

# Large Event Risk Management

Title	Description	Resp Person	Control Internal/External	Likelihood (1-5)	Impact (1-5)	Overall rating	Mitigation Plan Description	Contingency Plan
<b>GENERAL</b>								
Human resources	Staff resources insufficient for size of project						Ongoing liaison with Org Group in regards to work load and need for additional support.	Ensure small number of volunteers unallocated for weekend duties.
Human resources	Key staff sick or leave in lead up to project						Event Coordinators to use event-planning documents.	Ensure a 2IC or similar can be available.
Human resources	Key event staff do not show due to illness etc						Event Site Folder to be completed and onsite with all necessary event documents ie run sheets. Event Coordinator to conduct staff briefing prior to event.	Festival Director to assign people where required.
Power	Power failure during event						All power requirements noted by electrician on site prior to event.	Ensure that additional generator power can be made available at short notice.
Toilets and rubbish	Toilets need cleaning or rubbish needs clearing						Event Coordinator to ensure that venue has adequate rubbish bins & cleaners in place and toilets numbers are sufficient expected patrons. Cleaning team in place prior to event.	Event Coordinator to monitor during event and ask cleaners to rectify situation as soon as it becomes obvious.
Toilets	Toilets are blocked						Event Coordinator to ensure Hire Company are aware of blockage, NSCF to erect signs to direct patrons to additional toilets.	Additional public toilets can be made available by opening fence near car park if need arises.
Theft of hire equipment	Hire equipment is stolen from a venue or performers have personal equipment stolen.						Ensure security is available if required for event. Inform performers 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.	Have affected person inform police.
Overcrowding	Event attracts a larger audience than anticipated and overcrowding occurs						Ensure venues are placed to ensure grassed areas can be fully utilised for audience.	Engage extra security to monitor crowds, alert stall holders to increase in attendance to enable additional catering. Use Marshalls at the completion of the event break the crowd into different groups to direct them to leave the area in timed intervals.
Children	Missing Child						Festival monitors are aware of Lost Child procedure (detailed in operations plan)	Enlist festival monitors and security to search for missing child, use PA system.
Children	Children unsupervised in Children's Activity Area						Erect signage stating that children are to be supervised by parents or guardians at all times.	Monitor children closely that are not being supervised by parents. Follow missing children procedures if child identifies as lost.

Alcohol	Person is intoxicated and being socially irresponsible	NSCF Site Manager					Ensure staff comply with licensing conditions and do not serve intoxicated individuals. Ensure BYO alcohol is not consumed in the festival precinct. Ensure signage erected stating intoxicated individuals will not be served.	Security to request person remove themselves from licensed area, security to monitor individuals behaviour, security to remove individual from festival precinct if behaviour not socially acceptable, security to enlist support from police if required. All situations recorded in security log for future reference.
Drug Use	Person uses illegal drugs at the event	NSCF Site Manager					Ensure all volunteers and security are briefed not to tolerate the use of illegal drugs.	Security to request person remove themselves from festival precinct, security to enlist support from police if required. All situations recorded in security log for future reference. First aid to be contacted if required.
Bomb threat	Bomb threat called in to venue						Ensure all staff are briefed of communication process and evacuation procedures for Northey Street City Farm.	Inform police and security. Refer to evacuation procedure for individual venue
Public conflict at venue	Public conflict develops at a venue						Ensure all staff are familiar with security arrangements and correct communication process.	Inform police and security.
Food stall closed	BCC Environmental Health Officers						Food stalls are well briefed on Food Stall requirements prior to event.	Festival organisers to work with stall holder and BCC to try and rectify error (eg food prep area not adequate), Other stalls holders invited to use stall space to serve to public to ensure food stall profile and contribution to event not lost.
Fire at venue	Fire occurs on stage or at temporary food outlet						All outlets to comply with regulations and to have required fire-fighting equipment if required.	Attempt to extinguish fire with hand held extinguishers without endangering staff. If fire gets out of control evacuate area and call emergency services. Refer evacuation plans.
Public injury	Member of the public is injured or has medical emergency						Ensure first aid is available at all events. Undertake H&S check of site prior to event & remedy concerns. Brief staff on location of and communication with first aid.	Ensure first aid and / or medical treatment given ASAP at First Aid tent and if necessary Queensland Ambulance is called.
Natural environment	Inclement weather requiring event cancellation ie heavy rain or strong winds						Develop inclement weather plan and inform all suppliers and performers of arrangements. Commence checking weather forecast four days out from event.	Implement inclement weather plan that includes cancellation process
Site	Damage caused to site						Ensure that all staff are briefed and that no practices that may damage are allowed. Budget for small contingency plan for repairs.	Repair damage to venue manager's satisfaction and where possible recover costs from supplier.
Protest	Protest group demonstrates at event						Qld Police to monitor likely protest groups prior to event and engage in consultation if appropriate. Ensure security and police are aware of any potential disruptions.	Watch situation and continue in any useful discussions with protest groups to reduce disruption to event.

Suppliers	Suppliers do not show						Formal bump in and out plan provided to suppliers prior to event. Event Coordinator to meet suppliers on site for bump in and out. Confirm mobile emergency numbers for all suppliers.	Use emergency contact numbers to get suppliers on site
Performers	Performers do not show or are late						Ensure performers contracts contain event proceedings and performers sign and return contracts prior to commencement of event. Confirm mobile emergency numbers for performers.	Programme not to be amended due to domino effect. If performers arrive late then again schedule may be adjusted to accommodate them if possible. Fees may be forfeited for non-performance as stated in contract.
MCs or speakers do not show	MCs or speakers do not show						Send event details in writing to speakers and confirm prior to commencement of event. Have copies of MC & guest speakers notes onsite. Confirm mobile emergency numbers for speakers.	Ask substitute speaker to fill in if possible. Include later if late arrival and inclusion is possible without further disruption. Check contracts for payment and penalties.
Stage access	Patrons obtain access to stage or backstage						Allocate security to stage area if required and ensure backstage area is clearly defined. Only performers MC and invited participants are to be allowed on stage.	Stage Managers to ensure any patron who gains access to the stage areas are to be removed immediately. Security involved if necessary.
Order of proceedings	Stage program runs overtime						Brief performers regarding the importance of timelines. Ensure the run sheet is well planned with realistic timings.	Stage Manager to alter entertainment program if required. Includes shortening performance & using second stage area.
Emergency Access	Emergency vehicle requires access to Roma Street Parkland						Confirm that Emergency Services can access all Festival precinct	Emergency ensure marchals available to remove barriers & assist vehicle access.

<b>MARKETING</b>								
Media spokesperson	Media spokesperson is unable to perform interviews						Nominate backup media spokesperson and ensure they are fully briefed on all events and issues. Media spokesperson backup TBC.	All media enquiries to be dealt with by nominated backup spokesperson.
Print material	Wrong information is printed in advertisement						Ensure all print material is proof-read and approved before sending to print.	Correct information is posted on website and available at information and gates