

PUB3001 Events Management Risk Management

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Name of Event	
Define and describe event	An event is a planned and organized gathering or occurrence that is designed to achieve specific objectives, such as entertainment, education, celebration, or promotion. Events can range from small-scale gatherings to large-scale festivals or conferences.
Nature of risks for the event (dot points)	<ul style="list-style-type: none">• Crowd Management: Overcrowding, congestion, accidents, injuries, stampedes.• Food Safety: Contamination, foodborne illnesses, mislabeling, cross-contamination.• Alcohol-related Incidents: Excessive consumption, disorderly conduct, fights, drink driving.• Fire Hazards: Inadequate safety measures, fire outbreaks, lack of fire extinguishers.• Health and Safety: Trip hazards, heat-related illnesses, inadequate first aid facilities.• Security Concerns: Theft, vandalism, personal safety, potential threats or violence.

Identify Risk	Stakeholders affected	Categorise risk	Risk management strategies	Ongoing monitoring/responsibility
Crowd Overcrowding and Congestion	<ul style="list-style-type: none"> - Event organizers - Attendees - Staff and volunteers - Emergency services 	- Operational Risk	<ul style="list-style-type: none"> - Conduct crowd capacity assessments. - Implement crowd control measures (e.g., designated entry and exit points, barriers, signage). - Train staff and volunteers in crowd management techniques. - Communicate clear information to attendees about event capacity and entry restrictions. - Develop and communicate an emergency response plan. - Regularly monitor crowd density and movement. - Assign dedicated staff members or a crowd management team. - Maintain communication with emergency services and local authorities. 	<ul style="list-style-type: none"> - Regularly monitor crowd density and movement throughout the event. - Assign dedicated staff members or a crowd management team to oversee the flow of attendees and address any congestion issues promptly. - Maintain open lines of communication with emergency services and local authorities to receive real-time updates and support during the event. - Conduct post-event evaluations to assess the effectiveness of crowd management strategies and identify areas for improvement.
Food Safety	<ul style="list-style-type: none"> - Event organizers - Food vendors - Attendees 	- Health and Safety Risk	<ul style="list-style-type: none"> - Enforce strict hygiene practices for food vendors. - Conduct regular inspections and monitoring. 	<ul style="list-style-type: none"> - Continuously monitor food preparation areas to ensure compliance with hygiene practices and proper handling of food.

			<ul style="list-style-type: none"> - Provide guidelines and training on food handling, storage, and labeling. - Display clear signage for allergen information. - Educate attendees about food safety risks. - Regularly monitor food preparation areas. - Maintain communication with food vendors. - Provide access to handwashing facilities. 	<ul style="list-style-type: none"> - Conduct regular inspections of food vendor stalls to check for adherence to food safety guidelines. - Maintain ongoing communication with food vendors to address any concerns or provide additional support. - Collect feedback from attendees regarding food quality and safety measures to identify areas for enhancement. - Stay updated on the latest food safety regulations and best practices in the industry.
Alcohol-related Incidents	<ul style="list-style-type: none"> - Event organizers - Attendees - Staff and volunteers - Local law enforcement 	<ul style="list-style-type: none"> - Health and Safety Risk - Legal and Compliance Risk 	<ul style="list-style-type: none"> - Implement responsible service of alcohol policies. - Train staff in responsible alcohol service. - Enforce age verification measures. - Offer non-alcoholic beverage alternatives. - Promote responsible drinking through signage and announcements. - Coordinate with local law enforcement. 	<ul style="list-style-type: none"> - Monitor attendee behavior and intervene in situations where excessive alcohol consumption or disorderly conduct is observed. - Conduct regular checks to ensure staff compliance with responsible service of alcohol policies. - Collaborate closely with local law enforcement to

			<ul style="list-style-type: none"> - Regularly monitor attendee behavior. - Enforce drink driving regulations. 	<p>address and mitigate any alcohol-related incidents.</p> <ul style="list-style-type: none"> - Track and analyze data on alcohol-related incidents and use it to inform future risk management strategies. - Provide ongoing training and education to staff and volunteers on responsible alcohol service and intervention techniques.
Fire Hazards	<ul style="list-style-type: none"> - Event organizers - Attendees - Staff and volunteers 	<ul style="list-style-type: none"> - Health and Safety Risk - Property Risk 	<ul style="list-style-type: none"> - Conduct regular inspections of cooking equipment and electrical systems. - Install fire suppression systems and fire extinguishers. - Ensure clearly marked emergency exits. - Develop and communicate an emergency response plan. - Provide fire safety training to staff and volunteers. - Regularly monitor fire safety measures. - Conduct fire drills. 	<ul style="list-style-type: none"> - Regularly inspect cooking equipment and electrical systems to identify and rectify any potential fire hazards. - Conduct drills and training sessions to ensure staff and volunteers are familiar with emergency response procedures in case of a fire outbreak. - Maintain communication with fire safety officials and emergency services to receive updates on fire safety regulations and guidelines. - Review and update the emergency response plan

			<ul style="list-style-type: none"> - Maintain communication with emergency services. 	<p>periodically to address any changes in fire safety requirements or best practices.</p> <ul style="list-style-type: none"> - Keep records of fire safety inspections, maintenance, and any corrective actions taken.
Health and Safety	<ul style="list-style-type: none"> - Event organizers - Attendees - Staff and volunteers - Medical personnel 	- Health and Safety Risk	<ul style="list-style-type: none"> - Conduct site inspections to identify hazards. - Rectify trip hazards, ensure adequate lighting. - Provide access to shaded areas and water stations. - Implement heat-related illness prevention measures. - Arrange for qualified medical personnel. - Set up well-equipped first aid stations. - Regularly monitor health and safety conditions. - Maintain communication with medical personnel. 	<ul style="list-style-type: none"> - Continuously monitor the event site for any potential health and safety hazards, such as trip hazards, inadequate lighting, or extreme weather conditions. - Encourage staff, volunteers, and attendees to report any health and safety concerns promptly. - Conduct regular inspections of first aid stations and medical facilities to ensure they are well-equipped and staffed. - Stay updated on health and safety regulations and guidelines, and make necessary adjustments to the event operations to maintain compliance.

				<ul style="list-style-type: none"> - Maintain open lines of communication with medical personnel and emergency services for quick response in case of any health-related emergencies.
Security Concerns	<ul style="list-style-type: none"> - Event organizers - Attendees - Staff and volunteers - Security personnel - Local law enforcement 	- Security Risk	<ul style="list-style-type: none"> - Implement comprehensive security measures. - Conduct bag checks and utilize CCTV surveillance. - Hire trained security personnel. - Collaborate with local law enforcement. - Conduct thorough risk assessments. - Develop contingency plans for potential threats. - Regularly monitor security measures. - Maintain communication with security personnel and law enforcement. 	<ul style="list-style-type: none"> - Continuously review and assess security measures, including bag checks, CCTV surveillance, and security personnel deployment. - Conduct regular training sessions for security personnel to ensure they are equipped with the necessary skills and knowledge to handle security concerns. - Stay informed about potential security threats and collaborate with local law enforcement to mitigate risks. - Conduct periodic security assessments and audits to identify vulnerabilities and implement necessary improvements.

				<ul style="list-style-type: none">- Maintain effective communication channels with security personnel, event organizers, and local law enforcement for real-time updates and coordination during the event.
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References

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