

RICHARDSON COMMUNITY CELEBRATION

RISK MANAGEMENT PLAN

Richardson Community Hub:

- Richardson Primary School
- Parenting Matters Communities@Work
- Supergrands Communities@Work
- Family Links Communities@Work
- Richardson Child Care and Education Centre Communities@Work
- Richardson Community House Tuggeranong Link
- Richardson Community Psychology
- Church of the Good Shepherd Chisholm (Lutheran Church of Australia)
- St Mary in the Valley Anglican Church
- Tuggeranong Child and Family Centre

(Updated from 2009)
December 2011

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RISK MANAGEMENT CONTEXT

Richardson Community Celebration is organised by the Richardson Community Hub each year, on a date set by the Committee after consultation with their own members and stakeholders.

Our Aims:

Richardson Community’s Vision

To raise the morale and harmony of our community.

For children, adults and families to be well connected, happy, safe, resilient and healthy.

For parents to feel confident – stronger parents lead to stronger kids.

To raise awareness about services available in our community

For health and mental health promotion

This Risk Management Plan is concerned with the safety of workers (paid and volunteer) and participants attending the annual Richardson Community Celebration. The plan also addresses relevant legislation, regulations, health and safety standards and financial responsibilities.

RISK ASSESSMENT

RISK IDENTIFICATION

SOURCE OF RISK	DEFINE THE RISK	WHOM/ WHAT COULD BE AFFECTED BY THIS RISK (CONSIDER PEOPLE, ASSETS ETC).
Entry and Exit Points	If not clearly marked or inadequate for emergency service access, could create evacuation and access problems.	Everyone is affected by this.
Traffic	If traffic and pedestrian areas are not clearly defined, risk of pedestrian injury.	Pedestrians.

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SOURCE OF RISK	DEFINE THE RISK	WHOM/ WHAT COULD BE AFFECTED BY THIS RISK (CONSIDER PEOPLE, ASSETS ETC).
Amenities	Health risk if toilets and water for hand-washing not available.	Everyone.
Catering	Health risk if food handling is not safe.	Everyone.
Water availability	Health risk if clean drinking water is not available.	Everyone.
Signage	Risk if signage to amenities, exits and first aid facility inadequate.	Everyone
Fire	Risk if fire extinguishers and blankets unavailable, not visible, or inadequately serviced. Ignition risk if rubbish pile or other inflammables are near an ignition source.	Everyone
Site maps	Risk for emergencies if a current site map or emergency evacuation plan is unavailable.	Everyone
First aid	Risk if First Aid station in not accessible, visible, and inadequate for numbers.	Everyone
Insurance	Risk if events and all stall holders do not have current P/L insurance.	Everyday
Electrical	Risk if electrical cords and devices inadequately protected or damaged.	Everyone

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SOURCE OF RISK	DEFINE THE RISK	WHOM/ WHAT COULD BE AFFECTED BY THIS RISK (CONSIDER PEOPLE, ASSETS ETC).
Lighting	Risk if lighting is inadequate, such as in toilet blocks etc.	Everyone.
Staging and platforms.	Risk if staging or platforms are not to standard requirements for safety.	Everyone
Manual Handling	Risk if safe handling procedures are inadequate.	Everyone
Amusement structures (including inflatables)	Risk if amusement structures are not maintained and managed to standard.	Users of amusement structures.
LPG (Liquid Petroleum Gas) cylinders	Risk if LPG cylinders are not maintained and managed to standard.	Everyone
Weather conditions	Risk if weather conditions adverse: Temporary structures such as marquees may be damaged or cause damage. The event may have to be cancelled.	Stall Holders Everyone
Personal Protective Equipment	Risk if appropriate personal protection is inadequate or unavailable. That is: sun hats, sub block, gloves etc.	Everyone
Security	Security is inadequate for numbers attending	

RISK ANALYSIS

Measures of Likelihood:

LIKELIHOOD	DESCRIPTION
Almost Certain	The event is expected to occur in most circumstances
Likely	The event will probably occur in most circumstances
Possible	The event might occur at some time
Unlikely	The event could occur at some time
Rare	The event may occur only in exceptional circumstances

Measures of Consequence:

CONSEQUENCE	DESCRIPTION
Catastrophic	Death or loss of bodily functions, huge financial loss, catastrophic effect on operations
Major	Severe injury, loss of production, major financial loss, major effect on operations.
Moderate	Medical treatment required, high financial loss, significant effect on operations.
Minor	First aid treatment required, medium financial loss, minimal effect on operations
Insignificant	No injuries, low financial loss, no real effect on operations.

Risk Analysis Matrix¹

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain					
Likely					
Possible					
Unlikely					
Rare					

	Extreme Risk	Immediate action required
	Significant Risk	Urgent attention or investigation required
	Moderate Risk	Require specific attention
	Low Risk	Manage through routine procedures

Risk ratings

RISK	LIKELIHOOD	CONSEQUENCE	RISK RATING
Amenities	<i>Possible</i>	<i>Minor</i>	<i>Moderate risk</i>
Catering	Possible	Moderate	Moderate risk
Water availability	Possible	Minor	Moderate risk
Signage	Possible	Moderate	Moderate risk
Fire	Possible	Major	Significant risk
Site maps	Possible	Minor	Moderate risk
First aid	Possible	Moderate	Moderate risk

¹ Derived from: Tablelands Regional Council Risk Management Framework. August 2010; and www.ourcommunity.com.au Help Sheet - Analysing Risks in Your Organisation.

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RISK	LIKELIHOOD	CONSEQUENCE	RISK RATING
Insurance	Possible	Moderate	Moderate risk
Electrical	Possible	Moderate	Moderate risk
Lighting	Possible	Moderate	Moderate risk
Staging and platforms.	Possible	Moderate	Moderate risk
Manual Handling	Possible	Minor	Moderate risk
Amusement structures (including inflatables)	Possible	Moderate	Moderate risk
LPG (Liquid Petroleum Gas) cylinders	Possible	Moderate	Moderate risk
Weather conditions	Possible	Moderate	Moderate risk
Personal Protective Equipment	Possible	Moderate	Moderate risk
Security	Possible	Moderate	Moderate risk

RISK MANAGEMENT ACTION PLAN

IDENTIFIED RISK	ACTION	BY WHEN?	WHO IS RESPONSIBLE?	WHAT RESOURCES ARE NEEDED?
Entry and Exit Points	<p>Entry and exit areas are clear and easily accessible for everyone.</p> <p>Entry and exit areas are adequate for emergency exit and emergency</p>	For each Celebration event.	Richardson Primary School	Make and laminate entry signs

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IDENTIFIED RISK	ACTION	BY WHEN?	WHO IS RESPONSIBLE?	WHAT RESOURCES ARE NEEDED?
	services.			
Traffic	The only shared traffic and pedestrian area is the vehicles making deliveries to the back gate on the oval. Managed by ensuring monitoring of entry and exit of vehicles.	For each Celebration event.	Back gate monitors	Back gate monitors
Amenities	Richardson Primary School provides access to adequate toilets and hand washing facilities. VP Principal and KO Richardson Community Psychology will periodically check toilets.	For each Celebration event.	Richardson Primary School and Richardson Community Psychology	Toilets Toilet paper Cleaning equipment and products (safe storage). Rubbish collection and removal.
Catering	Safe food handling practices used by all. Stalls that provide catering reminded of requirements and acknowledgement by them on booking form.	For each Richardson Community Celebration event.	Richardson Community Psychology to monitor on stall booking forms. Everyone to use safe food handling procedures.	Safe food handling training and procedures are in place for Richardson Community Hub organisations.
Water availability	School water fountains available to everyone.	For each Richardson Community Celebration event.	Richardson Primary School.	Working water fountains

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IDENTIFIED RISK	ACTION	BY WHEN?	WHO IS RESPONSIBLE?	WHAT RESOURCES ARE NEEDED?
Signage	Adequate signage for entries, exits, toilet facilities etc. Signage for any hazardous areas or substances.	For each Richardson Community Celebration event.		
Fire	Suitable fire extinguishers (e.g. CO2, water, chemical) and blankets are in appropriate areas, tested and in date. Ignition source areas are kept clear at all times and easily accessible.	For each Richardson Community Celebration event.	Richardson Primary School Everyone to monitor for fire hazards near ignition sources (such as BBQ, portable lights etc).	Fire equipment Rubbish collection and removal.
Site maps	Current site maps (with entry/exit and emergency evacuation point clearly identified) available to all workers, emergency services and other relevant parties.	For each Richardson Community Celebration event.	Richardson Community Psychology (map is kept at front entry and also printed on program).	Printing of programs.
Insurance	The event is covered by adequate PL Insurance and as each stall is potentially co-liable – all external stall holders must provide a copy of their PL	For each Richardson Community Celebration event.	Collect copy of PL Liability insurance from external stall holders when they submit their booking forms.	Booking forms include request for copy of PL Insurance.

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IDENTIFIED RISK	ACTION	BY WHEN?	WHO IS RESPONSIBLE?	WHAT RESOURCES ARE NEEDED?
	insurance.			
Electrical	<p>Residual circuit devices (RCDs) are used where required, including all hand held electrical appliances and tools.</p> <p>All portable electrical equipment including leads are tested (in accordance with AS/NZS 3000:2000 Electrical Installations, known as the Wiring Rules, AS 3533 – Amusement Rides and Devices; AS/NZS 3002:2008 Electrical Installations – Shows & Carnivals). Tagging is also recommended.</p> <p>Certificate of Verification' to be lodged by the electrical contractor (sourced from AS/NZS 3002) declaring electrical compliance.</p> <p>Adequate</p>	For each Richardson Community Celebration event.	<p>Everyone ensures all equipment used is up to standard.</p> <p>VP Principal will check that all leads are adequately and appropriately covered.</p> <p>Richardson Community Psychology to monitor on stall booking forms.</p>	Equipment checks in accordance with requirements. Noted that every Hub organisation is already compliant.

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IDENTIFIED RISK	ACTION	BY WHEN?	WHO IS RESPONSIBLE?	WHAT RESOURCES ARE NEEDED?
	<p>protection of the public from electric shock and any trip hazards from cords are minimised.</p> <p>All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water).</p>			
Lighting	<p>Adequate natural or artificial lighting provided for setting up, conducting and dismantling the event.</p> <p>Portable lighting is tested and in date.</p>	For each Richardson Community Celebration event.	<p>Richardson Primary School</p> <p>Portable lighting responsibility of Hub member that has brought it in.</p>	checks in accordance with requirements.
Staging and platforms.	<p>Stage supplier to certify that stage is per standard in terms of height and size.</p> <p>Stage monitored, particularly in extreme weather conditions.</p> <p>Adequate access and egress around all staging and platforms for workers, participants and emergency services.</p>	For each Richardson Community Celebration event.	<p>Richardson Primary School</p> <p>Everyone vigilant</p> <p>Richardson Primary School</p>	<p>Stage</p> <p>Vigilant workers</p>

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IDENTIFIED RISK	ACTION	BY WHEN?	WHO IS RESPONSIBLE?	WHAT RESOURCES ARE NEEDED?
Manual Handling	<p>Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys, sack trucks).</p> <p>Light, small loads and physical aids (assistance from second person or team lift where needed) are used.</p> <p>Workers use the S-M-A-R-T Lifting technique where possible and appropriate.</p> <p>S – size up the load.</p> <p>M – move in close.</p> <p>A – always bend the knees.</p> <p>R – raise object using your legs.</p> <p>T – turn using your feet.</p>	For each Richardson Community Celebration event.	Everyone.	Vehicles or mechanical lifting aids as required.
Amusement structures (including inflatables)	Decision made that we would not have any amusement structures, except for petting zoos or pony rides.	n/a If petting zoo or pony rides care taken for safety of workers, participants and animals.	n/a	n/a
LPG (Liquid Petroleum Gas) cylinders	LPG cylinders are secured to increase stability. LPG cylinders are	For each Richardson Community Celebration	Stall holders using Stall holders using LPG Gas Cylinders Richardson	Vigilant workers

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	<p>clear of ignition sources and are in a well ventilated area in accordance with AS/NZS 1596:2002 –the Storage and Handling of LP Gas.</p> <p>All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date.</p> <p>Compliance with AS/NZS 1596:2002 – the Storage and Handling of LP Gas.</p>	event.	Community Psychology to monitor on stall booking forms.	
Weather conditions	<p>Use current Australian Bureau of Meteorology information to ascertain weather conditions www.bom.gov.au</p> <p>Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions, non-slip mats as necessary for wet conditions, and shade, sunscreen</p>	For each Richardson Community Celebration event.	<p>All Hub Members.</p> <p>If adverse weather conditions on day, Hub members confer via email to decide whether to cancel event or move indoors (noting security issues for school). If cancelling, send out notice to school and Richardson Early Childhood and Education Centre</p>	If adverse weather conditions – check emails.

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	(refer to PPE) and water provisions for heat (refer to water).		families Radio (Direct to Studios) MIX (62421063) and 104 (62421047) will make Public announcements for cancelled events.	
Personal Protective Equipment	Ensure all hub members and volunteers have access to adequate and appropriate protection. Bottle of sun protection cream available at front entry point.	For each Richardson Community Celebration event.	Everyone as required.	Health promotion materials (sun smart reminders etc.) provided in free Community bag. Sun protection cream pump pack. All Hub members use adequate and appropriate protection (safety and modelling).
Security	All community hub members and School staff will monitor. School Principal will ask for support to deal with any issues. If issue can not be resolved, Police will be called. Community Policing notified of event. Walk through by Police Officers defuses any potential security issue.	For each Richardson Community Celebration event.	All Hub members. Richardson Community Psychology sends email to Community Policing for event.	Vigilant workers

IDENTIFIED RISK	ACTION	BY WHEN?	WHO IS RESPONSIBLE?	WHAT RESOURCES ARE NEEDED?
	Theft minimised by securing unused areas of the school and monitoring by all Hub members.			

RESOURCES SOURCES

Sources for this plan are detailed below.

- Worksafe ACT Risk Management of Public Events
- ACT Government Event Safety Checklist
- TRC Risk Management Framework, 2010
- Risk Management and Insurance for Arts Enterprises
www.arts.qld.gov.au/publications/pdf/pr_ri_ma.pdf
- Queensland Government, Risk Management Training Program, 2003
- www.ourcommunity.com.au Help Sheet - Analysing Risks in Your Organisation
- 'A Sporting Chance'. Office of Sport & Recreation Tasmania. 1999.
<http://fulltext.ausport.gov.au/fulltext/1999/tas/riskman1.pdf>
- Yachting Victoria, Risk Management : A Practical Resource for Clubs
<http://www.yachting.org.au/site/yachting/vic/downloads/Risk%20Management%20Resource%20-%20Final.pdf>
- Monash University, Club Risk Management Information
<http://www.sport.monash.edu.au/assets/docs/club-risk-management.pdf>
- VicSport, Guide to Developing Risk Management Plans for Sport & Active Recreation Clubs. <http://www.vicsport.asn.au/Assets/Files/VicSport%20-%20Guide%20to%20Developing%20Risk%20Management%20Plans%20for%20Sport%20and%20Recreation%20Organisations.pdf>

FURTHER INFORMATION

For further information visit:

RICHARDSON COMMUNITY CELEBRATION RISK MANAGEMENT PLAN

- www.ausport.gov.au/supporting/clubs/resource_library/managing_risks
- www.dsr.wa.gov.au/clubhouse
- www.ourcommunity.com.au
- [www.volunteeringaustralia.org/files/QE2KB6ET03/Risk Identification Toolkit.pdf](http://www.volunteeringaustralia.org/files/QE2KB6ET03/Risk%20Identification%20Toolkit.pdf)