

# Fernhill Estate, 2017 Concert. Event Management & Operational Plan

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## Fernhill Estate, 2017 Concert

**V-3**

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**Prepared by**  
Biofin Pty Ltd

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This document consists of the Event Plan, Emergency Management Plan, Traffic Management Plan, Wildfire Risk Plan and associated documents for the successful delivery of the Fernhill Estate Concert 2017.

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## 1. EVENT OVERVIEW

This document and its attachments constitute the first draft of the event management and operational plans for the Fernhill Estate 2017 Concert, planned to take place at Fernhill Estate, 1041-1117 Mulgoa Rd, Mulgoa, on a date yet to be confirmed in 2017.

The event is targeted at a family friendly demographic, with an interest in Australian Rock, music genre, but is open to all with an appreciation for quality entertainment. The event offers the perfect opportunity to socialise with friends and family in a unique, country environment close to home. The headliner act, along with the two support acts, are all but confirmed and are household names, acclaimed throughout the industry.

Fernhill Estate has staged multiple events in accordance with its commitment to staging safe entertainment events which minimize the impact of the event on the surrounding residential precinct. The 2013 & 2014's Picnic Race Day was testimonial to this commitment. We believe our submission supports and emphasises not only Fernhill's but also Penrith City Council's focus and commitment to bring business and quality tourism to the region.

Fernhill Estate will apply the necessary resources to achieve the right outcomes for the 2017 Concert, including environmental and heritage sensitivities, risk, noise, traffic and crowd management.

Fernhill Estate is located at 1041 – 1117 Mulgoa Road, Mulgoa. There are two entry points to the property from Mulgoa Road, being the main entrance and the Hayshed / service entrance. For this event, a one way traffic system will be in place with all private vehicles entering via the main entrance and departing via the Hayshed / service entrance (see Traffic Management Plan for further details). This one way system has worked very effectively for three previous large public events at Fernhill, namely ToughMudder and the Picnic Race Day in 2013 & 2014.

The 2017 Concert will be held on Fernhill's natural amphitheatre and surrounding areas. The crowd and all amenities will be housed in the area as shown within the relevant reports and detailed diagrams. Parking will be in the surrounding paddocks, including a specific disabled parking area and disabled amenities provided within a reasonable distance.

A maximum estimated crowd of 5,000 patrons will attend the event. Event operations are being planned based on 5'000 patrons. Ideally, tickets will be available for pre-sale from mid March 2017 (subject to approval), allowing event organisers to regularly monitor sales and attendance numbers. Ticket prices are yet to be determined. The event demographic is predominately 25 – 55 years of age with a 60:40 male to female ratio. There will be a mix of corporate and social groups plus families with children.

The advertised gate opening time will be 4.00pm, however a soft opening will commence at 3.00pm to minimise the risk of any traffic congestion. The event will commence at 5.00pm and conclude at 10.30pm with gates closing at 11:30pm. Public transport and shuttle bus options from strategic neighbouring locations will be available to assist with reducing the number of vehicles coming on site.

The event is a fully catered and fully licensed event and will operate as per the Food Safety and Alcohol Management Plans, which will be provided in detail prior to the event. All operational, safety and security concerns are outlined in the relevant Plans. Fernhill Estate values the support and involvement of the local community and will engage local businesses as a preference wherever possible.

The organisation has a strong professional and experienced team on board to implement and execute this event.

- Biofin Chief Executive Officer / Director – Thomas Lawson
- Event and Operations Managers – Brenda Tripp
- Project & Operations Co-ordinator – Rachel Nikolic
- Food & Beverage – Penrith Panthers
- Traffic Management – Who Dares Pty Ltd
- Other Stakeholders – All other contractors and suppliers are yet to be confirmed

## 1.1 Key Event details

<b>Date</b>	T.B.A.
<b>Location</b>	Fernhill Estate, 1041 Mulgoa Road MULGOA NSW
<b>Attendance estimates</b>	5,000 patrons, 250 staff and contractors.
<b>Demographic</b>	60/40 split male/female. 25 – 55 years of age. Corporates and families
<b>Profile</b>	Music, Leisure, Entertainment, Social,
<b>Marketing &amp; Advertising</b>	A detailed marketing and advertising campaign is currently being developed and incorporates various local advertising avenues. It is planned that tickets will go on sale to the general public with a 6-8 week campaign (earlier may be available for corporate bookings and subject to approval).
<b>Ticket Price and options</b>	Starts at \$80 (TBC) for general admission (\$90 on the day, if tickets remain available), Limited number Golden Circle, VIP ticketing \$150 (TBC), \$30 onsite parking (discounts for valid Disabled access parking), \$5 or free external parking locations, free shuttle buses.
<b>Licensing</b>	Licensed to sell alcohol within Fernhill Estate under Panthers Group licence (event partner)
<b>Environment</b>	Grassed paddocks. Fenced and controlled, vehicle access available
<b>Control Measures</b>	Secured site. Fencing supported by security and event staff. Accreditation measures
<b>Safety Measures</b>	Full provision of first aid, fire safety planning, evacuation planning and patron/volunteer monitoring
<b>Communications</b>	<b>Internal:</b> 2 way radio and mobile phone comms. <b>External:</b> Public address via stage PA system, Visual, Mobile phone, megaphones

## 1.2 Timings/Event Schedule

This is the draft event schedule as at: 16 December 2016.

Traffic Control in place	As per TMP
Soft opening of gates	3.00pm
Gates open	4.00pm
Bars open	4.00pm
Stage entertainment (approximations)	
Performer / Support Act 1	5.00pm
Performer / Support Act 2	6.00pm
Performer / Headliner Act 3	7.20pm
Stage entertainment concluded	10.00pm
Amplified Noise Cease no later than	10:30pm
Gates close	11.30pm



### 1.3 Complete build schedule

TBC

## 2. LOCATION

The event is located at Fernhill Estate (1041-1117 Mulgoa Road, Mulgoa NSW) and will utilise both the Main entrance and Service entry. Both gates are accessible from Mulgoa Road.

**Figure 2.2 Fernhill Estate**



## 3. EVENT AREA

The Event area is the hive of where activity takes place. This area consists of the following features or infrastructure:

- Entrance



- Information Tent
- VIP Seating / Golden Circle
- Catering vans
- Bars
- Main Stage
- First Aid tent
- Event Operations Centre/Site office
- Sponsorship activations
- Amenities (W.C.'s)
- Water stations
- General admission viewing
- Accessible facilities
- Security
- RFS
- Merchandising

### **Figure 3.1 Draft Site Plan**

See consultants diagrams following.

There will be the following temporary structures (marquees) erected for this event. All structures will be signed off by an independent engineer and given certificates of occupation if necessary.

Security Hub	6m x 3m
First Aid room	10m x 12m
Bar	20m x 10m
Entrance Way	10m x 5m
Information tent	6m x 3m

Portable buildings will also be onsite for the following areas

Site Office	6m x 3m
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## **4. ACCESSIBILITY**

Fernhill Estate has previously submitted an Accessibility Plan as part of the Fernhill Master Development Application. Reference is made in that plan to the need to Penrith City's commitment to accessibility for all. The Fernhill Estate 2017 Concert will incorporate the following elements in the event plan:

- Accessible parking will be provided adjacent to the general admission seating area (Fernhill's "Carpark 1") it will be the closest parking available. Accessible toilets will be made available at various locations (see section 10 Toilets).
- Patrons will be clearly informed about accessible features of the event, including parking

## 5. CAR PARKING

There will be various options for parking depending on the status of the vehicle. All emergency services will be directed to park at the closest and most accessible point, near the disabled parking area.

Ticket holders will be directed along the internal road and parked East of the stage. The car parking at Fernhill Estate can hold upwards of 6,000 vehicles, however the event will be planning for no more than 1,800 vehicles given it is a licenced event and free public transport will be offered with ticket holders.

There will also be a shuttle service, which operates throughout the period that patrons can utilise. This shuttle service will have varying pick up and drop off points internally at the venue to assist with ease of access.

## 6. HERITAGE IMPACT STATEMENT

Attached: Appendix L

## 7. RADIO COMMUNICATION & PROTOCOL

Radios will be provided to all contractors and workers onsite.

The following channels will be provided:

- Event
- Security
- EMS (Emergency Services)
- Spare

All staff members allocated a two-way radio must adhere to the following radio protocol.

When using radio there is no substitute for common sense; the use of profane language is not permitted on the radio network.

Clear speech assists reception and avoids the need for repetition or correction.

User factors are **Rhythm, Speed, Volume** and **Pitch [R.S.V.P.]**. They will assist in achieving successful transmission of messages.

**Rhythm:** Say messages in short complete sentences. Use phrases that make sense. Avoid using redundancies such as "you know" or "er".

**Speed:** Speak slightly slower than in normal conversation, avoid rushing or slurring words. Pause between phrases to give the receiver time to write down the message.

**Volume:** Speak slightly louder than normal conversation, but avoid shouting.

**Pitch:** Use a normal or slightly higher pitched voice.

### COMMON RADIO TERMS

<b>TERM</b>	<b>MEANING</b>
Over	I have finished speaking & I'm waiting for your reply
Out	My transmission has been completed
Go-Ahead	Commence your message
Stand-By	Receiver busy. Please wait.
Repeat	Repeat all or a specified part of your message
Roger	Your entire last message is received & understood
Wilco	You will comply with last message
Copy	You understand
Break – break	Signals the end of transmission to one caller, begins new transmission
Loud & Clear	Your signal is strong & every word is understood
Code Green	The event is progressing as planned
Code Amber	An incident has occurred. Keep channel clear and standby
Code Red	Keep channel clear. This is an emergency situation, follow emergency protocol.

When transmitting & receiving messages, the following process shall be used

- a) Make sure that the airway is clear from any other conversations before you commence
- b) Hold down the radio transmission button for two seconds
- c) Commence your message
- d) Offer the message in this form "EOC to Jock (Your call sign to Call sign)"
- e) Make Contact "Go-Ahead EOC this is Jock"
- f) Exchange messages- clearly
- g) Receiver to repeat the message of the call
- h) Sign off when conversation is understood & clear- OVER & OUT

Keep messages brief and to the point! Do not chat or use the radios for non-essential conversations. This wastes battery power and may stop someone with an important message getting through.

*FOR CONFIDENTIAL ISSUES OR ISSUES THAT REQUIRE ANY DISCRETION OR DETAILED DISCUSSION PLEASE USE YOUR MOBILE. REMEMBER THAT 2 WAY RADIOS BROADCAST TO EVERYONE IN HEARING RANGE.*

## **8. FIRST AID**

- First Aid providers will be onsite from prior to Gate opening to post closing.
- The First Aid supplier will have the necessary number of persons onsite, determined by capacity, throughout the day along with a response vehicle.
- The First Aid tent will consist of triage and treatment areas with lighting, seats, hot and cold water access, separate toilet facility and a bed.
- The First Aid supplier and staff will hold accreditation in Advanced First Aid (Level 3) at a minimum.

## 9. EMERGENCY VEHICLE ACCESS

All emergency vehicles (Ambulance NSW, Rural Fire Service and NSW Police) will have All Areas Access for both personnel and vehicles. Fernhill Estate will hold a briefing session with all emergency services on event week, which will also include a site tour for accessibility.

## 10. TOILETS

Toilets will be located in the following areas:

- General WC as per the site diagram, dependant on ground & site conditions during bump-in.
- Ambulant / disabled WC to be provided within accessible area adjacent to disabled parking
- The number on toilets onsite will be finalised once ticket sales has begun tracking. These toilets will include accessibility toilets. A general ratio of 1:70 will be employed for WC provision.

## 10. WASTE MANAGEMENT PLAN

WASTE PROFILE	
Material expected at the 3 Event stages: (a) During Bump-in  (b) At Event  (c) During Bump-out	General mixed waste (a, b, c) PET plastic (a, b, c) Compostables (b) Paper/cardboard (a, b, c) Organic material (a, b, c)  NB: waste bins will be provided for bump-in and bump-out periods as well as the event itself.
Quantities of waste expected:	Bump in: Approx 20/25 m sq Event: Approx 100m sq Post event: Approx 20m sq
Waste Collection Facilities:	120 x 240 wheelie bins for general waste and recycling 2 x cardboard bin for back of kitchen tent 1 x cardboard bin for the merchandise/sponsor area 5x 20m skip bins required for wheelie bin emptying 1,000 x 240 liner bags 1 x ute onsite to collect waste

CLEAN-UP PROFILE	
<b>Bump-in:</b>	<ul style="list-style-type: none"> <li>Bin delivery will be the Wednesday of event week</li> <li>Waste management staff will be onsite 1 day prior to the event to place bins in correct positions in the event area.</li> <li>Staff will be on duty as required prior to and during opening of gates to carry out cleaning duties in set down areas and car parks.</li> <li>Staff will include 1 managers plus approx. 6 staff (based on 5,000 patrons)</li> <li>At the event end cleaners will carry out ground cleaning duties around the event area and car parking/internal roadways.</li> <li>Final clean-up of event will continue the following day also paying attention to Mulgoa Road.</li> <li>During and at the end of the Bump-Out period the site will be cleaned by both Cleaning staff and Event Ops Group staff ensuring it is handed back to Fernhill Estate in a suitable condition.</li> <li>The cleaning boundary will extend beyond the site to include the Mulgoa Road to ensure any rubbish created by patrons exiting the Event is removed.</li> </ul>
<b>EVENT:</b>	

<b>Bump-Out:</b>	<ul style="list-style-type: none"> <li>Waste bins will be removed on the last day of bump out after the event.</li> </ul>
<b>Recycling:</b>	In consultation with the Promoter, Boifin will explore all recycling options and recycling will be promoted during the event with both general waste and recycling bins being provided.
<b>Responsible Officers:</b>	<p>The following person will be responsible for ensuring that the Event Area is clean, tidy and free of litter. This will include a complete inspection of the site after bump-out.</p> <p>Name: Thomas Lawson  Mobile: 0409 997 488  Email: tom@fernhillstate.net.au</p>

A more comprehensive waste management plan will be submitted once a waste management and cleaning provider has been procured for this event.

## 11. TRAFFIC MANAGEMENT PLAN

Refer to Traffic Management Plans attached

## 12. ACOUSTIC PLAN

As attached

## 13. FOOD AND BEVERAGE PLAN

TBA

## 14. PROPERTY SECURITY

There will be a requirement for a secure place to be provided for money or valuables. How money is managed and accounted for will form part of normal procedures of organisation.

- Fixed price quote are obtained for contractor services or planned purchases and arrangements made to pay/purchase either before or after the event to reduce or eliminate need to manage money during an event
- Any two (of up to four) signatories can only sign cheques
- Two people are present for money counting sessions at events
- Consider personnel safety & money security when allocating volunteers to entrance gates who will have cash
- Only a limited amount of money is kept at the venue during the day
- No fundraising money tins or similar items are left unattended, and must always be secured to the desktop
- Anyone collecting money for any purpose will be clearly identified
- The event insurance policy covers theft of money



- Suspected theft during an event is a police matter and make it known that police will be called

## 15. SECURITY AND ALCOHOL PLAN

A comprehensive security and alcohol plan will be submitted once a security provider is confirmed.

Based on the projected crowd volume, crowd management staffing will include:

- 25 security officers [all possessing 1C crowd control licenses and Responsible Service of Alcohol (RSA) qualifications [ratio 1:150 applied for 5,000pax]
- Event dedicated FT engaged User-Pays police [numbers determined in conjunction with NSW Police]
- Additional crowd specialist event staff [to manage ticketing and access] 2 of additional crowd safety officers [safety/risk officers]

This resource application satisfies industry benchmark resource application is 1 security officer per 150 patrons. The event security services will be supplemented and work co-operatively with NSW Police, including pre-event consultation as required.

Fernhill Estate has an excellent safety record and an enviable reputation for safe crowd management at events. Fernhill Estate follows the Australian Standard [AS4360:2004] approach to risk management across its operations. A specific event risk assessment is prepared for each event for public safety risk hazards [scope dedicated to public safety and Occupational Health and Safety].

The event will operate an Event Operations Centre, which will include representatives from Security and the NSW Police together with event management representative to oversee and manage the event, crowd logistics and response throughout the event operational period.

Fernhill Estate will also prepare a cash security plan. This is a confidential document that is disclosed only to the Police.

The event site will be licensed. The event is an all-ages event. Fernhill Estate recognizes that appropriately managing alcohol consumption is a critical component of managing crowd behaviour and maintaining residential amenity at event egress.

Consumption will be managed by ID controls [age verified wristbands] and supplementary security identification and age verification checks at sales points.

Fernhill Estate has engaged an independent Event Licensee to manage bar operations. They are a specialist provider of event bar operations with

significant experience in managing distribution for major sporting events and music events.

A comprehensive bar / alcohol management plan will be prepared for licensing purposes. The plan will include benchmark controls to reduce intoxication and sales restrictions if necessary.

A key element of harm minimisation will be the provision of shuttle buses to and from designated park and ride hubs in Penrith. Fernhill also seeks to develop an arrangement with a taxi company to ensure ample taxis are available to and from the event, especially at egress.

## **16. BUSHFIRE MANAGEMENT PLAN.**

As attached. Appendix N

## **APPENDIX A**

### Emergency Management Plan

# **EMERGENCY MANAGEMENT PLAN**

## **FOR FERNHILL ESTATE**

### **2017 Concert**

#### **FOREWORD**

This Emergency Management Plan (EMP) is the foundation of a systematic and coordinated approach to the management of emergencies that may impact upon the Fernhill Picnic at the Races. The emergency management planning process embraces the concepts of prevention, response and recovery to ensure the safe delivery of a quality product to Fernhill Estate stakeholders (both internal and external).

This plan has been produced with commitment from Biofin Pty Ltd to the health and safety of its employees (including contractors), visitors, patrons and the wider community.

All staff members and contractors involved in the Fernhill Estate 2017 Concert should read and become familiar with the emergency plan, regardless of position, in order to maintain knowledge and understanding of what actions are required in an emergency, and be better prepared to ensure the safe and rapid resolution of an emergency situation.

#### **AIM**

The aim of this plan is to detail the agreed arrangements for the prevention of, the response to, and the recovery from emergencies that could occur at the Fernhill Estate 2017 Concert.

#### **OBJECTIVES**

The broad objectives are to:

- Implement measures to prevent or reduce the causes or effects of emergencies.
- Manage the arrangements for the response to emergencies when they occur.
- Assist employees and the organisation to recover following an emergency.

- Compliment other municipal regional and state emergency planning arrangements.

## **DESCRIPTION OF VENUE**

Fernhill Estate 2017 Concert will be held at Fernhill Estate, which is predominately grassed paddocks, bushland with water ways and heritage overlays.

**Patrons** – It is anticipated that over the event period no more than 5,000 patrons will visit the venue.

**Staff**- During the Event, approximately 30 staff are utilised across the venue.

**Contractors** – Under the supervision of Fernhill Estate staff, Operational, Security, Event, Cleaning, Catering and other contracted services staff operate throughout area (approx. 120).

## **COMMUNICATIONS**

A number of communication systems exist within the Site:

- A two way radio network will be used by staff , contractors and support staff
- A full listing of warden mobile telephone numbers will be contained in this Emergency Management Plan.
- Handheld loud hailer will be available for use.
- A public address system will be operational through the Event period.

## **STAFF/VOLUNTEER BRIEFINGS**

All staff will undergo Site Inductions.

The Site Induction will also finish with a Staff Safety Briefing, which will provide operational information on the event, as well as Event Safety and Emergency Management information.

## **EVENT OPERATIONS CENTRE**

An Event Operation Centre will be based in the Event area .

The Event Operations Centre will act as a communications hub for all staff and contractors. All comms are to come through the EOC.

Representatives from Catering, First Aid, Emergency Services, and Security will be in the EOC on the day with direct lines to their own staff.

## **ALL CALLS**

Call takers in the Event Operations Centre will determine the nature of the call; Emergency calls will be transferred as follows

- Fire, hazardous ,materials and rescue calls to the RFS on site
- Medical emergencies to the First Aid/Ambulance NSW who will triage the calls and determine the response strategy using Ambulance and First Aid onsite.

- Police related emergencies to the Police Command Officer in charge.
- Any other type of emergency, or where the caller is unsure, the Communications Officer in the EOC.

Each emergency service will then seek details of the nature and location of the emergency and dispatch resources. Once this has occurred each emergency service will brief the Communications Officer about the response, as required.

The Site Safety team (comprising the Safety Officer and Communications Officer) will be responsible for ensuring all Event Operations Centre call takers are briefed on the procedure and given a list of relevant phone numbers (see Radio Protocol).

Any non-emergency calls will be managed by other stakeholders (cleaners, volunteers, security, comms officer) in the Event Operations Centre.

### **EVENT OPERATIONS CENTRE OPERATING HOURS**

The Event Operations Centre is operational from

11.45am – 11.45pm

The primary purpose of the Event Operations Centre is to manage event related issues such as access control, catering, patron amenities, emergency services and running orders.

The EOC will be set up each day and have as a minimum:

- A copy of this Event Plan with all Appendices
  - o Site Plans (Appendix I)
  - o Area Warden List
  - o ECO structure (Appendix D)
  - o External Emergency Contact List (Appendix B)
  - o Onsite Services contact list (Appendix F)
  - o Call Log (Appendix G)
- Incident and Hazard Report Forms
- Bomb Threat Checklists
- Lost child policy and checklist
- Pens and paper
- A laptop computer with internet access and connection to a printer

### **COMMAND POST**

At the time of an emergency, the Chief Warden, or delegate will select the most appropriate location from which the Command Post will respond to the emergency.

The preferred location for the Command Post is the Event Operations Centre during the Event.



## EMERGENCY MANAGEMENT ROLES & RESPONSIBILITIES

### EMERGENCY CONTROL ORGANISATION (ECO)

The Emergency Control Organisation (ECO) is responsible for implementing procedures as prescribed in this Emergency Management Plan. The ECO is made up of Fernhill Estate staff and support personnel.

This ECO structure is designed in accordance with the requirements of AS 3745 "Planning for emergencies in facilities" and is the primary event management response required to attend to routine emergency situations.

Any emergency situation considered beyond the capability and the resources of this ECO will then become the responsibility of the Lead Agency. The ECO will then become an available resource for that lead agency to use if and when required.

### ECO STRUCTURE

The following schematic is the structure that Fernhill Estate 2017 Concert will have in place. Delegates to be assigned no later than 2 weeks prior to the event.

Area Wardens	Person	Radio	Mobile Phone

### INCIDENT PROCEDURES

The following phrases will be used to denote states of readiness and response to incidents.

Code Green – this indicated that staff should continue with the normal duties. Green is the normal conditions which the event should be operating.

Code Amber – if a serious incident has occurred or is imminent, EOC may determine that staff should be brought to a heightened state of readiness and this message will be broadcast on 2 way radio comms:

'Attention all call signs – Code Amber now exists – all staff to observe radio silence and await further instruction'

In the event of this call sign staff must prepare for public evacuation, observe radio silence, await instruction.

Code Red – if the event is sufficiently serious, the Chief Warden may decide to raise the status to Code Red. In such instances the following radio announcement shall be made:

'Attention all call signs – Code Red now exists – all staff to observe radio silence and await further instruction'

In the event of this call sign staff will be directed to the incident by the Chief Warden, public will be cleared from the immediate vicinity of the incident and imminent action taken to safeguard property and life until incident is contained. Wardens will keep access routes clear for emergency vehicles.

Once an incident has been resolved, Event Operations Centre will determine that normal operations can be resumed and staff can stand down, the following announcement will be made:

'All event staff please note that we have reverted to Code Green – revert to normal duties'

## **NON-EMERGENCY ROLES OF ECO**

The emergency control organization consists of:

- (a) Chief Warden
- (b) Communications Officer/Deputy Warden
- (c) Area Wardens

The responsibilities of the Chief Warden are:

- Administer the warden system and chair the Safety Planning group,
- Review, in conjunction with Area Wardens, the Emergency Management Plan,
- Arrange "Table Top" exercises and specific hands-on training for staff,
- Ensure that there is a system in place to record all staff, visitors and contractors on site,
- Ensure that a debriefing is conducted after each major event to review if any changes are required to the plan,
- Ensure the Chief Warden and the Deputy Warden are not simultaneously absent from the site.

The role of the Deputy Chief Wardens is to assist the Chief Warden in the general administration of the Emergency Control Organization and will assume all relevant responsibilities whenever the Chief Warden is absent.

Area Wardens, within their area of responsibility, will ensure that:

- They are familiar with the layout of the site and the general locations used by patrons, employees and contractors,
- They are familiar with the location of all first aid facilities and other emergency equipment,
- New employees are thoroughly briefed on safety procedures as part of their induction process,
- They oversee the safety equipment and signage within their area of responsibility,
- They represent their area at debriefings,

Area Wardens will take appropriate action to ensure:

- Good housekeeping so that litter does not accumulate to increase the danger of fire,
- Hazardous materials are not stored or used incorrectly, notwithstanding the nature of work,
- Equipment does not impede access,
- Pathways are free of obstruction,
- Access to and egress from emergency equipment is not obstructed,
- Any irregularities are reported to the Chief Warden,
- All incidents are reported on the form provided,
- Inspection checklists are completed,
- Incident report forms are to be handed to the deputy or Chief Warden.

## **MEDIA MANAGEMENT**

During emergencies there is likelihood that the media will want to obtain an interview or statement from any persons involved. All staff members, contractors and participating organizations and their employees should be aware that all media inquiries are to be directed to Thomas Lawson who will arrange for appropriate person to comment. The Chief Warden will appoint an appropriate person to act as a Media Liaison Officer at the time of the event. Consideration should be given to the identification of a media briefing area appropriate to the event.

### **DEBRIEFING ARRANGEMENTS**

A debrief will take place as soon as practicable after an emergency. The Chief Warden will convene and chair the meeting with a view to assessing the adequacy of the plan and to recommend any changes. It may also be appropriate to conduct a separate recovery debrief to address recovery issues. Area Wardens are encouraged to debrief the personnel in the area, they are responsible for, and to provide feedback from Emergency Control Organization debriefing sessions.

### **EMERGENCY ROLES OF ECO**

#### **Chief Warden:**

- Take control of the situation at the appropriate control point, if safe to do so,
- Ensure Emergency Services are notified,
- Ensure all patrons and employees are removed from the hazard area,
- Hand over control to the Emergency Services on arrival,
- Assist the Emergency Services as required,
- Ensure management is notified,
- Maintain a log of the incident,

#### **Deputy Chief Warden:**

If the Chief Warden is not available, the nominated Deputy Chief Warden will assume all responsibilities, duties and control. If the Chief and Deputy Chief Wardens are not available, the next ranking member of the Emergency Control Organization on duty will assume control as Chief Warden. During an emergency the Deputy Chief Warden will be delegated tasks by the Chief Warden.

The Deputy Chief Warden, or nominated Area Warden, will provide confirmation of patrons and employees marshalling and safety, or otherwise, to the Chief Warden by runner or other appropriate communication means.

#### **Area Wardens:**

The primary responsibility of the Area Wardens is to ensure, as far as practicable, the safety of patrons and employees and when necessary arrange their orderly evacuation from danger.

When required, Area Wardens will ensure that their areas of responsibility have been totally evacuated, if safe to do so.

#### **Communications Officer:**

The communications officer will act as directed by the Chief Warden. Duties will include:

- Attending to emergency calls,
- Notifying the appropriate emergency service,

- Notifying the Chief Warden of the emergency,
- Establish and maintain communications between Chief Warden and the Area Wardens,
- Transmit and record instructions and information,
- Maintain Emergency Incident Log,
- Maintain area maps.

All other Workers:

All other employees will act as directed by the Chief Warden. Specific employees may be allocated various tasks and should only be carried out if safe to do so.

## RESPONSES

### EVACUATION

The total evacuation of the Fernhill Estate 2017 Concert site will in most instances be initiated by the Chief Warden or delegate via the Area Wardens. On some occasions it may be necessary for the Area Wardens to self-initiate evacuation from the immediate area of a threat prior to notification from the Chief Warden. It should be noted that the extent of evacuation might vary from one event to the next.

Evacuations fall into two categories:

**Full** - resulting in all patrons and employees moving out of the Fernhill Estate 2017 Concert Site;

**Partial** - resulting in designated patrons and workers moving out of the affected area, or being directed into another part of the venue precinct.

The type of evacuation will depend on the nature of the emergency and will generally be determined by the Chief Warden or a delegate. Should the Fernhill Estate 2017 Concert resources be overwhelmed as a result of the event, the controlling Emergency Service will initiate the Municipal Emergency Management Plan to assist with the emergency and the Fernhill Estate 2017 Concert recovery.

Delegation of Duty -

If the Chief Warden is unavailable, responsibility will be delegated in the following sequence:

1. Deputy Chief Warden
2. Area Wardens

### NOTE

*NSW Police, Ambulance NSW and RFS out rank all Fernhill Estate 2017 Concert staff and contractors if there is an emergency. Should either give any personnel a direct order, they should carry out the order. Confirmation from event management is not required.*

### **Mobility Impaired Persons**

In the event of an evacuation Wardens should assist or arrange assistance for mobility-impaired persons.

A mobility-impaired person is any person who will require physical assistance during an evacuation.

For example: Permanent Disablement  
Temporary Disablement  
Deafness (full/partial)  
Blindness (full/partial)  
Advanced pregnancy

## **BOMB THREAT**

Person receiving the Call:

- Attract someone's attention to notify Chief Warden,
- Do not notify any others of the threat,
- Try to keep caller talking,
- Fill out Bomb Threat Check List,
- Remain at telephone until relieved,
- Do not hang up the telephone,
- Notify Event Operations Centre.

Chief Warden:

- Immediately notify NSW Police either onsite or phone 000,
- Ensure no radio transmitters are used,
- Never ignore threat,
- If possible relieve person-receiving call to allow completion of Bomb Threat Checklist,
- Assess need to evacuate.

All others – workers and patrons:

- Evacuate when instructed,
- Take bags and personal items if directed,
- Report any suspicious items to an Area Warden.

**WARNING - IF SUSPICIOUS ARTICLE DISCOVERED, DO NOT TOUCH**

# **BOMB THREAT TELEPHONE CHECKLIST** **DON'T HANG UP YOUR TELEPHONE**

## **WORDING OF THE THREAT**

(Try to record the exact words)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

CALLERS VOICE: Tick all applicable boxes

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar        |

## **KEEP THE CALLER TALKING**

(Try to obtain as much information as possible)

If voice is familiar, whom did it sound like?

.....

.....

## **Questions to ask:**

- When is the bomb going to explode? .....  
Machinery  
.....
- Where is it right now? .....  
.....
- What does it look like? .....  
.....
- What kind of bomb is it? .....  
.....
- What will cause it to explode? .....  
.....
- Who placed the bomb? .....  
.....
- Why? .....  
.....
- Where are you? .....  
by

## **Background Sounds:**

- |   |  |
|---|--|
| <input type="checkbox"/> Street Noises    | <input type="checkbox"/> Factory       |
| <input type="checkbox"/> Crockery         | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Clear         |
| <input type="checkbox"/> PA System        | <input type="checkbox"/> Static        |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Local         |
| <input type="checkbox"/> House Noises     | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Motorsport       | <input type="checkbox"/> Booth         |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Aircraft      |
| <input type="checkbox"/> Children         | <input type="checkbox"/> Other .....   |

## **Threat Language:**

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent   |
| <input type="checkbox"/> Taped       |                                       |
| <input type="checkbox"/> Foul        | <input type="checkbox"/> Message read |



.....

9. What is your name?.....

.....

10. What is your address? .....

.....

Estimated Age of caller.....

Sex of caller .....

Intoxicated .....

Number at which call is received? .....

Time: ..... Date: .....

Duration of call:.....

☐ Irrational threat maker

REMARKS.....

.....

.....

.....

.....

REPORT CALL IMMEDIATELY TO:

Name: .....

Phone Number:.....

Call received by:

Signature:

## **ELECTRICAL FAILURE**

Warden:

- Notify Chief Warden and Event Operations Centre by any means possible,
- Contact Event Electrician, if known
- If no emergency lighting, marshal patrons and employees,
- Prepare to evacuate,
- Follow instructions of Chief Warden.

Chief Warden:

- Determine situation,
- Contact Power company, confirm failure and indicate priority,
- Arrange alternative power if able,
- Marshal patrons and employees away from hazard area, if appropriate,
- Check for trapped persons in structures,
- Be prepared as power may be reinstated at any moment without warning.

## **EXPLOSION**

First Workers on Scene:

- Turn off gas and electricity, if practicable, and remove any person in danger, if safe to do so,
- Quickly assess and raise the alarm by contacting the Area Warden,
- Vacate the area immediately,
- Keep patrons and employees away.

Area Warden:

- Quickly assess the situation and ensure the alarm has been raised and Chief Warden notified
- Remove any persons in danger if safe to do so
- Consider evacuation

Chief Warden:

- Determine situation,
- Confirm controlling emergency service contact – NSW,
- PHONE 000 or inform NSW Police if onsite,
- Establish Control Point, if safe to do so,
- Determine appropriate evacuation routes (Note wind direction),
- Identify injured persons,
- Arrange Staff to meet and assist Emergency Services on arrival.

## **SPECIAL CONSIDERATIONS**

***Do not attempt to remove debris from electrical equipment.***

***If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area. Remain upwind from the emergency scene. Municipal Emergency Management Plans will override this plan if warranted.***

### **FIRE**

First Workers on Scene:

- Quickly assess and raise the alarm by sending runners to Area Warden,
- Attack fire with appropriate fire fighting equipment if trained and safe to do so,
- Withdraw when instructed.

Area Warden:

- Quickly assess the situation and ensure the alarm has been raised with Event Operations Centre,
- Remove any persons in danger if safe to do so,
- Consider evacuation,
- Ensure Chief Warden and Fire Brigade are notified.

Chief Warden:

- Determine situation,
- Confirm Fire Service contacted,
- Provide Fire Services with update on type of fire and access,
- Establish Control Point, if safe to do so,
- Determine appropriate evacuation route (note wind direction),
- Identify injured persons,
- Arrange for staff to meet and assist Emergency Services on arrival.

## **SPECIAL CONSIDERATIONS**

***Do not attempt to remove debris from electrical equipment.***

***If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area. Remain upwind from the emergency scene. Municipal Emergency Management Plans will override this plan if warranted.***

## HAZARDOUS MATERIALS

First Workers on Scene:

- Keep patrons and employees away,
- Do not attempt to rescue without appropriate protection (see special considerations),
- Contain the spill, if safe to do so using available products i.e. soil, sand, blankets, etc.,
- Withdraw to safe position,
- Raise the alarm by immediately contacting Area Warden.

Area Warden:

- Quickly assess the situation and ensure the alarm has been raised with Event Operations Centre,
- Remove any persons in danger if safe to do so,
- Consider evacuation.

Chief Warden:

- Determine situation,
- Contact Fire Service – RFS
- PHONE 000 – advise on type of spill and quantity,
- Establish control point, if safe to do so,
- Determine appropriate evacuation routes (note wind direction),
- Identify injured persons,
- Arrange for staff to meet and assist Emergency Services.

## SPECIAL CONSIDERATIONS

***If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area. In some instances rescue patrons and employees must wear specialized protective clothing. (Seek advice from attending Emergency Services)***

***Rescue may have to be performed by Emergency Services.***

***Municipal Emergency Management Plans will over ride this plan if warranted.***

## **LOST CHILD / MISSING PERSON**

First workers on Scene:

- Lost Child:- remain in location with lost child and notify Event Operations Centre
- Missing Person:- Contact Event Operations who will inform Police NSW
- Inform Area Warden of situation,
- Follow instructions from Police or Area Warden,  
(Missing person occurs when security have been unable to locate a person and friends/family contact the authorities themselves)

Lost Child Officer:

- Contact Event Operations Centre with information regarding lost child to enable information to be passed onto Police and Area Wardens. Remain in location for 10 – 15 minutes to reunite lost child.
- Assist Police as requested,
- Advise and update Chief Warden of situation,
- Ensure Lost Child Checklist is completed.
- If after 10 minutes, Lost Child Checklist is incomplete, inform Event Operations Centre and escort lost child with another person to EOC.

Chief Warden:

- Assist Police where appropriate.

## LOST CHILD / LOST GUARDIAN CHECKLIST

Time: .....

LOST CHILD	LOST GUARDIAN
<b>Questions to ask guardian:</b>	<b>Questions to ask child:</b>
1. Where did you last see the child? ..... .....	1. Where did you last see the guardian? ..... .....
2. When did you last see the child? ..... .....	2. When did you last see the guardian? ..... .....
3. What is your name? .....	3. Did they tell you what to do if you got lost? Yes/No ..... If Yes, explain .....
4. What is the child's name(s)? ..... .....	4. What is your name? .....
5. What is the child's age(s)? ..... .....	5. What is the guardian's name(s)? ..... .....
6. What is the child's hair colouring? ..... .....	6. What is the guardian's age(s)? ..... .....
7. What clothes are they wearing? ..... .....	7. What is the guardian's hair colouring? ..... .....
8. What height is the child(s)? ..... .....	8. What clothes are they wearing? ..... .....
9. Does the child have ID? .....	9. What height is the person(s)? ..... .....
10. Does the child have a mobile phone? Yes /No ..... If Yes, what number? .....	10. Do they have a mobile phone? Yes/No..... If Yes - what number?.....
11. Where do you think the child will go? ..... ..... .....	11. Do you know someone else's number who knows the guardian's mobile number? Yes /No ..... If Yes, what number? .....
Other information ..... ..... .....	Other information..... ..... .....
Reported By.....	
Date .....	ID Check
	Signature



## **MEDICAL**

First Workers on Scene:

- Quickly assess the situation,
- Notify Ambulance Services Australia and Area Warden,
- Render assistance to patient if able until Ambulance Services Australia arrive then assist them if required.

Area Warden:

- Determine situation,
- Ensure alarm has been raised to Ambulance NSW
- Keep uninvolved patrons and employees away,
- Start planning Ambulance Route if applicable,
- Advise Event Operations Centre if Ambulance NSW is called,
- Arrange staff to meet and guide Ambulance to patient.

## **SPECIAL CONSIDERATIONS**

***Any persons involved in treating injured should ensure they make use of personal protective equipment such as rubber gloves, facemasks etc. and should only treat if trained in such treatment.***

## **STRUCTURE DAMAGE RESPONSE GUIDE**

Earthquake, storm damage or other type of emergency could cause this.

### **WARDEN**

- Raise the alarm by contacting the Chief Warden by any means possible,
- Proceed to evacuate immediately if safe to do so,
- Note degree and nature of damage,
- Assist and guide patrons and employees encountered,
- Direct all patrons and employees to an appropriate area away from the hazard area,
- Take care not to move people from safety to danger!
- Await instructions,
- Assist Emergency Services as required.

### **CHIEF WARDEN**

- Confirm controlling emergency service contact – RFS / SES,
- PHONE 000,
- Ensure Emergency Services are advised as to ideal access considering conditions,
- Establish control point, if safe to do so,
- If not safe to stay, proceed to evacuate immediately,
- Note degree and nature of damage,
- Identify injured persons,
- Assist Emergency Services on arrival.

### **SPECIAL CONSIDERATIONS**

***Do not attempt to remove debris from electrical equipment.***

***If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area.***

***Municipal Emergency Management Plans will override this plan if warranted***

## EMERGENCY ASSEMBLY AREAS

When advised by the Chief Warden all Area Wardens are to ensure that all employees and patrons at the affected site(s) are to make their way in an orderly fashion to the nominated assembly areas. The Chief Warden who will take into account the following will make the selection of the appropriate assembly areas:

- A. Location of the Emergency,
- B. Type of Emergency,
- C. Wind direction.

### The preferred assembly areas are

- **Point A** –TBA
- **Point B** – TBA

## EMERGENCY VEHICLE ACCESS

Emergency services should be advised as to incident position, and when possible should be met and guided to the incident by staff. There will be a minimum 3 metre access maintained through site. In event of an Emergency the Area Warden must ensure there is clear passage through crowds. Area Wardens will advise most suitable access (in terms of crowd size) to the incident.

## INCIDENT NOTIFICATION

### WorkCover NSW

All WorkCover notifiable incidents will be the responsibility of the Event Manager or the Safety Officer or the delegated individual. The following is extracted from WorkCover for reference:

#### What is a “notifiable incident”

In this Act, notifiable incident means:

- a) the death of a person, or
- b) a serious injury or illness of a person, or
- c) a dangerous incident.

#### What is a “serious injury or illness”

In this Part, serious injury or illness of a person means an injury or illness requiring the person to have:

- a) immediate treatment as an in-patient in a hospital, or
- b) immediate treatment for:
  - i. the amputation of any part of his or her body, or
  - ii. a serious head injury, or
  - iii. a serious eye injury, or
  - iv. a serious burn, or

- v. the separation of his or her skin from an underlying tissue (such as degloving or scalping), or
  - vi. a spinal injury, or
  - vii. the loss of a bodily function, or
  - viii. serious lacerations, or
- c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

### **What is a "dangerous incident"**

In this Part, a dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- a) an uncontrolled escape, spillage or leakage of a substance, or
- b) an uncontrolled implosion, explosion or fire, or
- c) an uncontrolled escape of gas or steam, or
- d) an uncontrolled escape of a pressurised substance, or
- e) electric shock, or
- f) the fall or release from a height of any plant, substance or thing,
- g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or
- h) the collapse or partial collapse of a structure, or
- i) the collapse or failure of an excavation or of any shoring supporting an excavation, or
- j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- k) the interruption of the main system of ventilation in an underground excavation or tunnel, or
- l) any other event prescribed by the regulations, but does not include an incident of a prescribed kind

### **Duty to notify of notifiable incidents**

A person who conducts a business or undertaking must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.

### **Preservation of the Incident Scene**

#### **Duty to preserve incident sites**

- (1) The person with management or control of a workplace at which a notifiable incident has occurred must ensure so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.
- (2) In subsection (1) a reference to a site includes any plant, substance, structure or thing associated with the notifiable incident.
- (3) Subsection (1) does not prevent any action:

- a) to assist an injured person, or
- b) to remove a deceased person, or
- c) that is essential to make the site safe or to minimise the risk of a further notifiable incident, or
- d) that is associated with a police investigation, or
- e) for which an inspector or the regulator has given permission.

## **TERMINATION OF THE EMERGENCY**

Once emergency services have concluded their involvement, control of the affected area will be handed back to the Chief Warden.

In determining the suitability of the area to be re-occupied and to resume normal operations, the Chief Warden should consider:

- Any residual/lingering hazards
- Any structural or process weaknesses caused by the original event, which could initiate a subsequent emergency if operations are reinstituted.
- The need to preserve the scene if there is to be a subsequent investigation.
- Occupant safety
- Industrial relations ramifications
- Where applicable, the decision to re-commence operations will be taken in consultation with specialist staff.

## **HAZARDOUS SITUATION & INCIDENT REPORTING**

All hazardous situations and incidents must be reported immediately to the event management via two way radio or telephone.

Upon receipt of information relating to an incident, one of the Site Safety Team may be deployed to the incident site to ensure correct reporting, recording, investigation and rectification is undertaken.

The Safety Officer will provide appropriate information to the Event Control centre as required.

## **DEBRIEFING**

A debrief should take place as soon as practicable after an emergency. The Chief Warden will convene and chair the meeting, inviting all area wardens and wardens, with a view to assessing the plan and to recommend any changes. Wardens are encouraged to debrief with the personnel in the area of the venue they are responsible for, and provide feedback for the Chief Warden's debrief. At times when a debrief is not scheduled, any feedback should be passed on via the Event Organiser/Promoter and/or the Venue.

## **Appendix B - Emergency (External) Contact Numbers**

### **Ambulance/Police/NSW Fire Service – 000**

Major Bushfire Information & Updates – 1800 679 737

Penrith City Council - 02 4732 7505 (Senior Environmental Planner)

WorkCover NSW - 02 4321 5000 (Incident Reporting)

### **Emergency Medical Department**

Nepean Hospital (Entrance via Derby Street, Kingswood)

Cnr Derby Street & Northern Road

Kingswood (Sth Penrith)

**Ph. (02) 4734 2000**

Environment Protection Authority (EPA) - 131 555

Poison Information - 13 11 26

### **Flood and Storm Damage**

Flood Warnings – (BOM) – 1300 659 218

State Emergency Service - 13 25 00

### **Utilities**

Utility Response Numbers (From Dial Before You Dig)

Endeavour Energy	02 9853 4161
Sydney Water	132092
Telstra NSW, Central	1800 653 935
Blocked Drains	(Site Plumber)
Sewerage Problems	(Site Plumber)
Gas	

## Appendix C- Key Agency and Service Supplier – Contacts List

[illegible]

## **Appendix D - Condition Monitoring (Weather, fire etc.)**

In the lead up to the Event and for the duration of the Event(s), the following websites will be monitored for conditions that may be evolving and likely to have some form of impact upon the Event.

### **NSW RFS - Fire Warnings & Current Fires**

[http://www.rfs.nsw.gov.au/dsp\\_content.cfm?CAT\\_ID=684](http://www.rfs.nsw.gov.au/dsp_content.cfm?CAT_ID=684)

[http://www.rfs.nsw.gov.au/dsp\\_content.cfm?cat\\_id=683](http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=683)

[http://www.rfs.nsw.gov.au/dsp\\_content.cfm?cat\\_id=1109](http://www.rfs.nsw.gov.au/dsp_content.cfm?cat_id=1109)

### **Bureau of Meteorology – NSW Weather Warnings & Forecast**

<http://www.bom.gov.au/nsw/warnings/>

<http://www.bom.gov.au/forecasts/graphical/public/nsw/sydney-week.php>

<http://www.bom.gov.au/nsw>



## Appendix E – ECO Structure

Emergency Control Organisation	Name
Chief Warden	
Deputy Chief Warden	
Communications Officer	
Safety Officer	

Zone	Area Warden/Supervisor	Name	Contact Details

## Appendix F - On Site Agency Contacts

Position	Name	Contact No.

## Appendix G – Event Operations Centre Log

[illegible]

## Appendix H – Assembly/Evacuation Areas

Assembly Areas	Remarks

Location 1:

Location 2:

## **Appendix I – Site Maps and Site Plans**

## **Appendix J – Traffic Management Plans**

## Appendix K – Risk Assessment

### 1: Identify the Hazards

<b>Biological</b> (e.g. hygiene, disease, infection)		
<input type="checkbox"/> Blood / Bodily fluid	<input type="checkbox"/> Virus / Disease	<input checked="" type="checkbox"/> Food handling
Other/Details:		
<b>Chemicals</b> Note: Refer to the label and Safety Data Sheet (SDS) for the classification and management of all		
<input type="checkbox"/> Non-hazardous chemical(s)	<input type="checkbox"/> 'Hazardous' chemical (Refer to a completed <a href="#">hazardous chemical risk</a>	
Name of chemical(s) / Details:		
<b>Critical Incident – resulting in:</b>		
<input type="checkbox"/> Lockdown	<input type="checkbox"/> Evacuation	<input type="checkbox"/> Disruption
Other/Details:		
<b>Energy Systems – incident / issues involving:</b>		
<input type="checkbox"/> Electricity (incl. Mains and Solar)	<input checked="" type="checkbox"/> LPG Gas	<input type="checkbox"/> Gas / Pressurised containers
Other/Details:		
<b>Environment</b>		
<input checked="" type="checkbox"/> Sun exposure	<input checked="" type="checkbox"/> Water (creek, river, beach, dam)	<input type="checkbox"/> Sound / Noise
<input checked="" type="checkbox"/> Animals / Insects	<input checked="" type="checkbox"/> Storms / Weather	<input checked="" type="checkbox"/> Temperature (heat, cold)
Other/Details:		
<b>Facilities / Built Environment</b>		
<input checked="" type="checkbox"/> Buildings and fixtures	<input checked="" type="checkbox"/> Driveway / Paths	<input type="checkbox"/> Workshops / Work rooms
<input type="checkbox"/> Playground equipment	<input type="checkbox"/> Furniture	<input type="checkbox"/> Swimming pool
Other/Details:		
<b>Machinery, Plant and Equipment</b>		
<input type="checkbox"/> Machinery (fixed plant)	<input type="checkbox"/> Machinery (portable)	<input type="checkbox"/> Hand tools
<input type="checkbox"/> Vehicles / trailers		
Other/Details:		
<b>Manual Tasks / Ergonomics</b>		
<input checked="" type="checkbox"/> Manual tasks (repetitive, heavy)	<input type="checkbox"/> Working at heights	<input type="checkbox"/> Restricted space
Other/Details:		
<b>People</b>		
<input checked="" type="checkbox"/> Participants	<input checked="" type="checkbox"/> Staff	<input checked="" type="checkbox"/> Volunteers
<input type="checkbox"/> Cyclists	<input checked="" type="checkbox"/> Pedestrians	
Other/Details:		
<b>Notes</b>		

## 2: Assess the Level of Risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level.

Likelihood		Consequence				
		Insignificant 5	Minor 4	Moderate 3	Major 2	Critical 1
A	Almost Certain	Medium	Medium	High	Extreme	Extreme
B	Likely	Low	Medium	High	High	Extreme
C	Possible	Low	Medium	High	High	High
D	Unlikely	Low	Low	Medium	Medium	High
E	Rare	Low	Low	Low	Low	Medium

Consequence	Description of Consequence	Likelihood	Description of Likelihood
5. Insignificant	No treatment required	E. Rare	Will only occur in exceptional circumstances
4. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)	D. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Moderate	Injury requiring medical treatment or lost time	C. Possible	May occur within the foreseeable future, or within the project lifecycle
2. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation	B. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
1. Critical	Loss of life, permanent disability or multiple serious injuries	A. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.


## Control the Risk

In the table below:

1. List below the hazards/risks you identified in Step One.
2. Rate their risk level (refer to information contained in Step Two to assist with this).
3. Detail the control measures you will implement to eliminate or minimise the risk.

Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**. If lower level controls (such as Administration or PPE) are to be implemented without higher level controls, it is important that the reasons are explained.



Hierarchy of Control	
Most effective (High level)    Least effective (Low level)	<b>Elimination:</b> remove the hazard completely from the workplace or activity
	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	<b>Redesign:</b> making a machine or work process safer (e.g. raise a bench to reduce bending)
	<b>Isolation:</b> separate people from the hazard (e.g. safety barrier)
	<b>Administration:</b> putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)
	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. gloves, hats)

### 3: Risk Assessment Table

Compiled by:

Event:

Reviewed by:

Event Date:

Event Manager

Hazard/risk	Consequence/ Risk	Risk level	Controls	Risk Control	Responsibility
			▪		
			▪		
			▪		
			▪		
			▪		
			▪		
			▪		
			▪		
			▪		

#### 4: Monitor and Review Controls

Complete during and/or after the activity.	Yes	No
1. Are the planned control measures sufficient and effective in minimising the level of risk?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have there been any changes to the planned control measures?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are further control measures required in future?	<input type="checkbox"/>	<input type="checkbox"/>

Details:

**Appendix L – Heritage Impact Statement**

**Appendix M – Acoustic Plan**

**Appendix N – Bushfire Management Plan**