

Event Risk Management Plan Stardust Circus 2018/19

Event Risk Management Planning for Janlin Circuses Pty Ltd (Trading as Stardust & Lennon Bros Circus)

Introduction:

Risk Management Planning is an essential component of professional project management and planning. The risk assessment process undertaken to develop a Risk Management Plan may assist:

- **in planning for future similar events;**
- **obtaining appropriate insurance cover;**
- **ensuring that ‘Duty of Care’ obligations are been met;**
- **ensuring legislative requirements are addressed; and**
- **effective communication and understanding with agencies relative to the management of the risks identified.**

If you have any questions regarding this Event Risk Management Plan, please don't hesitate to contact Adam St James on 0437 827 387

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Event Risk Management Plan Template

The Risk Management Plan for (Stardust Circus) was prepared by Lindsay Lennon & Adam St James on 12/09/2017 using the definitions and classifications standards of AS/NZA 4360:2004 Risk Management (listed below).

Objective:

The aim of this Event Risk Management Plan is to ensure that anything which has the potential to adversely affect an activity, individual or organisation is identified and that preventative measures have been implemented to eliminate or minimise any potential adverse outcome.

Distribution:

It is important that all relevant parties are provided a copy of the Event Risk Management Plan and may include all contractors, agencies and groups involved in the organisation and running of the event. As a minimum, anyone allocated responsibilities in the Event Risk Management Plan must be provided a copy. This plan has been provided to representatives from the following:

Penrith City Council

- (Adam St James manager of Stardust Circus 0437 827 387)

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EVENT DETAILS

Event name: (Stardust Circus)
Event date: (20/8/2018)
Event location: (South Creek Park Passive Area, Cnr Kingsway & Charles Hackett Drive St Marys)
Event description: (Circus performances)
Anticipated program: (Human and Animal performers)
Set-up from: (20/8/2018)
Pull down by: 23/9/2018)
Public entry time: (24/8/2018)
Expected attendance: (500-600 per show, hopefully)
Road closures required: (No)
Alcohol consumption: (No)
Marquees installed: (1- 38m Diam, and 1 – 12m x 18m foyer tent)
Catering provided: Our circus canteen, Fairy Floss, Popcorn, Hot Dogs, Cans of soft drink, Plastic bottles of water and smiths crisps)
Amusement Devices 1 – Cup and Saucer Ride and 1 – Slide Castle
Program: (Circus Performance with human and animal performers)
Other relevant information: (Approx 2 hour show with an intermission)

Please indicate below if professional contractors are being used for the event and if so, please list the names of the contractors:

Marquee installation: No Tent and equipment erected by our experienced staff
Electrical: Yes / TESTCO PGE 168153 Phone 08 8522 3306
Audio only No Our PA volume kept to an acceptable level inside Big Top
Security: No Our circus staff security
Catering: No Our own canteen maned by our staff:
First Aid: No Our own trained staff

Please indicate which of the following agencies will be notified of the event:

St Marys Police Yes
St Marys Fire Station Yes
St Johns Yes
NSW Ambulance Service Yes

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DEFINITIONS AND CLASSIFICATIONS (as per AS/NZS 4360:2004 *Risk Management*)

QUALITATIVE MEASURES OF LIKELIHOOD

Descriptor	Description
Almost Certain	Is expected to occur in most circumstances
Likely	Will probably occur in most circumstances
possible	Might (or should) occur at some time
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances

QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Descriptor	Example detail description
Insignificant	No injuries, low financial loss and disruption
Minor	First aid treatment, on site release immediately contained, medium financial loss
Moderate	Medical treatment required, on site release contained with outside assistance, moderate financial loss/political impact
Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss, long term loss of critical infrastructure
Catastrophic	Death, toxic release off site with detrimental effect, huge financial loss, permanent loss of critical infrastructure

Note: Measures used should reflect the needs and nature of the organisation and activity under study.

QUALITATIVE RISK ANALYSIS MATRIX – LEVEL OF RISK

Likelihood	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	H	H	E	E	E
Likely	M	H	H	E	E
Possible	L	M	H	E	E
Unlikely	L	L	M	H	E
Rare	L	L	M	H	H

- 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

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RISK		RISK RATING			PREVENTATIVE ACTION	RESPONSIVE ACTION
RISK	POTENTIAL CONSEQUENCE	CONSEQUENCE RATING	LIKELIHOOD RATING	OVERALL RISK RATING	ACTION/S REQUIRED TO CONTROL RISK & PARTY RESPONSIBLE FOR ACTION/S	ACTIONS REQUIRED TO RESPOND TO OCCURANCE OF RISK & PARTY RESPONSIBLE FOR ACTION/S
<i>Anything which can prevent the event from being conducted safely.</i>	<i>The worst case scenario consequence if the risk were to occur.</i>	<i>Using the 'Qualitative Measures of Consequence', provide a potential consequence rating. i.e. Insignificant, Minor, Moderate, Major or Catastrophic</i>	<i>Using the 'Qualitative Measures of Likelihood, provide a likelihood rating. i.e. Rare, Unlikely, Possible, Likely, Almost Certain</i>	<i>Using the 'Qualitative Risk Analysis Matrix – Level of Risk' provide a likelihood rating. i.e. Low, Moderate, High, Extreme</i>	<i>i.e. what action is required to control and/or reduce the likelihood of the risk occurring and the potential consequences.</i>	<i>i.e. what action is required to respond to the risk if it occurs.</i>
EXAMPLE	<i>Example: Trip hazard</i>	<i>Example: Injury requiring further medical treatment</i>	<i>Example: Moderate</i>	<i>Example: Possible</i>	<i>Example: High</i>	<i>Example: Action: All cables to be flown or set in cable tracks in pedestrian/traffic areas. Responsibility: Electrical contractor Action: Site inspection to be conducted and any identified trip hazards removed or controlled. Responsibility: Site Manager</i>
EVENT RISK MANAGEMENT PLAN						
FIRE						
<i>Fire caused by Electrical Incidents, Catering, etc.</i>	<i>Serious injury requiring further medical attention</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: All cables flown or set in cable track in pedestrian / traffic areas. Electrical safety check done</i>	<i>Action: Provide medical assistance and prevent access to area and remedy trip hazard</i>

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					as part of OHS review prior to performances. Responsibility: Electrical Contractor	Responsibility: Trained first aid staff and Site manager
ACCIDENT						
Vehicles on site	<i>Injury requiring further medical attention</i>	<i>Moderate</i>	<i>Unlikely</i>	<i>Possible</i>	<i>Action: No vehicle movements during performances. Heavy vehicles bump-in and remain in situ for the duration of site occupation. Responsibility: Site manager</i>	<i>Action: Stop movement of all vehicles. Provide medical assistance. Responsibility: Trained first aid staff and Site manager</i>
Structural collapse	<i>Serious Injury or death Serious financial loss Loss of reputation</i>	<i>Catastrophic</i>	<i>Rare</i>	<i>High</i>	<i>Action: Ensure structures are built to specifications. Only use trained staff to erect structures. Undertake periodical review of structures. Responsibility: Site manager</i>	<i>Action: Remove all persons from structure to assembly area. Provide medical assistance as required. Call ambulance Responsibility: Site manager And Trained First Aid Staff</i>
Slip / Trip hazards	<i>Injury requiring further medical attention</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Power leads are flown above. Site Manager performs an OHS checklist prior to first performance. Remove slip hazard or cordon off area Responsibility: Site manager</i>	<i>Action: Provide medical assistance. Cordon off hazard. Responsibility: Trained first aid staff and site manager</i>
Fall hazards	<i>Injury requiring further medical</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Site Manager performs an OHS checklist</i>	<i>Action: Provide medical assistance and remedy fall</i>

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	attention				prior to first performance. Rectify fall hazard Responsibility: Site Manager	hazard area Responsibility: Trained first aid staff and Site Manager
MEDICAL						
Response to medical / trauma injuries	Injury requiring further medical attention	Moderate	Possible	Moderate	Action Identify reason for injuries and if from equipment fault then cordon off and rectify fault Responsibility: Site manager	Action: Provide medical assistance and rectify fault if any Responsibility: Trained first aid staff and Site manager
Food Poisoning	Patron/s unwell, possibly requiring further medical attention	Moderate	Possible	Moderate	Action: Follow all food safety regulations - hand washing, temperature checks etc Staff trained in food safety.	Action: Provide medical assistance and close of food supply Responsibility: Trained first aid staff and Site manager
Heat / sunburn / dehydration	Patron unwell	Moderate	Unlikely	Low	Action: Identify reason and rectify Responsibility: Site manager	Action: Provide medical assistance and rectify fault Responsibility: Trained first aid staff and Site manager
Drug/alcohol related issues	Disruption to other patrons/performance.	Minor	Unlikely	Low	Action: The event site is an alcohol a drug free zone. Responsibility: Site manager	Action: Remove person from tent as alcohol is not allowed in circus area Provide medical assistance if needed Responsibility: Trained first aid staff and Site manager
Hazardous items in event area i.e. Syringe / Broken	Injury requiring further medical attention	Major	Unlikely	Low	Action: Nothing for sale in glass. Site is a drug and alcohol free zone.	Action: Remove hazard while keeping that area cleared of person.

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<i>Glass</i>					<i>Responsibility: site manager</i>	<i>Cordon off if all dangerous items cannot be safely removed Responsibility: Site manager</i>
SERVICES						
<i>Power Failure</i>	<i>Activate emergency lights & keep patrons informed</i>	<i>Minor</i>	<i>Possible</i>	<i>Low</i>	<i>Action: Emergency lights will come on and we will switch to one of 2 back up generator Responsibility: Site manager</i>	<i>Action: Use both backup generators until local power supply returns Responsibility: Site manager</i>
<i>Amenity Failure (Temporary &/or Fixed toilets)</i>	<i>If it creates injury give medical assistance</i>	<i>Insignificant</i>	<i>Possible</i>	<i>Low</i>	<i>Action: Cordon off affected toilets Responsibility: Site manager</i>	<i>Action: Contact appropriate contact in council, otherwise contact local Plumber to remedy Responsibility: Site manager</i>
<i>Water Supply Failure</i>	<i>Lack of water</i>	<i>Minor</i>	<i>Possible</i>	<i>Low</i>	<i>Action: Water containers are always topped up providing back up supply. Responsibility: Site manager</i>	<i>Action: If council not available call local plumber Responsibility: Site manager</i>
<i>Bust/leaking Irrigation Pipes</i>	<i>Flooding of area</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Adhere to Council's irrigation mark out. Responsibility: Site manager</i>	<i>Action: Cordon off area. Advise Council seeking bark chips and repair. Responsibility: Site manager</i>
SECURITY						
<i>Event Crowd Control</i>	<i>Moderate</i>	<i>Insignificant</i>	<i>Possible</i>	<i>Low</i>	<i>Action: Circus Ushers will direct patrons Responsibility: Site manager</i>	<i>Action: Circus ushers will control patrons Responsibility: Site manager</i>

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Site control during bump-in/bump-out	Injury requiring further medical attention	Major	Possible	Moderate	Action: Circus vehicles only onsite controlled by site manager Responsibility: Site manager	Action: Only our own vehicles allowed on site Responsibility: Site manager
Criminal activity (Inc. vandalism)	Damage to or stolen equipment	Minor	Possible	Minor	Action: Our own security personnel patrol grounds Responsibility:	Action: Our security personnel Responsibility: Site Manager
Bomb Threat/Terrorist Activity	Remove patrons to assembly area	Extreme Risk	Possible	Minor	Action: Keep person or persons in sight / call police Responsibility: site manager	Action: Evacuate the area and call Police / Ambulance / Fire Brigade Responsibility: Site manager
Drunk and disorderly behaviour	Disruption to other patrons or performance.	Moderate	Minor	Minor	Action: Prohibit or remove person from area Responsibility: Site manager	Action: Remove from the site. Call police if person does not comply Responsibility: Site manager
Emergency situation	Move patrons to assembly area	Major	Possible	Major	Action: Respond to the particular situation Responsibility: Site manager	Action: Depending on the emergency advise the appropriate services Responsibility: Site manager
WEATHER						
Adverse Weather (Electrical / wind / thunder storms)	Structure damage. Disruption to performance schedule.	Major	Likely	Moderate	Action: Do not operate if weather is that adverse Responsibility: Site manager	Action: Remove and keep patrons from entering Tent. If during a performance evacuate the Big Top patrons to assembly area Responsibility: Site manager
Falling Tree	Injury requiring	Major	Possible	Moderate	Action: If onto Big Top	Action: If it falls onto or near

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Branches	<i>further medical attention</i>				<i>evacuate all persons to assembly area Responsibility: Site manager</i>	<i>Big Top evacuate patrons to assembly area Responsibility: Site manager</i>
GENERAL						
Training of Event Staff	<i>Risk to patrons if staff not trained</i>	<i>Moderate</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: All staff trained in appropriate duties Responsibility: Site manager</i>	<i>Action: staff to be vigilant and advise of any problems that arise Responsibility: Site manager</i>
Noise Pollution	<i>Resident complaints. Hearing problems</i>	<i>Minor</i>	<i>Minor</i>	<i>Low</i>	<i>Action: Do a sound check before each show Keep sound to acceptable levels Responsibility: Site manager</i>	<i>Action: Responsibility: Site manager</i>
Amusement Structures	<i>Injury requiring further medical attention</i>	<i>Major</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Ensure they are correctly erected by trained staff. Fully supervised when in operation. Responsibility: Site manager</i>	<i>Action: Only allow appropriate participants to use devices. E Responsibility: Site manager</i>
Permits/Licences not obtained	<i>Cannot operate</i>	<i>Major</i>	<i>Unlikely</i>	<i>Low</i>	<i>Action: Do not allow to operate Responsibility: Site manager</i>	<i>Action: Do not allow to operate Responsibility: Site manager</i>
Emergency Response	<i>Injury requiring further medical attention</i>	<i>Major</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Respond immediately Responsibility: Site Manager</i>	<i>Action: Notify appropriate services immediately Responsibility: Site manager</i>
Damage to the Circus Site	<i>Possible</i>	<i>Minor</i>	<i>Possible</i>	<i>Moderate</i>	<i>Action: Do not allow destructive procedure onsite Responsibility: Site Manager</i>	<i>Action: Restrain persons from damaging Parklands Responsibility: Site manager</i>

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<i>Animal escape</i>	<i>Serious injury or death</i>	<i>High</i>	<i>Unlikely</i>	<i>Minor</i>	<i>Action: Ensure all animal enclosures are built to safety standards and erected by trained staff. Undertake periodic maintenance checks. Responsibility: Site Manager</i>	<i>Action: Keep patrons away and implement Animal Recapture Plan. Notify Police, Ambulance and DPI. Responsibility: Site Manager</i>