

Event Guide: Risk Management Plan and Contractors

Prepared by Place and Events
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Risk Management Plan

Under the Health (Public Buildings) Regulations 1992 it is mandatory for events of more than 1000 people (500 if alcohol is in service) to develop a risk management plan in accordance with ISO 31000:2018. Some smaller events may also require risk management plans, you will be advised if your event requires a risk management plan. It is recommended that a risk management process is implemented for all events.

Risk management plans will be treated and stored as confidential documents

The Shire of Murray Officers are primarily interested in risk management measures regarding the health and safety of the public. It is highly recommended that stakeholders such as the WA Police Force, Department of Fire and Emergency services (DFES) and first aid providers are supplied the most up to date version of your RMP and are given the opportunity to provide feedback.

Your risk management plan must be submitted no later than 4 weeks prior to the event. It is unacceptable to only submit the documentation immediately prior to an event.

The risk management plan should include:

- event details
- stakeholders
- consequence and likelihood descriptors
- the risk matrix analysis
- risk register
- action response plans, which should include the treated risk descriptors.

For more information and support in developing a risk management plan, refer to the WA Dept of Health | Event Guidelines 2022.

Exits

Disasters and crowd crushes may occur when obstructions occur at entries and exits. It is important that pedestrian flows and processing on entry are clearly identified and not obstructed.

- There must be more than 1 exit if more than 50 people are to be accommodated.
- There must be no more than 20 metres of travel to any exit or to a point. Where there is access to 2 exits,
- the furthest shall be no more than 40 metres from the starting point.
- Exits shall open in the direction of egress and be able to be operated with a single hand action.
- Side walls through tents may be used as exits if they utilise hook and loop (Velcro) type fastenings.
- Traditional ties can be used for security purposes whilst the public is not in attendance.
- Manual sliding doors cannot be used as exits for places with more than 50 people

For more information regarding exits, exit signs, width and regulations, see the WA Dept of Health | Event Guidelines 2022.

Fire Safety

In situations where fires are not banned under the Bushfire Regulations, they are only permitted in designated controlled areas that have fire extinguishers and firefighting equipment readily available. Event organisers may be required to liaise with the Department of Fire and Emergency Services (DFES) prior to the event to discuss appropriate fire safety plans and needs.

DFES contact details or attendance may form part of the Risk Management Plan, as well as fire safety trained personnel and onsite safety equipment requirements. Emergency vehicles must at all times be able to access the whole event site.

Total Fire Ban

A Total Fire Ban is declared when a fire is likely to spread rapidly or if widespread fires are already burning and firefighting resources are stretched. On a Total Fire Ban day, it is illegal to light an open-air fire or conduct any activity that could start a fire. This includes barbecues, smokers or cooking that requires solid fuel such as wood or charcoal, it also includes driving vehicles which will be in contact with vegetation. For the full list of prohibited activities <https://www.dfes.wa.gov.au/hazard-information/bushfire/total-fire-ban>.

Total Fire Ban exemptions can be made by completing the form [Application For Exemption Bush Fires Act 1954](#) and submitting to exemptions@dfes.wa.gov.au

Emergency Management Plan

An emergency is any unplanned event that can cause deaths or significant injuries, disrupt operations; cause physical or environmental damage, threaten the reputation of the event, or decrease revenue from the event. Emergency management is defined as a process to reduce loss of life and property and to protect assets from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery. An emergency management plan outlines this process in relation to your event.

An emergency management plan must be prepared by the event manager and approved by local government for all high-risk events and those expecting more than 1,000 patrons. It is recommended that all medium and high-risk events have emergency management plans. You will be notified if your event required an emergency management plan. Plans should comply with the intent of the [Australian Standard AS 3745:2010, Planning for Emergencies in Facilities](#). This standard outlines procedures for safety during emergencies, guidelines for the appointment of the Emergency Planning Committee and setting up of the Emergency Control Organisation.

An emergency management plan should encompass:

- emergency and disaster planning and preparedness
- hazard identification and mitigation
- emergency response
- evacuation plan
- fire
- severe weather
- crowd dynamics
- terror or criminal events
- structural failure
- electrical failure
- pandemics and health emergencies

Security and key personnel must be familiar with the emergency procedures within the emergency management plan. Security and key personnel should be briefed immediately before each event.

Emergency Evacuation

It is imperative for as many people to evacuate within the shortest possible time. Emergency management plans should provide for safe refuges for individuals who are mobility impaired so that they can be evacuated after the majority of patrons have left.

For Council owned facilities hirers should familiarise themselves with the venue evacuation plan and associated procedures. The Events Team will send you a copy of the relevant venue with your approval.

Contractors

Contractors typically perform the highest risk work at events, an event site is classed as a work place, therefore risk management and health and safety must be addressed under the Work Health and Safety (General) Regulations 2022.

It is the responsibility of the event organiser to ensure that all hired contractors have appropriate workers' compensation insurance and qualifications to undertake works. The event organiser takes responsibility for confirming and documenting that they have appropriate safe systems of work, valid licenses/permits, suitable insurance coverage and they're inducted correctly.

(A list of contractors/sub-contractors must be provided to Council when requested.)

Event organisers have an obligation to identify hazards, provide training and supervision and assess risks. All works conducted by either the event organisers or by contractors on behalf of the event organisers must be carried out according to Australian Standards.



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