Risk Management Plan

The Showmens Guild of Australasia
(ABN 75 134 664 816)

1 SECTION 1: GENERAL INFORMATION

This section provides general information about the intent of this plan, insurance requirements and responsibilities for delivering an event.

1.1 PURPOSE

The Showmen's Guild of Australasia (the **Guild**) has developed this risk management plan to assist members with establishing and maintaining effective risk management provisions to identify, assess and treat / control risks associated with delivering events.

1.2 SCOPE AND DISCLAIMER

The scope of this risk management plan applies to members of the Guild.

This plan details the overarching structure for event planning and delivery and provides guidance on addressing the minimum risk management requirements that apply to organising and running an event. The plan is generic in nature and it is expected that members develop their own respective risk management plans that address the risks specific to their event.

The Guild has taken care in the production of this document and the information contained within. The Guild accepts no liability for any errors or omissions or any losses incurred by anyone who relies on or uses this document.

1.3 MEMBER INSURANCE

There are many risks associated with running an amusement, ride or food and entertainment business at a show and insurance coverage is an important aspect of good risk management. Members are required to hold the appropriate insurance cover to address liability risk exposures including personal liability.

Our minimum recommended insurance coverage for members is:

Insurance	Purpose	Recommendation
Public liability	This protects members for public injuries and property damage arising from the member's negligence.	$ 20 million coverage (minimum)

1.4 ROLES AND RESPONSIBILITIES

Roles	Responsibilities
The Guild	The Guild are responsible for: ▪ Negotiating with the event holder the location, size and nature of the amusements area and associated head-license and costs ▪ Allocation of amusement sites to members or other providers and associated sub-license and costs facilities are approved, fit for purpose and safe ▪ Common area and public access risks are identified and managed appropriately and checking members are insured and aware of their compliance duties

Contractors and Third Parties	Contractors and third parties are responsible for ensuring that: ■ Appropriate insurance coverage is in place ■ Risk assessments and or safe systems of work are established ■ Staff are trained and qualified / competent
Members	Members and their staff and volunteers are responsible for ensuring that: ■ Their amusement is installed and operated safely and in compliance with all relevant standards and good industry practice ■ Reasonable care is taken for their own safety and the safety of others ■ Reasonable instructions to manage risks and prevent harm are followed ■ Hazards and incidents are reported to management and event organisers ■ Regulatory compliance requirements including health and safety are met

2 SECTION 2: RISK MANAGEMENT

This section provides a general structure for risk management and guidance on some of the common risk areas that should be considered when planning and delivering an event.

2.1 PLANNING

Risk management needs to commence at the planning phase of the event to ensure that risks are identified, assessed and the appropriate treatments / controls are established to mitigate the risks. Risk controls are to be established to eliminate or minimise risks and reviewed regularly.

A tailored risk management framework has been included to assist with applying a structured risk management and monitoring process.

2.2 RISK PROFILE

There are many areas of risk that need to be considered when staging an event, most of which require input and collaboration with internal and external stakeholders to achieve the best outcome.

Common areas of risk associated with events include:

Risk areas	Control considerations
COVID-19	■ COVID Safe plan and implementation ■ Contact tracing, social distancing and hygiene provisions ■ Instruction, communication and compliance monitoring / management
Infrastructure, inflatables and amusement devices	■ Permit applications and approvals ■ Structural, engineering and safety certification / compliance ■ Capacity planning (including COVID-19) requirements

Contractors (building and construction)	■ Contract, insurance and indemnity requirements ■ Risk assessments, safe systems of work and personal protective equipment ■ Qualifications, competency and compliance (health and safety)
Public safety and security	■ Crowd safety management (including social distancing compliance) ■ Perimeter fencing, security access control, accreditation and monitoring ■ Exclusion zones / areas, housekeeping and safety monitoring
Entertainment	■ Entertainment stages and equipment level and structurally compliant ■ Lighting, cabling and electrical equipment compliant with safety requirements ■ Fireworks and pyrotechnic permits and fire response provisions
Catering and responsible service	■ Safe food handling practices, hygiene management and monitoring ■ Gas, fire safety and electrical compliance ■ Responsible service of alcohol and liquor licence compliance
Amenities	■ Amenity provisions aligned to patron capacity ■ Toilet facilities installed away from catering areas ■ Plumbing tested prior to commissioning

2.3 RISK MANAGEMENT

This plan provides a structure for the identification and management of risks, this is known as a systematic approach to risk management.

This approach involves stakeholders identifying risks, assessing and prioritising risks, implementing control measures and reviewing the effectiveness of implemented control measures.

Steps	Description
1. Identify Hazards & Risks	■ Develop a risk register / profile ■ Identify event activities ■ Review incidents / checklists ■ Facilitate consultation
2. Assess the Risks	■ Use risk assessment tools ■ Identify what could go wrong / how ■ Assess likelihood and consequence ■ Prioritise based on risk
3. Identify Risk Controls	■ Identify risk mitigation controls ■ Identify solutions with workers, managers, stakeholders and assign responsibility ■ Refer to Regulations, Codes of Practice and Standards

4. Implement and Record Controls	▪ Complete risk assessments ▪ Develop safe systems of work ▪ Implement risk controls	
5. Monitor and Review	▪ Review effectiveness of controls ▪ Discuss with workers ▪ Identify opportunities for continuous improvement	

2.4 RISK TOLERANCE

The following table represents the risk tolerance applied to the residual risk assessment (after treatments / controls are in place) as a part of the risk assessment process.

Residual Risk Assessment	Tolerance
Extreme	Intolerable, urgent action must be taken to eliminate or reduce the risk immediately.
High	Intolerable, further action and close monitoring must be applied.
Moderate	Tolerable with specific treatment and controls in place and active monitoring.
Low	Tolerable and acceptable with no further action required, periodic monitoring.

3 SECTION 3: SHOW PLANNING

This section provides guidance on some of the key event planning considerations that will support the delivery of a well-planned, safe and compliant event.

3.1 RISK MANAGEMENT PLAN AND INSURANCE EXPECTATIONS

This risk management plan is intended to outline the areas of risk that require careful consideration in order to meet insurance expectations, apply good planning and delivery practices and demonstrate due diligence in the areas of health and safety, liability risk management and compliance.

3.2 PLANNING

Effective event planning involves the establishment of a clear event management process, delivery structure and risk management to ensure the success of the event.

Key areas of event planning can be summarised as:

(a)   Budget, approvals and compliance

(b)   Event layout or overlay plan for all locations and infrastructure

(c)   Infrastructure, equipment, facilities, services and contractor resources

    (d)   Risk management and workplace health and safety

    (e)   Emergency preparedness and response

An event specific risk management plan and consultation structure should be established to identify and control event related risks. The plan should be aligned to an event specific risk assessment.

3.3 COMMUNICATION AND CONSULTATION

Communication and consultation arrangements should be established between the relevant stakeholders when identifying risks and establishing risk controls. There are a number of mechanisms that can facilitate this process including:

- Planning forums or specific risk assessment exercises

- Existing consultation forums or meetings

- Event specific forums or meetings

- Briefings, inductions and toolbox talks

- Emergency management planning with emergency services stakeholders

Consultation should be recorded, and records maintained.

3.4 PERMITS, APPROVALS AND COMPLIANCE

Members are expected to identify and obtain the relevant permits, approvals and compliance requirements applicable to their involvement in the event. These may include:

- Local government approvals for their amusement to go ahead

- Engineering certification of temporary structures, facilities and rides and amusements

- Compliance approvals for health and hygiene requirements and public safety provisions

- Liquor licences for entertainment facilities

It is important that these are identified during the planning process to ensure that sufficient time is allowed for application submissions and approval activities.

3.5 PUBLIC SAFETY, SECURITY AND EMERGENCY PREPAREDNESS

Public safety, security and emergency preparedness provisions should be identified as a part of the planning process to ensure that adequate resources, infrastructure and supporting response structures are in place for the event. Public safety, security and emergency considerations include:

    (a)   COVID-19 safety plan, hygiene provisions and compliance monitoring

    (b)   Public safety and compliance inspections and monitoring

    (c)   Incident and emergency response resources and plans

4 SECTION 4: EVENT DELIVERY

It is important to complete a comprehensive pre-event inspection prior to the actual event and before opening the gates to the public. The inspection should be carried out by a delegated Member or Members on behalf of the Guild and documented and address operational, safety and compliance requirements which may include:

(a)   Checking all publicly accessible ride fences are secure

(b)   Checking walkways, worker and patron areas for slips and fall hazards

(c)   Confirming with Members and contractors they have relevant insurances and are working safely

(d)   Checking temporary infrastructure is complaint and safe

(e)   Confirming with Members relevant food safety and responsible service of alcohol arrangements are being complied with

(f)   Confirming with Members and contractors relevant food and beverage supplies have arrived

A sample pre-event inspection checklist has been provided to support this process. It is recommended that where appropriate event specific pre-event checklists are developed. This documented process will assist with demonstrating due diligence in the event of an incident, claim or regulatory enquiry.

4.2   PUBLIC SAFETY

Public safety should be closely monitored throughout the duration of the event to address hazards and mitigate the risk of injury or harm. The following should be checked and monitored pre and during the event:

(a)   Safe access, contact tracing, hygiene provisions and social distancing (1.5m)

(b)   Walkways and common areas remain unobstructed and free from trip hazards

(c)   Seating (temporary and fixed) are installed properly, free from damage and safe

(d)   No electrical leads, cords or wires are draped on the grounds

4.3   FOOD PROVIDERS

Members providing food or drink services must adhere to a number of compliance requirements in order to address liquor licence and safe food handling expectations. The following should be considered:

Bar operations:

(a)   A liquor licence must be in place

(b)   Bar areas must be fenced off to meet license requirements

(c)   Patrons must be over the age of 18

(d)   Responsible service of alcohol requirements must be implemented

(e)   Refuse service to intoxicated patrons.

(f)   Adhere to liquor license (license, intoxication poster, under 18 poster).

(g)   Ensure security is in place as per liquor license (prior to opening)

Food operations:

(a)   Ensure hygiene and safe food handling practices are in place (food safety compliance)

(b)   Clean all food preparation areas and utensils after use

(c)   Do not cross-contaminate foods or utensils

(d)   Wear aprons, hair nets / hats, gloves and other required equipment

(e)   Utilise mechanical aid for heavy manual handling (e.g. trolleys)

(f)   Ensure gas and energy safety compliance

(g)   Keep front and back of house areas clean

4.4   INCIDENT REPORTING AND EMERGENCY MANAGEMENT

Incident reporting and emergency management arrangements and procedures should be established to report and respond to incidents and emergency situations.

Incident reporting arrangements should address:

- Notification, reporting and recording (documenting) incidents using report forms

- Response and escalation of incidents to internal and external stakeholders

- Review, investigation and resolution of incidents

- Notification of serious incidents or dangerous occurrences to state regulators

- Notification of potential and actual claims following claims procedures and incident forms

4.5   SUPPORTING SYSTEMS AND CHECKLISTS

The following systems and checklists have been developed to support event organisers, committees and associations with the practical application and verification of risk management at events.

- Risk management framework

- Generic event risk assessment

- Generic event risk management checklist

APPENDIX A - GENERIC RISK

This generic risk assessment has been prepared to assist event organisers, committees and associations with developing an event specific risk assessment.

1. GENERAL INFORMATION

Event Name and Location:		Date completed:	
Prepared by:		Next review:	

2. RISK ASSESSMENT

Assess the consequence (C) and likelihood (L) of the inherent risk score (before treatment) and residual risk score (after treatments) using the risk assessment matrix in section 3.

Ref No:	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		C	L	Risk		C	L	Risk	
1	Member insurances not in place exposing the Member or others to direct financial and legal liability for harm and property damage.	C4	L4	High	▪ Public liability insurance placed ▪ Personal accident insurance placed ▪ Other insurances placed as required	C3	L1	Low	Members Guild
2	Risk management plan and event risk assessment not completed or effectively implemented resulting in liability exposures, risk of harm and risk of property damage.	C4	L4	High	▪ Risk management plan and risk assessment developed, communicated and implemented ▪ Pre-event risk and safety checklists completed Event delivery risk and safety checklists completed	C3	L2	Moderate	Guild

Ref No:	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
3	COVID-19 safety plan and management provisions not established or effectively implemented resulting in show delay, cancellation, harm and fines or prosecution.	C5	L4	Extreme	▪ COVID-19 safety plan ▪ Requirements, hygiene and social distancing provisions implemented and monitored	C3	L2	Moderate	Guild Members
4	Contractor and third party safe work practices not established or effectively implemented resulting in parties operating without the required safe systems or works, qualifications or insurance coverage.	C4	L4	High	▪ Engagement or reputable providers ▪ Contracts, agreements, terms / conditions ▪ Insurances and risk documentation ▪ Inspections and approvals	C3	L2	Moderate	Guild
5	Temporary infrastructure and amusement devices not structurally compliant, fit for purpose or safe resulting in harm or property damage.	C5	L4	Extreme	▪ Engineering and compliance certificates ▪ Trained and competent contractors Inspections and approvals ▪ Rules and restrictions for amusement devices ▪ Access control for amusement devices ▪ Monitoring of critical infrastructure	C3	L2	Moderate	Members

Ref No:	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
6	Licensed areas not managed and monitored for hazards, housekeeping and cleanliness resulting in harm or poor patron experience.	C4	L3	High	■ Safety sweeps, inspections and monitoring ■ Hazard reporting and resolution processes	C3	L1	Low	Members
7	Food handling and storage practices compromise health and hygiene requirements resulting in contamination and or food poisoning.	C4	L3	High	■ Safe food handling certification and licence PPE provisions (gloves, hair nets, sanitisation) ■ Handling and storage compliance monitoring	C3	L1	Low	Members