



# A GUIDE TO MANAGING YOUR EVENT

**A SAFETY GUIDE FOR EVENT ORGANISERS  
FROM WEDDIN SHIRE COUNCIL**

# A Guide to Managing Your Event

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# A Guide to Managing Your Event

## 1.0 MANAGING YOUR EVENT

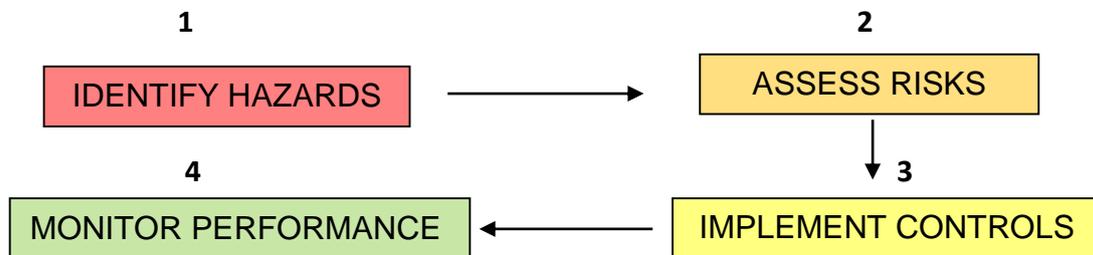
This **Information Pack** is designed to assist you in the planning of your event, activity, stall or function that **will take place 1) On Council land or 2) On or near a main road**. It is important that right from the start of your planning process, your committee is aware of the need to manage and mitigate any risks undertaken while conducting your event. Whilst you have public liability insurance this should not in any way be seen as a waiver of your responsibilities regarding the safety and security of your participants and suppliers.

### 1.1 Why do we have to manage our risk?

On-site safety at the event is paramount – your public expects to be able to enjoy your event in safe and secure surrounds and your committee members need to identify potential hazards during the planning of, and on site at, your event and work to implement solutions.

### 1.2 What is risk management?

The basic principles of and processes in Risk Management are: -



The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event: -

- Holes or depressions in grounds or in footpaths
- Marquee pegs in thoroughfares
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in car parks or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand washing facilities at food handling stalls
- Lack of fire-fighting appliances
- Lack of first aid kits

These examples could be rectified with simple solutions. By early identification of hazards risks can be minimised. It is your responsibility to ensure that you comply with Council’s Risk Management procedures and you complete the relevant paperwork.

### 1.3 So how do we go about this process?

To help with the risk assessment process we have prepared general forms, fact sheets and explanations to make the process a bit more manageable. The process will seem cumbersome for the first few times you undertake it, however after a while you will recognise the benefits and become more comfortable with it.

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This Guide includes: -

- An **Event Safety Checklist** – which asks you to consider a range of questions to help identify what is needed for the event or activity you are organising. This checklist includes the matters you should consider regarding events on roads.
- **Your Event – Things to Consider Guide** provides a guideline to matters that you should think about and address during your event planning.
- A **Pre-Event Audit Form** – this form gives you a range of possible hazard areas. If you run through the list and mark those possible hazard areas N/A (Not Applicable), then concentrate on the others for the rest of this process. You can use the next form (**Hazard Summary**) to summarise your identified hazards. Refer back to the *Pre-Event Audit* form just before the event to check-off on each item and have your volunteer and other workers sign-off that they understand the assessment. Keep this record. Use a similar form for the next recurrence of the event/activity/function. Provide a copy to Council.
- **Hazard Summary Form** – use this form to list all the hazards that you can identify relating to your event. There are some ‘triggers’ included to help you focus on the areas of concern. Once you have exhausted the possible hazards complete your Risk Assessment Form. More risk topics are found in Appendix A.
- **Risk Assessment Form** (Appendix A) – you will need to copy this form and complete a section for each separate hazard. If you repeat the event/function/activity at other times of the year, this initial hazard assessment should remain relevant and save you a lot of repetitious work.
- **Risk Classification, Definition & Assessment** (Appendix A) – this section explains how you measure a hazard by the likelihood of it occurring and the consequences of the occurrence. It also lists possible risk topic triggers. This will help you determine how you should respond to your possible hazards.
- **Catering and Sale of Food for Temporary Food Premises** – this information pack includes an application form if you or a group is to conduct a food stall or provide food at the event. The application is compulsory if food is provided or sold by you.

In addition to this guide there are associated forms to be completed as follows:-

1. Event Application Form EA-1.
2. Section 68 or Development Application Form.
3. Special Event Transport Management Plan.
4. Notice of Intention to Hold a Public Assembly.

Copies of these forms are included in your package.

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## **1.4 Planning and Programming**

Careful planning is vital to make the event that you are organising, a success. Developing an Event Management Plan may seem quite laborious, however the process is valuable to ensure you consider all matters and your time and effort in planning is reflected in a quality event or activity. Of course the bigger the event, the greater the management required. This guide covers the points below that you may find worth considering when planning your event: -

- Decide on the type of event and the date 9-12 months ahead,
- Establish a working group or committee if necessary and have named organiser(s) identified,
- If you are looking for sponsors, begin to approach local businesses and companies 9-12 months ahead. Longer if you are planning a major event,
- Inform the Council and check if you need any permission on any aspect of your event as soon as you have formulated ideas. If development approval is required this can take some time, so ensure that you **seek Council's requirements at least three-months** before the proposed event; and
- Book your venue or site 6-12 months ahead with confirmation in writing to: -
  - ✓ Arrange for local publicity,
  - ✓ Check the availability of sound and light equipment, marquees etc.,
  - ✓ Send out first press release as soon as dates are firmed-up,
  - ✓ Book first aid, caterers, judges, compares, dignitaries and any other services 6-9 months ahead,
  - ✓ If holding competitions send out schedules and rules 2-4 months ahead,
  - ✓ Start looking for volunteers and staff 2-4 months ahead,
  - ✓ Talk about finances as early as possible and any other funding opportunities; there will be cut-off dates for various funding applications so be aware of the timeframes involved,
  - ✓ Order posters and publicity three-months ahead and send out 6-8 weeks prior to the event,
  - ✓ Apply for licences, consents, approvals, permits at least 3-4 months ahead, earlier if you can,
  - ✓ Create other plans to achieve publicity and target sponsors.
- Notice for your event or activity should be given to Council's Economic Development Officer. **The minimum notice for any event is three-months.**
- Choose a time and date for your event that will suit the audience it is intended for, also check that no similar public events are taking place at the same time.

## **1.5 What to do when things go wrong**

Remember as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you will almost definitely end up in court.

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If an incident does occur at any event on Council's land, Council will ask: -

- Were plans in place to manage a major incident?
- Were there risk assessments completed, including all of the items included in the checklists?
- Were there enough emergency services resources on site?
- Was there a detailed casualty treatment, management and evacuation plan?
- Were the emergency procedures properly explained and practised?
- Was there a clear chain of command and control?
- Were communications between key personnel and the crowd adequate?

Remember careful planning and organisation will help ensure that your event is successful and above all else - safe.

### **1.6 Suggested action for risk assessment**

- 1 Review the **EVENT SAFETY CHECKLIST** and the **Your Event - THINGS TO CONSIDER GUIDE**.
- 2 Use the *Things to Consider Guide* to start the process of your event management plan. This requires considerable information to be sourced. During this event management planning you are required to consider risk assessment. Use the following forms to assist you in this process.
- 3 Look at your event or activity as if you were a parent looking for hazards that may hurt your child. Use the **PRE-EVENT AUDIT** form to trigger your thinking on possible hazards. Identify and make a list of all those hazards using the **HAZARD SUMMARY FORM**.
- 4 Fill in the **RISK ASSESSMENT FORM** addressing each hazard, referring to **APPENDIX A** to determine the level of risk. The higher the level of risk the greater your controls and actions if it occurs will be. You will have to copy the risk assessment form to ensure there are enough pages to cover all risk topic areas.
- 5 Fill in **EVENT APPLICATION FORM EA-1** noting any plans, documents, forms etc. that you have to attach to support your risk assessment process - including temporary Permits.
7. Use the **PRE-EVENT AUDIT** form at the commencement of your event as a way of alerting your staff (including volunteers) to the hazards and the fact that you have developed a risk management plan to minimise them. These staff (and volunteers) should sign this form. Keep a copy of this form with your other event records. **Provide a copy to Council.**

### **1.7 Further information**

Information or clarification can be obtained by calling Weddin Shire Council and asking for the Risk Officer on 02 63860100.

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## 2.0 EVENT SAFETY CHECKLIST

### 2.1 General Events - tick boxes to confirm

- Have the following key personnel been identified? Event Organiser, Safety Manager, Chief Steward, Stewards, Ground Announcer, Complaints Manager?
- Do you have permission from the landowner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information to Council for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Do you know how many people you are expecting?
- Do you know where the entrances and exits on your site are?
- Are the entrances and exits controlled, stewarded, and suitable for prams and pushchairs and appropriately signed?
- Do you have trained, briefed and clearly identifiable stewards?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication between key people?
- Have you set up a reliable system of communication with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?
- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services - is your emergency evacuation area displayed on the site plan and known to all service personnel and participants?

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- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control, dust control or parking?
- Do you have an emergency plan? Does it cover everything? Has it been viewed by Council's Risk Officer? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?
- Is a Section 68 or Development Approval required from Weddin Shire Council?
- Do you have insurance cover and are all relevant parties noted on the policy? It is common practice to have the NSW Police listed as interested party and the RMS where the event will occur on or near a main road?
- Please note that, apart from emergencies, the emergency services may charge if you ask them to be present at your event.
- Have you carried out a hazard analysis of the food safety risks involved in the preparation or handling of the food & drink you will be offering?
- You need to identify critical steps in food preparation or handling and put in suitable control measures. You should also monitor these control measures. If you are using caterers, they should be able to provide this information. Do those handling food have appropriate training and certificates? Do they require to be registered with the NSW Food Authority?
- Do you require a Temporary Food Permit?
- It is advisable that you have a system in place to cater for children who have been dislocated from their guardians. Depending on the type / size of the event, a specific lost children service may be required. Contact your local Police for more details. Do your personnel require working with children checks?

### **2.2 Events on road - tick boxes to confirm**

In addition to the general safety checklist items, the following issues should be considered when organising events on roads. In all cases event participants must comply with the

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current edition of the **Road Transport (Safety and Traffic Management) Act**, and current **Australian Road Rules**.

- The applicant must make written application to Council in accordance with the *Event Management Guidelines* section of this guide.**
- Timing.** Don't hold your event in the dark – bad visibility and tiredness make accidents more likely.
- Planning your route.** Whenever possible your event should be held in a park, sports ground or on footpaths away from the road. Remember that country walks need careful planning. Plan the route away from roads wherever possible. Don't use roads without proper footpaths or verges. Don't use roads where there are road works as these can be dangerous.
- Events on local and/or highways** require Council and NSW Police approval. Any event where the highway is involved must also have written approval from the RMS.
- A briefing by the organiser of the event** must be conducted prior to the event with all competitors and marshals being informed of their responsibilities and safety aspects for the event.
- Changes in the route.** Make sure you obtain approval from Council for any changes to your route. Make sure that everyone taking part knows about the changes through the marshals or signs.

### 3.0 YOUR EVENT - THINGS TO CONSIDER GUIDE

#### 3.1 Risk assessment

You must carry out and provide a written risk assessment as the first step in planning your event. This will ensure you have adequate health and safety measures in place.

**For example, you need to know: -**

- Do you have enough adequately trained marshals for your event?
- Do they have correct equipment to do their job?
- Are they wearing high visibility clothing?
- Will staff be required to hold a specific approval (e.g. RMS traffic control qualification)?
- Are you serving alcohol - do your staff hold a current Responsible Service of Alcohol Photo Licence?

You will also need to take out insurance to cover your event.

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Contact your insurance provider for advice and give them **all** the details of your event. In some cases a specialist insurance provider may be required, contact the group for more details. Ensure the *Policy/Certificate of Currency* has listed all interested parties as requested; this may affect your event approval process.

### **3.2 Stewards**

You must have enough stewards for the size and type of your event. The number of stewards you need depends on several factors: -

- If the event is indoors or outdoors.
- How many children are likely to attend?
- If it is dark or light.
- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.
- If alcohol is being served.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed.

### **3.3 Communication**

You must have a reliable method of communication in place for the event. It is essential for stewards and organisers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organisations taking part.

Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

### **3.4 Evacuation**

You must have an evacuation procedure as part of the risk assessment for your event. For indoor events, the building you are using may already have an evacuation procedure in place. However, this is far less likely for outdoor events.

### **3.5 First aid**

You must provide an agreed level of first aid, paramedical and medical facilities at your event depending on the type of event, number of people and risk. Access by ambulance in an emergency should be considered.

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### **3.6 Fire safety arrangements**

You should agree on arrangements for fire prevention, detection and control with Fire and Rescue NSW or NSW Rural Fire Services (depending on the location of the event) before your event.

### **3.7 Security**

You must ensure any special security measures are in place for example, if you have VIPs at your event, or large amounts of cash. The Police can advise you on this issue.

### **3.8 Barriers**

There are many different types of barriers. Some barriers can only be used if you have trained and experienced stewards who are familiar with how they work.

Any temporary structure, which is load bearing, must comply with health and safety laws and building control regulations. Some structures need development consent; see the provisions of Division 3, Temporary Uses and Structures Exempt Development Code of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 for requirements. This policy is accessible on line at: -

<http://www.legislation.nsw.gov.au/maintop/view/inforce/epi+572+2008+cd+0+N>

### **3.9 People with disabilities**

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

### **3.10 Signs**

You must provide clear direction and information signs at your event. Council may be able to assist with signage.

Any temporary signs on public land (like footpaths, parks, road verges) will need to be approved by the Council. Remember to give plenty of time for this matter as approval cannot be assumed nor can it be dealt with immediately.

### **3.11 Environment**

You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event that you are planning and take account of local concerns such as noise, dust, traffic or access disturbance and litter. Where possible the site should always be left in the same condition as it was before the event. A reinstatement fee may be imposed by the landowner if the site has been damaged.

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### **3.12 Food safety**

If you are preparing food for your event it is essential you consider the section of this Information Pack on **Catering and Sale of Food for Temporary Food Premises**. There are a number of regulations you will need to comply with, including: -

- Siting of the food.
- Design & construction of the facilities & equipment.
- Cleanliness & repair of the above.
- Washing facilities.
- Waste disposal.
- Provision of Potable Water.
- Pest control/ability to cover food.
- Temperature control.
- Staffing including appropriate training.
- Food safety practices & supervision.
- Safety of temporary power provisions such as LPG, propane & butane cylinders.

### **3.13 Facilities**

You must decide what facilities will be needed at your event, such as hot and cold drinks, toilets, PA systems, lighting and temporary structures (shelters and stages).

### **3.14 Law**

You must comply with all laws and regulations at all times.

### **3.15 Stallholders**

If you intend to have market stalls or stallholders as part of your event, you must ensure that each stallholder has their own public liability insurance (\$20million minimum) and in some instances, product liability insurance (\$20million minimum) is also required. If stallholders are selling food prepared off-site for profit (i.e. not as part of a charity organisation) they must be registered with the NSW Food Authority as a food manufacturer. Manufactured food must be labelled with the name and address of the manufacturer, have a nutritional panel, ingredient list, storage instructions and best before date. Each stallholder needs also to be made aware of the requirements of temporary structures (including marquees) under Division 3 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

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## 4.0 PRE-EVENT AUDIT (Provide Copy to Council)

<b>Description of Event and Location:</b>										
<b>Company/Personnel/Organisation Running the Event:</b>										
<b>Date and Time:</b>					<b>Stall Holder/Activity: (where appropriate)</b>					
<b>HAZARD IDENTIFICATION Check the following and tick the appropriate box:</b>										
<b>NA=Not applicable; S=Satisfactory; US=Unsatisfactory</b>										
	NA	S	US		NA	S	US			
<b>Paperwork</b>				<b>Public Matters</b>						
Contractor Toolbox Meeting Record & Risk Assessment completed (attach copies)				Crowd control measures in place				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licences of Operation & SWMS copies obtained				Appropriate clothing for staff (hot/cold/visibility)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Usage & Material Safety Data Sheets completed and available				Loud hailer available				Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
Specialist certificates required (e.g. Traffic Control Management, Confined Spaces)				Entry controlled				Yes <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
Food handling approval copies available				Fire-fighting equipment				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Activities</b>				<b>Site</b>						
Electrical equipment tagged				Traffic Control Plan, provisions for parking				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment (provided and worn)				Pedestrian access at site for slips, trips, falls				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit available				Site amenities, toilets, fresh water				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting is adequate for activity				General site conditions, security				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Protection (attach plan if applicable), air water, litter and noise				Correct signs on site				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise control/dust control				Adequate protection and fencing to site				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Condition of plant and guards on all machinery				Utilities identification (underground & overhead) including irrigation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders (Good condition and properly secured)				Adequate ventilation				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling and lifting equipment				Rubbish disposal				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gas cylinders and equipment in order & comply				Material storage				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures, e.g. fire, explosion, civil disturbance, lost child, etc.				Presence of hazardous materials (e.g. asbestos)				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Insurances sighted</b>				<b>COMMENTS/CONTROL MEASURES:</b>						
Public Liability										
Professional Indemnity										
Workers Compensation										
Other										
<b>ATTENDANCE LIST</b>					<b>Place additional signatures on back of form</b>					
Name.....			Signature.....			Date.....				
Name.....			Signature.....			Date.....				
Name.....			Signature.....			Date.....				
Name.....			Signature.....			Date.....				
<b>PROJECT SUPERVISOR (PLEASE PRINT NAME)</b>										
Name.....			Signature.....			Date.....				

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### 5.0 HAZARD SUMMARY FORM - List all hazards associated with your event (See Appendix A)

Hazard	Risks	Controls
Think of issues about getting onto the site for the event?		
What are the hazards with setting up i.e. manual handling?		
Think of hazards relating to First Aid, providing food, emergency response & evacuation etc.?		
During the event what could go wrong with people, parking, cash handling, security, communications etc.?		
Pulling the event down – what might the hazards be i.e. manual handling?		
Evaluate the event – what hazard lessons were learnt?		

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## 6.0 EVENT MANAGEMENT GUIDELINES

Use these guidelines in conjunction with other guides and information within this document to help you prepare your submission to Council. If you have any difficulty providing details or information please contact Weddin Shire Council immediately.

The following process details the timeline of events that **MUST** be followed in order to have your event processed and approved.

**COMPLETED PAPERWORK AND COPIES OF INSURANCE POLICIES AND CERTIFICATES MUST BE SUBMITTED A MINIMUM OF THREE-MONTHS PRIOR TO YOUR EVENT TO ALLOW PROCESSING BY COUNCIL, RMS AND POLICE.**

**\*Submissions made within this period or incomplete submissions may be rejected by Council, Roads & Maritime Service (RMS) or NSW Police\***

### 6.1 Obtain documents from Council

Visit Weddin Shire Council Front Desk to collect the following documents and confirm the current fees and charges that may apply for your application and ground hire: -

1. **A Guide to Managing Your Event** – this document presents specific event management information and guidance material for you. Be sure to prepare advertising for your event and repeat this advertising over a suitable time period. Visitors need to know exactly where to find you.
2. **Event Application Form EA1** – this document provides details of your event to Council.
3. **Section 68 or Development Application Form** - this is an application that must be submitted to Council for your event (if after assessment, it appears your event does not require a Section 68 or Development Approval the application fee will be refunded or cancelled). This application can remain active for up to five-years for the same event. If you request this, you will only pay the initial first-year fee - good value. PLEASE ENSURE FEES HAVE BEEN PAID OTHERWISE NO COUNCIL APPROVAL WILL BE ISSUED.
4. **Special Event Transport Management Plan (RMS Form “N”)** - Used to alert Council of a potential need to change roadway access or speed zone signage. For events occurring on or near a main road controlled by the Roads & Maritime Service, Council prepares a Traffic Control Plan and obtains a Speed Zone Approval for your event from the RMS, obtains another separate RMS approval for traffic management before submission to the Weddin Traffic Advisory Committee and Weddin Council for approval.

The RMS or Police may require the use of qualified Traffic Controllers to facilitate traffic management in some circumstances.

For Non-RMS controlled roadways, Council will prepare a Traffic Control Plan for your event. Local Council approval for the Traffic Control Plan will be via the Weddin Shire Traffic Advisory Committee. All Traffic Advisory Committee approvals will be tabled at the

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following Council Meeting.

5. **Notice of Intention to Hold a Public Assembly** – this form is used to provide specific information to Police Special Event Management. Council must hold a copy signed by you.

Once the Weddin Shire Traffic Advisory Committee has approved the Traffic Management Plan, Council will forward copies of the event document package to the Police Local Area Command Special Event Coordinator for approval. The Police may require additional traffic management requirements.

Major changes in road conditions will be advertised by Council on Council Web Site and in local papers prior to the event.

### **6.2 Complete documents, gather & present information**

1. **Complete Event Application Form EA1** – Provide as much detail as possible and write clearly. Your details must be clear and legible.
2. Provide copies of event flyers and programs. Organise advertising for your event so everybody knows what your event offers, where it will be held and when.
3. If hiring a ground from a Council approved 355 Committee provide a written statement confirming you have hired the building/ground from XYZ to Council.
4. Provide a detailed Site Plan of the proposed area – be sure to include as much detail as possible. You may be able to download and print a Google Map of the area and freehand-in the details if it is an open area (stalls, seating, alcohol area, parking area, toilet, display area, food areas, emergency assembly area, no-go zones etc.). A rough hand drawn/ambiguous sketches **ARE NOT** acceptable as copies are forwarded to the NSW Police and RMS.
5. Provide a copy of your Insurance policy for the event – this must be a minimum of twenty-million dollars liability cover for the activity you are holding. The *Policy Certificate of Currency* should clearly show cover is for your event at the location in question and list, as a minimum the **Weddin Shire Council** and the **NSW Police** as an interested party. Additionally, depending on the type of event the **RMS** may request to also be listed as an interested party. Council will pass on this requirement when requested by the RMS. If your insurer is not willing to provide this information, please contact Council immediately as a lack of insurance may stop the approval process.
6. Provide copies of any additional Insurance Policies (stall holders, service clubs, entertainers, bands etc.). Stall holders **MUST** provide copies of insurances - they may provide these directly to Council to maintain confidentiality.

# A Guide to Managing Your Event

## 6.3 Confirm preparations

Read the Guide to Managing Your Event again carefully and ensure full compliance with all requirements as they apply to your event. Ensure event management/stewards/supervisors/helpers/volunteers have read and signed the **Pre-Event Audit Form**. *Supply a copy of the signed form to Council*. In the modern world, legal action is common and at times harsh. Be prepared for the unknown as you can be found wholly or partially negligent for an incident even though you have insurance cover.

## 7.0 CATERING AND SALE OF FOOD FOR TEMPORARY FOOD PREMISES

### 7.1 Introduction

Food Safety Standards require Temporary Food Premises to seek approval to operate.

Temporary food premises are structures set up for a specific occasion such as a fete, show, carnival or markets. The cost of providing such premises to a permanent standard as required for premises such as a restaurant is seen as unpractical.

However, the issue of food safety that includes the construction of premises, food handling, food storage and cleanliness is as important as it would be for a restaurant. The aim of this Code is to provide minimum standards for the establishment and operation of a temporary food premises.

### 7.2 General Provisions

This Code applies to temporary food premises within Weddin Council's area, operators must also comply with the relevant Local and State legislation regarding hygiene, safety and land use requirements as applicable.

Weddin Council's Environmental Health & Building Officers are authorised to enforce this guideline and to issue any necessary direction or registration with or without conditions, or cancel any registration.

#### Definitions:

- **Temporary Food Premises**  
Temporary food premises shall include any structure, food stall or mobile food stall erected, installed or located on any premises, including privately owned property or on any public road, footpath or public reserve or park, that is used for the sale of food for the duration of any fete, fair, festival, carnival, market or similar event.
- **Food Vending Vehicles**  
Includes any vehicle including any van, truck, trailer or moveable module whether mobile or stationary used for the purpose of selling any article of food.

a) **Category 1** – *On site food preparation* that is any food requiring more than one-step in

## A Guide to Managing Your Event

preparation at the market site. Includes hamburgers, hot dogs international foods etc.

**b) Category 2** – *One step low hazard food preparation* that are foods with minimal risk of bacterial multiplication and requiring no more than a single preparation step on the site. Includes popcorn, fairy floss, squeezing of juices etc.

**c) Category 3** – *Pre-wrapped and bottled foods* – Fruit & Vegetables. Fruit and vegetables, bottled preserves/jams, wrapped cakes etc.

**THIS CODE WILL APPLY TO ANY ACTIVITY THAT PROVIDES FOOD FOR WHICH A TRANSACTION HAS OR WILL TAKE PLACE.**

### **7.3 How to use this code and apply for a food permit**

- 1 **Read Section A.** This Section gives the conditions for food handling and provides important information about food, temperatures, transporting, labelling, infections, hygiene, water, crockery, animals, preparation, and so on.
- 2 **Read Section B.** This Section helps you determine into which of three categories your food activity is likely to fall. Each category then gives you clear information about the standards you are expected to meet when operating your food activity.
- 3 **Decide which category your food activity is in,** and then discuss with your group how you will ensure that these matters are met.
- 4 **Now you are ready to complete the Application Form** (at the end of this information packet). The Permit may be required, and this may cover until June 30th. You need this Permit to operate a food activity. There are a few different ways this can work: -
  - a) If you operate the same activity a few times a year at the same venue then the one application form will suffice.
  - b) If you operate a similar food activity at different venues then you should complete a new application for each different venue (but you only pay the once per year).
  - c) If you operate different food activities (e.g. sell prepared food at one stall, run a BBQ at another, etc.) at different venues or the same venue at different times then you need to submit an application for each activity.
- 5 **Send the Application Form to Council** (with your payment if this is the first time in the year ending 30 June) giving plenty of notification before the event.
- 6 Prepare for your event taking all steps necessary to meet the Food Handling requirements.

### **7.4 Section A - General Conditions**

## A Guide to Managing Your Event

Basic requirements – all food sellers, including sellers of prepacked foods, fruit and vegetables and the like are to observe these requirements: -

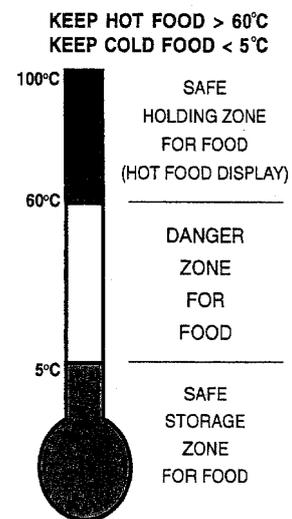
### 7.4.1 Perishable (hazardous) Foodstuffs Holding Temperatures

Because the most common cause of food poisoning is “temperature abuse” of products which will rapidly spoil, the following requirements taken directly from clause 78 of the Food (Standards) which Officers attending the markets will strictly enforce.

Products containing milk or milk products, eggs, meat, fish, cooked rice, or opened shellfish shall be stored and sold at a temperature under 5 degrees Celsius or above 60 degrees Celsius, i.e. - cream cakes, hot dogs, chicken, rice etc.

**Note:** - There are exemptions for eggs sold in the shell provided they are shaded, and for bottled or canned products that have been processed by heat to prevent spoilage and remain hermetically sealed. Frozen food must remain in a frozen state to gain exemption.

**Note:** - It is an offence to sell food that after being frozen and subsequently running down or melting, has been subsequently refrozen.



### 7.4.2 Transport of Food to Markets

All foodstuffs being transported to the markets must be adequately protected from contamination and looked after. It is especially important that the temperature requirements in the section above be strictly observed during the transportation. With the exemption of whole fruit and vegetables or grains, which are to be further processed, all foodstuffs must be conveyed in the vehicle in such a way that dust, vermin and other likely sources of contamination are excluded.

Food grade plastic or foam eskies with tight fitting lids may be used for some foods. Where food comes into contact with the container, it must be impervious and easily cleaned. Lids may not be removed from containers in which foods remains when the vehicle is in motion or unattended.

Vehicles used for purposes incompatible with the carriage of foodstuffs may not be used for bringing food to the markets.

### 7.4.3 Labelling

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Any product that is sold in a package, jar or the like is to be clearly labelled. The current food Standard requires among other things that must appear on the label are: -

- a) The common name of the contents,
- b) Where more than one ingredient is used in the preparation of the product a list of all ingredients and additions,
- c) The food be labelled as being a product of Australia or country of origin,
- d) It's use by date related to the class of food,
- e) Nutrition labelling (exemptions may apply to this requirement); and
- f) Content percentage labelling.

The lid or container must not contain information about any product other than that contained nor any information, which could be misleading. Foodstuffs not labelled or missing any of the above details will not be permitted to be sold.

### ***7.4.4 Sickness or Infections of the Skin***

No person suffering from a communicable disease or infection including a skin eruption shall handle food or any utensil used for handling food.

**Note:** minor abrasions of the skin may be covered with a bandage which in turn must be covered with a waterproof covering.

### ***7.4.5 Personal Cleanliness and Hygiene***

Both body and clothing must be clean and of neat appearance. Wearing of a clean apron is recommended.

For personal hygiene, every stallholder must have available a clean towel and soap/bactericide. (See what is required as per categories, which follow.)

**Note:** The regulation demand cleansing of hands: -

- Before commencing or recommencing work.
- Immediately after using the toilet. (Take soap and towel with you.)
- Immediately after using a handkerchief or nasal tissue.

### ***7.4.6 Water and Ice***

Only potable (drinking) water may be used when preparing food for sale.

If you do not know the meaning of potable water, please ask Council's Health and Building Officer.

Ice used for keeping food cool or adding to food or drink must have been made from potable water.

### ***7.4.7 Second Hand Goods***

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Where second hand goods, such as clothing, footwear or printed material are to be received or sold, food may not be sold if handled by the same person unless the food is contained in sealed packages.

### **7.4.8 Foreign Objects**

No foreign objects shall be placed or be present in any item of food for sale.

### **7.4.9 Smoking**

No person is permitted to smoke or chew tobacco or any similar product when serving or when present in or about any food stall. Stallholders, visitors and participants must abide by current state smoking restrictions.

### **7.4.10 Minimum Display Height**

No foodstuffs shall be stored or displayed at a height of less than 750 mm above the ground, unless protected to the satisfaction of Council's Environmental, Health and Building Officers.

**Note:** This clause applies to fruit and vegetables as well as other foods.

### **7.4.11 Crockery**

Crockery items, which are chipped, cracked or broken or are in a state of disrepair, may not be used in connection with food.

### **7.4.12 Human Contact**

Human contact with food when packing and serving must be minimised (except fruit and vegetables). Tongs or disposable gloves should be used. This clause does not apply to confectionery (sweets, chocolates etc.)

**Note:** When holding implements, utensils or appliances they must only be held by a part of the utensil that does not come in contact with the food. Such utensils may not be placed in the pockets of clothing.

### **7.4.13 Wrappings**

Only clean unprinted paper or food wraps may be used for wrapping foodstuffs.

### **7.4.14 Dogs and Animals**

Under no circumstances is a dog or other animal to be permitted to enter any food stall.

### **7.4.15 Location of Food Stalls**

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It is preferred that food stalls be set up on well-grassed sites or bitumen sealed areas.

### **7.4.16 Garbage**

All stalls are to be provided with an adequately sized rubbish receptacle with a fitted lid. Contents are to be disposed of in a proper manner (usually into the bulk bins provided) at the end of the day.

### **7.4.17 Home Preparation**

Preparation of food for sale in the home is not permitted except where the kitchen or place complies fully with the National Code for the Construction and Fit out of Food Premises and the Food Standard Code in respect of the construction standards, sanitation and equipment.

These details may be obtained on request from Council's Environmental, Health and Building Officers.

### **7.4.18 Children in Food Stalls**

It is not desirable that young children be permitted to enter a food stall for health and safety reasons.

### **7.4.19 Permission to Trade**

Approval by Council's Environmental, Health and Building Officers by telephone shall not be given as permission to trade. All stalls are subject to approval on site.

Applicants for market/one day events shall obtain a stallholder permit from Weddin Shire Council.

### **7.4.20 Directions**

Stallholders are required to meet any directive given at the Market by any Officer authorised under the Food Standard Code. Officers carry appropriate authorisation documents, which may be requested before admitting an Officer to a van or stall.

## **7.5 Section B - Construction Standards**

This section is divided into three (3) categories and persons selling food at markets must operate within one (1) of the three (3) categories as outlined below.

### **7.5.1 Category 1: On-Site Food Preparation Food Vehicles/Food Stands**

This category relates to on-site food preparation for the sale of food to the public.

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**Includes:** Hamburgers, Kebabs, Spring Rolls, International Foods, Hot Dogs, Hot Chips, Pies, Sandwich preparation or any other food prepared, made or cooked on site.

The purpose of this category is to ensure that on-site food preparation outlets are fitted out in such a manner as to comply with the appropriate food legislation to ensure safety and promote a good standard of hygiene by providing for easy cleansing and maintenance.

**Includes:** Food Vehicles, Food Vans, Trailers, Caravans, Collapsible rigid structures, or any other food outlet such as to comply with the following: -

### *CONSTRUCTION*

The floor, walls and ceiling shall be constructed internally of rigid, smooth faced, impervious material with unbroken surface, capable of being easily cleaned and kept in good repair. If joint strips are necessary they shall be used in the vertical plane only and be free of screw heads, proud rivets or the like.

The wall/floor junction shall be impervious and coved to a radius of 25mm or greater.

Walls - at minimum the walls shall be fully enclosed below 750mm on all sides including the counter area. Above 750mm to roof height, the walls on all sides, except counter, are to be capable of being enclosed.

### *FIXTURES*

- i. Food preparation benches, shelving, cupboards and the like shall be constructed of approved rigid smooth faced and impervious material free of open cracks and joints. (Standard chipboard should not be used.)
- ii. Cavities to be eliminated wherever possible.
- iii. Benches, shelving, cupboards and the like shall be constructed so that the lowest shelf or base shall be 200mm above the floor. The unit should be supported from the wall or on metal legs.
- iv. The ends of hollow metal section shall be sealed.
- v. Shelves (where practical) should be stood approximately 25mm clear of the wall to facilitate cleaning of the walls and stop accumulation of foodstuffs.

### *SERVICES*

Water pipes, electrical cables etc. should be run under the floor or within the wall cavities and all joints sealed. Where not recessed water pipes or electrical conduits must be set with stand offs 25mm clear of the wall surface and where possible only run verticals.

The gas installation, if any, shall be installed by a licensed gas fitter. The installation shall comply with the appropriate provisions of Australian Standard 1596 and the gas installation regulations made under the Dangerous Goods Act, 1975. A current compliance plate shall

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be affixed to the vehicle, N.B. NSW road registration requires the compliance plate to be fixed to the vehicle.

### *EQUIPMENT*

- i A sink for the purpose of cleaning all utensils, appliances, equipment and the like shall be provided. Detergent and cleaning implements shall be on hand.
- ii A wash hand basin for personal hygiene purposes must be provided in addition to the sink. Soap and towels must be provided in close proximity.
- iii A reservoir of potable water shall be provided sufficient to exceed the day's needs.  
Hot water is to be supplied from a hot water system with both the sink and the basin individually supplied from mixing set fixtures. Urns will not suffice.  
Water must be supplied continuously at a temperature not less than 45 degrees Celsius.)  
Fabricated stalls may have to consider the use of a trailer based "module". The unit must be on at all times when trading.  
If customers return utensils for cleansing, a double bowl sink is required in lieu of single and scalding water (min 77 deg Celsius) must be available to the second bowl of the sink for final rinsing.
- iv A wastewater collection tank shall be installed external to the vehicle to collect the wastewater from the hand basin and the sink. The tank is to be provided with a vent. All fixtures are to be trapped. The waste water tank is to have an outlet which enables ready disposal of the contents to a sewer gully or other suitable disposal point upon return home of the vehicle/or dismantling of the stall.
- v Cooking appliances such as deep fryers, hot plates, and stoves shall be installed so as to provide a clear space of not more than 200mm between the underside of the appliance and the floor.
- vi Equipment which is not easily removed from the vehicle shall be positioned clear of walls at such distances as to permit easy cleaning.
- vii Where cooking or extensive heating processes are carried out an approved mechanical ventilation system, including grease removal filters, may be required.
- viii Walls and benches likely to be soiled or damaged by cooking fumes, grease and heat shall be protected by stainless steel sheeting or other approved material.
- ix A fire extinguisher and fire blanket is to be provided in any vehicle/stall where extensive cooking or heating processes are undertaken. The extinguisher shall be of a type suitable for dealing with the type of combustibles present.
- x Perishable foodstuffs are to be stored in a suitable refrigerator or other appliance fitted with the required thermometer (see general section) and which is capable of maintaining the required temperature (normally less than 5 degrees Celsius) throughout the period of trade.
- xi A suitable waste bin with tight fitting lid must be provided.

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### *DESIGN OF MOTOR DRIVEN VEHICLE*

- xii Where a vehicle has a driving compartment, this section must be effectively sealed off from the section used for storing or preparing food.

### *GENERAL*

- xiii General provisions applying to all stallholders are provided at the front of this guide. These form part of the requirements for this category of stall.

### **7.5.2 Category 2: One-Step Preparation**

Requirements for stalls where one-step only preparation takes place and where the ingredients or produce are not of a hazardous type (see general section) and where cooking except for heating of water or soup is not part of the process.

**Includes:** Popcorn, Squeezing Juices, Fairy Floss, Tea and Coffee, Frozen Fruit Cups, Soups and other items, which may be considered, appropriate by Council's Environmental, Health and Building Officers.

### *CONSTRUCTION*

- i Walls - at a minimum the walls shall be fully enclosed below 750mm on all sides including the counter area. Above 750mm to roof height, the walls on all sides, except under the counter, are to be capable of being enclosed.  
Construction shall be of "polytarp" or similar easily cleaned material (not canvas) stretched over a demountable frame with the polytarp preferably on the inside of the frame.  
The wall panels shall be provided with sufficient framework to support the fabric taught and rigid. No part of the walls may flap in the breeze or be otherwise insecure.
- ii Roof - the roof shall be of similar construction to the walls.
- iii Floor - the floor shall be in the form of a groundsheet cut larger than the floor area to enable it to be turned up the wall and clipped or otherwise fixed into position.

### *NOTE: -*

The whole structure shall be securely fixed together when assembled and must be secured against wind loadings. These stalls will not be permitted on sealed areas if securing requires peg penetration through bitumen.

### *FIXTURES*

- iv Food preparation benches, counters, shelving, stands etc., shall be made from rigid smooth faced material, free of cracks or joints and be durable. Painting, laminating or clear finish must be used on any timber product. Shelves shall be minimum 200mm off the floor. Foodstuffs shall not be stored on the floor. Metal end sections shall be sealed.

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- v The preparation and or display of foodstuffs must take place behind and under a sneeze barrier designed to protect the food from contamination. Such a device could be constructed of perspex, which is capable of being folded and welded into custom shapes.

### *CONTAINERS*

- vi All food or drink shall be served in single use containers from Category 2 stalls.

### *HAND WASHING*

- vii A sealed container (minimum capacity 10 litres) of potable (usually town) water and having a tap fitted shall be provided as a water supply.
- viii Hot (45 degrees) water and cold water may be provided for personal hygiene if a water heating device can be firmly secured in the stall against collapse or fire.

Hot and cold water are to mix in a dispensing spout and dispense into a basin separate from any facility for washing implements. Soap and a towel are to be provided convenient. Alternatively where a hot water supply is not practicable, Bactericide - i.e. "Hibicleanse" (Chlorhexidine Gluconate) or similar may be dispensed from a pump pack into the hands before washing instead of having hot water and soap at the basin. Clean towels are still required.

### *UTENSILS WASHING FACILITY*

- ix A sealed container (minimum capacity 10-litres) of potable (usually town) water and having a tap is to be provided along with a suitable bowl or container for washing the utensils in. Clean towels and detergent are to be provided.  
*NB: This must be kept separate from the hand washing facility.*

### *WASTE WATER DISPOSAL*

- x Sullage water must be disposed of to the sewer if available on site. (Usually via a surcharge gully near the amenities block.) If sewer is not available, the waste is to be disposed of as directed by Council's Environmental, Health and Building Officers.

### *OTHER EQUIPMENT*

- xi Where facilities are provided for heating, extreme care is to be taken with positioning of the appliance to ensure there is no fire, electrical or scalding hazard. Heating appliances may not be placed on the front counter or within 300mm of external walls.
- xii A garbage bin with a tight fitting lid shall be provided in the stall for receipt of solid waste. This shall be emptied to the bulk bin or other facility as provided at the market venue before leaving.

### *GENERAL*

## A Guide to Managing Your Event

- xiii General provisions and application form applying to all stallholders are provided at the front of this guide. These form part of the requirements this category of stall.

### **7.5.3 Category 3: Pre-Wrapped and other Foods**

This category relates to pre-wrapped and other foodstuffs sold at "traditional style" food stalls where food is protected from contamination by wrapping or where stored in sealed containers.

**Includes: -**

*Pre-bottled/sealed:* Jams, Honey, Pickles and Drinks etc.

*Pre-wrapped and sealed:* Cakes, Toffees, Biscuits, etc.

*Natural Protection:* Fruit, Vegetables, etc.

- i) Wrapping/protection of food is to remain intact when delivered to the customer.
- ii) All food is to be stored a minimum of 750mm above the ground level.
- iii) Soap and clean towels are to be provided at each food stall.
- iv) Compliance with holding temperature requirements where applicable.
- v) General provisions applying to all stallholders are provided at the front of this guide. These form part of the requirements for this category of stall.

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## 7.6 APPLICATION FOR CATERING AND SALE OF FOOD TEMPORARY HOLDER PERMIT

Local Government Act 1993 – Section 68 (1)

**APPROVAL TO BE SUBJECT TO THE RELEVANT SECTIONS OF THE WEDDIN SHIRE COUNCIL CODE FOR CATERING AND SALE OF FOOD FOR TEMPORARY FOOD PREMISES.**

**APPLICATIONS MUST BE RECEIVED ONE-MONTH BEFORE DATE OF EVENT.**

To: Events Manager  
Weddin Shire Council  
PO Box 125  
GRENFELL, NSW 2810

Our Group/ I have previously submitted our annual application fee

**An annual fee may apply for the application and will remain current until 30 June.**

1. Applicant/Charity Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name and Phone Number: \_\_\_\_\_
2. Name of Food Outlet: \_\_\_\_\_
3. Intended Location for Market/One Day Event: \_\_\_\_\_
4. Intended Date of Market/One Day Event: \_\_\_\_\_
5. Food intended to be sold (describe range and type of food and whether it is to be sold wrapped or unwrapped, hot or cold etc.) \_\_\_\_\_  
\_\_\_\_\_
6. How is the food protected / transported to the Market? \_\_\_\_\_  
\_\_\_\_\_
7. Address of premises where food will be prepared (Prior to sale at Market/One Day Event): \_\_\_\_\_  
\_\_\_\_\_
8. For unwrapped foods, how do you protect food against potential sources of contamination?  
\_\_\_\_\_
9. Food requiring temperature control. How will you keep cold food below 5 degrees Celsius and hot food above 60 degrees Celsius? \_\_\_\_\_  
\_\_\_\_\_
10. How do you provide facilities that are required for: -  
Hand washing: \_\_\_\_\_  
Washing food and utensils: \_\_\_\_\_

I hereby undertake to comply with the Weddin Shire Council Code for Catering and Sale of Food for Temporary Food Premises and certify that I will accept all responsibility under the Food Act 1989, as the proprietor of this stall.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# A Guide to Managing Your Event

## 8.0 APPENDIX A - RISK CLASSIFICATION, DEFINITION & ASSESSMENT

### ***Legal Obligations***

Commonwealth, State and Local Government legislation imposes obligations on companies, Employees, Visitors and Individuals to ensure an incident free workplace.

### ***What is a Hazard?***

A Hazard is something with the potential to cause harm. Harm includes injury or illness as well as damage to property and the environment. Substances, plant, work processes or other aspects of the work environment can be hazards.

### ***What is a Risk?***

A Risk is the probability of a hazard creating a situation that will result in an incident occurring.

### ***Hazard Management***

Legislation in Australia adopts a “Risk Management Approach” to managing hazards. This Legislation also emphasises a preferred order of Control Methods which should be implemented in the workforce, often called the hierarchy of controls.

To manage hazards, personnel are to where possible, eliminate the hazards or isolate people from the hazard – where this is not possible, work activity is to be planned and controlled through means to the extent necessary to prevent injury, illness or damage to the environment.

### ***Hazard Identification***

To begin identifying hazards, simply ask the question, ‘Does this task/activity/situation/event have the potential to harm a person or the environment?’ Another way is to ask the question ‘What if?’ These are proactive ways to identify hazards.

Hazards can also be identified from records of past accidents and near misses – some workplace hazards are not always obvious. Some hazards can result in long-term health effects rather than have an immediate effect.

To help in identifying hazards, look for the: -

- ***Obvious hazard*** is apparent to the senses (e.g. unguarded machinery, building defects, faulty electrical equipment).
- ***Concealed hazard*** is not apparent to the senses (e.g. electricity, presence of toxic vapours or high frequency noise).
- ***Developing hazard*** cannot be recognised immediately and will develop over time (e.g. a worn tyre on a mobile crane and frayed steel cables).
- ***Transient hazard*** is an intermittent or a temporary hazard (e.g. overload of machinery, when a confined space permit has expired, a sticking safety valve on a boiler, intermittent electrical or mechanical defect).

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## ***Risk Assessment Matrix***

Risk analysis is about developing an understanding of the risk and is analysed by combining consequence and likelihood. The magnitude of the consequence of an event, should it occur, and the probability of the event and its associated consequences are to be assessed including existing strategies and controls.

Consequences and the likelihood are combined to produce a level of risk. Consequence and likelihood may be estimated using individual's or group's degree of belief if statistical data or more pertinent information is not available.

## ***Consequence***

How severely it hurts someone if the incident happens.

The following descriptive scale can be used to nominate the consequences of an incident or event occurring: -

- A - Fatality or permanent disablement** of employees, contractors, or the public.
- B - Serious bodily injury or Hospitalisation** of employees, contractors, or the public. Moderate public interest, media involvement or regulatory Intervention.
- C - Moderate Medical treatment** of employees, contractors, or the public. Outside assistance required for containment of spillage. Some public interest, media involvement or regulatory intervention.
- D - Minor First-aid treatment** of an employee, contractor, or the public **or insignificant event.**

## ***Likelihood***

- 1 - VERY LIKELY:** The event **will probably occur** in most circumstances.
- 2 - LIKELY:** The event **could occur** at some time.
- 3 - UNLIKELY:** The event **could occur** at some time but very rarely.
- 4 - VERY UNLIKELY:** The event **may occur only in exceptional circumstances.**

## A Guide to Managing Your Event

### ***Control Measures for Hazards***

Following the hazard identification and classification of risks using data from Risk Assessment use the following control measures when possible to control the risk.

#### ***Elimination***

The most effective control measure involves eliminating the hazard and associated risk. The best way to do this is by, firstly, not introducing the hazard into the workplace. For example, you can eliminate the risk of a fall from height by doing the work at ground level.

Eliminating hazards is often cheaper and more practical to achieve at the design or planning stage of a product, process or place used for work. In these early phases, there is greater scope to design out hazards or incorporate risk control measures that are compatible with the original design and functional requirements. For example, a noisy machine could be designed and built to produce as little noise as possible, which is more effective than providing workers with personal hearing protectors.

You can also eliminate risks by removing the hazard completely, for example, by removing trip hazards on the floor or disposing of unwanted chemicals. It may not be possible to eliminate a hazard if doing so means that you cannot make the end product or deliver the service. If you cannot eliminate the hazard, then eliminate as many of the risks associated with the hazard as possible.

#### ***Substitution***

Involves substituting the hazard with something that provides a lower and more manageable risk. For instance, replace solvent-based paints with water-based ones.

#### ***Isolation***

This involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in a fume cabinet.

#### ***Engineering***

An engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches); set work rates on a production line to reduce fatigue.

#### ***Administrative***

Involves minimising exposure to a risk through the use of procedures or instructions such as job rotation to reduce exposure, limiting entry or time in hazardous areas or erecting warning signs. It is often necessary to use these controls in conjunction with other measures.

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## **Personal Protective Equipment (PPE)**

PPE is worn by people as a final barrier between themselves and the hazard. This measure does not control the hazard at the source and relies on human behaviour for its success. Examples of PPE include ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly.

*Administrative controls and PPE should only be used: -*

- When there are no other practical control measures available (as a last resort); or*
- As an interim measure until a more effective way of controlling the risk can be used; or*
- To supplement higher level control measures (as a back-up).*

## **Potential Hazard Area Topics**

1. Crowd Management (participants, visitors).
2. Injury Control (participants, visitors).
3. Noise (events, participants, visitors).
4. First Aid (SES, Ambulance).
5. Fire Hazards (fire extinguishers. Notify Rural Fire Service, SES, Fire & Rescue NSW).
6. Emergency Evacuation (both participants & visitors).
7. Communication (organiser to participants, visitors and marshals).
8. Aircraft Landing (airfield must be marked by white cross and Council web site notification).
9. Environmental Damage (ground disturbance, spillage, vegetation damage).
10. Trip Hazards (cords, rope, debris, tools & equipment, move off ground).
11. Manual Handling (lifting, moving, carrying).
12. Power Supply/Power Cords (earth leakage protection, test and tag identification).
13. Weather Conditions (extreme weather, rain, lightning, wet, cold, wind).
14. Gas Bottles (Stamp current, good condition).
15. Barbeques (manned at all times, isolated from public, fire extinguisher).
16. Toilets (cleaned, stocked, routinely checked).
17. Car Parking (traffic marshal/s, may require RMS ticket).
18. Asset Damage (damage to Council or private buildings or equipment).
19. Slips, Trips & Falls (participants, visitors, stall holders).
20. Erection of Shelters & Bench Seating (organiser & stall holders).
21. Alcohol (temporary liquor licence & RSA Holders).
22. Infectious Diseases (participants, visitors, stall holders, food preparation).
23. Insurance (both organiser and individual stall holder or entertainer/band).
24. Site cleaning during & after event (organiser).
25. Unhygienic Practices (participants, visitors, stall holders, food preparation).
26. Robbery (of donations or admission fee).
27. Escape of Animals.
28. Falls from Animals.
29. Injury to Participants.
30. Potential Unsociable Behaviour (participants & visitors).

## Risk Assessment for \_\_\_\_\_

Name of Organisation				Date Prepared	
Name of Event				Printed Name & Title	
Location of Event				Signed & Accepted	
Activities					
<b>Risk Related Issues &amp; Hazards</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Control Measures</b>	

<p><b>Likelihood</b></p> <p>1 =Very likely could happen any time +</p> <p>2 =Likely could happen sometime ++</p> <p>3 =Unlikely could happen but very rarely -</p> <p>4 =Very unlikely could happen, but probably never will --</p>	<p><b>Consequence</b></p> <p>A =Kill or cause permanent disability or ill health</p> <p>B =Long term illness or serious injury</p> <p>C =Medical attention and several days off work</p> <p>D =First aid needed</p>	<p><b>Rating</b></p> <p>1 Top priority</p> <p>6 Low priority</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td colspan="4"><b>Likelihood</b></td> </tr> <tr> <td><b>Consequence</b></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td><b>A</b></td> <td style="background-color: red;">1</td> <td style="background-color: red;">1</td> <td style="background-color: orange;">2</td> <td style="background-color: green;">3</td> </tr> <tr> <td><b>B</b></td> <td style="background-color: red;">1</td> <td style="background-color: orange;">2</td> <td style="background-color: green;">3</td> <td style="background-color: yellow;">4</td> </tr> <tr> <td><b>C</b></td> <td style="background-color: orange;">2</td> <td style="background-color: green;">3</td> <td style="background-color: yellow;">4</td> <td style="background-color: lightyellow;">5</td> </tr> <tr> <td><b>D</b></td> <td style="background-color: green;">3</td> <td style="background-color: yellow;">4</td> <td style="background-color: lightyellow;">5</td> <td style="background-color: lightyellow;">6</td> </tr> </table>		<b>Likelihood</b>				<b>Consequence</b>	1	2	3	4	<b>A</b>	1	1	2	3	<b>B</b>	1	2	3	4	<b>C</b>	2	3	4	5	<b>D</b>	3	4	5	6
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