

## FAIRFIELD SUMMER SERIES RISK MANAGEMENT SUMMARY

Having delivered Fairfield Summer Series from 2011-14 plus Black Harmony Gathering for over the past 10 years at Fairfield Ampitheatre, MAV has an intimate knowledge of the venue, potential hazards and strategies for mitigating risk.

MAV liaises with City of Yarra officers to ensure compliance with all local laws and regulations.

MAV engages qualified First Aid officers with defibrillator onsite.

A number of other external suppliers include:

### *Kiosk Operators*

- MAV will ensure all operators have required permits.
- To be contracted so that all obligations are covered.

### *Sound Operators*

- Will be issued Yarra Sound Policy and contracted via MAV.

### *Photographer/ Videographer*

- To be contracted so that all obligations covered and identified as official event photographer/ videographer with name tag.

### *Artists*

- **To be contracted by MAV and covered by MAV's public liability insurance.**
- To be paid within 14 days of performance.

MAV has developed a detailed risk management plan that will not fit within the two pages requested. This is an index of documents included with the plan which can be provided upon request:

- Event contacts list including event management contacts, COY contacts, local emergency services, utilities, suppliers
- Event description and background including venue capacity, program details, services provided
- Site map
- Event schedule including bump in, program, bump out
- Chain of command and details for emergency announcements
- Evacuation plan, procedures and map
- Outline of volunteers and wardens duties
- Incident report form
- Risk assessment matrix
- Table of Hazards, Assessments and Controls – see below for sample from table. This table is reviewed for each event once program/ acts are finalised.

Hazard	Risks	Controls	R A
Fire	Injury & equipment loss	Extinguisher & fire blanket in kiosk. Wardens and volunteers briefed to guide emergency vehicles to site. Evacuation procedures including how to direct patrons to the Fairfield Oval.	E-5
Trip or fall	Injury to patrons and staff	Wardens dressed in orange vest to identify them as MAV Wardens and volunteers to the patrons. Constantly monitor crowd. Cables securely taped down. Site inspected by Event Cord and sound technician. Ambulance will be called in the event of a major injury.	B-3
Being hit by a car	Personal injury	Wardens to marshal all vehicles entering and exiting the site at all times. A Warden will walk down and up with any vehicle using road.	E-5
Cuts & Abrasions	Injury from broken glass	No glass sold at kiosk. Patrons encouraged to bring picnic (included in advertising). First aid kit near kiosk. Trained first aid person on-hand at all times. Change rooms available for first aid. Appropriate cleaning by wardens and volunteers during and after event.	C-2
Overcrowding	Injury to public from pushing & crushing	Control capacity. Crowds monitored by area wardens and volunteers. Disabled access to remain clear of obstacles. Road to venue kept clear at all times. Bollards and bunting available to mark areas. Wardens and volunteers clearly identified by their orange jackets.	E--5
Loss of control of crowd	Bodily harm	All wardens and volunteers aware of evacuation plan and location exits. Pre-event safety check.	E-5