



RISK MANAGEMENT PLAN

EVENT TITLE:	West Kimberley Football League Season
EVENT DATE:	2016

Risk Management Plan Distribution List

Name	Position	Interest in Project
Samuel Alexeeff	CEO	CEO WKFL
	WKFL DIRECTORS	Representative Tasks
	GROUND MANAGER & UMPIRE REPRESENTATIVE	Ground Management Tasks and Umpire Management
	LOCAL POLICE	Liquor Licencing and Spectator Behaviour
	OTHER SPORT REPRESENTATIVE	Stakeholders

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Event Summary

Event Name		
Event Description	WKFL Season	
Event Dates and Times	LIGHTNING CARNIVAL ROUND 1-14 FINALS	April 9 April to August August to Sept
Number Of Expected Attendees	250 - 1500	
Event Venue	Haynes Oval, Father McMahon and Nipper Roe Ovals, Bidyadanga, Derby and Looma	
Perceived Major Risks	Patron behaviour (including intox) Alcohol affected patrons potential interaction with family patrons during match Crowd movements post match including umpiring	
Key Staff Positions	Event Manager – CEO Event Control – Club Officials’ and Umpires Ground Manager – Match Day Official Additional Staff – Gate staff and volunteers	
Key Responsible Parties	WA Country Football League WKFL St John Ambulance - First Aid Local Police Caterers Other Sports	

Event Contacts:

Risk & Emergency Management

League CEO	Samuel Alexeeff, 0421829493, ceo.wkfl@hotmail.com
Ground Manager	ENTER NAME and MOBILE NUMBER and EMAIL

Area / Organisation	Name	Position / Role	Contact Number
Fire			
Police			
Shire of Broome	Casey Zepnick		
Shire of Derby/West Kimberley			
WACFL	Joe Georgiades	General Manager	0407 849 984
WACFL	Shaun Jasper	Competition Manager	0419 916 344

1. Introduction

This Risk Management Plan is compiled by the WA Country Football League (WACFL) to address the risks involved in conducting the West Kimberley Football League (WKFL) season.

Risks have been identified and treated using AS/NZS ISO 31000:2009 as a guideline.

This Risk Management Plan applies to the West Kimberley Football League.

1.1 Definitions

Risk

The effect of uncertainty on objectives.

Risk Assessment

The overall process of risk identification, risk analysis and risk evaluation.

Risk Management

The culture, processes, and structures that are directed towards realizing potential opportunities, whilst managing adverse effects.

1.2 Process

This plan **documents** the process whereby **RISKS** are:

- **IDENTIFIED** What, why and how risks arise as a basis for further analysis
- **ANALYSED** In terms of likelihood and consequence, to determine a level of risk
- **TREATED** Through preventative and/or response measures
- **MONITORED** Establish a system to monitor and review the performance of the process and changes which might affect it

1.3 Aims

The aims of this Risk Management Plan are to:

- Create and Protect the values of the WACFL and WKFL
- Become an integral of organisational processes
- Ensure risk analysis is part of the WKFL decision making
- Address and work towards removing uncertainty
- Become more systematic, structured and timely
- Ensure the WKFL is assessing risk based on the best available information
- Be tailored to the WKFL specific operational conditions taking into account human and cultural conditions
- Is transparent and inclusive
- Is dynamic and responsive to change
- Facilitates and enhances the continual improvement of the WKFL

1.4 Risk Responses

Most risks will have more than one response. However one or two key responses can usually be identified as the basis of the appropriate treatment. Possible responses used in this Risk Management Plan are:

1.4.1 Prevent

Take action so the risk is eliminated.

1.4.2 Reduce

Actions taken to reduce the likelihood, negative consequences or both, associated with a risk.

1.4.3 Treat

Actions planned and organised to come into force as and when the risk occurs.

1.4.5 Transfer

Pass the risk onto a third party.

1.4.6 Accept

Tolerate the existence of the risk and accept possible consequences if it cannot be reasonably mitigated.

2. Context

2.1 Geographical Context

The WKFL covers the Broome and Derby/West Kimberley shires. The WKFL season will be hosted at various venues, which are in the Shire of Broome and Derby/West Kimberley.

2.2 Organisational Context

The context within which this plan has been developed is to run the most successful event possible, ensuring at the same time that patrons attending the event are protected from harm, the stadium and environment are protected from damage and the event provides a positive contribution to the community while enhancing the reputation of football.

This document will cover the operational risks associated with the event from an operational perspective and a public management perspective. Commercial risks associated with the event will be considered separately by the League.

The West Kimberley Football League and all other stakeholders are committed to ensuring that minimal health and safety and public safety issues arise from any incidences that take place during an event, and that any incidences are dealt with in a way that will minimize any injury, loss of goodwill or litigation.

2.3 Companion Documents

This document is to be read in conjunction with:

- The West Kimberley Football Leagues Alcohol Policy (AP)
- contracts with stakeholder or suppliers
- applicable legislation

2.4 Risk Management Context

This Risk Management Plan covers the conduct during the 2016 WKFL season including preparation and pregame activities.

The areas identified in the Risk Management framework have been identified under the following categories:

- Business Risks
 - Administrative and Managerial
 - Legal and Contractual
 - Financial
 - Public Relations
- Safety Risks
 - Fire and Emergency
 - Medical
 - Human Behaviour
- Operational Risks
 - Site and Operational
 - Environmental

3. Stakeholders in Risk Management Plan

Organisation:	Responsible for:
West Australian Police Services <ul style="list-style-type: none">• Liquor Enforcement Unit• Broome/Derby Police	<ul style="list-style-type: none">• Prevention and control of crime• Maintain the peace• Traffic enforcement and road safety• Emergency management coordination• Approve and issue road closure permit
Department of Fire and Emergency Services	<ul style="list-style-type: none">• Emergency management coordination• Provide advice on fire management issues• Provide emergency response to fires
First Aid provider	<ul style="list-style-type: none">• Provide First Aid response
St John Ambulance	<ul style="list-style-type: none">• Provide casualty transport facilities
Health Department of WA	<ul style="list-style-type: none">• Ensure compliance with Health (Public Buildings) Regulations 1992
WorkSafe	<ul style="list-style-type: none">• Provide Occupational Health and Safety guidelines

4. Analysing Potential Risk

Each Risk is assessed against potential consequence / impact, if it did indeed occur.

Levels are assigned on the basis of the main impact of the risk. For example:

If the main impact of the risk is financial, the level should be assigned based on the Financial Impact column.

If there are multiple key impacts associated with the risk, then the highest level is assigned. For example: *If a given risk has a minor operational impact, a minor financial impact, but a moderate HSE impact, it would be rated moderate.*

CONSEQUENCE DEFINITIONS					
Consequence	Image and Reputation	HSE	Patron Health and Wellbeing	Financial Impact	Operational Impact
Minor	Small customer impact. Managed internally	First aid injury, minor environmental impact, negligible short term illness	On site first aid treatment, patron continues to enjoy event.	<\$1000	Operational problem not interrupting delivery.
Moderate	Little media concern. Strong client dissatisfaction.	Medically treated injury, moderate environmental impact, medically treatable short term illness	Reversible injury or illness requiring first aid treatment, disrupting patron enjoyment of event.	<\$20000	Non achievement minor objectives.
Serious	Local media attention. Some embarrassment to venue.	Restricted duties injury, serious environmental impact, long term treatable illness	Any injury or illness requiring hospital treatment or more than 5 days off.	<\$100,000	Non achievement medium objectives.
Major	National media attention. Major embarrassment to venue.	Lost time injury, major environmental impact, permanent restrictive illness	Irreversible effects / permanent disability caused.	<\$200,000	Non achievement key objectives.
Catastrophic	One-off international media attention.	Fatalities/permanent disabilities, catastrophic environmental impact, fatal illness (including multiple)	Fatality or significant irreversible effects to many people.	>\$200,000	Non achievement major objectives.

Table 1: Consequence Definitions

The likelihood of the risk occurring is assessed against the following table:

LIKELIHOOD DEFINITIONS		
Likelihood	More Detail	As a guide...
Almost certain	Is expected to occur in most circumstances	More than once per event
Likely	The event will probably occur at least once	Probably once per event
Possible	The event might occur at some time	At least once in three events.
Unlikely	The event is not expected to occur but could occur at some time	At least once in ten events
Rare	The event may occur only in exceptional circumstances	Less than once ten events.

Table 2: Likelihood Definitions

The level of risk is then calculated using the following table in conjunction with the consequence and likelihood assigned.

RISK MATRIX						
		CONSEQUENCE				
		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
LIKELIHOOD	Almost Certain (A)	High 11	High 16	Extreme 20	Extreme 23	Extreme 25
	Likely (B)	Medium 7	High 12	High 17	Extreme 21	Extreme 24
	Possible (C)	Low 4	Medium 8	High 13	Extreme 18	Extreme 22
	Unlikely (D)	Low 2	Low 5	Medium 9	High 14	Extreme 19
	Rare (E)	Low 1	Low 3	Medium 6	High 10	High 15

Table 3: Risk Matrix

5. Key Event Risks

CATEGORY: Human Behaviour

RISK: Alcohol / drug affected patrons

Summary: Patrons affected by alcohol

INITIAL RISK RATING	Likelihood: A	Consequence: 2	Risk Level: High (16)
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PREVENTATIVE ACTIONS:

- Strategic deployment of club staff monitoring crowd
- No BYO alcohol allowed to be carried into the venue – bag search and seized
- Gate staff and Police to assess patrons as they enter the venue
- Water available at all bars
- Non-alcoholic drinks and water available from licensed outlets

RESPONSE: Reduce / Treat

RESPONSE ACTIONS:

- Intoxicated persons not permitted entry to venue
- Police to respond early to patrons suspected of being intoxicated
- All responses to be coordinated through Event Control to ensure adequate support
- Carefully approach patrons suspected of becoming intoxicated to assess intoxication level
- Seek Police assistance, if required

RESOURCE

Requirements

- Briefing for all staff including assessment of intoxication and Eviction Process

Responsibilities

- Gate staff to assess intoxication
- Police to search for and bar BYO alcohol
- Event Control to monitor behaviour
- Police to assist with control of person, if required

Timing

- During event i.e.: entire time venue is open to the public

Reporting

- All alcohol affected people to be reported to Police
- Incident Report completed for all Eviction s, disruptive behaviour and medical incidents

Monitoring

- Maintain statistics for measuring effectiveness of strategies

REVISED RISK RATING	Likelihood: A	Consequence: 1	Risk Level: High (11)
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CATEGORY: Human Behaviour

RISK: Alcohol affected patrons potential interaction with family patrons during festival

Summary: Patrons affected by alcohol

INITIAL RISK RATING	Likelihood: A	Consequence: 2	Risk Level: High (16)
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PREVENTATIVE ACTIONS:

- Mix of activity zones to separate patrons
- Supervision of activities by staff, contractors and volunteers
- Club volunteers throughout festival area
- Gate staff and Police to assess patrons as they enter the venue

RESPONSE: Reduce / Treat

RESPONSE ACTIONS:

- Intoxicated persons not permitted entry to venue
- Police to respond early to patrons suspected of being intoxicated
- All responses to be coordinated through Event Control to ensure adequate support
- Carefully approach patrons suspected of becoming intoxicated to assess intoxication level
- Event Control to escort intoxicated patrons out of the venue
- Seek Police assistance, if required

RESOURCE

Requirements

- Briefing for all staff including assessment of intoxication and Eviction Process

Responsibilities

- Event staff to assess intoxication and bar entry if required
- Event control to monitor behaviour
- Police to assist with control of person, if required

Timing

- During event i.e.: entire time festival is open to the public

Reporting

- Incident Report completed for all Eviction s, disruptive behaviour and medical incidents

Monitoring

- Maintain statistics for measuring effectiveness of strategies

REVISED RISK RATING	Likelihood: A	Consequence: 1	Risk Level: High (11)
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CATEGORY: Human Behaviour

RISK: Fence Jumpers – Arena (Individual, small group)

Summary: Member of the public jumps the fence onto the playing field

INITIAL RISK RATING	Likelihood: C	Consequence: 3	Risk Level: High (13)
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PREVENTATIVE ACTIONS:

- Event staff to lock access to the venue and strategic positioning of Event Control
- Police to apprehend fence jumpers
- Event Control to work closely with and support Ground Manager
- Police in attendance

RESPONSE: Prevent

RESPONSE ACTIONS:

- Event Control to respond to any fence jumping incident
- Event Control to escort fence jumpers from the arena and handover to Police
- Request to Police that all trespassers be prosecuted

RESOURCE

Requirements

- Event Control positioned on arena around the ground
- Recognised ground access points
- Event Control and Police in attendance

Responsibilities

- Event Control to respond to any fence jumpers
- Police to assist if required

Timing

- Preventative actions prior to event including PA Announcements
- Response actions during each event

Reporting

- Incident Report for incidents of unauthorised access of arena (security)

Monitoring

- Review of reported unauthorised access
- Review of incidents in Event debrief

REVISED RISK RATING	Likelihood: E	Consequence: 3	Risk Level: Medium (6)
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CATEGORY: Administrative / Managerial

RISK: Inadequate Event Documentation

Summary: The event documentation available is insufficient to minimise risk and ensure a smooth, professional and safe event in the event of key staff being unavailable

INITIAL RISK RATING	Likelihood: D	Consequence: 2	Risk Level: Low (5)
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PREVENTATIVE ACTIONS:

- Develop event plan inclusive of document requirements
- Conduct audit of event documentation requirements
- List documents to be developed or improved
- Use of technology to collate and access information

RESPONSE: Reduce

RESPONSE ACTIONS:

- Schedule and develop any required documents
- Review requirements annually

RESOURCE

Requirements

- System to audit requirements
- Staff time and knowledge to develop documents
- All documentation to be loaded into event application

Responsibilities

- Managers to ensure all documents in their portfolios are up to date

Timing

- Annual review

Reporting

- N/A

Monitoring

- Annually

REVISED RISK RATING	Likelihood: E	Consequence: 2	Risk Level: Low (3)
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CATEGORY: Legal / Contractual

RISK: Poor HSE Practice – WorkSafe Investigation

Summary: Accident or incident resulting in fatality

INITIAL RISK RATING

Likelihood: E

Consequence: 5

Risk Level: High (15)

PREVENTATIVE ACTIONS:

- All organisational practices to be compliant with *Occupational Safety and Health Act 1984* and applicable WorkSafe Codes of Practice, notices or directions
- Review Worksafe notices, newsletters and updates to ensure currency of practices
- Seek WorkSafe advice on any areas of concern or where clarification is required on HSE issues
- All staff and contractors inducted and provided ongoing training in appropriate HSE as applies to their role
- Accident, incidents and near misses to be reported to Event Manager
- All staff to use protective clothing and safety equipment as applies to their role
- First Aid staff and fully equipped first aid station to be on-hand
- Workplace, tools and equipment to be kept in good repair
- In the case of illness or injury, staff member to be treated by First Aid personnel First Aid personnel and Supervisor to assess whether staff member is fit to return to work
- Accident, incidents and near misses to be reported to Event Manager

RESPONSE: Prevent

RESPONSE ACTIONS:

- Conduct review of accidents and incidents in the workplace
- In the case of a fatality or reportable injury or disease, complete and submit WorkSafe notification as soon as practicable
- Conduct internal review of circumstances surrounding the incident and determine cause and opportunities to improve performance accordingly
- In the case of an investigation, assist WorkSafe Inspector and follow any resultant advice
- If necessary, seek legal advice in relation to Worksafe investigation
- Event Manager to execute media / public relations response, if necessary

RESOURCE

Requirements

- Contracted First Aid personnel and stations
- Protective clothing and safety equipment
- Knowledge of *Occupational Safety and Health Act 1984* and applicable WorkSafe Codes of Practice

Responsibilities

- Event Manager to ensure appropriate protective clothing and safety equipment supplied
- Contracted First Aid staff provide first aid and ensure equipment and supplies are kept maintained and in good repair
- General Manager to execute media / public relations response, if necessary

Timing

- Preventative actions to be ongoing
- Response actions to occur if Worksafe Investigation occurs

Reporting

- Supervisors to complete report for each incident of staff accident / illness
- Supervisors to advise Event Manager if staff are required to leave the event
- Any Worksafe Investigation to be reported to staff management.

Monitoring

- In the case of a Worksafe Investigation conduct internal review of circumstances surrounding the work practice and modify accordingly
- General compliance to be monitored on an ongoing basis

REVISED RISK RATING	Likelihood: E	Consequence: 5	Risk Level: High (15)
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Category 5: Safety Risks – Fire and Emergency Risks

CATEGORY: Fire and Emergency

RISK: Fire in the Venue

Sub-Risk: Event Day

Summary: There is a fire in the venue when public patrons are present

INITIAL RISK RATING	Likelihood: E	Consequence: 5	Risk Level: High (15)
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PREVENTATIVE ACTIONS:

- Permanent structures compliant with fire regulations
- All emergency exits to be clearly marked and remain clear and unobstructed throughout event
- Clear and unobstructed emergency vehicle access to be allowed during event at Gates
- Compliant fire fighting equipment to be located throughout the venue, including kitchens (serviced every 6 months)
- Fire wardens to be familiar with the correct usage and locations of firefighting equipment
- First Aid staff and fully equipped first aid station to be on-hand at all events
- All flammable materials to be properly stored and transported
- All litter to be regularly cleared from venue
- Pre-prepared evacuation messages available for PA system

RESPONSE: Reduce / Treat

RESPONSE ACTIONS:

- Event Manager to execute media / public relations response

RESOURCE

Requirements

- Ensure certifications for all structures and electrical equipment
- Clear signage for all exits and assembly points
- Compliant firefighting equipment throughout venue
- Prepared evacuation messages available for PA system

Responsibilities

- DFES to deal with major fires
- Licensed electrician to certify that temporary electrical installations
- Cleaners to remove litter
- Security and ground staff to ensure exits remain unobstructed
- Event Manager to ensure fire equipment inspections are completed as scheduled
- Security, Traffic Management Personnel and Police to ensure clear access for emergency vehicles and personnel
- Event Manager to execute media / public relations response

Timing

- Certifications for temporary equipment and structures to occur prior to event
- Emergency exits and assembly points to be checked as part of pre-event checklist

- Fire equipment to be inspected 6 monthly
- Signage to be inspected as part of pre-event maintenance checks
- Fire response to occur at time fire is identified

Reporting

- All fires to be reported to Event Manager
- Incident Report to be completed for any fires
- Incident to be reported to Shire President

Monitoring

- Fire equipment and signage checks to be monitored on the maintenance checklist
- Clearing litter and certifications to be monitored on the Event run sheet

REVISED RISK RATING	Likelihood: E	Consequence: 4	Risk Level: High (10)
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CATEGORY: Fire and Emergency

RISK: Bomb Threat / Suspicious Item

Sub-Risk: Event Day

Summary: A bomb threat is received during a public event

INITIAL RISK RATING	Likelihood: E	Consequence: 4	Risk Level: High (10)
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PREVENTATIVE ACTIONS:

- Liaise with police prior to event regarding potential / credible risks
- Bag searches to be conducted by Police
- All emergency exits to be clearly marked and remain clear and unobstructed throughout event
- Police briefed on identification of suspicious persons or items
- Suspicious persons or items reported to Police

RESPONSE: Treat

RESPONSE ACTIONS:

- Event Manager to execute media / public relations response

RESOURCE

Requirements

- Pre-prepared evacuation messages available for PA system

Responsibilities

- Gate staff to ensure exits remain unobstructed
- Event Manager to execute media / public relations response

Timing

- Emergency exits and assembly points to be checked as part of pre-event checklist
- Bomb Threat responses to occur at time Bomb Threat occurs

Reporting

- All Bomb Threats to be reported to Event Manager
- Incident Report to be completed for any Bomb Threats
- Incident to be reported to Shire President

REVISED RISK RATING	Likelihood: E	Consequence: 4	Risk Level: High (10)
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CATEGORY: Fire and Emergency

RISK: Terrorist Attack / Bomb / Explosion

Sub-Risk: Event Day

Summary: A Terrorist Attack or Explosion occurs in the venue when public patrons are present

INITIAL RISK RATING	Likelihood: E	Consequence: 5	Risk Level: High (15)
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PREVENTATIVE ACTIONS:

- Liaise with police prior to event regarding potential / credible risks
- Full bag checks at all gates
- Additional security presence during event bump-in period
- All emergency exits to be clearly marked and remain clear and unobstructed throughout event
- Clear and unobstructed emergency vehicle access to be allowed during event at Gate
- Compliant firefighting equipment to be located throughout the venue, including kitchens (serviced every 6 months)
- Fire wardens to be familiar with the correct usage and locations of firefighting equipment
- First Aid staff and fully equipped first aid station to be on-hand
- Police briefed on identification of suspicious persons or items
- Venue to be secured to restrict access in lead up to event
- Suspicious persons or items reported to Police

RESPONSE: Treat

RESPONSE ACTIONS:

- Event Manager to execute media / public relations response

RESOURCE

Requirements

- Clear signage for all exits and assembly points
- Compliant firefighting equipment throughout venue

Responsibilities

- DFES to deal with major fires
- Venue Services Coordinator to ensure all signage is clear and in good repair
- Gate staff to ensure exits remain unobstructed
- Event Manager to ensure fire equipment inspections are completed as scheduled
- Gate Staff and Police to ensure clear access for emergency vehicles and personnel
- Event Manager to execute media / public relations response

Timing

- Emergency exits and assembly points to be checked as part of pre-event checklist
- Fire equipment to be inspected 6 monthly
- Bomb Threat responses to occur at time Bomb Threat occurs

Reporting

- All Bomb threats or suspicious packages to be reported to Event Manager and Police
- Incident Report to be completed for any Bomb Threats / suspicious packages
- Incident to be reported to Shire President

Monitoring

- Detailed debrief to be held following any Bomb Threats to review effectiveness of

<p>preventative measures and implement improvements</p> <ul style="list-style-type: none"> • Fire equipment and signage checks to be monitored on the maintenance checklist
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REVISED RISK RATING	Likelihood: E	Consequence: 5	Risk Level: High (15)
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CATEGORY: Fire and Emergency

RISK: Gas Leak

Sub-Risk: Event Day

Summary: There is a gas leak within the venue

INITIAL RISK RATING	Likelihood: E	Consequence: 4	Risk Level: High (10)
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PREVENTATIVE ACTIONS:

- Licensed plumber to be on site during events
- All temporary structures to be engineer certified
- All emergency exits to be clearly marked and remain clear and unobstructed throughout event
- Clear and unobstructed emergency vehicle access to be allowed during event at Gate
- First Aid staff and fully equipped first aid station to be on-hand at all events
- Pre-prepared evacuation messages available for screens and PA system

RESPONSE: Reduce / Treat

RESPONSE ACTIONS:

- Event Manager to execute media / public relations response

RESOURCE

Requirements

- Certifications for all structures and electrical equipment
- Clear signage for all exits and assembly points
- Compliant firefighting equipment throughout venue
- Prepared evacuation messages available for PA system

Responsibilities

- DFES to deal with major gas leak
- Event Manager to ensure all signage is clear and in good repair
- Gate staff to ensure exits remain unobstructed
- Gate Staff and Police to ensure clear access for emergency vehicles and personnel

Timing

- Certifications for temporary equipment and structures to occur prior to event
- Emergency exits and assembly points to be checked as part of pre-event checklist
- Signage to be inspected as part of pre-event maintenance checks
- Response to occur when incident occurs

Reporting

- All incidents to be reported to Event Manager
- Incident Report to be completed for any fires
- Incident to be reported to Shire President
-

Monitoring

- Detailed debrief to be held following any incident to review effectiveness of preventative measures and implement improvements

REVISED RISK RATING	Likelihood: E	Consequence: 3	Risk Level: Medium (6)
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CATEGORY: Fire and Emergency**RISK: Civil Disorder**

Summary: Civil disorder occurs as a result of crowd unrest or individual violent acts

INITIAL RISK RATING	Likelihood: E	Consequence: 4	Risk Level: High (10)
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PREVENTATIVE ACTIONS:

- Police to be briefed regarding event and Police representative to be in attendance in event control
- Strategic deployment of Event Control monitoring crowd
- No BYO alcohol or weapons allowed to be carried into the venue – bag search and cloaked or poured out
- If alcohol found in the venue person removed from the venue and referred to Police
- Any patron found with a weapon to be refused entry or removed from venue
- Water available at all bars
- Intoxicated persons not permitted entry to venue
- Event Control and Police to respond early to patrons suspected of being intoxicated – remove from venue if required
- Patrons displaying aggressive or overly rowdy behaviour warned or removed from venue
- All emergency exits and assembly points to be clearly marked and remain clear and unobstructed throughout event
- First Aid staff and fully equipped first aid station to be on-hand at all times
- Clear and unobstructed emergency vehicle access to be maintained throughout event at Gate
- Any situations with potential to insight civil disorder (such as match cancellation) to be communicated so as to minimise risk (e.g.: calm delivery, information about compensation included)

RESPONSE: Reduce / Treat**RESPONSE ACTIONS:**

- Event Manager, Police and Security to control situation and all personnel to follow Police instructions
- Event Manager to execute media / public relations response

RESOURCE**Requirements**

- Clear signage for all exits and assembly points
- Pre-prepared evacuation messages available for screens and PA system
- Police, First Aid and Event Control on hand

Responsibilities

- Venue Services Coordinator to ensure all signage is clear and in good repair
- Gate staff to ensure exits remain unobstructed
- Gate Staff and Police to ensure clear access for emergency vehicles and personnel
- Police to control situation and all personnel to follow Police instructions
- Event Manager to execute media / public relations response

Timing

- Emergency exits and assembly points to be checked as part of pre-event checklist

- Signage to be inspected as part of pre-event maintenance checks
- Response actions to occur in event of Civil Disorder
- Event Manager to execute media / public relations response following civil disorder

Reporting

- All Civil Disorder to be reported to Event Manager, Police
- Incident Report to be completed for any Civil Disorder by Event Manager

Monitoring

- Detailed debrief to be held following any Civil Disorder to review effectiveness of preventative measures and implement improvements
- Incidents reviewed in debrief with Police, Security and Licensee

REVISED RISK RATING	Likelihood: E	Consequence: 4	Risk Level: High (10)
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Category 6: Safety Risks – Medical Risks

CATEGORY: Medical

RISK: Staff Accident / Illness at work

Sub-risk: Minor

Summary: A staff member becomes ill or is injured at work, but it is not considered serious or life threatening

INITIAL RISK RATING	Likelihood: C	Consequence: 2	Risk Level: Medium (8)
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PREVENTATIVE ACTIONS:

- All organisational practices to be compliant with *Occupational Safety and Health Act 1984* and applicable WorkSafe Codes of Practice, notices or directions
- All staff inducted and provided ongoing training in appropriate HSE as applies to their role
- All staff to use protective clothing and safety equipment as applies to their role
- Staff with contagious illness required to stay at home while unwell
- Staff with personal medical requirements, required to keep these on them at all times (e.g.: asthma inhaler, epi-pen, medications)
- First Aid staff and fully equipped first aid station to be on-hand at all events
- Workplace, tools and equipment to be kept in good repair
- List of back-up / on-call staff to be maintained as appropriate
- Key staff to be trained in multiple positions
- Where appropriate, roster additional back-up staff for large events, to cover any last minute vacancies

RESPONSE: Treat / Reduce

RESPONSE ACTIONS:

- Staff member to be treated by First Aid personnel
- First Aid personnel and Supervisor to assess whether staff member is fit to return to work
- If not fit to return to work, staff member assisted to return home, including assistance with organising transport if required
- If fit to return to work, staff member required to rest until fully recovered
- If applicable, source of the injury to be inspected and immediately treated if considered a risk to others

RESOURCE

Requirements

- Contracted First Aid personnel and stations
- HSE procedures manual and training
- Protective clothing and safety equipment
- Maintenance schedules for all equipment
- List of back-up / on-call staff
- Cross-training for staff in multiple roles

Responsibilities

- Events Manager to ensure appropriate protective clothing and safety equipment supplied
- Supervisors to ensure staff with contagious illness stay at home
- Staff with personal medical requirements, keep these on them at all times

- Contracted First Aid staff provide first aid and ensure equipment and supplies are kept maintained and in good repair
- Venue Services Coordinator to ensure workplace, tools and equipment to be to be kept in good repair
- Events and Staffing Coordinator to maintain list of back-up / on-call staff
- Events and Staffing Coordinator to coordinate cross-training of staff in each other's' roles

Timing

- Response actions to occur during event in the event of injury or illness

Reporting

- Supervisors to complete Incident Report for each incident of staff accident / illness
- Supervisors to advise staffing coordinator if staff are required to leave the event
- Supervisor / staff to report any area that needs to be investigated further to Event Manager
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Monitoring

- Post event Event debrief of staff attendance

REVISED RISK RATING	Likelihood: D	Consequence: 2	Risk Level: Low (5)
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CATEGORY: Medical

RISK: Customer Accident / Illness at event

Sub-risk: Minor

Summary: A customer becomes ill or is injured at work, but it is not considered serious or life threatening

INITIAL RISK RATING	Likelihood: B	Consequence: 2	Risk Level: High (12)
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PREVENTATIVE ACTIONS:

- All organisational practices to be compliant with *Occupational Safety and Health Act 1984* and applicable WorkSafe Codes of Practice, notices or directions
- First Aid staff and fully equipped first aid station to be on-hand at all events
- Public Liability insurance maintained

RESPONSE: Treat / Reduce

RESPONSE ACTIONS:

- Customer to be treated by First Aid personnel
- First Aid personnel and Supervisor to assess condition and further actions required to treat customer
- If applicable, source of the injury to be inspected and immediately treated if considered a risk to others

RESOURCE

Requirements

- Contracted First Aid personnel and stations

Responsibilities

- Event and Promotions Manager to ensure first aid are rostered for event
- Contracted First Aid staff provide first aid and ensure equipment and supplies are kept maintained and in good repair

Timing

- Response actions to occur during event in the event of injury or illness

Reporting

- First aid requirement to be reported through event control
- Supervisors to complete Incident Report for each reported incidence of accident / illness
- First aid to complete reports of any treatment provided

Monitoring

- First Aid report

REVISED RISK RATING	Likelihood: B	Consequence: 2	Risk Level: High (12)
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CATEGORY: Human Behaviour

RISK: Theft – Cash in Transit

Summary: Cash is stolen in transit between cash handling area and secure location

INITIAL RISK RATING	Likelihood: D	Consequence: 2	Risk Level: Low (5)
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PREVENTATIVE ACTIONS:

- Secure area for cash drop-off
- Insurance to cover theft

RESPONSE: Prevent

RESPONSE ACTIONS:

- Claim loss from insurer
- Call Police and report theft immediately
- Review processes relating to theft and update if applicable

RESOURCE

Requirements

- Appropriate insurance policy
- Well maintained doors and locks for cash drop off area
- Lock up procedures

Responsibilities

- Runner to transport cash well concealed and take direct route
- Staff to lock cash storage areas correctly
- Event Manager to ensure maintenance of building security infrastructure

Timing

- Prevention ongoing
- Induction training for all staff
- Police report to be immediate upon theft

Reporting

- Theft reported to insurer, Police and management

Monitoring

- Review procedures annually

REVISED RISK RATING	Likelihood: E	Consequence: 2	Risk Level: Low (3)
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CATEGORY: Human Behaviour

RISK: Fence Jumpers – Arena (Individual, small group)

Summary: Member of the public jumps the fence onto the playing field

INITIAL RISK RATING	Likelihood: C	Consequence: 3	Risk Level: High (13)
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PREVENTATIVE ACTIONS:

- Event Control to apprehend fence jumpers
- Police in attendance

RESPONSE: Prevent

RESPONSE ACTIONS:

- Event Control to respond to any fence jumping incident
- Event Control runners to be used if fence jumper runs onto playing area
- Event Control to escort fence jumpers from the arena and handover to Police
- Report incidents of unauthorised access to facilities to Event Manager

RESOURCE

Requirements

- Event Control positioned on arena around the ground
- Event Control and Police in attendance

Responsibilities

- Event Control to patrol and respond to any fence jumpers
- Police to assist if required

Timing

- Preventative actions prior to event
- Response actions during each event

Reporting

- Incident Report for incidents of unauthorised access of arena (security)

Monitoring

- Review of incidents in Event debrief

REVISED RISK RATING	Likelihood: E	Consequence: 3	Risk Level: Medium (6)
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CATEGORY: Human Behaviour

RISK: Alcohol / drug affected patrons

Summary: Patrons affected by alcohol

INITIAL RISK RATING	Likelihood: A	Consequence: 2	Risk Level: High (16)
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PREVENTATIVE ACTIONS:

- Strategic deployment of Event Control monitoring crowd
- First Aid staff on site
- No BYO alcohol allowed to be carried into the venue – bag search and seized
- Gate staff to assess patrons as they enter the venue
- Water available at all bars

RESPONSE: Reduce / Treat

RESPONSE ACTIONS:

- Intoxicated persons not permitted entry to venue
- Event Control to respond early to patrons suspected of being intoxicated
- Carefully approach patrons suspected of becoming intoxicated to assess intoxication level
- Seek Police assistance, if required

RESOURCE

Requirements

- Briefing for all staff including assessment of intoxication and Eviction Process
- Effective radio communication through event control

Responsibilities

- Gate staff to assess intoxication and bar entry if required
- Police to search for and bar BYO alcohol
- Event Control to monitor behaviour
- Event Control to implement Eviction Process if required
- Police to assist with control of person, if required

Timing

- During event i.e.: entire time venue is open to the public

Reporting

- All alcohol affected people to be reported to Police
- All Eviction s to be reported to Event Manager
- Incident Report completed for all Eviction s, disruptive behaviour and medical incidents

Monitoring

- Maintain statistics for measuring effectiveness of strategies

REVISED RISK RATING	Likelihood: A	Consequence: 1	Risk Level: High (11)
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CATEGORY: Human Behaviour

RISK: Juvenile alcohol consumption

Summary: Patrons under the age of 18, consuming alcohol.

INITIAL RISK RATING	Likelihood: D	Consequence: 2	Risk Level: Low (5)
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PREVENTATIVE ACTIONS:

- Strategic deployment of Event Control monitoring crowd
- First Aid staff on site
- No BYO alcohol allowed to be carried into the venue – bag search and seized

RESPONSE: Prevent

RESPONSE ACTIONS:

- Event Control and Police to respond early to any alcohol consumption by person suspected of being a juvenile
- All responses to be coordinated through Police to ensure adequate support
- Carefully approach patrons consuming alcohol if suspected of being a juvenile
- Police to be notified if patron is consuming alcohol
- Provide medical assistance, if required
- Report all incidences to Event Manager

RESOURCE

Requirements

- Briefing for all staff including assessment of intoxication

Responsibilities

- Gate Staff to assess intoxication and bar entry if required
- Event Control to monitor behaviour
- First Aid to give medical assistance, if required
- Police to assist with control of person, if required

Timing

- During event i.e.: entire time venue is open to the public

Reporting

- All alcohol affected people to be reported to Police
- All juvenile consumption of alcohol to be reported to Police
- Incident Report completed for all juvenile consumption, disruptive behaviour and medical incidents

Monitoring

- Maintain statistics for measuring effectiveness of strategies

REVISED RISK RATING	Likelihood: D	Consequence: 2	Risk Level: Low (5)
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CATEGORY: Human Behaviour

RISK: Criminal Damage / Vandalism

Summary: Venue is wilfully damaged by patrons

INITIAL RISK RATING	Likelihood: C	Consequence: 2	Risk Level: Medium (8)
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PREVENTATIVE ACTIONS:

- Vandalism tools such as spray paint and bolt cutters prohibited from venue – with bag search upon entry
- Police to be on-hand where possible
- Intoxicated persons refused entry or ejected from venue
- Valuable or vulnerable items to be secured / out of general reach (i.e.: suspended, located behind a security grill or only accessible via lock)
- Strategic deployment of Event Control monitoring crowd
- Adequate insurance cover for all property

RESPONSE: Reduce

RESPONSE ACTIONS:

- Any patron found with a prohibited vandalism tool to be refused entry or removed from venue
- Staff to call Police if criminal damage observed
- Event Control to intervene and detain perpetrators for Police
- Police to be informed and take charge of situation, if act of criminal damage occurs
- Witnesses to be detained to assist Police

RESOURCE

Requirements

- Eviction Process
- Adequate insurance cover for all property

Responsibilities

- Staff to call Police immediately if criminal damage is observed
- Police to search bags for prohibited vandalism items, monitor crowd and intervene and detain perpetrators
- Police to take charge of situation if criminal damage occurs
- Event Manager to ensure valuable or vulnerable items secured

Timing

- Preventative actions to occur before and during event
- Response actions to occur during event if damage occurs

Reporting

- Damage to be reported to Event Control
- Incident Report to be completed for any damage or vandalism

Monitoring

- Detailed debrief to be held following any major damage to review effectiveness of preventative measures and implement improvements

REVISED RISK RATING	Likelihood: D	Consequence: 2	Risk Level: Low (5)
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CATEGORY: Human Behaviour

RISK: Lost Property

Summary: A Patron loses an item of personal property at an event

INITIAL RISK RATING	Likelihood: A	Consequence: 1	Risk Level: High (11)
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PREVENTATIVE ACTIONS:

- Limited items permitted into the venue
- Venue well lit

RESPONSE: Accept

RESPONSE ACTIONS:

Found items

- Collect all items of Lost Property handed in from Weekend
- Enter each other item in the "Found" worksheet of the Lost Property register – enter Date, Event, Item Description, Colour, Location Found
- Once entered in the Log, place items in secured lost property area.
- Label tub with Event Date and Event Name or Teams Competing and put in back store room
- If item is marked with name or contact details, attempt to find and contact the owner, especially in the case of wallets containing ID
- Attempt to match items with "Lost" reports and return to owners
- Unclaimed Lost Property is kept for three months. After that time it can be bagged up and sent to local charity

Lost items

- If items are reported lost at an event, staff member to complete an Incident Card with full details of item and patron contact details
- Check all items reported lost (phone messages and Incident Cards) against the Found Items register
 - If not found, register details in Lost Items register Ensure patron is told we will contact them in the event their property is handed in
 - If item has been found, contact patron and advise to arrange collection
- Once item is collected, state date on register

RESOURCE

Requirements

- Signage reminding patrons to collect all their property
- Lost Items, Found Items and Valuable Items registers
- Adequate lighting throughout venue
- Lost property tubs
- Training for all staff in Lost Property procedures

Responsibilities

- Staff, security and cleaners to hand in found items

Timing

- Prevention ongoing
- Response actions following each event

Reporting

- All lost item reports at event to be entered onto an Incident Card
- All lost and found items to be entered into the appropriate register

Monitoring

- Review annually

REVISED RISK RATING	Likelihood: A	Consequence: 1	Risk Level: High (11)
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CATEGORY: Site and Operational

RISK: Power Failure

Sub-Risk: Event Day

Summary: There is a major power failure during an event

INITIAL RISK RATING	Likelihood: B	Consequence: 4	Risk Level: Extreme(21)
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PREVENTATIVE ACTIONS:

- High Voltage and electrical servicing as per preventative maintenance schedule
- Review of capacity for installing additional equipment
- Annual review of power loads during events
- Electrician on call

RESPONSE: Treat

RESPONSE ACTIONS:

- Deploy Electrician to site of power outage
- Contact Power Supplier to determine likely duration of black-out (if due to external supply)

RESOURCE

Requirements

- Clear signage for all exits and assembly points

Responsibilities

- Gate staff to ensure exits remain unobstructed

Timing

- Emergency exits and assembly points to be checked as part of pre-event checklist
- Signage to be inspected as part of pre-event maintenance checks

Reporting

- Power failures to be reported to Power Supplier, Chief Warden.
- Incident Report to be completed for any power failures

Monitoring

- Detailed debrief to be held following any power failures to review effectiveness of responses and implement improvements

REVISED RISK RATING	Likelihood: E	Consequence: 4	Risk Level: High (10)
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CATEGORY: Site and Operational

RISK: Event Cancellation

Sub-Risk: Prior to event

Summary: The event is cancelled due to unforeseen circumstance prior to gates opening

INITIAL RISK RATING	Likelihood: E	Consequence: 5	Risk Level: High (15)
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PREVENTATIVE ACTIONS:

- Maintenance and works program to ensure suitability of venue
- Appropriate insurance cover
- Security on-site as required

RESPONSE: Treat

RESPONSE ACTIONS:

- Event Manager to determine appropriate message to communicate to patrons and Media
- Advise other appropriate stakeholders
- Notices to be placed on external of venue
- If appropriate, reschedule fixture

RESOURCE

Requirements

- Appropriate insurance cover
-

Responsibilities

- Event Manager to determine appropriate message to communicate to patrons
- Security and Police to deal with any aggressive or unruly patrons
- Reschedule fixture if applicable
- Event Manager to execute media / public relations response

Timing

- Preventative actions to occur at time of committing to event
- Response actions to occur if fixture is cancelled – prior to and on event day

Reporting

- Fixture cancellations to be reported to Shire President

Monitoring

- Detailed debrief to be held following any cancellation to review effectiveness of responses

CATEGORY: Site and Operational

RISK: Plumbing Failure

Sub-Risk: Event Day

Summary: There is a plumbing failure during an event

INITIAL RISK RATING	Likelihood: B	Consequence: 3	Risk Level: High (17)
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PREVENTATIVE ACTIONS:

- Checking of all plumbing to be included on Maintenance Plan
- Qualified plumber to be on call

RESPONSE: Treat

RESPONSE ACTIONS:

- Cleaners to do regular checks of bathrooms
- Cleaners / staff who become aware of plumbing failure to report to Event Manager and plumber to rectify failure
- If necessary, signage and staff members to be placed at affected facilities, redirecting patrons to other facilities

RESOURCE

Requirements

- Plumber on call
- Temporary signage if required

Responsibilities

- Maintenance to ensure plumber promptly addresses any plumbing failures and organise temporary signage if required
- Plumber to address any plumbing failure

Timing

- Prevention actions to occur prior to event
- Response actions to occur in event of plumbing failure

Reporting

- All plumbing failures to be reported to Event Manager
- Maintenance Report to be completed for any plumbing failures

Monitoring

- Annual review of effectiveness of responses

REVISED RISK RATING	Likelihood: C	Consequence: 2	Risk Level: Medium (8)
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CATEGORY: Site and Operational

RISK: Accident Related to Sport Demonstration / Participation Activities

Summary: Catastrophic Injury in match

INITIAL RISK RATING	Likelihood: B	Consequence:2	Risk Level: High (12)
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PREVENTATIVE ACTIONS:

- Adequate space and conditions for activity
- Pregame JLT Insurance Checklist including installation of any safety equipment such as stretcher, pot holes and goal post covers
- Minimum accreditation of umpires

RESPONSE: Reduce

RESPONSE ACTIONS:

- In the case of injury, victims to be treated by trainers and First Aid personnel and if require Ambulance
- Report any major incidents to the Event Manager

RESOURCE

Requirements

- Activity set-up and operating information
- First aid on site
- Adequate staffing / supervision

Responsibilities

- First aid responsible for treatment and transportation if required

Timing

- Response actions occur in case of incident

Reporting

- Incident Report to be completed for any incidents

Monitoring

- Detailed debrief to be held following any incidents to review effectiveness of responses and implement improvements

REVISED RISK RATING	Likelihood: D	Consequence: 2	Risk Level: Low (5)
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Category 9: Operational Risks – Environmental Risks

CATEGORY: Environment

RISK: Storm

Summary: Major electrical, thunder or hail storm impacts on event

INITIAL RISK RATING

Likelihood: E

Consequence: 4

Risk Level: High (10)

PREVENTATIVE ACTIONS:

- Temporary structures to have engineering certification
- Ground Manager to make regular checks of weather reports in the lead up to event
- Contract First Aid Staff to monitor crowd and be available and equipped to treat potential storm impacts including electrocution, hail stone injury and hypothermia
- Event Cancellation Strategy in place in case of event cancellation
- Adequate insurance

RESPONSE: Accept / Treat

RESPONSE ACTIONS:

- Patrons to have access to sheltered areas of venue
- Warm drinks / food to be available throughout the venue
- First Aid staff to observe patrons for signs of storm impacts and treat if necessary
- Implement Event Cancellation Strategy, if unsafe to proceed, including media and public relations strategy
- In the event of cancellation, crowd to be informed via PA system and permitted to shelter in venue until storm passes if safe to do so
- Event Manager to execute media / public relations response in event of major damage or match cancellation

RESOURCE

Requirements

- First Aid personnel and stations
- Access to weather forecasts
- Adequate insurance policy
- Event Cancellation Strategy
- Sheltered areas of the venue
- PA system

Responsibilities

- DFES to attend and take control in event of electrical fire
- Licensed electrician to certify that temporary electrical installations comply with the Health (Public Buildings) Regulations 1992
- Ground Manager to make regular checks of weather reports in the lead up to event
- Event Manager in conjunction with Ground Manager to establish what impact these conditions may have on the event
- First Aid team to provide First Aid
- Event Control to monitor crowd behaviour and condition

- Staff, Security and Police to monitor egress in the event of match cancellation
- Event Manager to execute media / public relations response in event of major damage or match cancellation

Timing

- Preventative actions to occur prior to event
- Response actions to occur during in event of storm

Reporting

- Incident report to be completed for cases of injury or property damage
- Any match cancellation to be reported to WACFL GM and insurance provider

Monitoring

- Effectiveness of response system to be reviewed post incident
- Detailed debrief to be held following any major storm to review effectiveness of response and implement improvements

REVISED RISK RATING	Likelihood: E	Consequence: 4	Risk Level: High (10)
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CATEGORY: Environment**RISK: Natural Disaster**

Summary: Natural disaster occurs during public event such as flood, tsunami, cyclone, earthquake, hurricane

INITIAL RISK RATING	Likelihood: E	Consequence: 5	Risk Level: High (15)
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PREVENTATIVE ACTIONS:

- Licensed electrician to certify that temporary electrical installations comply with the Health (Public Buildings) Regulations 1992
- Temporary structures to have engineering certification
- Ground Manager to make regular checks of weather reports and any DFES warnings in the lead up to event
- Event Manager in conjunction with Ground Manager to establish what impact these conditions may have on the event Seek advice of DFES if natural disaster is anticipated Cancel if not considered safe to proceed
- Contract First Aid Staff to monitor crowd and be available and equipped
- Event Cancellation Strategy in place in case of event cancellation
- Adequate insurance

RESPONSE: Accept / Treat**RESPONSE ACTIONS:**

- Implement Event Cancellation Strategy prior to match, if unsafe to proceed, including media and public relations strategy
- In the event of cancellation, crowd to be informed via PA system messages. Crowd permitted to shelter in venue until storm passes if safe to do so
- Event Manager to execute media / public relations response in event of major damage or match cancellation

RESOURCE**Requirements**

- First Aid personnel and stations
- Access to weather forecasts
- Adequate insurance policy
- Event Cancellation Strategy
- PA system messages

Responsibilities

- DFES to attend and take control in the event of fire, building collapse, rescue scenario or natural disaster
- Licensed electrician to certify that temporary electrical installations comply with the Health (Public Buildings) Regulations 1992 and BCA
- Ground Manager to make regular checks of weather reports in the lead up to event
- Event Manager in conjunction with Ground Manager to establish what impact these conditions may have on the event
- Event Manager to ensure adequate insurance
- Event Manager to execute media / public relations response in event of major damage or match cancellation

Timing

- Preventative actions to occur prior to event
- Response actions to occur during in event of storm

Reporting

- Incident report to be completed for cases of injury or property damage
- Any match cancellation to be reported to WACFL General Manager

Monitoring

- Effectiveness of response system to be reviewed annually
- Detailed debrief to be held following any major storm to review effectiveness of response and implement improvements

REVISED RISK RATING	Likelihood: E	Consequence: 5	Risk Level: High (15)
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