

# RISK MANAGEMENT PLAN & HAZARD SUMMARY SHEET

## EXAMPLE

EVENT RISK ASSESSMENT	
PRESENTER/HIRER:	
ACTIVITY/EVENT:	Art exhibition, wine and cheese night, café during art exhibition
VENUE:	Town Hall
ACTIVITY DATE(S):	2 – 3 May 2021
SAFETY CONTACT AND PHONE NUMBER:	Organiser: Jack Smith 1234 5678 & Safety Contact: Jane Doe 8765 4321
COMMUNICATION PLAN BETWEEN ORGANISERS, STAFF, AND SECURITY	
Briefing meeting 1 May 2010 with organising committee and all volunteers. Face to face contact between volunteers during the event. Jane Doe/Jack Smith to monitor safety and provide communication between volunteers during the event.	
COMMUNICATION PLAN WITH THE PUBLIC	
Microphone can be plugged into stereo.	
EVACUATION PLAN AND PROCEDURE	
Site plan obtained from Shire of Bridgetown-Greenbushes. Committee have developed procedure. Go through procedure during briefing meeting.	
FIRST AID PLAN	
Jack Smith to ensure 1 first aider available each shift. Jane Doe to check first aid kit to ensure sufficient supplies.	
FIRE SAFETY	
Jane Doe to check fire extinguishers before event. Go through location of extinguishers at briefing meeting. Contacted bush fire control officer to advise of event.	
SECURITY	
Door person present at all times. Invitation only for wine and cheese night. Corrie Jones to arrange pick up of cash and deposit into night safe.	
EMERGENCY SERVICES	
Police notified as part of liquor licensing application.	

<b>FOOD SAFETY</b>
James Dunn (Café Organiser) has completed Food Safe course and has contacted the Shire and complied with requirements.
<b>CONSULTATION WITH STAKEHOLDERS</b>
Consultation with other users of the hall – to be cleaned up by 12pm 4 May 2010, consultation with Tourist Bureau/Shire to ensure event doesn't clash with other events, advised neighbours to hall that event will occur.
<b>PUBLIC RELATIONS – MANAGEMENT OF CANCELLATION OR CHANGE OF EVENT</b>
Managed.

HAZARD	RISKS (refer to the Australian Risk Definition and Classification)	CONTROLS
<b>POTENTIAL ISSUES GETTING ONTO SITE FOR THE EVENT</b>		
Moving items from cars to hall	LOW – Risk of back injury	Park vehicles close to hall. Volunteers moving large items are to ensure another person is with them to assist. Use trolley located in hall.
<b>SETTING UP EVENT</b>		
Climbing ladders to hang pictures on wall	LOW – Risk of falling	Tom Costa to check ladders prior to use. One Person to hold ladder whilst another climbs.
Moving large pictures around hall	LOW – Risk of back injury	Team of people to be involved in hanging large pictures.
<b>HEALTH</b> (first aid, provision of food, emergencies)		
Lack of first aid knowledge or facilities	LOW – Risk of back injury	Use Trolley
Emergency evacuation	LOW – Risk of injury to patrons	Jane Jeffries to brief volunteers on evacuation procedures
Hot items present in kitchen	MEDIUM – Risk of Burns	Amelia Bogalia to advise volunteers that no children permitted in café. Café supervisor to ensure pot mitts are available and that pot

		handles are turned in to stove.
<b>DURING THE EVENT</b> (interpersonal, parking, cash handling, security, communications, ect.)		
Presence of alcohol during wine and cheese	LOW – Risk of poor security	Door person to count numbers of people to ensure hall does not become overcrowded. Invitation only event – door person to check invites. June Stork to ensure responsible serving of alcohol
<b>PULLING DOWN EVENT</b>		
Moving pictures and sculptures	LOW – Risk of back injury	As listed above

<b>ASSESSMENT COMPLETED BY</b>	
NAME:	DATE: