



LAUNCESTON

(Launceston Festivale Committee Inc)

Risk Management Plan 2012

Prepared by Festivale Logistics Sub Group
in Consultation with Mortimer Management Services

Updated 9 January 2012

INTRODUCTION

This Risk Management Plan is compiled to address the risks involved in operating the annual event of Launceston Festivale.

Risks will be identified and treated as *AS/NZS 31000:2009 - Risk Management* as a guideline.

Aim

The aim of this plan is to **document** the process where by **RISKS** are:

- **IDENTIFIED** What, why and how risk arises as a basis for further analysis
- **ANALYSED** In terms of likelihood and consequence
- **PRIORITISED** Rank risks to identify management priorities
- **TREATED** Through preventative and/or response measures involving
 - Communication
 - Administrative
 - Structural
 - Training
- **MONITORED** Establish a system to monitor and review the performance of the process and changes which might affect it.

Objectives

The objectives of the Festivale Risk Management Plan are to:

- Anticipate possible risk within Festivale.
- Provide an effective and efficient prevention, identification and response to emergencies.
- Supply relevant on site information to Emergency Services at Festivale.
- Manage the orderly and timely evacuation, if required, of all patrons.
- Establish and maintain a close working relationship with all relevant Emergency Services.
- Develop specific management strategies for particular types of hazards.

Risk Assessment Definitions

Likelihood – How likely it is that the hazard would cause an impact / accident / incident.

LIKELIHOOD	Descriptor	Examples of Description
	Rare (E)	<ul style="list-style-type: none"> The event may occur only in exceptional circumstances Rare exposure to risk Very low probability of damage.
	Unlikely (D)	<ul style="list-style-type: none"> The event could occur at some time Infrequent exposure to risk Low probability of damage.
	Moderate (C)	<ul style="list-style-type: none"> The event should occur at some time Regular or occasional exposure to risk Moderate probability of damage.
	Likely (B)	<ul style="list-style-type: none"> The event will probably occur in most circumstances Frequent exposure to risk Substantial probability of damage.
	Almost certain (A)	<ul style="list-style-type: none"> The event is expected to occur in most circumstances Constant exposure to risk High probability of damage.

Consequence -the potential impact / consequence of the hazard

IMPACT or CONSEQUENCE	IMPACT	Examples of Description
	Insignificant (1)	<ul style="list-style-type: none"> Minor leak or spill Negligible environmental impact Minimal or no injuries Very low financial loss.
	Minor (2)	<ul style="list-style-type: none"> On site release immediately contained Impact will not result in any significant risk or loss First aid treatment, minor medical treatment Minor financial loss.
	Moderate (3)	<ul style="list-style-type: none"> Medical treatment required On-site release contained with outside assistance High financial loss.
	Major (4)	<ul style="list-style-type: none"> Extensive or multiple injuries; (major back, neck, arm, leg, face or internal injury) External investigation by Workplace Standards Tasmania Loss of event capability Off-site release with outside assistance and little detrimental effects or impacts Major financial loss.
	Catastrophic (5)	<ul style="list-style-type: none"> Death or permanent disability or several health effects for one or more employees/volunteers/members of the public Public / media outrage. Toxic release off-site with detrimental effect Potential for huge financial loss.

INHERENT RISK ANALYSIS CALCULATOR

(BEFORE implementation of Management Controls)

RISK ANALYSIS MATRIX	LIKELIHOOD	CONSEQUENCE or IMPACT				
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
	Rare (E)	L	L	M	S	S
Unlikely (D)	L	L	M	S	H	
Moderate (C)	L	M	S	H	H	
Likely (B)	M	S	S	H	H	
Almost Certain (A)	M	S	H	H	H	

LEGEND

- L: LOW** Acceptable risk perhaps. Manage by routine procedures. Develop processes/procedures if existing ones are not relevant.
- M: MODERATE** Attend to in medium term. Allocate and follow management responsibilities within Risk Management Plan and monitor the outcomes.
- S: SIGNIFICANT** Attend to in short term. Senior management attention needed to determine and implement action plan to reduce impacts as soon as possible.
- H: HIGH** Immediate action to eliminate or reduce the risk. Consider stopping event.

MANAGEMENT CONTROLS

INEFFECTIVE: Unacceptable, unsatisfactory

REASONABLE: Acceptable, tolerable, adequate, not bad.

EFFECTIVE: Successful, satisfactory, competent, well-organised, efficient.

EXTREMELY EFFECTIVE: Highly successful; highly organised.

RESIDUAL RISK ANALYSIS CALCULATOR

(AFTER implementation of Management Controls)

RESIDUAL RISK ANALYSIS	MANAGEMENT CONTROLS	INHERENT RISKS			
		Low	Moderate	Significant	High
Extremely Effective		L	L	L	M
Effective		L	L	M	S
Reasonable		L	M	S	H
Ineffective		M	S	H	H

HIERARCHY OF CONTROL

Control mechanisms for eliminating or minimising risks associated with the hazard should be determined using the following preferred sequence.

When determining control solutions those closer to the top of the hierarchy are preferable to those lower down, such as PPE, because they are less dependent on human behaviour. In many circumstances, control solutions will incorporate a combination of controls.

1. **ELIMINATION.** Remove or fix the hazard so that the risk ceases to exist; change the process or outsource to a more capable organization.
 2. **SUBSTITUTION.** Replace plant, equipment, substance or process with a safer alternative.
 3. **ENGINEERING.** Re-design equipment or process to remove or reduce the hazard, eg machine guarding; ventilation; wet methods; mechanical aids
 4. **ISOLATION.** Barricade or enclose the hazard or the operator to reduce the impact of the risk.
 5. **ADMINISTRATION.** Alter work methods to limit impact, eg placement of signage; documented procedures; train personnel; change rosters; use safe work practices; limiting exposure; permit systems; electrical testing and tagging of equipment.
 6. **PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT.** Used as a last resort in absence of other actions, egs, overalls, safety boots; gloves; chemical resistant glasses; safety glasses; face shields, masks, hearing protection, head protection.
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Risk Register

REF No.	<i>The risk</i> What can happen? How it can happen?	Likelihood rating	Consequence rating	Inherent risk	Adequacy of Management Controls	RESIDUAL RISK
1	Lost / Missing Child – Parent Separation	A	1	Moderate	Effective	Low
2	Lost / Missing Child – Unlawful	E	5	Significant	Effective	Moderate
3	Lost Property / Theft (EMPP #5)	B	1	Moderate	Effective	Low
4	Theft – Armed (EMPP #5)	E	5	Significant	Effective	Moderate
5	Criminal Activity - Assault	B	3	Significant	Effective	Moderate
6	Drunkenness / Drugs (EMPP #3)	B	3	Significant	Extremely Effective	Low
7	Public Injury (EMPP #1 and #2)	B	2	Significant	Effective	Moderate
8	Power Failure – Loss of Function (EMPP #1)	E	2	Low	Effective	Low
9	Electrical Incident / Accident (EMPP #1)	D	3	Moderate	Effective	Low
10	Gas Fire / Leak / Explosion (gas bottles on site) (EMPP #1 and #4)	D	3	Moderate	Effective	Low
11	Natural Environment – Inclement weather, hail, downpour, strong winds, electrical. (EMPP #1)	D	3	Moderate	Reasonable	Moderate
12	Toilets are blocked	A	1	Moderate	Effective	Low
13	Toilets &/or Rubbish need cleaning / clearing	A	1	Moderate	Extremely Effective	Low
14	Bomb Threat (EMPP #1 and #6)	E	5	Significant	Effective	Moderate
15	Firearms / Weapons on site	D	5	High	Effective	Significant

Note: EMPP # refers to the clause number within the Emergency Management Procedure Plan (EMPP) document – which provides more detailed information.

Risk Register (Cont)

REF. No.	<i>The risk</i> What can happen? How it can happen?	Likelihood rating	Consequence rating	Inherent risk	Adequacy of Management Controls	RESIDUAL RISK
16	Protest – Civil Disturbance (EMPP #1 and #3)	D	2	Low	Effective	Low
17	Public Conflict at Venue (EMPP #1)	C	2	Moderate	Extremely Effective	Low
18	Fire at Venue (EMPP #1)	D	4	Significant	Effective	Moderate
19	Performers / MCs / Suppliers do not show or are late	D	1	Low	Effective	Low
20	Trip Hazards	B	2	Significant	Effective	Moderate
21	Collapse of Temporary Fencing	D	2	Low	Effective	Low
22	Emergency Vehicle Access required on Site. (EMPP #1)	D	1	Low	Effective	Low
23	Stage access, patrons obtain access to stage or backstage. (EMPP #3)	D	2	Low	Extremely Effective	Low

Note: EMPP # refers to the clause number within the Emergency Management Procedures document – which provides more detailed information and instructions.

Risk Management Plan

Description of Risk	Residual Risk Rating	Controls <i>(Activities in place to manage the risk to lower the possibility of it occurring & consequences)</i>	Person Responsible for Implementation of Controls	Implementation Timetable	How it will be monitored
1. LOST / MISSING CHILD – PARENT SEPARATION	Low	<ol style="list-style-type: none"> 1. Festivale personnel/volunteers to be vigilant and monitor situation throughout evening. They are also aware of Lost Child procedures and will notify the Lost Child Centre. 2. Notify Security to search for missing child. Use PA system and take child to Lost Child Centre. 	Security Manager Stage Manager Guides Tasmania Festivale Committee Information Stand	Immediate	Record of Incident to be retained in Lost Child Centre followed by debriefing with Festivale Committee
2. LOST / MISSING CHILD – UNLAWFUL	Moderate	<ol style="list-style-type: none"> 1. Notify Security 2. Notify Tasmanian Police & follow their directions & instructions. 	Security Manager Tasmania Police	<ol style="list-style-type: none"> 1. At time of finding lost child. 2. At time of being notified of situation. 	Incident Reports and debriefing with Festivale Committee.
3. LOST PERSONAL PROPERTY / THEFT <i>(EMPP #5)</i>	Low	<ol style="list-style-type: none"> 1. Ensure Security is available at the event. 2. Inform performers and stall holders that they will need to take out insurance cover for theft if required. Ensure Damage Waiver is taken out on hire equipment. Extra “passive” security available at high risk times. 3. Have affected person inform Tasmania Police. 	Event Coordinator	<ol style="list-style-type: none"> 1. Festivale Committee 2. At time of stallholder applications. 3. At time of situation. 	Incident Reports and debriefing with Festivale Committee.

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4. THEFT – ARMED <i>(EMPP #5)</i>	Moderate	<ol style="list-style-type: none"> Brief Gatekeepers Reduce Cash held by Gatekeepers and Participants (Stall holders) by Security collecting cash regularly throughout the event. Hand over money Meet demands Inform Security Inform Tasmania Police & follow their instructions. Post event Counselling 	Senior Gatekeeper Security Manager/ inform Festivale Committee Chair Counsellors	<ol style="list-style-type: none"> Pre-Event Briefing Throughout event At time of incident At time of Incident & 6 Immediately incident identified Post Event 	Incident Report and debriefing with Festivale Committee after event. Counselling feedback after event via Counsellors.
5. CRIMINAL ACTIVITY – ASSAULT	Moderate	<ol style="list-style-type: none"> Security to be informed of assault. Crowd to be controlled Notify Tasmania Police Contact St Johns Ambulance for first aid treatment if required. Possible eviction of responsible person from venue 	<ol style="list-style-type: none"> Security Manager Security Security or Tasmania Police Event Co-ordinator Committee 	<ol style="list-style-type: none"> At time of incident At time of incident After assessment by Security Manager. If required If situation warrants. 	Incident Report and debriefing with Festivale Committee after event.
6. DRUNKENNESS / DRUGS NOTE: All alcohol sales will cease at 10.30pm on Friday and Saturday nights. Also Media Campaign re no drugs/alcohol to be brought onto site. <i>(EMPP #3)</i>	Low	<ol style="list-style-type: none"> Ensure that all staff who sells alcohol have an RSA Certificate. Bag control / checks at all entry points to ensure no alcohol brought into venue. Eviction / removal of inebriated persons by police or security staff. Regular checks of toilets for illegal activity. Erect signs stating intoxicated individuals will not be served. 	<ol style="list-style-type: none"> Festivale Food & Wine Chair. Security personnel Tasmania Police / Security personnel. Security Personnel Festivale Food & Wine Chair. 	<ol style="list-style-type: none"> Prior to event On night of event At time of any incident arising. Ongoing throughout the event. Prior to event 	<ol style="list-style-type: none"> Committee members to check this requirement. By security personnel. Ongoing supervision by all responsible throughout event. Security

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7. PUBLIC INJURY <i>Member of the public is injured or has medical emergency</i> (EMPP #1 & #2)	Moderate	<ol style="list-style-type: none"> 1. Ensure St John's Ambulance area is readily accessible at venue. 2. Undertake a health & safety check of the site prior to the event and remedy concerns. 3. Brief staff on location of and communication with First Aiders 4. Ensure first aid and/or medical treatment given ASAP at 1st Aid tent and if necessary call Ambulance & control crowds. 	<ol style="list-style-type: none"> 1. Event Coordinator 2. Festivale Committee members 3. Festivale Committee members 4. St John Ambulance personnel/Security 	<ol style="list-style-type: none"> 1. Before event commences. 2. Before event commences. 3. Before event commences. 4. At time of injury or medical emergency. 	Review of Incident reports and debriefing by the committee after the event.
8. POWER FAILURE – during event (EMPP #1)	Low	<ol style="list-style-type: none"> 1. All power requirements noted by electrician on site prior to event. 2. En sure that additional generator power can be made available at short notice by on site electrician. 	<ol style="list-style-type: none"> 1. Electrician (Contractor), Event Coordinator 2. On-Site Electrician / Site Manager 	<ol style="list-style-type: none"> 1. Before event commences. 2. At time of power failure at event. 	Review of Incident reports and debriefing by the committee after the event.
9. ELECTRICAL INCIDENT / ACCIDENT (EMPP #1)	Low	<ol style="list-style-type: none"> 1. Licensed Electrician on site during event. 2. All electrical leads tagged & tested in accordance with AS 3750. 3. No damaged or frayed leads. 4. No piggy-back of leads. 5. No use of double adaptors. 6. Leads secured to prevent damage / trips. 7. Visual inspection of leads prior to event to check in good condition 	<ol style="list-style-type: none"> 1. Event Coordinator to arrange. 2-7 Licensed Electrician, Site Manager and Event Coordinator to check prior to start of event. 	<ol style="list-style-type: none"> 1. Prior to event. 2-7 Ensure all stall holders have all equipment tested and tagged. 	<ol style="list-style-type: none"> 1. Festivale Committee to appoint on-site Electrician throughout event. 2-7 Monitor throughout the event to ensure no offences. <p>Debrief by Festivale Committee after event.</p>

(ie no fraying/damage, etc).

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10. GAS LEAK / EXPLOSION from gas bottles. (EMPP #1 & #4)	Low	1. Ensure that all gas cylinders on site are in good condition and no storage of gas cylinders unless connected to equipment. 2. Check to see that stall holders have appropriate fire protection, ie Inspection tags on extinguishers that have been serviced within the last 6 months. 3. In the event of this occurring, contact Tasmanian Fire Service and Tasmania Police. 4. Follow Emergency Evacuation Procedures if required.	1. Origin Energy and Tamar Gas Inspectors 2. Tasfire inspectors, Food & Wine Chair 3. Security Personnel / Chief Warden 4. Refer Evacuation procedural manual	1 & 2. At time of setting up venue & throughout event. 3. At time of incident. 4. If directed by TFS	1. Inspection tags on extinguishers and fire blankets. 2. Incident Reports. 3. Debriefing by the Festivale committee after the event.
11. NATURAL ENVIRONMENT (EMPP # 1) <i>Inclement weather, hail, heavy rain, strong winds, electrical.</i>	Moderate	1. Develop inclement weather plan and inform all stall holders and performers of arrangements. 2. Commence checking weather forecast four days out from event. 3. Implement inclement weather plan that includes cancellation process, if necessary, ie ensure marquees are securely tied down; evacuate marquees; drop marquees; close stalls; notify SES; Tasmanian Police & Tasmanian Fire Service; follow Emergency Evacuation Procedures if required to evacuate the site; move into Albert Hall. 4. Close down event.	1. Festivale Committee 2. Committee 3. Call to be made by Festivale Chair/ Chief Warden assisted by Wardens and Security Manager. 4. SES, Tasmanian Police, TFS.	1 Prior to event. 2 4 days prior to event. 3 At the time a natural weather event occurs. 4 If directed by SES, Police or TFS at time of event.	1. Emergency Procedures 2. Retain copies of weather records. 3. Incident reports followed by debrief by Festivale committee following event.
12. BLOCKED TOILETS	Low	1. Ensure venue has sufficient toilets available for numbers anticipated. 2. Notify Hire Company (of portable toilets) of blockage.	1. Festivale Committee 2. Event Coordinator	1. Prior to event 2. At time of problem.	

		3. Erect signs to advise patrons toilets are out of order	3. Site Manager	3. At time of problem on site.	Review of Incident reports and debriefing by the Festivale Committee post event
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13. TOILETS &/OR RUBBISH NEED CLEANING / CLEARING <i>(including broken glass if sighted during the event).</i>	Low	<ol style="list-style-type: none"> 1. Ensure that venue has adequate rubbish bins & cleaners in place. 2. Ensure that toilet numbers are sufficient for expected numbers of patrons. 3. Appoint a cleaning team who will clean toilets throughout event. 4. Appoint a rubbish bin removal team who will work throughout the event. 	<ol style="list-style-type: none"> 1. Festivale Committee 2. Festivale Committee 3. Toilet cleaning team 4. Rubbish removal team 	<ol style="list-style-type: none"> 1. Prior to event. 2. Prior to event 3. Throughout event 4. Throughout event 	<ol style="list-style-type: none"> 1. Throughout event, followed by feedback by both cleaning teams at debrief by Festivale Committee following event.
14. BOMB THREAT <i>(EMPP #1 & #6)</i> <i>(Sign on Entry Gates re bag searches).</i>	Moderate	<ol style="list-style-type: none"> 1. Security conducts bag searches at all entry gates. 2. Ensure all Festivale members are briefed of communication process and evacuation procedures. 3. Contact Police, TFS, Security. 4. Follow prompts in Bomb Threat Checklist if appropriate. 5. Follow directions from Emergency personnel and evacuate site if directed by Tasmania Police 	<ol style="list-style-type: none"> 1. Security 2. Festivale Event Coordinator. 3. Chief Warden, Security. 4. Person who receives the call. 5. Wardens & Tasmania Police 	<ol style="list-style-type: none"> 1. During Event 2. Prior to event 3. At time of receiving threat. 4. At time of receiving threat (if by phone) 5. At time of emergency. 	<ol style="list-style-type: none"> 1. Incident Reports followed by debrief by Festivale committee following event.
15. FIREARMS / WEAPONS ON SITE	Sig-nificant	<ol style="list-style-type: none"> 1. Security conducts bag searches at all entry gates. 2. Sign on Entry Gates, also in 	<ol style="list-style-type: none"> 1. Security 2. Event Co ordinator 	<ol style="list-style-type: none"> 1. At time of patrons entering the site throughout the 	<ol style="list-style-type: none"> 1. Ongoing monitoring by all Festivale members & Security

<p><i>(Sign on Entry Gates re bag searches).</i></p>		<p>programs and in advertising materials re bag searches.</p> <p>3. If weapons found, notify Security</p> <p>4. Notify Police – crowd control, evacuation procedures, if appropriate.</p>	<p>3. Security</p> <p>4. Security</p>	<p>event.</p> <p>2. Throughout entire event.</p> <p>3. Prior to event.</p> <p>4. During event.</p>	<p>throughout event, followed by debrief by Festivale Committee following event.</p>
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16. PROTEST / CIVIL DISTURBANCE <i>(EMPP #1 & #3)</i> <i>(or Protest group demonstrates at event)</i>	Low	<ol style="list-style-type: none"> 1. Ensure all Festivale Committee are familiar with security arrangements. 2. Ensure Security & Police are aware of any potential disruptions. 3. Watch situation and continue in any useful discussions/negotiations with protest groups to reduce disruption to event. 4. Inform Police & Security. 5. Refer to Evacuation Procedures for venue and implement if appropriate. 	<ol style="list-style-type: none"> 1. Event Coordinator/ Festivale Committee 2. Festivale Committee 3. Wardens / Security 4. Anyone on site who notices the situation. 5. Security / Police 	<ol style="list-style-type: none"> 1. Prior to event 2. Prior to event 3. At time of situation / disturbance. 4. If situation getting out of hand. 5. When directed by these personnel at time of incident. 	Incident Reports followed by debrief by Festivale Committee following event.
17. PUBLIC CONFLICT AT VENUE <i>(EMPP #1)</i>	Low	<ol style="list-style-type: none"> 1. Ensure all Festivale Committee are familiar with security arrangements and correct communication processes. 2. Inform Police and Security 	<ol style="list-style-type: none"> 1. Event Coordinator/Comm ittee 2. Anyone on site during event who notices this situation 	<ol style="list-style-type: none"> 1. Prior to event 2. At time of situation. 	Constant monitoring throughout event by all Festivale members.
18. FIRE AT VENUE <i>(EMPP #1)</i> <i>Fire occurs on stage or at temporary food outlet.</i>	Moderate	<ol style="list-style-type: none"> 1. All outlets to comply with regulations and to have required fire-fighting equipment if pertinent. 2. Check to see that stall holders have appropriate fire protection, ie inspection tags on extinguishers that have been serviced within the last 6 months 3. Attempt to extinguish fire with hand held extinguishers without endangering staff / personnel. 4. If fire gets out of control, evacuate area and call TFS. 5. Follow Emergency Evacuation 	<ol style="list-style-type: none"> 1. Festivale Committee members / stall holders 2. TFS/Food & Wine Chair 3. Trained Wardens 4. Chief Warden 5. Wardens & TFS 	<ol style="list-style-type: none"> 1. & 2 At time of setting up venue but prior to event commencement. 3. At time of incident. 4. When deemed appropriate 5. At the time evacuation required. 	Incident Reports followed by debrief by Festivale committee following event.

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19. PERFORMERS, MCs, SUPPLIERS / CONTRACTORS DO NOT SHOW OR ARE LATE.	Low	<ol style="list-style-type: none"> 1. Ensure that all performers, MCs, suppliers and contractors have event details in writing and confirmed prior to commencement of event. 2. Confirm mobile emergency numbers for all performers, MCs, suppliers & contractors. 3. Ask substitute speaker to fill in if possible. Include original MC later if late arrival, without disruption. 4. Use emergency contact numbers to get performers, MCs, suppliers, &/or contractors, on site. 5. Check contracts for payment & penalties (if appropriate). 	<ol style="list-style-type: none"> 1. Event Officer 2. Event Officer 3. Stage Manager/Committee Member 4. Event Officer 5. Event Officer/Event Co/ordinator 	<ol style="list-style-type: none"> 1. Prior to event 2. Prior to event 3. At time of situation. 4. At time of situation. 5. After event. 	<p>Throughout event.</p> <p>Incident Reports followed by debrief by Festivale committee following event.</p>
20. TRIP HAZARDS	Moderate	<ol style="list-style-type: none"> 1. Provision of light towers to provide good lighting throughout venue. 2. Ensure all electrical leads from mobile vans, stalls, etc are secured / taped down. 	<ol style="list-style-type: none"> 1. Event Coordinator 2. On site Electrician and constantly monitored throughout event by all Festivale members. 	<ol style="list-style-type: none"> 1. Prior to event. 2. Prior to event commencement and monitored throughout event. 	<p>Monitoring of situation throughout the event.</p> <p>Incident Reports and debrief by Festivale committee following event.</p>

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21. COLLAPSE OF TEMPORARY FENCING	Low	<ol style="list-style-type: none"> 1. Ensure that it is erected by a qualified contractor. 2. Conduct regular checks prior to and throughout event, for breaches / damage. 3. Ensure Contractor is "on call" via mobile phone, throughout event, to repair fencing if required. 	<ol style="list-style-type: none"> 1. Approved Contractor. 2. Approved contractor/Site Manager/Committee 3. Site Manager 	<ol style="list-style-type: none"> 1. Prior to event. 2. Throughout event. 3. At time of finding problem with fencing during event. 	<p>Monitoring of situation throughout the event.</p> <p>Incident Reports and debrief by Festivale committee following event.</p>
22. EMERGENCY VEHICLE ACCESS REQUIRED ON SITE. <i>This could be ambulance, fire engine, police vehicle, etc.</i>	Low	<ol style="list-style-type: none"> 1. Confirm that Emergency Services can access Gate 1. 2. Ensure marshals available to remove barriers and assist vehicle access by implementing crowd control procedures. 	<ol style="list-style-type: none"> 1. Security 2. Nominated Wardens or other Festivale members and Security personnel. 	<ol style="list-style-type: none"> 1. Prior to, and throughout event. 2. At the time emergency access is required. 	<p>Incident Reports and debrief by Festivale committee following event.</p>
23. STAGE ACCESS. <i>(EMPP #3)</i> <i>Patrons obtain access to stage or backstage during event / performance.</i>	Low	<ol style="list-style-type: none"> 1. Allocate Security to stage area if required and ensure backstage area is clearly defined and suitable barriers erected to keep patrons away from this area. 2. Only performers, MCs and invited participants are to be allowed on stage. 3. Stage Managers to ensure any patron who gains access to the stage areas are to be removed immediately by Security/Police. 	<ol style="list-style-type: none"> 1. Security Manager/Site Manager 2. Security 3. Stage Managers / Security/Police, if situation is warranted. 	<ol style="list-style-type: none"> 1. Prior to event. 2. During event 3. During event. 	<p>These areas to be closely monitored throughout event by Security.</p> <p>Incident Reports and debrief by Festivale committee following event.</p>