

# Lithgow City Council

## Managing Your Event

A Safety Guide for Organisers



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### Disclaimer:

Lithgow City Council does not take responsibility for the content of this document, it serves only as a guide to prospective organisations seeking access to Council properties for the purpose of an event

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## 1 INTRODUCTION

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Events form an important component of community life delivering social and economic gains. To ensure the smooth running and safety of an event, organisers must undertake careful planning and preparation.

This Information Pack is designed to assist in the planning of your event, activity, stall or function that will take place on Council land. It is important that right from the start of the planning process, your committee is aware of the need to manage and mitigate any risks undertaken in the conduct of your event. Whilst you must have public liability insurance, this should not in any way be seen as a waiver of your responsibilities regarding the safety and security of your participants and suppliers.

It should be noted that this guide is only a starting point for event organisers. It is not a manual showing you how to organise an event – it outlines some of the issues you may need to address.

## 2 MANAGING YOUR EVENT

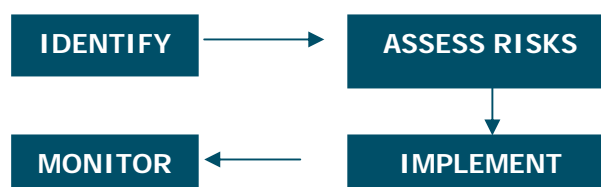
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### 2.1 Why do we have to manage our risk?

On-site safety at the event is paramount – your public expects to be able to enjoy your event in safe and secure surrounds - and your committee members need to identify potential hazards during the planning of, and on site at, your event and work to implement solutions.

### 2.2 What is risk management?

The basic principles of and processes in Risk Management are:-



The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event:

- Holes in grounds or in footpaths
- Marquee pegs in thoroughfares
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in car parks or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand washing facilities at food handling stalls

These examples could be rectified with simple solutions. By early identification of hazards, risks can be minimised. It is your responsibility to ensure that you comply with Council's Risk Management procedures and you complete the relevant paperwork.

## 2.3 So how do we go about this process?

To help with the risk assessment process we have prepared general forms, fact sheets and explanations to make the process a bit more manageable. The process will seem cumbersome for the first few times you undertake it, however after a while you will recognise the benefits and become more comfortable with it.

This Pack includes:

- An Event Safety Checklist – which asks you to consider a range of questions to help identify what is needed for the event /activity you are organising. This checklist includes the matters you should consider regarding events on roads.
- The Your Event – Things to Consider Guide provides a guideline to matters that you should think about and address during your event planning.
- A Pre-event Audit Sheet – this sheet gives you a range of possible hazard areas. If you run through the sheet and mark those possible hazard areas that are NA (Not Applicable), then concentrate on the others for the rest of this process. You can use the next sheet (Hazard Summary) to summarise your identified hazards. Refer back to the Pre-Event Audit sheet just before the event to check off on each item and have your volunteer and other workers sign off that they understand the assessment. Keep this record. Use a similar sheet for the next recurrence of the event/activity/function.
- Hazard Summary Sheet – use this sheet to put down all the hazards that you can identify relating to your event. There are some 'triggers' included to help you focus on the areas of concern. Once you have exhausted the possible hazards make copies of the Individual Hazard Assessment Sheet (see below) one for each hazard.
- An Events Risk Assessment Sheet – this sheet provides information that summarises the event/activity/function and shows

that you have completed an assessment. This sheet would be signed after you have prepared a separate sheet for each of the possible hazards not marked NA on the Pre-Event Audit sheet above.

- Individual Hazard Assessment Sheet – you will need to copy this sheet and complete for each separate hazard. If you repeat the event/function/activity at other times of the year the initial hazard assessment should remain relevant.
- Risk Definitions and Classifications Fact-sheet (Appendix) – this sheet explains how you measure a hazard by the likelihood of it occurring and the consequences of the occurrence. This will help you determine how you should respond to your possible hazards.
- Detailed Site/Activity Information Sheet – this sheet allows you to collect plans, documents etc that are available for your event and show that you have considered elements of hazards and taken steps to manage these.
- A copy of, or link, to the NSW Food Authority's for food handling for temporary events.

## 2.4 Planning and Programming

Careful planning is vital to make the events, successful. Developing an Event Management Plan may seem quite laborious, however the process is valuable to ensure you consider all matters and your time and effort in planning is reflected in a quality event or activity. Of course the bigger the event the greater the management required.

Essential event Planning and Programming will endeavour to cover the points below that you may find worth considering when planning your event:

- Decide on the type of event and the date 9-12 months ahead;
- Establish a working group or committee if necessary and have named organiser(s) identified.
- If you are looking for sponsors, begin to approach local businesses and companies 9-12 months ahead.

Longer if you are planning a major event;

- Inform the Council and check if you need any permission on any aspect of your event as soon as you have formulated ideas. If development approval is required this can take some time, so ensure that you seek Council's requirements at least six months before the proposed event;
- Book your venue/site 6-12 months ahead and confirm in writing;
- Arrange for local publicity;
- Check the availability of sound and light equipment, marquees etc;
- Send out first press release as soon as dates are firmed up;
- Book first aid, caterers, judges, compares, dignitaries and any other services 6 – 9 months ahead;
- If holding competitions send out schedules and rules 2 – 4 months ahead;
- Start looking for volunteers and staff 2 – 4 months ahead;
- Talk about finances as early as possible and any other funding opportunities; there will be cut-off dates for various funding applications so be aware of the time scales involved;
- Order posters and publicity 3 months ahead and send out 6 –8 weeks prior to the event;
- Apply for licences, consents, approvals, permits at least 3 – 4 months ahead, earlier if you can;
- Create other plans to achieve publicity and target sponsors;
- Notice for your event or activity should be given to the Visitors Information Centre at the Council. The minimum notice for small/medium events is 28 days. In the case of a large scale event at least 6 months notice should be given;
- Choose a time and date for your event that will suit the audience it is intended for, also check that no similar public events are taking place at the same time.

## 2.5 What to do when things go wrong

Remember as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you will almost definitely end up in court.

If an incident does occur at any event on the Council's land, the Council will ask:

- Were plans in place to manage a major incident?
- Were the risk assessments completed, including all of the items included in the checklists?
- Are there enough emergency services resources on site?
- Is there a detailed casualty treatment, management and evacuation plan?
- Are the emergency procedures properly explained and practised?
- Is there a clear chain of command and control?
- Are communications between key personnel and the crowd adequate?

Remember careful planning and organisation will help ensure that your event is successful and above all else safe.

## 2.6 Suggested Action for Risk Assessment

1. Review the Event Safety Checklist and the Things to Consider Guide.
2. Then use the Event Planning Guide to start the process of your event management plan. This requires considerable information to be sourced. During this event management planning you are required to consider risk assessment. Use the following forms to assist you in this process.
3. Look at your event/activity as if you were a parent looking for hazards that may hurt your child. Use the Pre-Event Audit form to trigger your thinking on possible hazards. Identify and make a list of all those hazards using the Hazard Summary Sheet.
4. Copy enough Individual Hazard Assessment Sheets to cover each of the hazards listed in step 1 above.

5. Fill in the Individual Hazard Assessment Sheet for each hazard, referring to the Risk Definitions and Classifications Fact-sheet (Appendix) to determine the level of risk. The higher the level of risk the greater your controls and actions if it occurs will be.
6. Fill in the Detailed Site/Activity Information Sheet noting any plans, documents, forms etc that you have to attach to support your risk assessment process.
7. Fill in the Events Risk Assessment Sheet with your details and provide to the Council representative for signing.
8. Use the Pre-Event Audit form at the commencement of your event as a way of alerting your staff (including volunteers) to the hazards and the fact that you have developed a risk management plan to minimise them. These staff (and volunteers) should sign the form. Keep this form with your other event records.

### Further Information

Information or clarification can be obtained by calling Lithgow City Council and asking for the Safety / Risk Management Officer on (02) 6354 9916 or the Tourism Manager on 1300 76 02 76

## Event Safety Checklist

*(This event Safety Checklist is required to be returned to Lithgow City Council, in the following format. Please tick box as required. If any item is not satisfactorily met, please explain why. This form is required to be submitted one month prior to the event)*

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Assessment Completed  
by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### General Events

- Have you considered key operational staff? Have the following key personnel been identified? Event organiser, safety manager, chief steward, stewards?
- Do you have permission from the landowner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Do you know how many people you are expecting?
- Do you know where the entrances and exits on your site are?
- Are the entrances and exits controlled, stewarded, suitable for prams and pushchairs and appropriately signed?
- Do you have trained, briefed and clearly identifiable stewards?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication between key people?
- Have you set up a reliable system of communication with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?

- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control or parking?
- Do you have an emergency plan? Does it cover everything? Has it been viewed by the Council Safety Officer? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?
- Is a Place of Public Entertainment licence required from the Council?
- Do you have insurance cover? Do you have Public Liability cover?
- Please note that, apart from emergencies, the emergency services may charge if you ask them to be present at your event.
- Have you carried out a hazard analysis of the food safety risks involved in the preparation or handling of the food & drink you will be offering?
- You need to identify critical steps in food preparation or handling and put in suitable control measures. You should also monitor these control measures. If you are using caterers, they should be able to provide this information.
- Have you provided Council's Environmental Health Officer a list of food vendors and their insurance details? You will also need to arrange inspection times and fee collection with Council.
- It is advisable that you have a system in place to cater for children who have been dislocated from their guardians. Depending on the type / size of the event, a specific lost children service may be required.
- Are Pyro-technics displays involved as part of the event? A permit is required from WorkCover. Council and neighbours and also to be advised seven days prior to the event
- Have you considered procedures for how to deal with large sums of money? Issues such as transferring and collecting of money securely
- Have you considered copyright issues?

### Events on Roads

In addition to the general safety checklist items, the following issues should be considered when organising events on roads. In all cases event participants must comply with The Road Transport (Safety and Traffic Management) Act 1999, and The Australian Road Rules.

- Timing. Don't hold your event in the dark – bad visibility and tiredness make accidents more likely.
- Planning your route. Whenever possible your event should be held in a park, sports ground or on footpaths away from the road. Remember that country walks need careful planning. Plan the route away from roads wherever possible. Don't use roads without proper footpaths or verges. Don't use roads where there are road-works as these can be dangerous.
- Events on local and/or highways require Council and NSW Police approval. Any event where the highway is involved must also have written approval from the RTA.
- The applicant must make written application to Council. This application must include the following:
  - evidence of minimum \$10 million public-liability insurance cover in respect of the event, with Council's interests duly noted.
    - A map showing the proposed roads to be used will be submitted to Council for approval prior to the event being conducted including any signposting.
    - A traffic control plan shall be submitted to Council for approval prior to the event.
    - If a highway is to be used, written approval from the RTA is required.
    - Council will inform the NSW Police Service seeking their written approval prior to the event taking place and any additional conditions.
    - Council provides a written response – this maybe a refusal or approval with conditions attached. These conditions may include the requirement to:
      - provide a management plan for the event
      - evidence of risk assessment as presented in this Information Pack
      - public advertising of the event/road closures
- A briefing by the organiser of the event must be conducted prior to the event with all competitors and marshals being informed of their responsibilities and safety aspects for the event.
- Changes in the route. Make sure you obtain approval from Council for any changes to your route. Make sure that everyone taking part knows about the changes through the marshals or signs.

### Further information

Contact Lithgow Tourism Manager on 1300 76 02 76

## 3.0 YOUR EVENT – THINGS TO CONSIDER

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### 3.1 Risk Assessment

You must carry out and provide a written risk assessment as the first step in planning your event. This will ensure you have adequate health and safety measures in place.

For example, you need to know:

- Do you have enough adequately trained marshals for your event?
- Do they have correct equipment to do their job?
- Are they wearing high visibility clothing?

You will also need to take out insurance to cover your event. Contact your insurance provider for advice and give them all the details of your event. In some cases a specialist insurance provider may be required, contact the group for more details.

### 3.2 Stewards

You must have enough stewards for the size and type of your event. The number of stewards you need will depend on several factors.

- If the event is indoors or outdoors.
- How many children are likely to attend?
- If it is dark or light.
- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.
- If alcohol is being served.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed.

### 3.3 Communication

You must have a reliable method of communication in place for the event. It is essential for stewards and organisers to be able to communicate during the event. In addition, there should be at least one office

on site, jointly staffed by all the organisations taking part.

Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

### 3.4 Evacuation

You must have an evacuation procedure as part of the risk assessment for your event. For indoor events, the building you are using may already have an evacuation procedure in place. However, this is far less likely for outdoor events.

### 3.5 First Aid

You must provide an agreed level of first aid, paramedical and medical facilities at your event depending on the type of event, number of people and risk. Access by ambulance in an emergency should be considered.

### 3.6 Fire Safety Arrangements

You should agree on arrangements for fire prevention, detection and control with the Fire Brigade before your event.

### 3.7 Security

You must ensure any special security measures are in place for example, if you have VIPs at your event, or large amounts of cash. The Police can advise you on this issue.

### 3.8 Barriers

There are many different types of barriers. Some barriers can only be used if you have trained and experienced stewards who are familiar with how they work.

Any temporary structure, which is load bearing, must comply with health and safety laws and building control regulations.

### 3.9 People with Disabilities

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

### 3.10 Signs

You must provide clear direction and information signs at your event. Consideration of the need for multilingual signs may be needed depending on the event and clientele.

Any temporary signs on public land (like footpaths, parks, road verges) will need to be approved by the Council. Remember to give plenty of time for this matter as approval can not be assumed nor can it be dealt with immediately.

### 3.11 The Environment

You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event that you are planning, and take account of local concerns such as noise and litter. Where possible the site should always be left in the same condition as it was before the event. A reinstatement fee may be imposed by the landowner if the site has been damaged.

### 3.12 Food Safety

If you are preparing food or selling food at an event it is essential that the food you supply is safe and suitable and in accordance with the provisions of the NSW Food Act 2003. Copies of the Act (particularly Food Standards 3.1.1, 3.2.2. and 3.2.3) are available on the NSW Food Authority's website [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

The NSW Food Authority has also produced a guideline for temporary events referred to as, "Food Handling Guidelines for Temporary Events (2006)." This is also available on the Food Authority's website or a copy can be obtained from Council's Environmental Health Officer. It is essential that all food vendors strictly comply with this guideline and the Food Act as non-compliance can result in Council not allowing the food vendor to open or operate.

An inspection of all temporary food stalls and vending vehicles is required. The collection of inspection fees and timing of the inspection should be completed and established well before the event.

### 3.13 Facilities

You must decide what facilities will be needed at your event, such as hot and cold drinks, toilets, PA systems, lighting and temporary structures (shelters and stages)

### 3.14 Law

You must comply with all laws and regulations at all times.

### 3.15 Lost Children

Large events must consider establishing a location for "Lost Children". This area is required to be stationed at all times. The area is also required to be signposted.

## 4.0 EVENT PLANNING

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A well managed and safe event evolves through a process of careful planning. Given the complexity of event organisation, it is vital to maintain good records of planning, implementation and evaluation.

The information that follows will assist you to cover the various elements for a successful event.

### 4.1 Develop strategies for success

Make sure the purpose for the special event is important enough to merit the time and expense needed to properly stage, publicise and evaluate the event.

Carefully match the type of event that is selected to the purpose that it serves and the target market. Select a working committee with broad representation, communicating goals and outcomes.

Start planning ahead of time and maintain records of procedure.

### 4.2 Evaluation

Develop ways to evaluate the event's success. Measurable event objectives may include attendance, the amount of money raised or a social or environmental benefit. Through the development of key attainable performance indicators, the success of your event can be measured.

### 4.3 Make a checklist

A checklist provides a step-by-step guide to organising and executing special events and also ensures that all aspects of event co-ordination and planning are carried out.

### 4.4 Create a budget

The objective is to provide the event with a financial blueprint. The budget should be specific and include revenue opportunities (sponsorship/partnerships, ticket sales, donations, concession sales). Events incur a range of expenses including printing, permits, insurance, hire fees, speakers, food, supplies and security. Balancing revenue and expenses is essential for event planning.

### 4.5 Consider logistics

With many activities going on simultaneously, there are many details to be checked. Major areas to consider and plan for include: size/space of the event area, buildings to be utilised, utility support needed, setup (tables and chairs, tents, portable toilets, parking, signage) coordination, cleanup, emergency plans, transportation, and public services such as police, ambulance and fire departments.

### 4.6 Plan publicity

Promoting a special event takes creative thinking balanced with practicality. The primary objective is to publicise the event, but secondary objectives must be considered.

- Are you trying to inform, educate or entertain?
- Increase awareness or attendance of the event?
- Build a base support from a specific audience?
- Facilitate good community relations?

Brainstorm and make a detailed list of all the media to contact and when.

### 4.7 Evaluate the event

Take time to evaluate right after the event while the details are fresh. You may want to consider having a questionnaire for participants to fill out. Some general evaluative criteria include:

- Did the event fulfill its goals and objectives? Why or why not?
- Identify what worked and what needs fine-tuning. Which vendors should be used again?
- What items were missing on the checklist?
- Was the event well attended?
- Was informal and formal feedback about the event positive?
- Given all that went into staging, was it worth doing?

Finally, it is important to remember to celebrate your successes and to thank all those who contributed.

## 5.0 EVENT CONTACTS – LITHGOW CITY COUNCIL

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For further information on events to be held on facilities owned and operated by Lithgow City Council, please contact the Tourism Manager on Tel: 1300 76 02 76.

The Tourism Manager will advise all event organisers of necessary approvals required, venue information and ensure a one stop location for event organisers for the Lithgow area.

## 6.0 RESOURCES

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The following websites provide resources that may be helpful in the organisation of events and planning to minimise risks for events:

- *Lithgow City Council*  
Providing information on events management for the Lithgow region  
[www.lithgow.nsw.gov.au](http://www.lithgow.nsw.gov.au)
- *Community Builders.NSW*  
Information for community event organisers  
[www.communitybuilders.nsw.gov.au](http://www.communitybuilders.nsw.gov.au)
- *RTA*  
Information on traffic arrangements for special events  
[www.rta.nsw.gov.au](http://www.rta.nsw.gov.au)
- *Events Starter Guide*  
Resource for producing a safe and well managed event  
[www.events.nsw.gov.au/](http://www.events.nsw.gov.au/)
- *NSW Food Authority Website*  
[www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
- *Our Community*  
Information on running a community group, including OH&S responsibilities – under insurances  
<http://www.ourcommunity.com.au/>

## 7.0 CHECKLIST FOR ORGANISING OUTDOOR EVENTS

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The following checklist is for Council use only. All event organisers are to be briefed by the Tourism Manager on the following:

### Checklist for Organising Outdoor Events

This checklist identifies the key components needed in consideration for the organising of events:  
*(For Council use only)*

Event Details	
Event Name	
Description of the event	
Location/Venue	
Organisation	
Contact Person	
Contact Number	
Contact Number during the event	
Contact Address	
Contact Email	

Event Start Time	
Event Finish Time	
Arrival (bump in) Time	
Departure (bump out) time	
Description of activities	
Description of target audience	
Expected size of audience	
Entry cost/donation	

**Event Organiser Checklist**

✓	Have you considered	Notes/Action
	Booking and approvals for events at Council venues	
	Bookings and approvals for outdoors events on Council land	
	Internal and external event stakeholders	Advise owners of properties in close proximity of likely noise/inconvenience
	Approval for event to be staged on Private Property	
	Public liability insurance for event	
	Other insurance such as Workers Compensation and Professional Indemnity	
	Rubbish bins and a Waste Management Plan	
	Access to water	
	Food and Beverage	
	Temporary Food stall permit/s	
	Toilets and hygiene	
	Sanitary provisions including toilet paper, hand towels and soap	
	Scheduled maintenance and cleaning of toilets	
	Power and lighting requirements	
	Public address system and other AV equipment	
	Adequate parking and a parking plan	
	Traffic Management Plan	
	Road Closure permit	
	Alcohol consumption	Liquor Act 1992 prohibits the consumption of alcohol in public places unless the area is covered by a liquor licence
	Risk analysis	
	Risk Management Plan	
	How many staff/volunteers will be required	
	Visibility of staff/volunteers	
	Security	
	Emergency plan and Evacuation Points	
	First Aid	
	Copyright licences for the Performance of live or recorded music, plays scores and music videos	
	Contractors have appropriate insurance, permits and registrations	
	All electrical equipment is tagged and tested	
	On-site communications	
	Lost children and property	
	Reporting structure for minor incidents eg petty crime	
	Complaints procedure	
	Site plans	
	Directional signage	
	Access and egress for the public	
	Access and egress for performers, staff and other contractors	
	Seating arrangements	Eg Reserved seating for VIP's, officials, general spectators

	Wheelchair and pram access	
	Community consultation/Management	
	Fireworks and other high risk activities	Council requires Fireworks operators and/or Contractors to show evidence of a minimum of \$20 million PLI for displays on Council property.
	Event evaluation and reporting	
	Contingency for bad weather or other situations affecting the event	
	Construction and approval of temporary structures	
	Event budget and Financial contingencies	

**Approvals, Assistance and Roles – Lithgow City Council**

✓	Has the following been addressed	Relevant Council Contact	Action/notes
	Booking approval for the use of Council facilities	Customer Service Or Regional Services	
	Input booking information into events calendar	Customer Service Or Regional Services	
	Council report on the event	Tourism	
	Evidence of suitable Public Liability Insurance sighted	Tourism	
	Council grant funding (pledge for waiving of fees)	Community & Culture Manager	
	Evidence of other appropriate insurances sighted	Tourism	
	Rubbish removal	Customer Service Manager	
	Toilets and hygiene	Customer Service Manager	
	Temporary food stall permit/s	Health	
	Traffic Management Plan	Operations	
	Traffic Management Plan reported to TALC	Operations	
	Traffic Management Plan reported to Council	Operations	
	Adequate parking	Operations	
	Road closure permits	Operations	
	Power requirements	Customer Service Manager	
	Evidence of consultation with local residents and businesses	Tourism	

	Approval of temporary structures	Operations	
	Location and securing of temporary structures	Operations	
	Fireworks and other high risk activities	Operations	
	Invoices for use of Council facilities and road closures forwarded to the event	Customer Service Manager	
	Advertising of road closures in local media	Operations	
	Liaison with stakeholders Police, Ambulance, Fire Brigade, RFS, RTA, SES, local residents, local businesses	Tourism	
	Key issue – Council assets requiring keys	Customer Service Manager	
	Use of miscellaneous goods (star pickets, witches hats, traffic barricades etc.)	Customer Service Manager	
	Input of data on Council's website	IT	
	Received Event OHS Manual	Tourism	
	Received all payments for invoices	Customer Service Manager	

### 8.0 APPENDIX

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The following pages contain forms that can be utilised for events providing advice for event management and safety. In utilising these attachments, events can minimise the impacts of Occupational Health and Safety.

The following are attached:

- Pre-event audit
- Hazard Summary Sheet
- Event Risk Assessment
- Individual Hazard Assessment Sheet
- Detailed Site/Activity Information
- Australian Standards Risk Definition and classification
- Food Handling Guidelines for temporary events (attached as required)

Lithgow City Council will be required to sight all risk mitigating documents developed by event organisers should any incident occur on Council property.

It should be noted that these attachments are a guide only and are a starting point for event organisers outlining some of the issues you may need to address.

PRE-EVENT AUDIT

FILE NO

<b>Description of Event and Location:</b>										
<b>Company/Personnel/Organisation Running the Event:</b>										
<b>Date and Time:</b>					<b>Stall holder/Activity:</b> <i>where appropriate)</i>					
<b>Work Method Statement(s) that apply:</b> .....; .....					<b>Non-standard Work Method Statement attached</b> Yes <input type="checkbox"/> No <input type="checkbox"/>					
<b>HAZARD IDENTIFICATION</b> Check the following and tick the appropriate box: NA=Not applicable; S=Satisfactory; US=Unsatisfactory										
	NA	S	US			NA	S	US		
<b>Paperwork</b>				<b>Public Matters</b>						
Contractor Toolbox Meeting Record and Risk Assessment completed (attach copies)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crowd control measures in Place			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Licences of Operation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate clothing for staff (hot/cold/visibility)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Chemical Usage & Material Safety Data Sheets completed				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Loud hailer available			Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>
Specialist certificates required (eg Traffic Control Management, Confined Spaces)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entry controlled			Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>
Food handling approvals sighted				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire fighting equipment			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Activities</b>				<b>Site</b>						
Electrical equipment tagged				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Control Plan, provisions for parking (attach copy or Traffic Control Plan No ...)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Personal protective equipment (provided and worn)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pedestrian access at site for slips, trips, falls			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
First Aid Kit available				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site amenities, toilets, fresh water			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Lighting is adequate for activity				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General site conditions, security			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Environmental Protection (attach plan if applicable), air water, litter and noise				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Correct signs on site			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Noise control/dust control				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate protection and fencing to site			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Condition of plant and guards on all machinery				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities identification (underground & overhead) including irrigation			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ladders (Good condition and properly secured)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate ventilation			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Manual handling and lifting equipment				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rubbish disposal			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Gas cylinders and equipment in order & comply				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material storage			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Emergency procedures, eg fire, explosion, civil disturbance, lost child, etc				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Presence of hazardous materials (eg asbestos)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Insurances sighted</b>				<b>COMMENTS/CONTROL MEASURES:</b>						
Public Liability				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Professional Indemnity				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Workers Compensation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Other				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>ATTENDANCE LIST</b>					<i>Place additional signatures on back of form</i>					
Name.....			Signature.....			Date.....				
Name.....			Signature.....			Date.....				
<b>PROJECT SUPERVISOR</b> (PLEASE PRINT)										
Name .....			Signature .....			Date .....				

HAZARD SUMMARY SHEET

List under the triggers below the hazards you think could occur

Hazard	Risks	Controls
Think of issues about getting onto the site for the event		
What are the hazards with setting up		
Think of hazards relating to First Aid, providing food, emergencies, etc		
During the event what could go wrong with people, parking, cash handling, security, communications, etc		
Pulling the event down – what might the hazards be		
Evaluate the event – what hazard lessons were learnt		

**EVENT RISK ASSESSMENT**

Presenter/Hirer	
Activity/Event	
Venue	
Activity Date(s)	
Presenter/Hirer Safety Contact Phone Numbers	
Venue Safety Contact Phone Numbers	
General Description of Activity: <ul style="list-style-type: none"> <li>▪ Type of Activity:</li> <li>▪ Number of staff/volunteers:</li> <li>▪ Description of activity:</li> </ul>	

**Assessment completed by:**

Date: .....

Sign: .....

Presenter/Hirer Safety Contact

Received by:

Sign: .....

Council Representative

**Revisions by:** (Mark all amendments with an asterisk \* and attach to this cover sheet)

Date: .....

Sign: .....

Presenter/Hirer Safety Contact

Received by:

Sign: .....

Council Representative

**Attachments** (please provide number of each)

<b>HAZARD SUMMARY SHEET</b> ..... YES / NO	<b>SITE/ACTIVITY INFORMATION SHEETS</b> - .....
<b>HAZARD ASSESSMENT SHEETS</b> - .....	INCLUDING FOOD HOLDER PERMIT ..... YES / NO
<b>SUPPLEMENTARY DOCUMENTS</b> - .....	<b>OTHER</b> - .....

**Required Distribution:**

Presenter/Hirer	Council Representative
Presenter/Hirer Safety Contact	

*INDIVIDUAL HAZARD ASSESSMENT SHEET*

Complete a new page for each identified risk

**What is the hazard?** *eg manual handling, electrical, security*

**What is the risk?** *eg injured back lifting elements*

<b>What are the elements of the risk occurring?</b>			
Likelihood*	Consequences*	Level of Risk*	Stakeholders

\* Refer to Australian Standards terminology (Appendix)

<b>Action to Control the Risk</b>		
Action	Who to take Action	Contact

<b>Action taken in event of hazard occurring</b>		
Action	Who to take Action	Contact

*DETAILED SITE/ACTIVITY INFORMATION*

Please tick those copies attached to this document:

- |   |   |
|---|---|
| <input type="checkbox"/> .....plans,                        | <input type="checkbox"/> ..... working drawings,                |
| <input type="checkbox"/> .....schedules,                    | <input type="checkbox"/> ..... material data safety sheets,     |
| <input type="checkbox"/> .....engineering reports.          | <input type="checkbox"/> ..... food handling approval           |
| <input type="checkbox"/> .....operation manuals             | <input type="checkbox"/> ..... insurance coverage documentation |
| <input type="checkbox"/> ..... Other (please specify) ..... |   |

Identify Site Structures *eg tables, cook-tops, stalls, play equipment etc*

Identify Onsite Structure Set-up *eg pegs in ground etc*

Manual Handling Issues *eg size, weight, crew required etc*

Identify food handling equipment *eg wash basin, cook-top, gas bottles, etc*

Operation *eg documented procedures, maintenance regime etc*

**Assessment completed by:** Date: .....

Sign:..... Name:.....

Presenter/Hirer Safety Contact

**Revisions by:** Date: .....

Mark all amendments with an asterisk \*

Sign:..... Name:.....

Presenter/Hirer Safety Contact

**Required Distribution:**

Presenter/Hirer	Council Representative
Presenter/Hirer Safety Contact	Any person named in body of document

**Australian Standards Risk Definition and Classification**

Qualitative measures of **likelihood**

Level	Descriptor	Description
<b>A</b>	Very Likely	Is expected to occur in most circumstances
<b>B</b>	Likely	Will probably occur in most circumstances
<b>C</b>	Unlikely	Could occur at some time
<b>D</b>	Highly Unlikely	May occur only in exceptional circumstances

Qualitative measures of **consequence or impact**

Level	Descriptor	Example and detail description
<b>1</b>	Negligible Injuries <b>(Insignificant)</b>	No injuries, low financial loss
<b>2</b>	Minor Injuries <b>(Minor)</b>	First aid treatment, on-site release immediately contained, medium financial loss
<b>3</b>	Major Injuries <b>(Major)</b>	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
<b>4</b>	Fatality <b>(Catastrophic)</b>	Death, toxic release off-site with detrimental effect, huge financial loss

**Qualitative risk analysis matrix – level of risk**

Likelihood	Consequences			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
A (very likely)	H	H	E	E
B (likely)	M	H	E	E
C (unlikely)	L	L	H	E
D (highly unlikely)	L	L	H	H

**Legend:**  
 E: extreme risk; immediate action required  
 H: high risk; senior management attention needed  
 M: moderate risk; management responsibility must be specified  
 L: low risk; manage by routine procedures