**Event Risk Management Checklist**

The Event Risk Management Checklist must be completed for any scheduled community venue function, meeting, or event. This checklist is essential for identifying potential risks and enabling the development of an event risk assessment and control plan to

ensure the safety of team members, suppliers, and attendees. Nominated and authorised workers are responsible for completing

this risk assessment prior to the event. The nominated event coordinator must be in attendance for the duration of the planned event.

|  |  |
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| **Name of Event** |  |
| **Date of Event**  | Click here to enter a date. |
| **Location/Address of Event** |  |
| **Nominated Contact Name** |  | **Mobile** |  |

*Mark a tick (√) as items are sighted or with a cross (x) if not present. Otherwise, N/A indicates the item is not applicable to your area. Any questions marked with a cross requires a corrective action.*

| **Activity / Task / Hazard** | **Yes**  | **No**  | **N/A**  | **What immediate action is required?**  |
| --- | --- | --- | --- | --- |
|  **Suggested Event Documentation**  |  |
| Event Plan | [ ]  | [ ]  | [ ]  |  [Event Starter Guide](https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/) |
| Marketing Plan  | [ ]  | [ ]  | [ ]  | [Vinnies Marketing Support](https://vinnsw.sharepoint.com/sites/staffportal-nsw-How-Do-I/sitepages/Marketing.aspx)  |
| Communication Plan  | [ ]  | [ ]  | [ ]  | [Communications support](https://vinnsw.sharepoint.com/%3Au%3A/r/sites/staffportal-nsw-How-Do-I/SitePages/Communications-and-Media.aspx?csf=1&web=1&e=nPXULr) |
| Risk Management Plan- Risk assessments | [ ]  | [ ]  | [ ]  | [Risk Management](https://vinnsw.sharepoint.com/sites/staffportal-nsw-Working-at-Vinnies/SitePages/Risk-Management.aspx) |
| Emergency Response Plan  | [ ]  | [ ]  | [ ]  | [Emergency Response](https://vinnsw.sharepoint.com/sites/staffportal-nsw-Working-at-Vinnies/SitePages/Risk-Management.aspx)  |
| Traffic Management Plan / Site Plan | [ ]  | [ ]  | [ ]  |  |
|  Security Plan | [ ]  | [ ]  | [ ]  |  |
| COVID19 Control Plan - controls are relevant to Covid19 safety plan | [ ]  | [ ]  | [ ]  |  |
| Food Safety Plan  | [ ]  | [ ]  | [ ]  |  |
| Alcohol Management Plan  | [ ]  | [ ]  | [ ]  |  |
| Child Safe Control Plan  | [ ]  | [ ]  | [ ]  | [Safeguarding](https://vinnsw.sharepoint.com/%3Au%3A/r/sites/staffportal-nsw-about-us/SitePages/Safeguarding-Children.aspx?csf=1&web=1&e=Dxr7Yo) |
| Building owner consent / hire agreement | [ ]  | [ ]  | [ ]  |  |
| Insurances - COC Public Liability Insurance (20 mil) | [ ]  | [ ]  | [ ]  | [COC Insurance](https://vinnsw.sharepoint.com/sites/staffportal-nsw-Controlled-Documents/_layouts/15/viewer.aspx?sourcedoc=%7b6b8ce357-3c0f-4a9a-b2d9-6210d6a3770b%7d) |
| Crowd Management Plan / Seating Plan  | [ ]  | [ ]  | [ ]  |  |
| Waste Management Plan  | [ ]  | [ ]  | [ ]  |  |
| Appliance Test and Tagging Register | [ ]  | [ ]  | [ ]  |  |
| Records of event planning discussions and meetings  | [ ]  | [ ]  | [ ]  |  |
| Legal Issues- seek advice e.g .Media consent forms , consumer laws ticketing | [ ]  | [ ]  | [ ]  | [Legal assistance](https://vinnsw.sharepoint.com/sites/staffportal-nsw-How-Do-I/SitePages/Requesting-assistance.aspx) |
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|  **Event Risks to be considered or managed** |  |

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| Medical Emergencies  | [ ]  | [ ]  | [ ]  |  |
| Emergencies Requiring Evacuation Police and Fire brigade | [ ]  | [ ]  | [ ]  |  |
| Lower risk site incidents  | [ ]  | [ ]  | [ ]  |  |
| Inadequate Security  | [ ]  | [ ]  | [ ]  |  |
| Non-arrival late arrival of entertainment or goods  | [ ]  | [ ]  | [ ]  |  |
| Food Poisoning | [ ]  | [ ]  | [ ]  |  |
| Child safety including missing children | [ ]  | [ ]  | [ ]  |  |
| Breach of Noise restrictions  | [ ]  | [ ]  | [ ]  |  |
| Cash Handling | [ ]  | [ ]  | [ ]  |  |
| Crowd Management -Larger than expected crowds | [ ]  | [ ]  | [ ]  |  |
| Thermal Exposures | [ ]  | [ ]  | [ ]  |  |
| Damage or Injury from fireworks or amusement rides  | [ ]  | [ ]  | [ ]  |  |
| Power sources- outtages and electrical appliances | [ ]  | [ ]  | [ ]  |  |
| Adequate clean amenities for anticipated numbers  | [ ]  | [ ]  | [ ]  |  |
| Weather -adverse weather conditions  | [ ]  | [ ]  | [ ]  | [BOM](http://www.bom.gov.au/) |
|  Power, Gas and other Hazardous materials handling  | [ ]  | [ ]  | [ ]  |  |
| Manual Handling  | [ ]  | [ ]  | [ ]  |  |
| Inadequate messaging within event and to wider non- event community  | [ ]  | [ ]  | [ ]  |  |
| Operational Staff and Worker co-ordination & identification | [ ]  | [ ]  | [ ]  |  |
| Permits, Licenses, Council Approvals Police event notifications lapsed or missed  | [ ]  | [ ]  | [ ]  |  |
| Signage  | [ ]  | [ ]  | [ ]  |  |
| Lighting – including Lasers and laser light shows | [ ]  | [ ]  | [ ]  |  |
| Environment – high crime etc | [ ]  | [ ]  | [ ]  |  |
| Pedestrians and vehicle interactions  | [ ]  | [ ]  | [ ]  |  |
| Psychological - event content  | [ ]  | [ ]  | [ ]  |  |
| Erection of Structures- plans and approvals sign off prior | [ ]  | [ ]  | [ ]  |  |
| Drones  | [ ]  | [ ]  | [ ]  |  |
| Incident reporting- internal and external | [ ]  | [ ]  | [ ]  | [Incident reporting](https://erm.protecht.com.au/vinnies/worms/client/app/anonymousWidget.html?widget=AnonymousRegisterEntry&appId=1&tablename=table_104820)  |
| **Location and Site Amenities**  |  |  |  |  |
|  Location and size of site is adequate for the proposed event  Including DDA considerations  | [ ]  | [ ]  | [ ]  |  |
|  Is the event location a Crime Hot Spot  | [ ]  | [ ]  | [ ]  | [Crime Tool](https://crimetool.bocsar.nsw.gov.au/bocsar/) |
| Adequate parking areas cater for the expected vehicle numbers attending the event including DDA provision | [ ]  | [ ]  | [ ]  |    |
| The venue has supplied evidence of current insurances and a risk assessment  | [ ]  | [ ]  | [ ]  |  |
| The venue offers adequate heating and cooling facilities ensuring thermal comfort  | [ ]  | [ ]  | [ ]  |  |
| Adequate provision of toilets (including accessible facilities) and hand washing facilities exists | [ ]  | [ ]  | [ ]  |  |
| Toilet and hand washing facilities are clean and hygienic | [ ]  | [ ]  | [ ]  |  |
| Adequate catering facilities for food preparation and clean up are provided | [ ]  | [ ]  | [ ]  |  |
| Potable drinking water can be accessed  | [ ]  | [ ]  | [ ]  |  |
| All Entry / Exit areas are adequate for all site attendee numbers and readily accessible for emergency exit and emergency services | [ ]  | [ ]  | [ ]  |  |
| Thoroughfares are well defined and clearly marked | [ ]  | [ ]  | [ ]  |  |
| Emergency Evacuation Diagrams placarded and current | [ ]  | [ ]  | [ ]  |  |
| Emergency Response plan/s are in place and current | [ ]  | [ ]  | [ ]  |  |
| Assembly areas are allocated and clearly signposted | [ ]  | [ ]  | [ ]  |  |
| Warning systems are clear (audible) in all areas.- Sight documentation that system is audible and operational.  | [ ]  | [ ]  | [ ]  |  |
| A seating plan has been supplied by the venue | [ ]  | [ ]  | [ ]  |  |
| A event risk assessment has been supplied by the venue | [ ]  | [ ]  | [ ]  |  |
| Location welcomes under !8’s  | [ ]  | [ ]  | [ ]  |  |
| **Emergency Management**  |  |
| Fire/exit doors are operational (e.g., open and close freely/not chocked open) | [ ]  | [ ]  | [ ]  |  |
| Exit signage is illuminated | [ ]  | [ ]  | [ ]  |  |
| Fire stairs are well lit | [ ]  | [ ]  | [ ]  |  |
| Fire extinguishers, hose reels and blankets are accessible, clear from obstruction | [ ]  | [ ]  | [ ]  |  |
| Emergency evacuation signage is displayed and in-date | [ ]  | [ ]  | [ ]  |  |
| Workers are aware of the emergency evacuation procedures | [ ]  | [ ]  | [ ]  |  |
| A road closure is planned. If so, necessary permits and traffic management plans have been completed. Notices to council  | [ ]  | [ ]  | [ ]  |  |
| Pedestrian walkways are clearly marked | [ ]  | [ ]  | [ ]  |  |
| A means of emergency communication has been decided and implemented for the duration of the event  | [ ]  | [ ]  | [ ]  |  |
| **First Aid**  |  |  |  |  |
| First aid signage is displayed clearly | [ ]  | [ ]  | [ ]  |  |
| Sufficient First aiders are available for the event  | [ ]  | [ ]  | [ ]  |  |
| If present, the AED is operating with in-date batteries and pads | [ ]  | [ ]  | [ ]  |  |
| Is mental health first aid a consideration for this event  | [ ]  | [ ]  | [ ]  |  |
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| **Childsafe Controls / Lost Children** |  |

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|  Children will remain the parent, caregiver, teacher or  nominated supervisor’s responsibility for supervision during  the entire event  | [ ]  | [ ]  | [ ]  |  |
| Vinnies Personnel have completed Vinnies Safeguarding Learning and possess current WWCC’s and police checks  | [ ]  | [ ]  | [ ]  |  |
|  Written consent for all under 18’s is required for event  participation | [ ]  | [ ]  | [ ]  |  |
| Processes for managing lost children are formulated prior to the event and supervised by nominated event worker  | [ ]  | [ ]  | [ ]  |  |
| Staff are informed of, and follow Child Safe reporting procedures including reporting to 1800 4SUPPORT |  |  |  |  |
| **Electrical / Generators** |  |
| All electrical equipment is tested and tagged (fixed or portable) | [ ]  | [ ]  | [ ]  |   |
| No damage to light switches, fittings or power points | [ ]  | [ ]  | [ ]  |  |
| All electrical leads/equipment are placed in safe locations | [ ]  | [ ]  | [ ]  |  |
| Correct power boards are used (no double adaptors or piggy back plugs) | [ ]  | [ ]  | [ ]  |  |
| All electrical cords are secured  | [ ]  | [ ]  | [ ]  |  |
| **Permits, Licensing and Registration** |  |
| Mobile plant operators (cranes, forklifts) are currently licensed or certified | [ ]  | [ ]  | [ ]  |  |
| A liquor management plan has been implemented | [ ]  | [ ]  | [ ]  |  |
| A food safety plan has been implemented  | [ ]  | [ ]  | [ ]  |  |
| A security plan has been established for the event- including considerations for dignitaries attending  | [ ]  | [ ]  | [ ]  |  |
| A Police/Council Permit is required for road events or events that impact traffic flow around the venue | [ ]  | [ ]  | [ ]  |  |
| A permit is required for fireworks (check fire warnings/total fire ban) | [ ]  | [ ]  | [ ]  |  |
| A permit is required for a Place of Public Entertainment. | [ ]  | [ ]  | [ ]  |  |
| All contractors have produced copies of their current Insurances, Safety Plan, Risk Assessments, SWMS , SWP’s and current licences | [ ]  | [ ]  | [ ]  |  |
| **Staging, Platforms and Marquees** |  |
| All stages have been erected and signed off by qualified personnel | [ ]  | [ ]  | [ ]  |  |
| A plan is in place to monitor platforms and scaffolding continuously, particularly in extreme weather conditions. | [ ]  | [ ]  | [ ]  |  |
| Adequate access and egress around all staging and platforms for event patrons and emergency servicesexist including handrail provision | [ ]  | [ ]  | [ ]  |  |
| **Amusement Structures** |  |  |  |  |
| The supplier/contractor has provided evidence that the amusement structure meets Australian Standards and has a current certificate of registration as well as evidence of electrical safety | [ ]  | [ ]  | [ ]  |  |
| Council has been notified and signed off on all amusement rides and or devices  | [ ]  | [ ]  | [ ]  |  |
| The supplier/contractor has provided evidence of insurance (Certificate of Currency) | [ ]  | [ ]  | [ ]  |  |
| Adequate space and suitable ground surface have been provided for each fixture, including access and egress | [ ]  | [ ]  | [ ]  |  |
| Appropriate fencing or barricading surrounds each ride | [ ]  | [ ]  | [ ]  |  |
| Sufficient signage for parent information is available  | [ ]  | [ ]  | [ ]  |  |
| An appropriate soft fall area is provided for inflatable structures | [ ]  | [ ]  | [ ]  |  |
| All tie down ropes that are attached to inflatable structures have been fastened to adequate anchorages | [ ]  | [ ]  | [ ]  |  |
| **Manual Handling** |  |
| All workers are directed to use safe lifting techniques and mechanical aids when lifting or carrying. | [ ]  | [ ]  | [ ]  |  |
| When delivering loads by vehicle or mechanical means (e.g., trolley), access is as close as possible to the relevant area | [ ]  | [ ]  | [ ]  |  |
| **Weather Conditions** |  |  |  |  |
| Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available? (Check the Australian Bureau of Meteorology website www.bom.gov.au)  | [ ]  | [ ]  | [ ]  | [BOM](http://www.bom.gov.au/) |
| Cancellation of the event has set date parameters and agreed communication pathways  | [ ]  | [ ]  | [ ]  |  |
| Wind speeds are monitored. Amusement structures cease operation in accordance with the manufacturer's specification. Inflatable structures cease operation when wind speed reaches 40 kilometres per hour. | [ ]  | [ ]  | [ ]  |  |

*List the corrective action/s not able to be immediately resolved below and record them in IRMS.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of action to be taken** | **Person responsible** | **By When** | **Completed** |
|  |  |  | [ ]  |
|  |  |  | [ ]  |
|  |  |  | [ ]  |
|  |  |  | [ ]  |
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