## Risk Management for an Event – example

**Name of school:** ..........................................................  **Person co-ordinating of event:** ..........................................................  

**School Principal:** ..........................................................  **Principal's Signature & date:** ..........................................................

**Date of event:** ..........................................................  **Approximate number of Participants:** ..........................................................

**Location of event:** ..........................................................  

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### Retain this document, permission slips and any other relevant documentation on file

<table>
<thead>
<tr>
<th>Activity</th>
<th>What to do?</th>
<th>Who does it?</th>
<th>Control Measures</th>
</tr>
</thead>
</table>
| **Organisation** | WHS duties for- planning  
Mapping of activities  
Responsibilities on the day e.g. fist aid, security, etc.  
Check compliance requirements e.g. rides, food preparation, cash in transit, emergency procedures, electricity, gas safety, etc.  
Documentation retained e.g. Induction, compliance certificates.... | A safety officer is appointed for the event  
Risk assessment carried out  
Mapping of venue indicating exclusion zones, activities & egress for evacuation in an emergency  
Responsibility assigned for first aid, emergency procedures, cash-in-transit, etc.  
All people on the organising committee are aware of legal responsibilities for WHS  
Contractors are asked to show safety plan & licence to operate (e.g. jumping castle).  
Food handlers are made aware of procedures  
Roster of duties on the day  
Visual inspection before the event commences  
Parking supervision? |
## Training

| Induction for all working at the fete (last meeting prior). | Map provided showing fire equipment, first aid facility, etc.  
Copy taken of contractor’s licence & certificate of safety compliance – e.g. rides, jumping castle  
At the last meeting workers are given guidance on –  
• Food handling & storage  
• Security  
• Emergency procedures  
• General safety  
• Avoiding slips, trips & falls  
• Hazardous manual tasks  
• Finance procedures  
• Use of electrical & gas equipment  
• Communication with people in charge e.g. phone |

## Security

| Cash handling  
Control of crowds  
Violence  
Asset Protection  
Child Protection | Induction for all involved in management on the day  
Access to a phone for all activity managers  
Police are advised of the event  
Access to the event defined (e.g. 2 x entrances only)  
Security officer hired  
Signage  
Any adult working at a site specifically for children needs a *Working With Children* check.  
Note to go into newsletter (and possibly at the entrances) "All children must be accompanied by an adult (over 18)" |
<table>
<thead>
<tr>
<th>Safe Procedures</th>
<th>Weather</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoid trips, trips &amp; falls</td>
<td>Plan B for wet weather, windy weather, storms, etc.</td>
</tr>
<tr>
<td>Avoid hazardous manual tasks</td>
<td>Survey of terrain after rain</td>
</tr>
<tr>
<td>Avoid electrical or gas issues</td>
<td>Areas for slips</td>
</tr>
<tr>
<td>Appropriate Lighting</td>
<td>Ensure so far as is reasonably practicable rides, awnings, tables, chairs, etc. secured adequately for wind</td>
</tr>
<tr>
<td>Communication (PA)</td>
<td>Sheltered areas available if necessary</td>
</tr>
<tr>
<td>No alcohol or smoking</td>
<td>Volunteers should wear hats &amp; sunscreen</td>
</tr>
</tbody>
</table>

Any accidents or incidents on the day must be reported & recorded on *Forms 3a or 3B*

First Aid person on duty

Surveillance for condition of terrain & hazards

Barriers &

Trolleys provided for heavy loads

PA system for emergency or announcements

Ladders provided (Australian Standard)

No double adaptors – use a power board if required

All electrical cords covered by mats or taped to the ground

Any ropes or strings clearly identified by a flag.

Surveillance of terrain after rain

Areas for slips

Ensure so far as is reasonably practicable rides, awnings, tables, chairs, etc. secured adequately for wind

Sheltered areas available if necessary

Volunteers should wear hats & sunscreen
| Food & Beverage Management | For safety reasons children are not permitted in area of food preparation | Food & drink purchased from reputable supplier
Induction for those who are buying, storing & preparing the food & drink
Signage
Electrician to check cords, power source & set up for operation
BBQs, ovens, urns, etc. should be placed in a position away from flammable items & away from the public.
A fire blanket available.
Volunteers wear closed shoes.
Gloves provided for food handling.
Food handlers aware of safe work procedures e.g. wash hands, specific cutting board for meat products only, etc. |
| Cleaning & Waste Management | Bathroom facilities cleaned
Garbage emptied regularly
Cleaning products have a MSDS | |
| Bathroom & Other Facilities | Hydration
Access for disabled
Bathroom access
Seating (older people) | |
<table>
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<tr>
<th>Parking &amp; Access</th>
<th>-</th>
</tr>
</thead>
</table>
| Emergency Procedures | Fire  
Bomb Threat  
Gas leak  
Accident  
Unwanted participants |