

## **Tourism WA Risk management for events**

The City of Greater Geraldton recommends that event holders make use of the publication: [an introduction to risk management for event holders](#) and view the [Managing your event risks video \(Tourism WA Resource\)](#)

If the event exceeds 5000 attendees Health regulations require risk management plans to be lodged with the relevant local authority and must comply with the Australian standard for risk management AS ISO 3100:2018 Risk Management – Guidelines.

It is also recommended that if your organisation is linked to a larger Australian organisation that you contact the main body and seek guidance on event risk management processes.

The following are common risk considerations when going through the risk assessment process for an event. This is not an exhaustive list and the event organiser is to confirm their events specific risk issues.

### **Injury**

- Are there any high risk or energetic activities e.g. fireworks, physical or sporting activities?
- What would you do if an injury occurred?
- How do people know who the first aider is?
- Where will they go to find first aid assistance?
- Are emergency services in close proximity?
- Are external or environmental factors likely to cause injury?
- Are there any measures to prevent injuries?

### **High risk activities:**

- How would you manage risks associated with the following (if applicable to your event):
  - Animals
  - Water sports
  - Fireworks
  - Amusement rides
  - High impact physical activities
  - Motorised vehicles
  - Any other event specific high risk activities

### **Emergency events:**

- How is an emergency evacuation of designated space / grounds communicated and facilitated?
- How will you communicate emergency responsibilities and roles such as wardens?
- How would you respond to fire, bomb, smoke, noxious substances, water hazards, antisocial behaviour/personal threat, or other event specific hazards?
- Is consultation required with emergency services before the event?

### **Event Infrastructure:**

- Consider fencing, ablutions, water provision, waste management
- Does the event have enough lighting, power?
- Is consultation required to ensure reticulation is turned off?
- Have you considered service provisions for any food vendors?
- Protection from the elements?
- Is there a requirement for infrastructure permits?
- Is there a requirement for infrastructure certification e.g. scaffolding, structures, and amusement rides etc.?
- Compliance requirements for electrical components
- Is there any other specific event infrastructure that you need to consider?

### **Pedestrian and Traffic control:**

- Are any road closures or traffic management requirements?
- Is there enough parking?
- Are public notices required?
- Do you need main roads authority for any plans?
- Do you need to engage a traffic management company?
- How are you managing high volumes of entry and exit of patrons?

### **Patrons:**

- Are there disability and inclusion access requirements?
- How would you respond to a lost person i.e. children or elderly?
- Are there any cultural requirements?
- How will you communicate with your patrons?

- Will alcohol be served at the event and do staff have the appropriate certification?
- Are there entry restrictions or requirements?
- Are designated smoking areas required?
- Does an event schedule need to be provided?
- Are working with children checks required?

### **Environment:**

- Are there any environmental factors that would impact your event e.g. weather conditions?
- Will weather conditions impact event infrastructure or planning requirements?
- Is there an event cancellation procedure?
- Will the event impact local residents and business's e.g. noise, road closures, congestion, parking, lighting?

### **Security:**

- Does your event require a security or crowd control contractor?
- Are emergency services attendance required during the event?
- Are there entry restrictions or requirements?

### **Additional Risk & Event resources:**

- [Planning an event](#)
  - A lot of work goes into planning a successful event, and as an organiser you need to be aware of what your obligations are. If you have any questions about planning an event, please refer to the FAQ section below.
- [Government of WA - Safety Action Plan Template](#)
  - Simple risk assessment plan template
- [Health Department Guideline for Concerts, Events and Organised Gatherings](#)
  - The guidelines are intended to prescribe requirements for events and concerts to ensure that venues are safe for patrons, do not disturb neighbouring properties and provide uniformity throughout WA.
- [Emergency Management Plan Guidance & template](#)
  - Government guidance on how to develop an emergency management plan, with supporting templates. For details on emergency issues relating to events refer to the Health Department guideline and Tourism WA material.