity	Risks Identified	Current Controls to Manage Risk	Risk Rating	Further Control Actions Planned	Residual Risk	Who is responsible to implement action
<p style="text-align: center;"><b>Key Stakeholders contact details</b></p>	<p style="text-align: center;"><i>Failure to list all the key stakeholders in the planning and running of the event may lead to inadequate communication.</i></p>	<p>Contact details listed and held by appropriate event staff:</p> <ul style="list-style-type: none"> <li>▪ Police</li> <li>▪ Local Council</li> <li>▪ Emergency Medical Services</li> <li>▪ First Aid</li> <li>▪ Liquor Licensing</li> <li>▪ Dept. Corp Services</li> <li>▪ Volunteers</li> <li>▪ Hire Companies</li> <li>▪ Food Vendors</li> <li>▪ Beverage Suppliers</li> <li>▪ Amusement Ride Operators</li> <li>▪ Entertainers</li> <li>▪ Bus Companies</li> <li>▪ Taxi Companies</li> <li>▪ Security</li> <li>▪ Media</li> </ul>				

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<b>Site Selection</b>	<i>In selecting a suitable event site, the following hazards have been considered.</i>					
	▪ <i>Access &amp; Egress for emergency services</i>					
	▪ <i>Suitable &amp; safe car parking areas.</i>					
	▪ <i>Pedestrian Safety</i>					
	▪ <i>Land not subject to flooding.</i>					
	▪ <i>Proximity to water bodies that may create a drowning hazard.</i>					
	▪ <i>Powerlines that may be brought down in a storm.</i>					
	▪ <i>Wildlife/fauna including insects and snakes.</i>					
	▪ <i>Bushfire potential</i>					
	▪ <i>Protection from high winds/severe storms.</i>					
	▪ <i>Extremes of temperature.</i>					
	▪ <i>Disabled Access &amp; facilities.</i>					
▪ <i>Impact on neighbours &amp; environment.</i>						



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<p><b>Develop site plan</b></p>	<p><i>Failure to develop an effective site plan may lead to confusion, overcrowding and inappropriate siting of amusements and facilities.</i></p> <p><i>In developing this plan, ensure that activities/facilities that may clash are not sighted adjacent to each other.</i></p> <p><i>Eg. Kids amusements versus alcohol zones/high traffic areas/water bodies</i></p>	<p>Site plan developed and distributed to key personnel &amp; traffic controllers, including:</p> <ul style="list-style-type: none"> <li>▪ Entrances &amp; exits</li> <li>▪ Parking areas.</li> <li>▪ Taxi &amp; Bus stops</li> <li>▪ Pedestrian routes</li> <li>▪ Vehicular access routes</li> <li>▪ Emergency access/egress.</li> <li>▪ Restricted areas</li> <li>▪ Non-Alcohol areas</li> <li>▪ Event Coordination Centre</li> <li>▪ Lost kids/property</li> <li>▪ Security locations</li> <li>▪ First Aid posts</li> <li>▪ Food/vendor stalls</li> <li>▪ Liquor outlets &amp; consumption areas</li> <li>▪ Information Centre</li> <li>▪ Toilets</li> <li>▪ Public telephones</li> <li>▪ Seating &amp; rest areas</li> <li>▪ Media</li> <li>▪ Power/water/gas</li> <li>▪ Picnic/quiet areas</li> <li>▪ Stage locations</li> <li>▪ Rubbish Bins</li> <li>▪ Sharps containers</li> <li>▪ Fire fighting equipment</li> <li>▪ Generators</li> </ul>				

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<b>Communication</b>	Inadequate communication between the event organisers and event personnel, and event organisers and the public may limit the success of the event, and will hinder an effective response in an emergency situation.	Two way radio and/or mobile phone contact between event organisers, police, first aiders, traffic controllers, evacuation wardens. Safety officers.				
		Code RED alert designated for serious emergencies.				
		Public address volume adequate for announcements to be heard and understand over crowd noise.				
		Multiple language announcements as required.				
		Regular health promotion/safety announcements				

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<p><b>Health Promotion</b></p>	<p><i>Regular safety/health promotion announcements and the distribution of publicity material help inform patrons of potential risks, and the health facilities available on site.</i></p>	<p>Half hourly/hourly announcements in relation to:</p> <ul style="list-style-type: none"> <li>▪ Don't drink and drive.</li> <li>▪ Public transport availability</li> <li>▪ First Aid locations.</li> <li>▪ Lost child/property locations.</li> <li>▪ ID will be required to purchase liquor.</li> <li>▪ Bags and eskies may be searched.</li> <li>▪ Glass containers are not permitted.</li> <li>▪ Drinking water is available at?</li> <li>▪ Drug education.</li> <li>▪ Alcohol free zones and rest area locations.</li> <li>▪ Place all needles and syringes in sharps containers located at?</li> </ul>				

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<p><b>Site signage</b></p>	<p><i>Inadequate or inappropriate signage may lead to congestion, confused patrons and/or ineffective emergency response.</i></p> <p><i>Signs should meet International Standards to cater for multi lingual patrons.</i></p>	<p>Site signage plan developed, including:</p> <ul style="list-style-type: none"> <li>▪ Phones</li> <li>▪ Entrances</li> <li>▪ Exits</li> <li>▪ Toilets</li> <li>▪ Drinking Water</li> <li>▪ First aid posts</li> <li>▪ Parking</li> <li>▪ Information centre</li> <li>▪ Rules relating to alcohol consumption</li> <li>▪ Lost &amp; Found</li> <li>▪ Security</li> <li>▪ No go zones</li> <li>▪ Rubbish Bins</li> <li>▪ Sharps containers</li> <li>▪ Public Transport</li> <li>▪ Non-alcohol areas</li> <li>▪ Fire-fighting Equipment</li> </ul>				

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<b>Traffic management</b>	<p><i>Poor traffic management can lead to confusion, gridlock and accidents.</i></p>	<ul style="list-style-type: none"> <li>Traffic management plan developed in conjunction with Traffic Authorities.</li> </ul>	Verkeers afdeling			
		<ul style="list-style-type: none"> <li>Road closure permits from Traffic Department.</li> </ul>	Verkeers Afd			
		<ul style="list-style-type: none"> <li>Road barricading and signage arranged.</li> <li>Traffic wardens briefed on their role and provide with a traffic management and site plan.</li> </ul>	Verkeers Afd			
		<ul style="list-style-type: none"> <li>Road closure advertised and emergency services advised.</li> </ul>	Verkeers Afd			
		<ul style="list-style-type: none"> <li>Consideration given to interruption to neighbouring businesses and residents.</li> </ul>	Verkeers Afd			
	<p><i>Traffic contingency plan for extenuating circumstances</i></p>	<ul style="list-style-type: none"> <li>Traffic management plan incorporates consideration for heavy traffic loads at event closure or mass evacuation.</li> </ul>	Verkeers Afd			
	<p><i>Should the event be catering for significant numbers of youth, difficulties may be experienced by parents finding children at pick up time.</i></p>	<ul style="list-style-type: none"> <li>Arrange and promote a designated parent pick up point to limit confusion and concern by parents at event closure.</li> </ul>	Verkeers Afd			

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<b>Traffic management</b>						
	<i>Car Parking</i>	<ul style="list-style-type: none"> <li>▪ Traffic flow into and out of car parks is planned and signed, and/or traffic marshals appointed.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Lighting in car parks is adequate for pedestrian security and safety.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Adequate overflow car parking is planned to cater for requirements outside initial estimates.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Disability access has been considered in developing a car parking and pedestrian access strategy.</li> </ul>				
	Event closure after public transport available may leave patrons stranded and disgruntled, leading to disruption to neighbours and property damage.	<ul style="list-style-type: none"> <li>▪ Shuttle buses arranged.</li> <li>▪ Taxi companies notified.</li> <li>▪ Bus/taxi ranks designated</li> <li>▪ Security staff available.</li> <li>▪ Police advised of arrangements.</li> </ul>				

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Emergency Management Plan</b></p>	<p><i>No emergency management plan may lead to an ineffective response to an emergency, with subsequent injury or loss. For larger events, consultation with Police and emergency services may be required.</i></p>	<p>Emergency plan developed taking into consideration:</p> <ul style="list-style-type: none"> <li>▪ Details for on-site emergencies not requiring outside assistance.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Arrangements to hand over control to police and emergency services.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Identify personnel who can authorise evacuation.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Identify how the event will be interrupted, and emergency messages communicated.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Provide grid plan of site and all services.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Identify emergency access and evacuation routes.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Identify evacuation areas for performers, vendors, staff, volunteers and patrons.</li> </ul>				

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<b>Emergency Management Plan</b>	<p><i>No emergency management plan may lead to an ineffective response to an emergency, with subsequent injury or loss. For larger events, consultation with Police and emergency services may be required</i></p>	<ul style="list-style-type: none"> <li>▪ Establish an emergency co-ordination centre with back up power/lighting if required.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Provide details of the coded emergency alert message "RED ALERT" to all relevant personnel, and who can issue alert and stand down emergency services and staff.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Identify and communicate the role event staff will take in supporting emergency services.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Identify plans that ensure emergency access routes remain clear at all times.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ All personnel trained in the emergency management plan, and understand their roles.</li> <li>▪ Records of this training, and who attended will be maintained for future reference.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Safety Officers have been appointed to monitor crowd behaviour and interaction, and to identify additional risks</li> </ul>				



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<b>Fire Protection</b>	<i>Inadequate or inappropriate fire management plans may lead to an unnecessary fire incident.</i>	<ul style="list-style-type: none"> <li>Fire-fighting equipment requirements determined in consultation with the Fire Department</li> </ul>				
		<ul style="list-style-type: none"> <li>Consideration has been given to fire restrictions.</li> </ul>				
		<ul style="list-style-type: none"> <li>Necessary permits from have been gained for open flame requirements, heating and cooking.</li> </ul>				
<b>Fireworks &amp; Pyrotechnics</b>	<i>Inadequate management of fireworks may lead to public injury or fire/property damage.</i>	<ul style="list-style-type: none"> <li>Operators licensed in accordance with regulations.</li> <li>Copy of operator's current public liability policy relevant to the activity</li> </ul>				
		<ul style="list-style-type: none"> <li>Launch zone free of combustible materials and barricaded off to prevent unauthorised access.</li> </ul>				
	<i>Poor weather may hinder fireworks display, or make it unsafe to proceed.</i>	<ul style="list-style-type: none"> <li>Permit obtained from Fire Department</li> </ul>				
		<ul style="list-style-type: none"> <li>Monitor weather in</li> <li>Cancel fireworks if unsafe to proceed.</li> </ul>				

Risk Management System

EVENT/FESTIVAL RISK ASSESSMENT & ACTION PLAN WORKSHEET



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<b>Security</b>	<i>Friendly, professional security staff will maintain a positive and safe atmosphere for patrons.</i>	Develop a security plan that includes the following: ▪ Site plan ▪ Emergency management plan				
		▪ Clear direction on the management of unacceptable behaviour.				
		▪ Control of access to stages and performance areas.				
		▪ Minimising risk of fire by patrolling areas.				
		▪ Control of vehicular traffic and marshalling.				
		▪ Searches for alcohol, drugs and weapons.				
		▪ Assistance to emergency services.				
		▪ Incident records to be maintained.				
		▪ Reporting procedures and chain of command.				
		▪ Debriefing				
▪ Equipment & materials that easily convert to cash identified and secured.						
▪						

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<b>First Aid</b>	<p><i>Inadequate first aid facilities may lead to distraught patrons and unnecessary confusion.</i></p> <p><i>Major events may require involvement from EMS in planning a first aid response.</i></p>	Ambulance / First Aid Service arranged to provide first aid assistance, taking into consideration first aider to patron ratios.				
		First aid room/tent provided with the following facilities: <ul style="list-style-type: none"> <li>▪ Covered floor.</li> <li>▪ Chairs &amp; tables.</li> <li>▪ Easily identified signage</li> <li>▪ Power &amp; running water.</li> <li>▪ Adequate lighting.</li> </ul>				
		Security personnel arranged to monitor first aid stations to assist with drunken or aggressive patients.				
		Communication between first aiders, security staff and event organisers established.				

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<b>Public Health</b>	<i>Patrons may suffer infection or illness from a number of sources.</i>	Surveillance for the duration of the event arranged for the following:				
		<ul style="list-style-type: none"> <li>▪ Monitoring waste disposal and taking corrective action where excess waste builds up.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Monitoring the cleaning of toilet and shower facilities.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Surveying the site for sewage leaks.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Surveying the site for discarded needles and syringes.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Surveillance of food handling practices.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Safe collection of needles, clean up of vomit, sewage and other undesirable substances.</li> </ul>				

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<b>Food &amp; Beverages</b>	<i>Inappropriate food handling techniques may lead to public health issues.</i>	<ul style="list-style-type: none"> <li>▪ All food vendors have food handling certificates.</li> <li>▪ Copy of food vendor's current public liability policy relevant to the activity has been obtained.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Food vendor's have adequate refrigeration /cooling for their requirements.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Adequate hand washing and sullage facilities have been provided for food vendors.</li> </ul>				
	<i>The appropriate location of food vendors can maximise the benefits to the event.</i>	<ul style="list-style-type: none"> <li>▪ . Sufficient area has been allowed for queuing at food vendors during periods of maximum patronage to eliminate overcrowding and crowd control issues.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Adequate soft drink/water vendors are located throughout the site, and the promotion of consuming appropriate liquids to protect against dehydration is undertaken.</li> </ul>				

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<p style="text-align: center;"><b>Public Conveniences</b></p>	<p><i>Sufficient toilets should be provided for patrons, taking into consideration:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Anticipated crowd numbers.</i></li> <li>▪ <i>The sex of patrons (women require more toilets than men)</i></li> <li>▪ <i>If alcohol is available, usage will increase.</i></li> <li>▪ <i>The duration of the event.</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Toilets are well lit so as not to provide a security or safety hazard.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Toilets provided are appropriate for wet weather should it occur.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Toilets are stocked with soap and hand towels, and are restocked regularly.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Toilets are odour free and cleaned regularly.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Toilets are located away from food storage and food service areas.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Toilets are accessible for people with disabilities.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Nappy changing facilities are provided (if required)</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Sharps disposal facilities are provided.</li> </ul>				

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<b>Public Safety</b>	<i>Slip, trip and fall hazards may create injury to patrons.</i>	<ul style="list-style-type: none"> <li>▪ The site, and in particular main access routes, public conveniences, food sites and main areas of congregation have been checked for hazards, and corrective action taken as appropriate.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ All cabling in public areas to be overhead to appropriate standards.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ All cabling at stages etc to be cordoned off from public access.</li> </ul>				
	<i>Temporary Structures can cause a hazard if not soundly constructed or assembled correctly.</i>	<ul style="list-style-type: none"> <li>▪ All temporary stages, marquees etc are constructed to a standard that will withstand the loadings they are intended for.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Temporary Occupancy Certificate obtained from Fire Dept.</li> </ul>				

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<b>Public Safety</b>	<i>Temporary Structures</i>	<ul style="list-style-type: none"> <li>Temporary structures may require a permit from the, and you should check with the Fire Dept</li> </ul>				
	<i>Should patrons have access to the stage performer safety and crowd crush situations may arise.</i>	<ul style="list-style-type: none"> <li>Establish a buffer zone between the stage and crowd to allow access for security and first aid staff.</li> </ul>				
		<ul style="list-style-type: none"> <li>Buffer zone to be created with a V shaped barrier to deflect a forward moving crowd to the outer stage area and prevent crushing.</li> </ul>				
	<i>Temporary seating can create a hazard in some circumstances.</i>	<ul style="list-style-type: none"> <li>If possible, secure seating to the floor as enthusiastic patrons may stand on the seats, creating a danger</li> </ul>				
		<ul style="list-style-type: none"> <li>Portable seating should be secured in sets of four minimum, to prevent chairs becoming missiles or weapons should the crown turn angry.</li> </ul>				
<i>Gas Cylinders may create a hazard if unsuitable, or if they fall over and the neck or valve is cracked.</i>	<ul style="list-style-type: none"> <li>Ensure all gas cylinders have been tested, and are secured to prevent accidental damage.</li> </ul>					



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<b>Working with Young People</b>	<i>Staff &amp; Volunteers</i>	<ul style="list-style-type: none"> <li>▪ All staff &amp; volunteers screened.</li> <li>▪ All staff &amp; volunteers trained for working with youth.</li> <li>▪ Staff &amp; volunteers trained to work in specific areas such as substance abuse.</li> <li>▪ Sufficient staff/leaders for number of young people involved.</li> <li>▪ Female leaders where girls are involved.</li> <li>▪ Lines of communication kept open for young people to discuss problems with leaders.</li> <li>▪ Mechanisms in place to deal with complaints.</li> </ul>				
	<i>Behaviour of leaders and youth</i>	<ul style="list-style-type: none"> <li>▪ Clear rules in relation to alcohol &amp; substance abuse.</li> <li>▪ Clear rules in relation to behaviour whilst in transit.</li> </ul>				
	<i>Safety &amp; Medical Emergencies</i>	<ul style="list-style-type: none"> <li>▪ Risk management plan for all activities.</li> </ul>				

EVENT/FESTIVAL RISK ASSESSMENT & ACTION PLAN WORKSHEET



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Working with Young People		<ul style="list-style-type: none"> <li>▪ All venues/sites assessed for potential hazards prior to commencement of the activity.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ First Aid kits and trained staff available at all activities.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Medical &amp; contact details maintained for all participants.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Indemnity forms signed by parents/guardians before undertaking activities.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ All appropriate personal protective clothing &amp; equipment worn by participants.</li> </ul>				

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<b>Working with Older People</b>	<i>Getting Around</i>	<ul style="list-style-type: none"> <li>▪ Suitable access ramps available.</li> </ul>				
		<ul style="list-style-type: none"> <li>• Handrails on steps &amp; stairs &amp; in bathroom facilities</li> </ul>				
		<ul style="list-style-type: none"> <li>• Disabled toilet facilities available.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Floor surfaces safe &amp; suitable for people using wheelchairs, walking frames &amp; other aids.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Floor surfaces assessed for trip hazards.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Transport appropriate for people with limited mobility.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Signs clear &amp; easy to read for vision impaired people.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Aisles unobstructed and clearly defined.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Adequate access for emergency services</li> </ul>				
	<i>Activities</i>	<ul style="list-style-type: none"> <li>▪ Risk assessment of venue and activities for potential hazards undertaken prior to commencement.</li> </ul>				

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<b>Working with Older People</b>	<ul style="list-style-type: none"> <li>▪ Venues appropriately lit for the activity that is to be undertaken.</li> </ul>				
	<ul style="list-style-type: none"> <li>▪ All activities appropriate for the people who will be participating.</li> </ul>				
	<ul style="list-style-type: none"> <li>▪ All instructors trained in leading the activity.</li> </ul>				
	<ul style="list-style-type: none"> <li>▪ Health warnings given prior to the commencement of activities.</li> </ul>				
	<ul style="list-style-type: none"> <li>▪ First aid kits and trained staff available</li> </ul>				
	<ul style="list-style-type: none"> <li>▪ Appropriate, well maintained equipment provided for activities</li> </ul>				

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<b>Working with Youth</b>	<i>Inappropriate behaviour by leaders.</i>	▪ Staff and volunteers are screened.					
		▪ Staff and volunteers trained for working with young people.					
		▪ Staff and volunteers trained to work in specific areas such as substance abuse.					
		▪ Female leaders where girls are participants.					
	<i>Activities &amp; Camps</i>	▪ Specific rules in place as to who can drive vehicles.					
		▪ Activity site inspected for all hazards.					
		▪ Specific rules in place and enforced in relation to alcohol & drugs.					
		▪ Rules in place and enforced preventing participants from having unsuitable items on their person.					
		▪ Medical and contact details maintained for all participants.					
		▪ Indemnity forms signed by parents/guardians.					

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<p style="text-align: center; font-size: 2em; font-weight: bold;">Engagement of Volunteers</p>	<p><i>Volunteers not registered, inappropriately trained, equipped, or unavailable.</i></p>	<ul style="list-style-type: none"> <li>▪ Volunteer details recorded in register, including name, address, contact phone number, activity undertaken and date/times on duty <b>(important in linking volunteer to insurance coverage)</b></li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Volunteers briefed in all aspects of their role, outlining issues above.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Volunteers dressed appropriately for task, including reflective clothing, sun protection etc.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Back up list of volunteers maintained to ensure sufficient numbers should unexpected absences arise.</li> </ul>				

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<p style="text-align: center;"><b>Insurance</b></p>	<p>Inadequate insurance or a failure to disclose the event to your insurer may limit indemnity or void cover under the policy.</p>	<ul style="list-style-type: none"> <li>▪ Disclose the event and all activities to your insurer to ensure you have cover under your public liability policy.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Ensure all third parties have their own public liability insurance that notes the interests of Council/event organiser on the policy.</li> </ul>				
		<ul style="list-style-type: none"> <li>▪ Maintain a roster or other records that demonstrate the date/time and activities of volunteers, to ensure coverage under any volunteer policy that may be in place.</li> </ul>				
<p style="text-align: center;"><b>Contingency Planning</b></p>	<p>Despite methodical planning, unplanned incidents may occur to interrupt the event or create risk to patrons.</p>	<p>Back up plans (Plan B) in place for the following</p> <ul style="list-style-type: none"> <li>▪ Severe storm</li> <li>▪ Non appearance of essential performers, vendors, volunteers, emergency services or necessary equipment.</li> </ul>				

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<b>Register of Incidents/Injuries</b>	Any incident or injury may lead to litigation at a later date with the statute of limitations being three years for adults.	Ensure all necessary details are recorded for all reported incidents, including: <ul style="list-style-type: none"> <li>▪ Name, address and phone for injured party.</li> <li>▪ Details of injuries sustained.</li> <li>▪ Details of what actually happened</li> </ul>				
<b>Debriefing</b>	A post event debrief will assist in planning for future events, and identify opportunities to improve event & risk management.	Using the activities list, and involving all key stakeholders: <ul style="list-style-type: none"> <li>▪ Discuss what went well.</li> <li>▪ Discuss what did not go well.</li> <li>▪ Analyse incident details to ascertain causes.</li> <li>▪ Make recommendations to improve identified opportunities.</li> </ul>				



MOSSEL BAY FIRE & DISASTER MANAGEMENT SERVICES  
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**Checklist and attached documents:**

- O Designated Safety Officer** \_\_\_\_\_
- O Designated First Aider** \_\_\_\_\_
- O Site Layout Plan Attached**
- O On site meeting with key stakeholders i.e. Fire, Police, Traffic, EMS, etc.**
- O Emergency Evacuation Plan (displayed and announced regularly at the event)**
- O Emergency Contact List Attached**
- O Appropriate toilet facilities organised**
- O Appropriate fire protection facilities organised**
- O Contingency Plan**

**EVENT/FESTIVAL RISK ASSESSMENT & ACTION PLAN WORKSHEET**



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EMERGENCY CONTACT LIST OF PERSONS INVOLVED IN THE EVENT ORGANISATION:

NAME	RESPONSIBILITY	CELLULAR NO:

**EVENT/FESTIVAL RISK ASSESSMENT & ACTION PLAN WORKSHEET**



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SITE LAYOUT PLAN:

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The following details must be filled in by the person designated as the Principal Organiser for the event.

Total Venue size: \_\_\_\_\_ m<sup>2</sup>

Number of seats/chairs : \_\_\_\_\_

Number of patrons expected: \_\_\_\_\_

Number of Gas Supplied Food stalls/Courts: \_\_\_\_\_

Name of Principal Organiser: \_\_\_\_\_

Cellular Contact Number: \_\_\_\_\_ Alternate Contact Number: \_\_\_\_\_

Email: theootto001@gmail.com

Signature : .....

Date: .....

*For Official Use*

Date Received: .....

Received By: .....

Follow Up Inspection Date: .....

Fire Official Name: .....

Inspection Ref: .....

Authority Given: YES / NO (Circle appropriate response)

If No, state reason: .....

COF Details: Receipt No: ..... Issue Date: ..... Expiry Date: .....