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CITY OF YARRA SUMMER SERIES GENERAL POLICY RISK MANAGEMENT DRAFT PLAN STATEMENT

This draft Risk Management plan has been produced by PAN International in partnership with Cultural Infusion. The following elements of emergency management have been identified as:

- Prevention / mitigation of hazards
- Ongoing education of personnel on site in relation to hazards that exist and procedures to be adopted in the event of an emergency
- Conduct of briefs, debriefs and amendment of plans when necessary
- Safety of facility/performance space and surrounding area
- Management of emergencies including incident reporting
- Provision of assistance and information to the emergency services, employees
- Support to persons injured at the facility (including support & counselling to all staff if required)
- Site recovery

The **Event and Communications Officer** for this event is **Sophia Sourris: 0438 876 272**. The **Chief Warden** and **Safety and Incident Controller** for this event is **Doug Montgomery: 0400 501 944**. The location is held at Fairfield Amphitheatre, Heidelberg Road, Fairfield. Mel Ref: 30 J12.

The event will run every Sunday in February, 2015 - 2017 between 5:00pm and 7:30pm. Approximately 500-1000+ guests are expected to attend each concert series. Event Staff will be:

- PAN International & Cultural Infusion Project Coordinators and staff and volunteers.
- Sound Technician/s:
- Security/Traffic Control
- City of Yarra representative
- Caterers

EMERGENCY ROLES RESPONSE FOR THE EVENT COORDINATOR TO:

- Take control of the situation if safe to do so
- Ensure all personnel, staff are accounted for
- Ensure the safety of all visitors to the site
- Hand over control to the Emergency Services on arrival
- Assist Emergency Services as required
- Ensure any scene relevant to a work place accident or fatality is not disturbed or repaired until after any appropriate authorities have carried out an investigation of the scene.
- Ensure management is notified
- Maintain a log of the incident

IN THE EVENT OF AN EMERGENCY, EVENT COORDINATOR WILL:

- Attend to emergency calls
- Notify the appropriate emergency service
- Sound the alarm when directed
- Establish and maintain communications between all stage / service providers at the events

All other crew will act as directed by the Event Coordinator. Specific personnel may be allocated various tasks and should only be carried out if safe to do so.

MEDIA MANAGEMENT

During emergencies there is a likelihood that the media will want to obtain an interview or statement. All PAN International and Cultural Infusion staff and volunteers will be made aware that all media inquiries are to be directed to **Rob Nicholson 0433 851 102**.

PREVENTION AND MITIGATION STRATEGIES

- Emergency Evacuation Plan
- Staff and Volunteers informed of evacuation procedures
- Emergency Vehicle exit / entry points identified
- Site Inspections prior to the commencement of each series
- St Johns Ambulance (or equivalent first aid contractor) to be present at each concert.
- Prior contact made with MFESB, Parks Victoria and Victoria police notifying them of the event.

Listed are potential risks identified by PAN International. In each case the Risk Rating has been determined through having assessed the “Likelihood” and “Consequence” of each risk occurring.

INITIAL RISK ASSESSMENT (detailed plan will be submitted if selected, Glendi example included)

HAZARD	RISKS	RISK LEVEL	CONTROLS
Injury	Examples -- - falling - sunstroke - animal/insect bite - dance-related - food poisoning	Low - Moderate	*Staff and volunteers will monitor audience members and performers. *Provision of first aid – St John Ambulance at each series in the event that serious injuries occur
Bad weather	Rain/storm or excessive heat	Moderate	* Cancel event by 4pm on day of event after liaising with Council representative
Power outage	Loss of power to site	Low	* Groups to play acoustically, caterers to finish serving
Over-crowding	Heat exhaustion, trampling of children	Low	* Staff and volunteers to monitor crowd patterns and movement, and redirect to areas less congested to maintain flow of foot traffic where necessary
Artists	Artists late/not showing up	Low	* Cover the time with other performers/MC and/or, move next act forward
Cultural differences	Offending of a culture by members of another cultural group	Low	* All PAN performers are aware of other cultures and are notified as to who they are performing with prior to the commencement of each series. * Groups are aware that their future with PAN is not secure should they be the instigators of an altercation *PAN and volunteers will monitor crowds to ensure both audience members and performers are well-behaved
Crowd control	Crowd disagreements	Low	* PAN staff and volunteers monitoring crowds, will contact police if necessary
Traffic Management	Parking “Rage” Children and Public moving through cars	Low - Moderate	*dedicated Traffic Control staff plus volunteers to manage carpark and supervise parking vehicles and public

OAKLEIGH GREEK GLENDI Risk Management Plan 2014

Delivered to: City of Monash
Producers: Greek Orthodox Community of
Oakleigh and District and Oakleigh Grammar



Whilst all care has been taken in the preparation and revision of this document, (and all supplementary documentation), no responsibility will be accepted by the author for any errors, omissions or inaccuracies. This document has been produced to provide a working resource to ensure the hazards inherent in the production of this event are identified and the subsequent risks managed or eliminated: it is not intended to be relied upon as the sole safety and risk management tool for the Event, or to be a substitute for legal or other professional advice. The completion of this template document does not remove the responsibility of the company/producers to ensure all obligations under legislation are adhered to. No responsibility can be accepted for any known or unknown consequences that may result from reliance on information provided in this document.

Oakleigh Greek Glendi 2014

AMENDMENTS TO PLAN

Page Number	TOPIC	SIGNATURE	DATE	TIME

Any comments, amendments, feedback, and inclusions etc. welcome and to be directed to: Risk Manager

Sophia Sourris: sophia.s@paninternational.com.au

HAZARD AND RISK DOCUMENT ISSUE HISTORY				
DATE	DESCRIPTION	ISSUE	BY	Not Valid
24/10/14	Draft 1	Draft	SS	X
31/10/14	Risk Management Plan	Final	SS	

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1.0 GENERAL POLICY STATEMENT

This plan has been produced by PAN International. The following key elements of emergency management have been identified as:

- Prevention / mitigation of hazards
- Ongoing education of personnel on site in relation to hazards that exist and procedures to be adopted in the event of an emergency
- Conduct of briefs, debriefs and amendment of plans when necessary
- Safety of facility
- Management of emergencies including incident reporting
- Provision of assistance and information to the emergency services, employees
- Support to persons injured at the facility
- Support and counselling to all staff if required
- Site recovery

1.1 Aim

The aim of this plan is to detail the prevention of, the response to and the recovery from emergencies that could occur at the Oakleigh Greek Glendi.

1.2 Objectives

The objectives of this plan are to:

- a. Implement measures to prevent or reduce the causes or effects of emergencies.
- b. Manage arrangements for the response to emergencies when they occur.

1.3 Emergency Response Plan

The Emergency Response plan must be adhered to by all parties involved to ensure emergencies are dealt with efficiently to mitigate high risk areas.

1.4 Authority / Stakeholders / All other personnel

All other crew will act as directed by the Communications Officer. Specific personnel may be allocated various tasks and should only be carried out if safe to do so.

LIST OF EMERGENCY CONTACTS

Emergency Services	Contact Number
Ambulance, Police, Fire	000
Local Police	(03) 9568 0307
Monash Clayton Hospital 246 Clayton Rd, Clayton VIC	(03) 9594 6666
Local Doctor / Oakleigh District & Clinic Health Centre	(03) 9568 8932
Charles Pharmacy: 96A Poath Rd, Hughesdale VIC	(03) 9568 1761

The **Chief Safety Wardens** for this event are: Build & Bump out Liam Sutherland **0418 345 550 (Saturday 1am – 10.30am)**, Peter Mousaferiadis **0411 517 676 (Saturday 5 – 10pm)**, Sonia Da Silva **0402 385 335 (10am – 5pm)** and Douglas Montgomery **0400 501 944 (Sunday 10am – 10pm)**.

The **Risk Manager** is Sophia Sourris **0438 876 272 (Saturday 10am – 8pm)**.

The Event Manager and **Communications Officer** for this event is Deon Manasis **0423 48 6 137**. The **Safety and Incident Controller Officers** for this event are Angie Armistead 0430 320 006 and Jim Samarniotis 0418 544 087.

Risk Management / Chief Warden – PAN International staff (1 at any given time)

Security Staff – General Safety Roaming individuals and alcohol management in licensed area (2 guards in bar area plus 4 roaming)

Area/Safety Wardens – Volunteer teaching staff on three hour stints (parade, entertainment) and Greek community members on a four hour rotational roster (logistics). Manasis Dance Supervisors will act as volunteers for the youth space. 2-4 people allocated to each area. Rides and licensed areas will be provided with additional supervision. The following locations will be manned by volunteer area wardens:

1. Drummond Street car park rides
2. Kids stage and rides
3. Stalls area
4. Main stage and VIP/bar area
5. Youth space and picnic/catering area

Area/Safety Warden Duties:

- Be friendly and available to general public, encourage sunscreen and drinking of lots of water. Check in regularly with chief warden, either physically or by radio every hour (intermittently) and report any incidents
- Communicate directly with ECC (Event Control Centre) in case of a minor incident, deal directly with incident if safe to do so or call for assistance if required. Major incidents that require calling for assistance are to be made a priority after securing the area so from public.

Responsibilities of Warden during emergency

- Take control of the situation if safe to do so
- Ensure all personnel, staff are accounted for
- Ensure the safety of all visitors to the site
- Hand over control to the Emergency Services on arrival
- Assist Emergency Services as required
- Ensure any scene relevant to a work place accident or fatality is not disturbed or repaired until after any appropriate authorities have carried out an investigation of the scene.
- Ensure management is notified
- Maintain a log of the incident

1.6 Emergency locations / Evacuation Routes and Emergency Vehicle Access

Emergency Assembly Areas

The Warrawee Oval has been selected by the safety advisors as the Primary Emergency Assembly Area to evacuate a large group of people should an incident arise. If the affected area is not in the eastern part of the site, Drummond Street outside the Event Control Centre will be used as the secondary Emergency Assembly Area.

The Safety Officer will determine the appropriate course of action based on the level of urgency and nature of the emergency.

Evacuation Routes

The total evacuation of the premises will in most instances be initiated by the Chief Wardens.

Evacuation routes are not predetermined. They will be selected at the time of an incident, based on the following factors:

- Location of emergency
- Nature of incident
- Weather conditions/wind direction
- Other potential hazards

The sequence of evacuation will be based on ensuring that the maximum number of people can be moved away from danger in the shortest possible time. To achieve this, a staged evacuation with those closest to the source of danger will be moved first. Within each group, able-bodied people will be the first to leave, followed by those with a disability who will be assisted and directed from the venue by Glendi staff and volunteers.

Emergency Vehicle Access

Emergency access is via:

- Drummond Street car park via Warraigal Road
- Palmer Street
- Atherton Road to Drummond Street



1.7 First aid

Alpha Services have been engaged for the event to provide 2 x First Aid Roving Responders and one at the First Aid Post. A marquee, table and 3 chairs have been arranged for them by Pride Events. The marquee will have curtains so that there it can be sectioned off for emergencies for those who need a private area. Partitions and beds are currently being investigated to be provided also. Staff and volunteers will instruct patrons to take lost children to the first aid tent.

1.8 Emergency Response Guide

FIRST PERSON ABLE

- Quickly assess the situation
- Raise the alarm by immediately dialling the emergency number (000) Stay on phone until operator says they have all the information they require.
- Notify Alpha Services and Safety Officer
- **Safety and Incident Control Officer**

- Determine situation
- Keep uninvolved personnel away
- Notify Alpha Services personnel and assist if required

Communication Officer

Duties:

- Attending to emergency calls
- Notifying the appropriate emergency service
- Notifying the Chief Warden of the emergency
- Sound the alarm at the main stage when directed by the Chief Safety Warden
- Establish and maintain communications between all stages / service providers at the events

Fire Response Guide

FIRST RESPONDER

- Quickly assess situation and raise the alarm by dialling the emergency number
- Extinguish fire with appropriate fire fighting equipment if safe to do so
- Withdraw when instructed
- **Safety and Incident Controller Officer**
- Determine situation
- Contact Fire Service - 000
- Consider Evacuation
- Determine appropriate assembly areas (note wind direction)
- Establish that all persons have been accounted for and inform Emergency Services on arrival
- Identify missing or injured persons
- Assist Emergency Services on arrival

Armed or dangerous Intruder Response

ANY PERSON DIRECTLY INVOLVED

- Be deliberate in your actions?
- Be reasonably slow (consider your safety) in handing over keys, money or information
- If possible move the situation away from others
- Observe the offender (height, weight, age, clothing, speech disabilities, accent etc.)

FIRST PERSON ABLE

- Immediately notify the Safety Officer
- Warn others unobtrusively
- Restrict access to staff and visitors
- Do not approach intruder
- Evacuate quietly

Safety & Incident Control Officer

- Seek information on whereabouts and details of intruder
- Contact Police
- Determine best evacuation route
- Marshal personnel as best as possible

- Ensure persons directly involved complete the Armed or Dangerous Intruder Report Form
- Provide details to Police on arrival

DO NOT PROVOKE OR CONFRONT THE INTRUDER

Bomb threat response guide

PERSON RECEIVING CALL

- Attract someone's attention to notify Safety Officer
- Inform E.C.C of threat
- Try to keep caller talking
- Fill out Bomb Threat Check List
- Remain on telephone until relieved
- Do not hang up the telephone
- **Safety and Incident Controller Officer**
- Immediately notify Police
- Ensure no radio transmitters are used
- Never ignore threat
- If possible relieve person receiving call to allow completion of Bomb Threat Report Form
- Assess need to evacuate

ALL OTHER PERSONNEL

- Evacuate when instructed
- Take bags and personal items only if directed
- Report any suspicious items to Safety Officer

In The Event Of A Lost Child (Or Person)

FIRST PERSON ABLE

- Contact Event Organiser/Chief Warden and advise you have found the child / person
- do an initial scan for friend / parent ask by asking child for name / description. Call out for this person in a loud voice. Often they will be found.
- (Ask for ID if the person who responds matches description and is recognised by the child – note details)
- Otherwise: Take the lost child / person to the First Aid post as determined in the Risk Control Plan.
- For Children: Stay with the child until appropriate parent/relative/friend has collected:
- (If you are not cleared with a Working with Children check ensure someone who is stays with you).
- For lost adults: if they are medically cleared, and wish to leave – get them to leave a note / map etc of where friends can find them or set up a time for them to check back in.
- Complete a Found Person report (Appendix 4.11)
- Advise Event Manager/Chief Warden of updated status.

SAFETY OFFICER

- Quickly assess the situation and ensure the child is unharmed.
- Alert Stages / event team person has been found.

- Notify Police if child is at Lost Person point for more than 2 hours.

2.0 SAFETY MANAGEMENT PLAN

2.1 Introduction

The Principal Risk Management plan reviews areas of risk associated with event operations of the inaugural Oakleigh Greek Glendi. This document is produced for the Greek Orthodox Community of Oakleigh and District (GOCOD) and the Oakleigh Grammar School (“the organisers”). Monash City Council, the local municipal authority has granted permission for the event and has issued an event permit for the event.

This review does not consider specific organisational/structural issues or framework of the organisers or council’s business operation except where they are a direct component or impact the event.

The plan provides generic risk identification relative to environmental management, workplace health and safety and public safety for the event and should be considered as an overview of risk management applied to these areas. Specific risks relative to individual contractors work or professional service delivery operations and activities are not a component of this scope of work

When the Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School undertakes activities or engages others to undertake activities on its behalf which are outside the categories noted within the risk management plan then additional and discrete risk assessments should be undertaken or obtained from the contractor or service supplier e.g. traffic management etc.

The Risk Management Report is based on the Australian Standards Risk Management Guidelines (HB 436:2004) and as such conforms to the principles and follows the activities outlined in Australian Standard for Risk Management AS /NZS ISO 31000:2009 Risk management – Principles and guidelines.

Strategic Context.

It is a legal requirement and current industry best practice to adopt a formal risk assessment procedure to ensure all scenarios are considered and risk treatments and contingencies are developed and communicated to relevant stakeholders. The external expectations of the event are that it be well managed and delivered in an organised, efficient and safe manner. The profile of the event and councils concern for its own business reputation strengthens the implications of success or failure for this type of event from a public safety perspective.

The methodology in the risk assessment closely followed the Australian Standard and is only effective with the contribution and support of the stakeholders. This report should be used as the basis of discussion for the upcoming event. Effective risk management requires good stakeholder consultation. Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School is responsible for organising and documenting risk identification and analysis discussions and commit to this responsibility.

Organisational Context

As a part of Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School policy and best practice, Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School is concerned about health and safety issues arising from event activities, either from a failure to achieve adequate safety measures or a claim(s) being lodged against them in regards to an accident or injury.

Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School is also concerned about its image and its ongoing ability to attract patrons, sponsorship and support. This requires Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School to ensure the best levels of service, safety and image are achieved.

Due to the variety of activities at the event it is difficult to foresee all hazards and risks. Many will be identified or know by the relevant internal and external, stakeholders, contractors and/or suppliers of products or services. Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School must involve all stakeholders in the risk assessment process.

The resulting risk assessment is a live document and is subject to change. Changes to hazards and controls should be reflected and actioned immediately. The risk assessment must be constantly reviewed and input is invited from all stakeholders.

Under the Occupational Health and Safety Act (2004) and OHS Regulations (2007) common and other related law, council are obligated to ensure that reasonable steps are taken to ensure that events are conducted in a manner which provides for the safety of all persons that might be present at any time, including public, employees, independent contractors, their employees and volunteers.

The Act, establishes a general “duty of care” that an employer owes to its employees. This also includes independent contractors, employees of any contractors and outlines our obligation to ensure that other persons such as members of the public are not exposed to risks arising from the conduct of the activity. Monash City Council and the Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School have a responsibility to ensure that the event site and the means of entering and leaving the site is safe and without risks to health. Liability arises where a person is “exposed” to the risk of injury to health and safety. This means, it is not necessary for a person to have been actually injured but merely “exposed to risk”. Put in context, Monash City Council and the Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School must focus their attention on the risk to health and safety rather than the consequences of an offence.

Monash City Council and the Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School are aware of the importance of addressing workplace health and safety issues in the planning and operational stages of the event to ensure that risks are identified and strategies to reduce or minimise identified risks are adopted.

Monash City Council and the Greek Orthodox Community of Oakleigh and District/ Oakleigh Grammar School are committed to continually improving our risk management systems through a process of training, education, supervision, monitoring and incident reporting.

2.2

DESCRIPTION OF THE EVENT

Event:	Oakleigh Greek Glendi
Organisers:	Greek Orthodox Community of Oakleigh District and Oakleigh Grammar School
Date:	1 – 2 November 2014
Times:	12pm til 10pm (Public Event), scope of event is 12am Saturday 1 November until 11:59pm Sunday 2 November.
Locations:	Warrawee Park Oakleigh, Atherton Road and Drummond Street, Eaton Mall

The Greek Orthodox Community of Oakleigh and District's "Oakleigh Greek Glendi- Unity through Diversity" free outdoor multicultural festival has grown to become one of the largest Greek community festivals in Australia. Expanding to Warrawee Park and on Drummond Street in 2014, last year's event was hosted in Eaton Mall, saw a capacity in excess of 20,000 attendees.

Event Staff will comprise of:

- Oakleigh Grammar staff
- HACSA, Manasis Dance and Greek Orthodox community volunteers
- PAN International Safety Wardens and interns
- Sound Technician/s:Wired for Sound
- City of Monash staff
- Pride Events

Stalls participating (a full list of vendors using gas/electricity will be available on site):

Drummond St.

- 1- Burnwood BBQ's
- 2- Enjo
- 3- Liberal Party – Theo Zographos
- 4- Precious Touch Jewellery
- 5- Candles by Nikoletta
- 6- Joannides Funerals
- 7- Thessaloniki Association
- 8- Aust. Greek Welfare Society
- 9- Oakleigh Music Center
- 10- Rotary International
- 11- ALP – Stephen Dimopoulos

- 12- Oakleigh Central
- 13- Oakleigh Grammar
- 14- Sts. Anargini Fellowship
- 15- Mobile Ice-Creams
- 16- Café & Chocolate of Babylon
- 17- Tornadoes (via Five)
- 18- Travel’N Pizza (Italian)
- 19- Fiesta Events & Catering
- 20- Ice Indulge
- 21- Houston Hot Dogs (USA)
- 22- Speedy Gonzales (Mexican)
- 23- Nandos Catering (Portuguese)
- 24- Mr J’z Cool Whip
- 25- Thiru Service (Indian)
- 26- TW Streat (Japanese)
- 27- Tuan Min Le (Vietnamese)
- 28- Potato Twister
- 29- 13-CABS
- Pedagogy – Kids Space
- 30- Happy Gelati
- 31- Globus Sourcing (Toys)
- 32- 9th Oakleigh Hellenic Scouts
- 33- Mini Melts Gluten Free

Finance Sector

- 34- Bank of Melbourne
- 35- Bank of Sydney
- 36- Delphi Bank

Major Caterer

- 37- Sardellis Catering

Broadcast Partners

- 38- SBS Greek Radio

39- Rythmos 1656 AM

40- 3XY Radio Hellas

Smart Amusements will provide the rides:

Drummond St. (Major Rides)

Giant Slide

Angry Birds

Soccer Game

Drummond St cark park:

Cyclone

Sizzler

Riptide

Basketball

21 Game

Kids Space Rides

Inflatable

Waterballs

Chair-O-Plane

Clowns

Tea Cups

The organisers have sighted the insurance certificates for the rides and all other participants in the festival.

2.3 Management Arrangement

Safety Planning and People

Adequate facilities have been provided for the event based on patron numbers from 2013. Security and first aid have been engaged for the event to manage crowd control and incidents with a large pool of volunteers supporting the main event staff in charge of the event. PAN International, an experienced events company for over 20 years have been engaged to oversee the event as Safety Officers. As they have prepared the risk management documentation, this ensures procedures are followed through due to direct involvement in the preparation of safety management.

Event Control Centre

Located in the Mechanics Hall away from the Main Stage. Several other radios will be distributed to the essential personnel including the Site Manager, Safety Officer, First Aid, Security, Electrician and in the ECC with a volunteer from Oakleigh Grammar manning the radio and log.

Emergency Services Liaison

The Safety Officer with the Event Manager and Site Manager will liaise with emergency services.

Media Arrangement

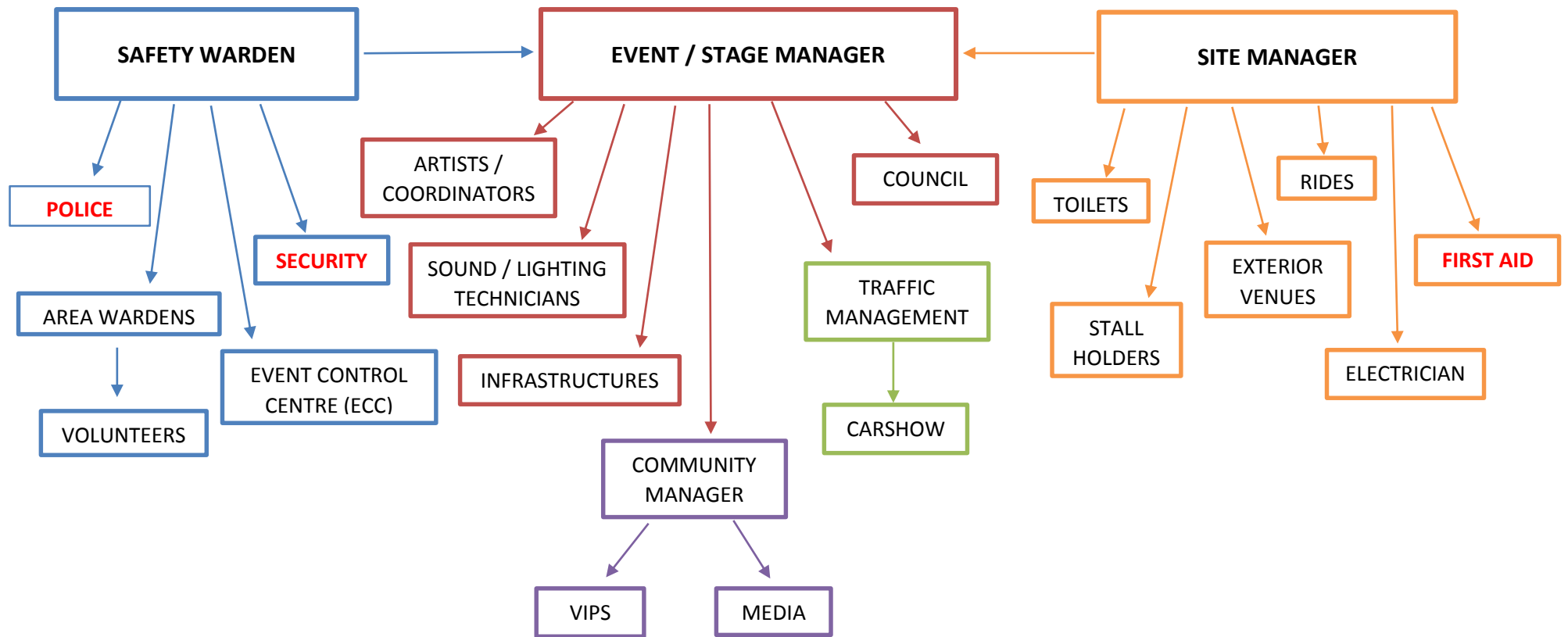
During emergencies there is a likelihood that the media will want to obtain an interview or statement. All staff and volunteers will be made aware that all media inquiries are to be directed to the President of the Greek Orthodox Community of Oakleigh and District, Angelo Sardellis.

Safety and Emergency

PAN International, an experienced events company for over 20 years have been engaged to oversee the event as Safety Officers. As they have prepared the risk management documentation, this ensure procedures are followed through due to the direct involvement in the preparation of safety management.

Moving vehicles through a densely populated event creates high risk of the possibility of a collision incident. Therefore the organisers have let all stallholders, staff and stakeholders know that they must cease movement by 11am. Car show participants will be registered with organisers prior to event with no admittance for late arrivals or unregistered vehicles. Regarding car show participants exit only, some will leave in the late afternoon northbound towards the Princess Highway thereby not driving into the site area of main activity. Exiting vehicles are to be escorted from site by security or wardens and move no faster than walking pace. Traffic Management has been briefed that the car show vehicles are the only exception regarding movement out of the site early.

Stallholder bump in in will be staggered in half hour blocks from a rostered time in order to ensure no more than 3-4 stallholders arrive at one time. Review the Emergency Response Plan for further details on emergency procedures.



Debriefing Arrangement

All staff at the end of the shift to report minor issues to the Site Manager on sign out. On site meetings with core event staff will occur at 2 hours prior and after public access (10am and midnight) to disseminate information and improve processes at the Event Control Centre.

Maintenance of the Plan

PAN International employees and contractors acting as Safety Officers will ensure to update any amendments to the plan and brief volunteers in accordance to risk management and procedures related to this document.

Testing the Plan

Many of these procedures have been undertaken by PAN International employees and contractors and therefore organisers are confident that the methodology in place provides a realistic strategy to monitor the safety of patrons as well responding quickly with the right protocol in an urgent situation.

Communications

Effective communications will assist in minimising the effects of an emergency while at the same time maximising the preservation of life. At the Oakleigh Greek Glendi there will be:

- Glendi staff and volunteers present at each event, all equipped with mobile phones that are turned on and fully charged. Additionally, event personnel will be provided with lanyards listing performer, staff and emergency services contact details.

Vehicle accident Response guide

FIRST PERSON ABLE

- Quickly assess the situation, check for entrapment
- Turn off vehicle engine, check for fuel leaks, ensure vehicle brake applied, if safe to do so
- Raise alarm by immediately contacting E.C.C, on-site Alpha Services and / or if necessary dialling the emergency number
- Keep public away
- **Safety and Incident Controller Officer**
- Quickly assess the situation and ensure the alarm has been raised
- Remove any persons in danger if safe to do so
- Assist Emergency Services if necessary

Building damages Response Guide

This could be caused by earthquake, storm damage or another type of emergency.

- **Safety and Incident Controller Officer**
- Raise the alarm by contacting Emergency Services
- Proceed to evacuate immediately
- Note degree and nature of damage
- Assist and guide personnel encountered
- Identify missing or injured persons

- Assist Emergency Services as required

2.4 Prevention Arrangements

Roles/Preparedness

The organisers will ensure each supplier and stakeholder will be notified of compliance requirements and be provided with a detailed event plan and risk management plan for review.

Hazard Review

PAN International will ensure to revise all hazard checks throughout each shift allocated.

Education and Awareness

Volunteers (teachers) will be briefed at the school by PAN International Safety Officers. The event organiser will brief the Greek community volunteers on their roles and present information on PAN International's behalf if members are unable to attend the primary briefing session at the school.

Performer Responsibilities

All performers are to ensure that their electrical equipment is tagged and tested, that they perform with 0 levels of alcohol and those performing on the kids stage hold current Working with Children checks.

Terrorism

The potential risk of an undesirable group threatening the event and in particular the parade will be monitored due to concerns from online activity discovered by Victorian police in 2013 although an incident did not arise at the event itself. Authorities have been notified to look out to inform organisers of such activity if it arises for 2014.

Prevention and Mitigation Strategies

The following processes have been implemented to prevent or mitigate emergencies at these public events:

- Emergency Evacuation Plan
- Staff and Volunteers informed of evacuation procedures
- Emergency Vehicle exit / entry points identified
- Site Inspections prior to the commencement of each series
- Alpha Services to be present
- Prior contact made with MFB, Eaton Mall Traders Association, residents and Victoria police notifying them of the event.

2.5 Recovery Arrangements

When both the Incident Controller and the Chief Warden are satisfied that the emergency has been resolved, response activities will be terminated. In making this decision they will give consideration to the following factors:

- That all relevant authorities have compiled all evidence gathered in relation to investigations
- That all outstanding actions have been identified and allocated in relation to clean up operations
- That all activities commenced under recovery (which should have commenced as soon as possible after impact) will not be compromised by the termination

The City of Monash will be engaged to provide the waste management and will ensure that the park is cleaned to its original state.

3.0 RISK ASSESSMENT

See the below risk assessment for 2014.

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
01	Access and egress of	<ul style="list-style-type: none"> ➤ Anxiety ➤ Frustration ➤ Vehicle injury ➤ Bodily injury ➤ Traffic jams ➤ Public transport disruption 	<ul style="list-style-type: none"> ➤ Marketing and publicity for Oakleigh Greek Glendi to include details of public transport road, closures, car parking, drop off and pick up points, train services, bus services & taxi ranks ➤ Signage to be erected directing public to any affected transport services. ➤ Traffic Management Plans is in place. Traffic controllers/ marshals used on all roadblocks ➤ Designated pedestrian access ways to be kept clear of infrastructure ➤ 1.2 metres minimum clearance at all times along footpaths (except during parade) ➤ Note traders with existing permits to trade (including alcohol) on footpaths will be permitted to trade but monitored 	C3 Medium	Manage	Sales of alcohol in the bar stopping at 9pm and license area closing at 9.30pm		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Traffic Management ➤ Traffic Marshals ➤ Wardens
Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
02	Emergency Egress	<ul style="list-style-type: none"> ➤ Panic ➤ Anxiety ➤ Bodily injury ➤ Death 	<ul style="list-style-type: none"> ➤ Designated exits ways to be kept clear at all times ➤ Wardens to be trained to evacuate via primary routes wherever possible during emergencies ➤ Wardens trained in evacuation plans ➤ Announcements from main stage ➤ Pre festival house keeping briefing to wardens explaining evacuation ➤ Route and assembly areas ➤ 4 meters clear passage along Drummond Road to be maintained <p>Emergency access in event plan via: Warraigal Road via Drummond St car park entrance Palmer Street Atherton Road to Drummond Street</p>	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Traffic management ➤ Traffic Marshals ➤ Warden

03	<p>Adjacent active carriage ways</p> <p>Parade route</p> <p>Main Road Artherton Rd</p>	<ul style="list-style-type: none"> ➤ Public spilling onto carriageways ➤ Pedestrians using roadways as vantage points ➤ Traffic jams causing aggravation ➤ Vehicle accidents caused by distractions ➤ Bodily injury to patrons attending events ➤ Delay in reopening roads ➤ Commuter frustration/inconvenience 	<ul style="list-style-type: none"> ➤ Parade in most part conducted on footpath ➤ Footpaths to be kept clear of unnecessary infrastructure tables and chair set ups of cafes to be monitored pre parade ➤ Event must ensure run on time to comply with approved road closures hours ➤ Wardens and teachers will monitor general public on parade route standing near active carriageways ➤ Emergency plans to become effective if required ➤ Main events and exhibitors kept well clear from active carriage way ➤ Parade sticks to footpaths 	C2 Medium	Manage	<p>Oakleigh Grammar responsible</p> <p>Ensure event runs on time</p> <p>Wardens near roads to ensure public stay in park and limit footpath activity</p>		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Wardens ➤ Oakleigh Grammar
Hazard		Risks	Existing Risk Controls	Risk Rating	Toleratio n of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk	Responsible to Monitor/Supervise

04	Alcohol & drugs	<ul style="list-style-type: none"> ➤ Excessive consumption ➤ Drunken behaviour ➤ Riotous & disruptive behaviour ➤ Underage drinking ➤ Bodily injury and asset damage 	<ul style="list-style-type: none"> ➤ Event is family friendly. Alcohol consumed in licensed areas only ➤ Event publicity remains silent on alcohol and BYO ➤ All existing licensed area are to be adequately supervised and to comply with Liquor License in place (No under 18 admittance/drinking, number of patrons on premises etc). ➤ Existing licensed areas to actively promote Responsible Serving of Alcohol ➤ No new temporary licenses to trade outdoors have been granted ➤ Alcohol management plan developed and followed. 	D1 Low	Manage	Higher prices to attempt to encourage less drinking	Security dedicated to managing licensed area	<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Licensees ➤ Police ➤ Wardens ➤ Security ➤ Sardellis Catering
05	Cash handling Armed or dangerous intruder	<ul style="list-style-type: none"> ➤ Bodily injury and trauma to staff and public 	<ul style="list-style-type: none"> ➤ Activities designed to minimise the attraction of undesirables ➤ Security monitor crowds ➤ Wardens & Staff trained in response to threat ➤ Handling of cash done in a secure environment with adequate security ➤ Cash Sales area out of sight from passing public 	E2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Security ➤ Wardens
Hazard		Risks	Existing Risk Controls	Risk Rating	Toleratio n of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk	Responsible to Monitor/Supervise

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
06	Amusement rides	<ul style="list-style-type: none"> ➤ Ride failure ➤ Body injury to crowd and participants 	<ul style="list-style-type: none"> ➤ Amusement operators to provide Hazard and Risk Assessments for each application ➤ Rides to be operated by competent operators as defined in AS 3533 1997 ➤ Rides to be inspected in service as defined in AS3533.3-2003 ➤ Assembly carried out as per manufacturers manual and inspections performed at assembly phase prior to operation ➤ Inspections are documented in logbook, pre assembly check sheets and daily checklists (AS3533 clause 5.7.2) ➤ All components made and maintained to manufacturers specifications ➤ Incident reporting system in place ➤ Event Manager briefed company that staff must not permit children wearing costumes on board as they could get caught in the machinery 	C2 Medium	Manage	Check if local law in place re drinking in public place		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Security ➤ Wardens ➤ Ride Operators

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
07	Biological agents, needles, blood & vomit	<ul style="list-style-type: none"> ➤ Needle Stick Injury ➤ Potential injuries and illness to public & staff 	<ul style="list-style-type: none"> ➤ Vigilant cleaning ➤ Syringe waste disposal units available ➤ Cleaners are trained to perform sharps disposal ➤ Bio waste kits available for use in high-risk areas 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Cleaning Companies ➤ Amusement Operators ➤ Wardens
08	Bomb Threat and or Blast	<ul style="list-style-type: none"> ➤ Trauma & injury to staff & public ➤ Death 	<ul style="list-style-type: none"> ➤ Safety Wardens trained in procedure to manage the threat if it occurs and evacuate a 300 metre exclusion zone if required ➤ House keeping to be at a high level to minimise unknown articles and improve time of sweep if required ➤ Ensure communications and training are in place which will enable the alarm to be raised immediately at Event Control Centre level ➤ Final pre-event assessment by Emergency Control Organization of potential threat ➤ Emergency plans to become effective if required 	E5 ALARP	Acceptable			<ul style="list-style-type: none"> ➤ Victoria Police ➤ Oakleigh Greek Glendi Management ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
09	Broken glass, litter etc	➤ Potential cuts & lacerations to hands & feet of patrons & staff	<ul style="list-style-type: none"> ➤ Traders advised against sales and use of glass receptacles during events in outdoor areas ➤ Additional rubbish bins for designated areas as required ➤ Licensed areas equipped with broken glass cleaning equipment ➤ Cleaning staff on duty all operational hours to minimise amount time glass and litter is left on ground 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ City of Monash ➤ Oakleigh Greek Glendi Management ➤ Traders ➤ Cleaners ➤ Wardens
10	Communication s-Poor Incident reporting	➤ Delays and confusion in dealing with incidents and emergencies	<ul style="list-style-type: none"> ➤ Key staff on radio network ➤ Radio use to be kept to necessary transmissions only. ➤ Accurate information to be delivered by radio or phone (Mobile as a back up) ➤ All media/publicity enquiries to be directed to Angelo ➤ Wardens trained in incident investigation and reporting ➤ Incidents to be reported on council form and given to PAN International representative on day 	D2 Low	Manage			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi ➤ Emergency Services

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
11	Civil Disturbance	<ul style="list-style-type: none"> ➤ Injury to staff & Public ➤ Trauma to those directly involved ➤ Reputation damage to Oakleigh Greek Glendi, City of Monash ➤ Property damage to exhibitors or park ➤ Ceremonies attacked taking advantage of media present for publicity 	<ul style="list-style-type: none"> ➤ Events assessed for potential ➤ Police and staff briefed on any known potential risk ➤ Wardens trained in management of civil disturbance ➤ Pre event briefing conducted on site ➤ Emergency effective if required ➤ Security to be present at the Community and VIP Ceremony 	B3 High	Manage	Potential demonstrati on (Golden Dawn and Anti-Golden Dawn demos) identified by Victoria Police. Oakleigh police to deploy resources to assist with parade		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi ➤ Police ➤ Wardens ➤ Security
Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
12	Contributory neighbouring events	➤ Overcrowding of Oakleigh Greek Glendi events and of accesses and egress	<ul style="list-style-type: none"> ➤ Established communications liaisons with local venues ➤ Communication with all Stakeholders & local venues likely to effect Oakleigh Greek Glendi in order to ascertain event details ➤ An understanding from all stakeholders & venues of the duty of timely disclosing of events in order that they be assessed and managed accordingly ➤ Providing car parking areas for Caravan Music Club (traffic management company briefed) 	D2 low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi ➤ Local Venues
13	Criminal activity	<ul style="list-style-type: none"> ➤ Robbery ➤ Bodily injury ➤ Trauma 	<ul style="list-style-type: none"> ➤ Police on site ➤ Events designed to minimize potential attractions for such activity ➤ Handling of cash and valuables done in a secure environment with adequate security ➤ Security on site to monitor status of crowd and troublemakers ➤ Police briefed 	E1 Low	Acceptable	Police to provide a mobile number for quick response		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi ➤ Security ➤ Wardens ➤ Police
14	Dogs not under control	➤ Injury to patrons and participants and/or orther dogs	<ul style="list-style-type: none"> ➤ Animals to be restrained at all times and under constant supervision by owners ➤ All dogs on leads 	D2 low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
15	Natural Disasters	➤ Potential injuries to public and staff	<ul style="list-style-type: none"> ➤ Refer to Municipal Emergency Management Plan ➤ Regular inspections of event site ➤ Final pre-event assessment by Emergency Control Organisation for potential incidents 	ALARP	Acceptable			<ul style="list-style-type: none"> ➤ City of Monash ➤ Oakleigh Greek Glendi Management ➤ Wardens
16	External Emergency Shop Alarms- False Alarm	➤ Potential injuries to public and staff	<ul style="list-style-type: none"> ➤ Establish contacts with emergency service liaisons prior to and during the festival ➤ Ensure adequate communication systems in place to allow alarm to be raised by an outside source ➤ Manage threat as per warden training ➤ Event management to advise jewellery and other shops with alarms about the possibility the alarm may be activated due to noise etc 	E3 medium	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Police ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerance of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
17	Fire Cooking Naked flame Hot surfaces Fire at stages, generators electrical DB boards	➤ Burn injury & loss if fire breaks out	➤ Shops to maintain required fire control equipment ➤ Access routes to be made available through event area free of infrastructure with 4 meters clearance ➤ Stalls, food vendors and power supplies required extinguishers &/ or fire blankets at all risk areas ➤ BBQs to be guarded and out of public reach and fire contained so it can't blow onto public ➤ All hot surfaces and naked flame to be out of reach of public ➤ MFB briefed regarding events & be aware of access routes when necessary ➤ Wardens briefed in guiding emergency vehicles to the scene & evacuation ➤ Fire extinguishers placed at stages, generators and major electrical sites	C2 Medium	Manage	Check if extra fire extinguishers required for gen sets etc. Currently no additional outside traders Stalls encouraged to maintain manageable electric and/or gas cooking		➤ Oakleigh Greek Glendi Management ➤ Caterers ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
18	Food Poisoning	➤ Illness or injury to staff or patrons	<ul style="list-style-type: none"> ➤ Appropriately licensed food vendors (streatrader permit) operate in accordance with all food management regulations and food safety plan ➤ Traders subject to City of Monash regulations & inspections ➤ Traders to take steps to maintain a high standard of food hygiene at all times ➤ Appropriate hand washing facilities to be available ➤ Food temperatures to be checked and recorded by City of Monash Safety Officers 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ City of Monash ➤ Oakleigh Greek Glendi Management ➤ Caterers ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
19	Hazardous Materials	➤ Potential injuries to public and staff	<ul style="list-style-type: none"> ➤ Hazardous materials not to be stored in large quantities at Oakleigh Greek Glendi site ➤ Each material to be accompanied by Material Safety Data Sheet (MSDS) ➤ To be stored in the correct manner as per local legislation ➤ All Hazardous Materials brought to Oakleigh Greek Glendi to be logged with safety management ➤ PPE to be used when handling materials as dictated by MSDS 	D1 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Wardens

20	Inflatable Amusements usage (Jumping castle, etc)	<ul style="list-style-type: none"> ➤ Becoming airborne in strong winds ➤ Punctures and stray ballast ➤ Overcrowding ➤ Conditions of use and entry not clearly visible ➤ Inappropriate supervision causing harm ➤ Failure of device causing harm 	<ul style="list-style-type: none"> ➤ Inflatable manufactured and operated by trained and experienced staff supervising at all times not allowing over the maximum amount of children on the device ➤ Unit to be manufactured from fire retardant material as required by local legislation ➤ All anchor points to be used in accordance with design ➤ Ballast to be as recommended by engineers reports. Daily checklists to be sighted ➤ Location of device does not put users in any danger ➤ The device is secured to the ground ➤ Smart Amusements will withdraw the device from the event due to adverse weather conditions ➤ Signs indicate conditions of use in highly visible areas 	C2 Medium	Manage			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Amusement Operators ➤ Wardens
	Hazard	Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise

21	Live electrical wires or faulty equipment	<ul style="list-style-type: none"> ➤ Electrocution hazard to Staff, public or performers 	<ul style="list-style-type: none"> ➤ All electric's to be installed in accordance with appropriate regulations ➤ All electrical installations to be undertaken by competent, qualified person. ➤ Leads and appliances to be tagged and tested ➤ Earth leakage protection to be fitted and tested ➤ Switchboards are to be identified with signage ➤ Switchboards to be mounted off the ground and made inaccessible to public ➤ Temporary installations to run overhead where possible ➤ Regular inspections by Wardens ➤ Night lighting installed as required ➤ No electrical wires to be strung across roadway ➤ Fire extinguishers installed ➤ All cables and appliances to be tested and tagged 	C2 Medium	Manage	<p>Fire extinguishers at electrical sites</p> <p>Qualified taggers onsite to test and tag (if not tested)</p>		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Sound Company ➤ Wardens
Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
22	Loss of crowd control	➤ Bodily injury	<ul style="list-style-type: none"> ➤ Festival style and layout designed to minimize large uncontrolled concentrations of people ➤ Entertainment to be able to be ceased if necessary to gain control ➤ Crowd monitored by Wardens & Security ➤ Wardens with radio contact to Event Management to carry out Safety Plan ➤ Warden briefing prior to festival 	E2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Security ➤ Police ➤ Wardens
23	LPG Cylinders, heaters & appliances use by stallholders	<ul style="list-style-type: none"> ➤ Injury to public & staff ➤ Explosion danger & burn potential 	<ul style="list-style-type: none"> ➤ Cylinders are to be mounted securely and used in a correct manner in accordance with AS 1596 & AS 4332 and Code of Practice ➤ Food vendors required to fill out the Gas Safety Checklist ➤ Inspections by Wardens ➤ Fire safety equipment installed 	D3 Medium	Acceptable	Gas safety checklists distributed if required Currently no additional food vendors		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Vendors ➤ Office of Gas Safety ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
24	Major Equipment relocations Bumping in and out Staff carrying large or awkward objects	➤ Bodily injuries to staff and public	<ul style="list-style-type: none"> ➤ Pre event Production Staff briefing ➤ Bump in movements to be scheduled & agreed on by all stakeholders prior to the event ➤ Public kept off site during bump in ➤ No major relocations during operating hours ➤ Staff instructed to exercise care in such circumstances ➤ Ensure clear access to the site and use trolleys where possible ➤ Spotters to be used if stock or equipment movement occurs during operating hours ➤ All staff working in the festival areas during bump in & out to be wearing Hi Vis' vests 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi ➤ Event Production Staff Vendors Wardens
25	Manual Handling	<ul style="list-style-type: none"> ➤ Bodily injury ➤ Muscular skeletal injury 	<ul style="list-style-type: none"> ➤ Trolleys and mechanical lifting aids used wherever possible ➤ Staff training to incorporate instructions regarding manual handling & correct procedures ➤ All tasks requiring specific methods to have printed instruction sheets on safe work practice 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ City of Monash ➤ Oakleigh Greek Glendi Management ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
26	Medical Emergency	<ul style="list-style-type: none"> ➤ Poor access for emergency vehicles ➤ Potential injuries to public and staff 	<ul style="list-style-type: none"> ➤ First Aid post placed close to street and centrally located in the site so that it can be reached by Ambulance ➤ First Aid Staff on site & in radio contact with festival staff ➤ All ambulance calls to be logged and coordinated through the safety officer. Wardens trained in ambulance response & crowd management for emergency vehicle arrival 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ First Aid provider ➤ Wardens ➤ Safety officer
27	Missing Person Lost Child	<ul style="list-style-type: none"> ➤ Trauma to those directly involved ➤ negative publicity 	<ul style="list-style-type: none"> ➤ Lost children, missing person checkpoint established at First Aid & clearly marked ➤ Security, Wardens & Staff trained in a procedure that involves security and police if need be ➤ Lost children missing person checklist to be filed (template in risk plan) 	C1 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Security ➤ Wardens ➤ Police

28	Negative publicity due to crisis	<ul style="list-style-type: none"> ➤ Reputation damage to Oakleigh Greek Glendi, City of Monash & Authorities 	<ul style="list-style-type: none"> ➤ Staff, Security & Wardens trained in media management and response ➤ Prior to any crisis media release arrange a conference between stakeholders ➤ Establish a media point in a safe area near the scene ➤ Media spokesperson appointed to manage potential negative publicity 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ City of Monash ➤ Oakleigh Greek Glendi Management ➤ Wardens
29	Noise	<ul style="list-style-type: none"> ➤ Noise induced hearing loss ➤ Unpleasant surroundings causing aggravation 	<ul style="list-style-type: none"> ➤ Stage Managers to prevent excessive and unpleasant noise levels ➤ Noise levels to be acceptable at Oakleigh Greek Glendi retail & restaurants ➤ Staff to be provided with appropriate hearing protection if required (earplugs if exposed to amplified noise for more than 1 hour) ➤ Rides positioned away from major venues e.g. RSL 	E1 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Sound Providers ➤ Wardens
Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise

30	Overcrowding	<ul style="list-style-type: none"> ➤ Injuries to public from crushing and panic, general discomfort 	<ul style="list-style-type: none"> ➤ Nature and type of event ➤ Publicity at a scale which suits the demographic & geographic nature of the event ➤ Events able to be ceased if necessary to reduce crowd ➤ Crowd monitored by Oakleigh Greek Glendi Wardens & Security ➤ Oakleigh Greek Glendi Chief Warden and Wardens to be aware of crowd conditions ➤ Park has further areas that can take overcrowding 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Security ➤ Wardens
31	<p>Performers engaged in activities in Oakleigh Greek Glendi Falls and prop failure</p> <p>Working with students/ Children</p>	<ul style="list-style-type: none"> ➤ Bodily injury to performers and public ➤ Parade participant struck by vehicle or other object on route ➤ Lack of supervision ➤ Welfare of child 	<ul style="list-style-type: none"> ➤ Risk to parade participants addressed in TMP ➤ Students and children in parade supervised by teachers on a 1:10 ratio ➤ Small children supervised 1:1 ratio ➤ Teachers act as marshals along the route ➤ Competent performers working with professional equipment ➤ Stage managers supervising all performances 	C3 High	Manage			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Teachers ➤ Performers ➤ Wardens
Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
32	Plant and Equipment	<ul style="list-style-type: none"> ➤ Injury to public and staff ➤ Dropping, falling, collapsing and crushing ➤ Bodily injury to equipment operator 	<ul style="list-style-type: none"> ➤ SWMS or risk assessments provided by suppliers/contractors ➤ OHS contractor management system in place and contractor supervision and OHS part of Event Managers responsibilities ➤ Only appropriate licensed and competent operators used to operate plant and equipment ➤ Barricades and warning signage erected around work areas ➤ Public kept clear during plant use ➤ Persons using equipment are trained in safe operation and wear appropriate protective clothing ➤ No unnecessary access to the worksite ➤ All persons within work site must wear fluoro vests ➤ Event Manager to supervise all bump in and bump out activity 	C2 Medium	Manage	SWMS and/or risk assessments to be completed by suppliers		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Plant Operators ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
33	Property and asset damage	<ul style="list-style-type: none"> ➤ Damage property ➤ Bodily injury ➤ Negative publicity ➤ Unnecessary expense 	<ul style="list-style-type: none"> ➤ Family focus and style of event ➤ Response procedure involving Police and security ➤ Daytime / night time event 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Security ➤ Police
34	Public liability	<ul style="list-style-type: none"> ➤ Payouts as a result of claims made against all concerned and involved 	<ul style="list-style-type: none"> ➤ All contractors, events and performers to have acceptable levels of effective public liability insurance in place as required by Oakleigh Greek Glendi ➤ Legal counsel for City of Monash should be advised about aspects of the event with a view to predetermining liability for injuries, acts and omissions and Liability for financial obligations incurred if it becomes necessary to respond to a major emergency involving the even ➤ Please refer to clause 11 of the Funding Deed – Events 00012. 					<ul style="list-style-type: none"> ➤ City of Monash ➤ Oakleigh Greek Glendi Management

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
35	Rigging, stages (mobile and fixed) and overhead lighting	<ul style="list-style-type: none"> ➤ Falling equipment ➤ Falls from height ➤ Structural failure of equipment ➤ Incorrect assembly of equipment 	<ul style="list-style-type: none"> ➤ SWMS or risk assessments provided by suppliers/contractors ➤ OHS contractor management system in place and contractor supervision and OHS part of Event Managers responsibilities ➤ Place appropriate barricades to exclude public during build ➤ Install safety chains/cables on all overhead lighting & equipment ➤ Inspect all equipment prior to assembly and use ➤ Use equipment for its intended purpose only, unless otherwise authorized ➤ Ensure adequate instruction prior to unfamiliar equipment or methods being put into operation ➤ Use good rigging practice for general slinging ➤ Carefully read and employ any special rigging suggestions in the site instructions 	C2 Medium	Manage	SWMS and/or risk assessments to be completed by suppliers		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Riggers ➤ Wardens ➤ Suppliers

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
36	Slip, Trip, Fall and Knock	➤ Bodily injury to public or participants	<ul style="list-style-type: none"> ➤ Wardens trained in recognition and prevention ➤ Serious trip and fall hazards identified and removed or treated to prevent injury ➤ Cables flown overhead where possible ➤ Rubber mats & cable traps over cables ➤ Barriers placed around protruding equipment ➤ Changes in height and edges highlighted ➤ Slippery surfaces treated or isolated ➤ Additional lighting in dark areas ➤ Spills and etc isolated then cleaned by cleaners or traders as soon as reported 	C2 Medium	Acceptable	Suppliers have been briefed to ensure there are no trip hazards		<ul style="list-style-type: none"> ➤ City of Monash ➤ Oakleigh Greek Glendi Management ➤ Wardens ➤ First Aid
37	Stallholders, sponsors and contractors not complying with basic safety guidelines	➤ Potentially dangerous items and activities on site	<ul style="list-style-type: none"> ➤ Site rules to be developed and circulated to all stallholders and contractors ➤ Wardens and staff to monitor activities and set up of stallholders 	D2 Low	Acceptable	No stall holders		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
38	Staffing levels inadequate	<ul style="list-style-type: none"> ➤ Fatigue ➤ Works not being completed 	<ul style="list-style-type: none"> ➤ Sufficient event casual staff to be engaged to perform all necessary tasks and assume required responsibilities over the course of the event 	C2 Medium	Manage			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management
39	Stages Scaffold platforms, screen etc	<ul style="list-style-type: none"> ➤ Fall from height ➤ Public access ➤ Bodily injury to performers, public, participants or others on or adjacent structures 	<ul style="list-style-type: none"> ➤ SWMS or risk assessments provided by suppliers/contractors ➤ OHS contractor management system in place and contractor supervision and OHS part of Event Managers and Site Managers responsibilities ➤ Safety barriers/hand rails fixed to all structures where required ➤ Stage boundaries highlighted to assist performers ➤ General public not permitted on stages or other structures intended for performers ➤ Security monitoring stages when not in use ➤ Performers competent in specific tasks have a thorough knowledge of requirements ➤ Wardens supervising all performances to ensure compliance 	D4 Medium	Manage	<p>SWMS and/or risk assessments to be completed by suppliers of all structures</p> <p>Stages to have steps with handrails Steps to be secured to stage</p>		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Performers ➤ Wardens ➤ Suppliers

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
40	Structures, scaffold, fences, stacked materials etc collapsing	➤ Crushing injury or fall injury to public or participants	<ul style="list-style-type: none"> ➤ Structures constructed by contractors with relevant qualifications ➤ Use of materials with manufacturer's specifications ➤ Building Commission requirements for occupancy of temporary structures complied with ➤ Stacked materials held by suitable racking systems and devices to prevent collapse ➤ Wardens monitor all structures ➤ Scaffold erected by qualified competent contractors in accordance with AS 1576. 1, 2 & 3 	D4 Medium	Manage	BCC compliance paperwork		<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Contractors ➤ Wardens
41	Sub station failure	<ul style="list-style-type: none"> ➤ Panic and injury ➤ Loss of power to vendors and stages 	<ul style="list-style-type: none"> ➤ Generators supplying power lightning and stages ➤ Wardens trained in emergency response 	E2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Power supply ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
42	Toilet facilities	<ul style="list-style-type: none"> ➤ Anxiety ➤ Frustration ➤ Injury & Illness ➤ Negative publicity 	<ul style="list-style-type: none"> ➤ Ensure adequate public toilet units are in place in all areas to suit the scale of each event ➤ Ensure Disabled units are installed or available ➤ Prominent signage ➤ Toilet Cleaning and maintenance crews on duty ➤ Additional Portable toilets added to safety increased demand <p>Heavy reliance on existing toilets and toilets in commercial premises to be adequate</p>	D2 low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management
43	Trees and limbs falling	<ul style="list-style-type: none"> ➤ Potential injuries to public and staff 	<ul style="list-style-type: none"> ➤ Trees inspected by competent persons on a regular basis ➤ Regular inspections by Wardens ➤ Suspect trees are isolated pending thorough inspection and treatment 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ City of Monash ➤ Oakleigh Greek Glendi Management ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
44	Vehicle accident on site and motor vehicles within event	➤ Injury to staff & public	<ul style="list-style-type: none"> ➤ Roads closed for duration of event ➤ Vehicles kept off site whilst event is open to public ➤ Bump in and bump out vehicles only enter site under instruction and supervision of wardens when site is clear ➤ Any need for vehicle movement in the event space whilst public are on sight will be under warden supervision ➤ Roads only to open when road is clear of all infrastructure and equipment 	D3 Medium	Accept			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Traffic Management ➤ Traffic Marshals ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
45	Weather extremes Access to drinking water	<ul style="list-style-type: none"> ➤ Cold/heat induced illness for participants with inappropriate clothing ➤ Dehydration 	<ul style="list-style-type: none"> ➤ Site induction highlighting possible risk to staff and performers ➤ Personal protective clothing to be worn as required ➤ All staff & performers to take the appropriate action to prevent exposure ➤ Excessive heat may lead to reduction or cancellation of physical activities ➤ Sunscreen to be available at event site office ➤ Staff and volunteers communicated to bring ponchos if required ➤ Weather conditions to be monitored ➤ Adequate water available for staff, contractors, and participants ➤ Is free water available on site? ➤ Water available from shops ➤ Check with insurers what actions need to take place if there is a cancellation and what would be covered 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Tolerati on of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
46	Wind storm Lightning strike Extreme Heat	<ul style="list-style-type: none"> ➤ Bodily injury from flying debris/falling objects to patrons and performers ➤ Loss and damage to infrastructure 	<ul style="list-style-type: none"> ➤ E.C.C to monitor weather conditions prior to and though out event ➤ Reliable means of obtaining and monitoring wind and weather conditions ➤ Wind rating loading of all temporary structures to be provided by suppliers ➤ Strong wind warning issued by weather bureau is to result in constant monitoring of situation ➤ Evacuation of certain structures/amusements subject to weather conditions ➤ Ensure all tents and marquees are adequately fastened down ➤ Remove umbrellas if the threat of wind exists ➤ Action in accordance with Emergency Management Plan 	C3 Medium	Manage			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Wardens
47	Waste	<ul style="list-style-type: none"> ➤ Fire ➤ Bins overloaded ➤ Waste on street ➤ Waste in drains ➤ Sullage from catering 	<ul style="list-style-type: none"> ➤ Adequate bins placed in street ➤ Adequate crews servicing bins & emptying on regular basis ➤ Sullage bins provided for on street catering needs 	D2 Low	Acceptable			<ul style="list-style-type: none"> ➤ Oakleigh Greek Glendi Management ➤ Cleaning contractors ➤ Wardens

Hazard		Risks	Existing Risk Controls	Risk Rating	Toleration of existing Risk Controls	Additional Risk Treatment / Action Plan	Risk Rating	Responsible to Monitor/Supervise
48	Car & Auto Exhibitors engaged in show activities in Oakleigh Greek Glendi	<ul style="list-style-type: none"> ➤ Bodily injury to exhibitors and public ➤ Burns to self or others from hot engine parts ➤ Event participant struck by vehicle or other object on route ➤ Lack of supervision ➤ Welfare of event participants 	<ul style="list-style-type: none"> ➤ Cars parked safely before and after event ➤ Exhibitors limit contact with exhibited cars ➤ Small children supervised 1:1 ratio ➤ Exhibitors take primary responsibility ➤ Wardens ensure public don't damage vehicles when exhibitors not present. 	C2 Medium	Acceptable			<ul style="list-style-type: none"> ➤ Exhibitors ➤ Oakleigh Greek Glendi Management ➤ Wardens

4.0 APPENDICES

4. 1 Safety Management Plan Distribution List

Angie Armistead arranged for all teachers and staff at Oakleigh Grammar to receive this report. For privacy reasons we have not included their details here.

EVENT TEAM		
Activity	Company	Contact
Event Management	Oakleigh Greek Glendi	Deon Manasis
Marketing/Finance/Site Management	Oakleigh Grammar	Angie Armistead
Greek Community Management	Oakleigh Grammar	Angelo Sardellis
Public Park Management	City of Monash	Siobhan Wood
Parade Management	Oakleigh Grammar	Mark Robertson
Power Management	Oakleigh Grammar	Jim Samarniotis
Production/Audio	Wired 4 Sound	Eddie Schlieffer
Infrastructure	Pride Events	Ken Hale
Amusement Rides and Attractions	Smart Amusements	Jay Jones
First Aid	Alpha Services	Fiona Saipele
Police	Victoria Police - Oakleigh Station	Sergeant Adam Davey
Security	Aspect Protective Services	John Leloudas
Risk Management	PAN International	Sophia Sourris
Safety Management	PAN International	Liam Sutherland

Safety Management	PAN International	Peter Mousaferiadis
Safety Management	PAN International	Doug Montgomery
Toilets	Viking Rentals	Kellie Josephs
Waste Management	City of Monash	Siobhan Wood
Car Show Coordinator	K6 Kruise Club	Peter Kazantzis
Kids Space Coordinator - Saturday	Oakleigh Grammar Parents Association	Nick Nicolou
Kids Space Coordinator - Sunday	Oakleigh Grammar Parents Association	George Giannaros
Art Exhibit, marquees, & school lecterns Installers	Oakleigh Grammar	Mario Faris
Art Exhibit, marquees, & school lecterns Installers	Oakleigh Grammar	John Scott
Art and Photo Exhibition Coordinators	Oakleigh Grammar	Tania Taylor
Art and Photo Exhibition Coordinators	Oakleigh Grammar	Chitra Wijesinghe

STAKEHOLDER NOTIFICATION		
Activity	Company	Contact
Emergency Services	Metropolitan Fire Brigade	Laura Williams
Emergency Services	Ambulance Victoria	Karen

VOLUNTEERS		
Activity	Company	Contact
Bump in / out	HACSA	Theo Giourtis
Bump in / out	HACSA	Betty Giourtis
Bump in / out	HACSA	Billy Stavropoulos
Bump in / out	HACSA	Nick Sarris
Bump in / out	HACSA	Natasha Sarris
Bump in / out	HACSA	Val Kambouris
Bump in / out	HACSA	Manolis Magoulis
Bump in / out	HACSA	Sokratis kormpakis

VOLUNTEERS		
Bump in / out	Fr George	Dean Sardellis
Bump in / out	Fr George	Katrina Unger
Bump in / out	Fr George	Maria
Bump in / out	Fr George	Despina
Bump in / out	Fr George	Jim
Bump in / out	Fr George	Nektaria Bakitzis
Bump in / out	Fr George	Dimitri
Bump in / out	Fr George	Theodora Koutsoupas
Bump in / out	Fr George	Steve Kromides
Bump in / out	Fr George	Elly Krommides
Bump in / out	Fr George	Nicholas Piepiridis
Bump in / out	Fr George	Olga Pipieridis
Bump in / out	Fr George	Theo Pipieridis
Bump in / out	Fr George	Nicholas
Bump in / out	Fr George	Raffaela
Bump in / out	Fr George	Analiese
Bump in / out	Fr George	Sophie Massis

4.2 Radio / Communications Method and Channel Allocation

There will only be two channels used for radios. One for Management personnel including the Event Manager, the Site Manager, Safety Officer, First Aid, Security, Electrician and in the Event Control Centre. The second channel is for security only. The Supervisor Security guard will monitor the Management channel to ensure that their team is able to move to areas of particular concern quickly.

4.3 Training and Safety Briefing Schedule

Volunteers will attend a briefing session prior to the Glendi as well as a 15 minute safety induction on site by a Pan International Safety Officer before their allocated shift.

4.4 Event Management Log Sheet

The arts department from Oakleigh Grammar will be stationed in the Event Control Centre, attempts will be made to notate important information communicated on radio as a log for future reference in the planning stages of the Glendi. This template can be used below:

Date	Time	Information / Decisions / Actions	Initials

4.5 Major Incident, Investigation and Warden Kit Contents

Major Incident

- Evacuation Map including nearest rally points
- Evacuation Plan (single pager) – “In case of emergency....”

- Witness Report including dated Incident Summary

Investigation

- Incident Report
- Risk Assessment
- Incident – Action – Result table with follow up date

Warden Kit Contents

- Contact sheet on Lanyard
- Bottle of Water
- Radio (some only)

4.6 Security Schedule and Location

Aspect Protective Services have been engaged to provide 6 security guards at the event from bump in to bump out.

For the total of 20 hours during the hours of public attendance from midday to 10pm daily, the organisers require a minimum of 4 'crowd control' security guards:

- 2 guards stationed permanently at the entrance/exit of the fenced off licenced area "baraki"
- 1 guard patrolling the rides on Drummond Street and the car show
- 1 guard patrolling the kids rides and the kids stage
- 1 guard patrolling the stalls
- 1 guard patrolling the youth space and Cenotaph

From Saturday 10pm through to Sunday 12pm midday, 6 overnight 'asset management' security guards have been engaged.

4.7 Risk Management Inspection Checklist

The recommendations and controls herein are to be addressed in a safety checklist

The information contained herein is intended as advice to the management of Oakleigh Greek Glendi and does not remove the responsibility of management/proprietors to ensure all obligations under legislation are adhered to.

Event Risk Management Process – Overview

This risk management plan has been developed utilising a number of steps that outlined below:

Risk Identification

Risk Analysis & evaluation (in the context of existing controls)

Risk Consequence
 Likelihood Ratings
 Level of Risk Matrix
 Risk Controls
 Risk Evaluation
 Treatment plans to reduce Levels of Risk
 Re-assessment of risk rating (Residual Risk)
 Monitor and review

Cf. Graph below

Reference has also been made to

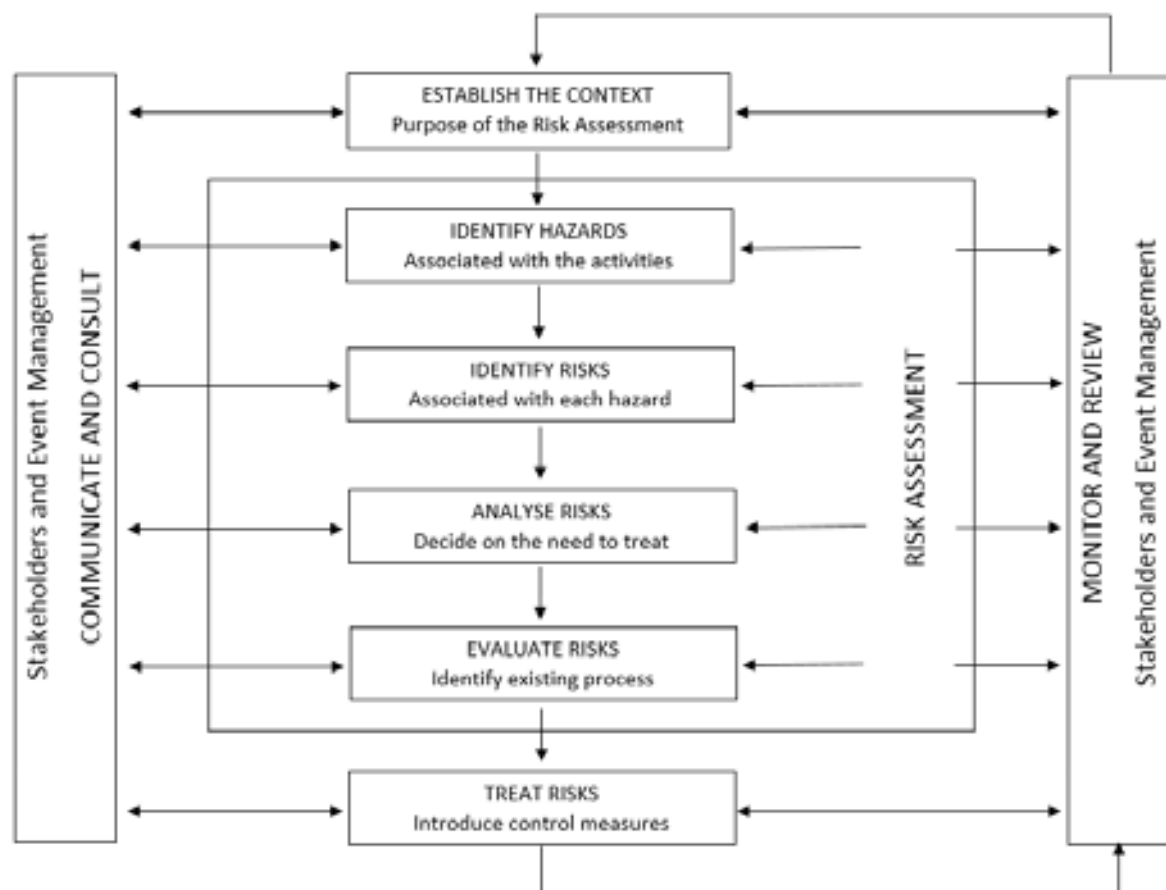
OHS Act (2004) and OHS Regulations (2007)

Monash City Council Policy and Procedures

2014 Oakleigh Greek Glendi Event Plan

Various Australian Standards

Australian Standard for Risk Management AS /NZS ISO 31000:2009 Risk management – Principles and guidelines.



Risk Identification

The aim of risk identification is to develop a comprehensive list of risks that may affect an organisation's business objectives and operations. This is perhaps the most critical step in the entire

risk assessment process, as any risk not identified at this stage is incapable of any later evaluation, assessment or treatment.

Risk Analysis

The aim of risk analysis and evaluation is to assess the *consequences* of risk and the *likelihood* of it occurring in the context of any existing risk controls.

An analysis may be qualitative, semi-qualitative or quantitative. In this risk program, risk is analysed in a qualitative manner using a Level of Risk Matrix.

This level of risk matrix compares the consequence of a risk occurring and the likelihood of it occurring. For each risk, the consequence is determined using the consequence descriptors in Table 1, and the likelihood using the likelihood ratings in Table 2. The risk result is then found by using the level of risk matrix.

Consequence

Consequences may be described in many ways, each of which has a different impact on the organisation's business activities. These may include financial loss; impact on people, damage to reputation, damage to the environment or interruption to critical business processes Table 1 defines an example of consequence ratings and typical descriptors for various business activities.

Table 1: Risk Consequence Descriptors

Consequence	Category	Business Interruption	Environmental	Financial	Human	Public Image & Reputation
Catastrophic	5	Essential service failure, or key revenue generating service removed	Irreversible damage	Above \$1,000,000	Death(s) / many critical injuries	National & International Concern / exposure
Major	4	Service or provider needs to be replaced	Harm requiring restorative work	Up to \$1,000,000	Single Death/ multiple long term or critical injuries	State wide Concern / exposure
Moderate	3	Temporary, recoverable service failure	Residual pollution requiring clean-up work	Up to \$100,000	Single minor disablement/ multiple temporary disablement	Local community concern
Minor	2	Brief service interruption	Remote, temporary pollution	Up to \$20,000	Injury requiring hospitalisation	Customer complaint
Negligible	1	Negligible impact, brief reduction/loss of service 2-12 hours	Brief, non hazardous, transient pollution	Up to \$5,000	Minor First Aid	Resolved in day-to-day management

Likelihood

Table 2: Likelihood Ratings

Likelihood	Category	Description
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional circumstances

Table 3: Level of Risk Matrix

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

Table 4: Toleration of Risk

Intolerable	VERY HIGH	Risk should not be justified
	HIGH	Risk cannot be justified save in extraordinary circumstances
Generally Intolerable Region (Basic Safety Limit)		
As Low As Reasonably Practicable or Tolerable Region (Basic Safety Objective)	MEDIUM	Drive risks towards the Broadly Acceptable Region Residual risk, tolerable only if further risk reduction is impracticable
Broadly Acceptable Region	LOW	Risk reduction not likely to be required as resources are likely to be grossly disproportionate to the reduction achieved
	Negligible	

Risk Evaluation

The aim of risk evaluation is to determine, in line with the level of risk that the organisation can tolerate those exposures that are acceptable or unacceptable to the organisation. Those risks that are determined as unacceptable are then subjected to later risk treatment. (It is important to note that no organisation can eliminate all the risks to which it is exposed)

Defining a risk as acceptable does not imply that the risk is insignificant. The evaluation should take account of the degree of control over each risk and the cost impact, benefits and opportunities presented by the risks. Also, the risks borne by other stakeholders that benefit from the risk should be considered. The significance of the risk and the importance of the policy, program, process or activity need to be considered in deciding if a risk is acceptable.

Reasons why a risk may be accepted:

- The level of risk is so low that specific treatment is not appropriate within available resources
- The risk is such that there is no treatment available. For example, the risk that a project might be terminated following a change of government is not within the control of an organisation
- The cost of treating the risk, including the purchase of insurance, is so manifestly excessive when comparing the benefits to the threats.

Risk Controls

Risk Controls should be commensurate with the level of risk. For example, a high or extreme risk should not be solely managed by administrative controls; rather higher-level controls (i.e. installation of barriers), which guarantee the risk is mitigated, should be adopted.

Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards. Below is the control hierarchy with general examples of each control measure:

- **Elimination:** Avoid the risk by removing the hazard completely
- **Substitution:** Use less hazardous procedure/substances equipment/process
- **Isolation:** Separate the process from people by the use of barriers/enclosures or distance
- **Engineering Controls:** Mechanical/physical changes to equipment/materials/process
- **Administrative Controls:** Change procedures to reduce exposure to a hazard
- **Personal Protective Equipment**

Risk Treatment

Risk treatment involves the selection and implementation of appropriate options for managing risk. Treatments need to be appropriate to the significance of the risk. Treatment needs to be appropriate to the significance of the risk. As a general guide:

- *Accept the risk (no major concern, periodic monitoring, controls adequate).* Where risk cannot be avoided, reduced or transferred, the organisation may choose to accept the risk. In such cases, usually the likelihood and consequences are low. Risks should be monitored and determined how losses, if they occur, will be funded. Risks where systems and processes managing the risk are adequate. Consider excess or redundant controls. Ensure periodic monitoring of risks and controls considering options to improve controls, monitor options to improve controls or monitor risk consequence to ensure they do not increase over time
- *Transfer the risk.* This option involves shifting the responsibility to another party such as an insurer or contractor who will bear the consequence of a loss if it were to occur e.g. Purchase of insurance cover for company vehicles
- *Avoid the risk.* Under this option a decision is taken not to proceed with the policy, program or activity likely to generate a risk. If it is not possible or feasible to avoid the activity it is usual to choose an alternative means of conducting/completing the activity.
- *Manage (minimise) the risk.* This option involves either reducing the likelihood of an occurrence or the consequences if it were to occur. E.g. implement procedures for specified tasks. It includes risks where current treatment options require review and management on an ongoing basis. Treatment plan required.

Risk Action Treatment Plan

The organisation must assess the cost/benefit of risk treatment options and implement its treatment plan accordingly. The cost benefit analysis should not be restricted to financial considerations only. Organisational, political social and environmental factors should also rank in any decision-making.

It is important also to ensure that formal processes are established to monitor the effectiveness of selected risk treatment options to ensure that the selected options remain relevant and appropriate.

The outcome of an effective risk treatment plan is knowledge of the risks that the organisation can tolerate and a system that minimises those risks the organisation cannot tolerate.

Determine the most effective risk treatment plan by considering:

- The residual risk of each option (see explanation below)
- The benefit of each option including the cost of implementation and/or
- The use of proven risk controls

Residual Risk

The residual risk is determined after the appropriate risk treatment option has been proposed and accepted. The rating is then determined using the level of risk matrix (table 3).

The final acceptance of the residual risk will be a matter for the appropriate manager to decide.

Monitor & Review

To ensure the ongoing effectiveness of the selected risk treatment options and to assess whether the organisation's risk management objectives are being achieved, it is necessary to regularly monitor and review the chosen treatment plan.

- Monitor: Assess whether the objectives of the current risk management plan, are being achieved. Tools that the organisation can use to monitor its chosen plan include visual inspections, incident reports, self-assessments and audits
- Review: Assess whether the current plan continues to match the organisation's risk profile. The plan may be reviewed by investigating incident trends or patterns, legislative changes, and organisational activities. Possible methods for review include internal check program, internal audit, external audit (independent audit), external scrutiny (appeal tribunal, courts, organisational policies, strategies and processes.

The outcome of the monitor and review process should be an accurate measure of the extent to which the organisation is meeting its risk management objectives, how to close performance gaps and continually improve risk management standards.

4.8 Warden Induction and Information Session Schedule

Wednesday 29 October 4pm – Oakleigh Grammar Volunteers (teachers)

3.45pm – 4.15pm General Event Information and Warden Roles

4.15pm – 5pm Safety and Risk Management Session

Thursday 30 October 6pm – HASCA and Greek Community Volunteers

6pm – 6.45pm General Event Information and Warden Roles

6.45pm – 7.30pm Safety and Risk Management Session

4.9 DAILY INCIDENT REPORT FORM:

TYPE OF INCIDENT:

Medical:

Security:

Fire:

Injury:

Illness:

Chemical:

Death:

Destruction of Property:

If none of the incident types above applies, please specify types of incident:

Section A:

To be completed by most senior witness to the incident or the person to whom the incident was reported where there were no witnesses.

Reporting Details

Event: _____

Reporting Officer's Name: _____

Position: _____ Signed: _____

Date of Report: _____ Time: _____

Incident Details:

Incident Date: _____ Incident Time: _____

Location of Incident: _____

Description of Incident:

Equipment Damaged? Yes or No (please circle)

Details of Damage:

Please complete the following for each person involved in the incident, including witnesses:

	Name	Sex	Client DOB	Staff Position	Location	Phone	Participant or Witness	Tick box if injured	Medical attn req'd
1.									
2.									
3.									
4.									
5.									

If more than five individuals are involved in the incident, please attach an additional sheet with their details.

Immediate response by staff to incident: (To be completed by Director of PAN International):

Section B:

Further Local Action:

Action planned to prevent recurrence:

Section C:

To be completed by Director of PAN International:

Police Contacted: Yes or No Time: _____ Date: _____

Police Officers Name: _____ Phone Number: _____

Police Investigation: Yes or No

Disease/ Injury? Near Miss/ Accident Report (DINMA) completed: _____ Date: _____

Occupation Health and Safety Officer Notified: _____

INCIDENT REPORT CHECKED:

Signed: _____ Date: _____

SECTION D:

To be completed by Head of Human Resources.

(Please tick)

Director Notified:

Date:

Occupational Health and Safety Representative:

Date:

Debriefing approval requested:

Date:

Incident report checked:

Date:

Coroner contacted:

Date:

Follow up action required:

Date:

Signed: _____ Date: _____

Section E

Director of PAN International:

Name (contact person):

Telephone:

Date and Time Incident report received:

Please tick

Entered into information system:

Inquiry recommended:

Debriefing approved:

Incident report checked:

Signed: _____ Date: _____

4.10 EMERGENCY INCIDENT LOG

Event Name:						Start date		End date:				
						Time from		Time to:				
No.	Type of incident	Reporting officer's name	Pos.	Date	Time	Location	Brief description + damages	Equipment damaged	Incident form completed	Date	Time	Sign.
				-	:			Yes/No	Yes/No			
				-	:			Yes/No	Yes/No			
				-	:			Yes/No	Yes/No			
				-	:			Yes/No	Yes/No			
				-	:			Yes/No	Yes/No			
				-	:			Yes/No	Yes/No			
				-	:			Yes/No	Yes/No			

ype of incident	Abbreviation
Medical	ME
Security	SE
Injury	IN
Illness	ILL
Chemical	CH
Death	DE
Destruction of Property	DOP

4.11 MISSING PERSONS REPORT

Missing Person		Reporting Person	
Missing's Name		Reporting Person's Name	
Parent's name (if child)			
Missing's age		Age	
Hair colour		Hair colour	
Eyes		Eyes	
Clothing		Clothing	
Height		Height	
Location Last seen		Last seen	
Time Last seen		Time Last seen	
Other information		Other information	
Time		Time	
Found by		Found by	
ID number (driver's license)		ID number (driver's license)	
Address		Address	
Time re-united		Time re-united	
Date		Date	
Signed off(Safety Officer)		Signed off : Chief Warden	

4.12 HAZARD AND RISK ASSESSMENT CONTROL CHECKLIST

NOTE: This list addresses control measures recommended in the Hazard & Risk Assessment

NO.	DESCRIPTION	OK	NOT OK	NA	DETAILS
01	Access and egress of patrons				
02	Emergency Access				
03	Adjacent active carriage ways				
04	Alcohol and drugs				
05	Cash handling Armed or dangerous				
06	Amusement rides / daily checklist				
07	Biological agents, needles, blood & vomit				
08	Bomb Threat and Blast				
09	Broken glass, litter				
10	Communications				
11	Civil Disturbance				
12	Contributory neighbouring events				
13	Criminal activity				
14	Disasters				
15	Dogs				

16	External Emergency				
17	Fire, Cooking, Naked flame, Hot surfaces				
18	Food poisoning				
19	Hazardous Materials				
20	Inflatable usage				
21	Live electrical wires or faulty equipment				
22	Loss of crowd control				
23	LPG Cylinders, heaters & appliances				
24	Major equipment relocations				
25	Manual handling				
26	Medical emergency				
27	Missing person, lost child				
28	Negative publicity due to crisis				
29	Noise				
30	Overcrowding				
31	Performers engaged in activities in				
32	Plant/equipment				

33	Property and asset damage				
34	Public liability				
35	Rigging, stages and overhead lighting				
36	Slip, Trip, Fall and Knock				
37	Stallholders				
38	Staff levels				
39	Stages, Scaffold platforms etc.				
40	Structures, scaffold, fences, stacked				
41	Substation failure				
42	Toilet facilities				
43	Trees and limbs falling				
44	Vehicle accident on site				
45	Weather extremes				
46	Wind storm, Lightning strike				
47	Waste				
48	Auto Exhibitors and Cars				

Event: Oakleigh Greek Glendi	Assessment by:	Position:	Event Date:
------------------------------	----------------	-----------	-------------

4.13 SMART AMUSEMENTS JSAS SWMS, AND RISK MANAGEMENT PLANS

CLASS 1 - FORM 2

Name of Proprietor: Smart Amusements Pty Ltd
Address of Proprietor: Unit 15D
58 Keys Road
CHELTERHAM VIC 3192

Name of Structure: Chair O Plane (No. 2)
Proprietor's Identification No.
Maximum design load capacity:

The following information must be attached:

1. List components which are subject to static, dynamic or fluctuating loads and which if failure occurs, could result in a dangerous situation.
2. Details and results of any and all non-destructive testing which has been carried out to determine the soundness of the components listed in item 1 above.
3. Provide details of any repair work that has been carried out since the last report was issued or which you considered necessary and has been carried out in order for you to give this certified report.
4. Provide full details, of any tests that you considered necessary to be conducted to determine the soundness and safety of the amusement structure.
5. Provide any other information that may be relevant to the safety of the amusement structure.

I, Timothy James Gibney being eligible to be a Chartered Professional Engineer (C.P.ENG) as determined by the Institution of Engineers Australia, hereby certify that I inspected the above amusement structure on 22nd November 2013 and found it to be in my opinion, in compliance/non compliance with the requirements of the Occupational Health & Safety Act 1985 and Plant Regulations 1996.

The following non-complying items require rectification before the amusement structure is offered for use or allowed to be used by any member of the public:

Business Name: Tim Gibney and Associates Pty Ltd.
Qualifications: B Eng (Civil) F.I.E. (Aust) C.P. Eng. NPE013
Address: 17 King Street, Blackburn VIC 3130

Signature:

Date: 12th December 2013

Telephone Number: (03) 8655 0090

Notice of Registration



Item of Plant

Occupational Health and Safety Regulations 2007

Plant Owner Smart Amusement Pty Ltd Unit 15 D 55 Keys Rd Chesham VIC 3192	Registration Date 20/08/2015	Expiry Date 20/08/2018
	Registration Number PL7563081	APR Number S1682594311

Plant Details

Registration No.	PL7563081
Manufacturer	Haga robots from Turner
Date of manufacture	24/05/2014
Plant Design Number	
Model Number	Model 2
Serial Number	830
Load (T) / person	
Type	Mobile
Site Name	Smart Amusement
Site Address	Unit 15 D 55 Keys Rd
Suburb/Town	Chesham
State	VIC
Postcode	3192
Registration Date	20/08/2015
Expiry Date	20/08/2018
Approved Operator	None (Mobile APV)
Name of approved operator	Unit 1) None 2)
Reference Number: R877525	

Please Note:

Registration of plant must be renewed after 3 years.

Under OHS regulations 8.2.14, you must advise WorkSafe Victoria (WorkSafe) within 21 days if any of the following occurs:

- there has been a change of ownership of your registered plant
- your registered plant is altered to an extent which requires new measures to control risk
- your plant is normally fixed and is relocated and requires decommissioning and new measures to control risk as a result of the relocation

Note: Failure to notify WorkSafe in writing of the above can result in fines.

Retain this notice for your records

WorkSafe Victoria is a trading name of the Victorian WorkCover Authority



Notice of Registration

Item of Plant

Occupational Health and Safety Regulations 2007



Plant Owner

Smart Amusements Pty Ltd
Unit 15 D 56 Keys Rd
Cheltenham, VIC, 3192

Registration Date

22/01/2013

Expiry Date

22/01/2018

Registration Number

PL79255181

ABN Number

51665796311

Plant Details

Registration No.	PL79255181
Manufacturer	James Doyle
Date of Manufacture	14/06/2004
Plant Design Number	
Model Number	WAA19305
Serial Number	6T9T28WA141AAK088
Local ID Number	
Type	Mobile
Site Name	Smart Amusements Pty Ltd
Site Address	Unit 15D 56 Keys Rd
Suburb/Town	Cheltenham
State	VIC
Postcode	3192
Registration Date	22/01/2013
Expiry Date	22/01/2018
Amusement Structure	Mobile Structure ASM
Name of amusement ride	Cup and Saucer

Reference Number: R877525

Please Note:

Registration of plant must be renewed after 5 years.

Under OHS regulation, 6.2.14, you must advise WorkSafe Victoria (WorkSafe) within 21 days if any of the following occurs:

- there has been a change of ownership of your registration plant
- your registered plant is altered to an extent which requires new measures to control risk
- your plant is normally fixed and is relocated and requires commissioning and new measures to control risk as a result of the relocation.

Note: Failure to notify WorkSafe in writing of the above can result in fines.

Retain this notice for your records

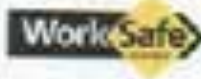
WorkSafe Victoria is a trading name of the Victorian WorkCover Authority



Notice of Registration

Item of Plant

Occupational Health and Safety Regulations 2007



Plant Owner

Smart Aluminium Pty Ltd
Unit 18 D 30 Hays Rd
Chesham, VIC 3192

Registration Date

20/08/2015

Expiry Date

20/08/2018

Registration Number

PL34471288

ABN Number

8160796311

Plant Details

Registration No.	PL34471288
Manufacturer	Power Manufacturing
Date of Manufacture	08/01/12
Plant Design Number	
Model Number	
Serial Number	
Local ID Number	AALJA110277
Type	Welds
Site Name	Smart Aluminium
Site Address	Unit 18 D 30 Hays Rd
Suburb/Town	Chesham
State	VIC
Postcode	3192
Registration Date	20/08/2015
Expiry Date	20/08/2018
Employment Structure	Mobile Structure ASU
Name of employer/lessee	Contract

Reference Number:

R817525

Please Note

Registration of your plant will be reviewed after 5 years.

Under OHS regulations, 8.2.34, you must advise WorkSafe Victoria (WorkSafe) within 21 days if any of the following occur:

- there has been a change of ownership of your registration plant
- your registered plant is altered to an extent which requires new measures to control risk
- your plant is normally fixed and is reformed and requires re-constructing and new measures to control risk as a result of the relocation

Note: Failure to notify WorkSafe in writing of the above can result in fines.

Print this notice for your records

WorkSafe Victoria is a trading name of the Victorian WorkCover Authority





CPO Box 4711, Melbourne VIC

OCCUPATIONAL HEALTH AND SAFETY REGULATIONS 2007 PLANT REGISTRATION ACKNOWLEDGEMENT NOTICE

SMART ASSESSMENTS P/L
UNIT 15D
55 KAYS ROAD
CHELTENHAM 3192

Issue Date

19/10/2013

Plant Number

178522

Registration Number

2000/V17697

Receipt Date

08/09/2008

Amount Paid

\$21.58

Plant Details

Registered Owner: SMART ASSESSMENTS P/L

Location: UNIT 15D
55 KAYS ROAD CHELTENHAM 3192

Internal Unit ID:

Type: Assessment Structure Mobile

Serial Number:

Model Number:

Trade Name: CYCLODR

Please note:

Registration of your plant is renewed after 5 years

Under the OHS Regulations Part 4.2.14, you must notify the Victorian WorkCover Authority within 21 days if any of the following occur:

- There has been a change of ownership of your registered plant
- Your registered plant is altered to an extent which requires new pressures to be installed
- Your plant is modified and requires commissioning

Note: Failure to notify the Victorian WorkCover Authority in writing of the above can result in fines.

Retain this notice for your records



WorkSafe Victoria is a division of the Victorian WorkCover Authority

VICTORIAN WORKCOVER AUTHORITY

PLANT REGISTRATION ACKNOWLEDGEMENT NOTICE

SMART AMUSEMENTS P/L
5 KATIMBA ROAD
OSMOND 3163

Expiry Date

13/12/2018

Receipt Number

151679

Registration Number

296/V47071

Receipt Date

02/10/2018

Amount Paid

\$95.00

Plant Details

Registered Owner: SMART AMUSEMENTS P/L

Location: 5 KATIMBA ROAD
OSMOND 3163

Internal Unit ID:

Type: Amusement Structure-Mobile

Serial Number:

Model Number:

Trade Name: CYCLOPS

PLEASE RETAIN
THIS NOTICE (RECEIPT)
FOR YOUR RECORDS

Please Note:

Registration of plant must be renewed after 2 years.

Under the Plant Regulations 2010 you must advise the Authority within 21 days if any of the following occur:

- there has been a change of ownership of your registered plant;
- your registered plant is altered to an extent which requires new measures to control risk;
- your plant is relocated and requires commissioning

NOTE

Failure to notify WorkCover in writing of the above
can result in fines of up to \$40,000.

RETAIN THIS NOTICE FOR YOUR RECORDS

10/08/18



870 RAE AVE, WILLOWBUSH QLD

OCCUPATIONAL HEALTH AND SAFETY (PLANT) REGULATIONS 1995 PLANT REGISTRATION ACKNOWLEDGEMENT NOTICE

SMART ASSESSMENTS P/L
UNIT 150
26 KATE ROAD
CHILTERNHAM 3192

Expiry Date

19/12/2025

Recall Number

297144

Registration Number

AMG/VL7077

Registration

09/09/2025

Amount Paid

\$45.00

Plant Details

Registered Owner: SMART ASSESSMENTS P/L

Location: UNIT 150

26 KATE ROAD CHILTERNHAM 3192

Internal Unit ID:

Type: Assessment Screenware Mobile

Serial Number:

Model Number:

Trade Name: CITICORP

Please note:

Registration of plant must be renewed after 2 years.

Under the Plant Regulations, 10 if you must advise the Victorian WorkCover Authority within 21 days if any of the following occur:

- There has been a change of ownership of your registered plant
- Your registered plant is moved to an area which requires new structural loading
- Your plant is repaired and requires re-inspection

Note: Failure to advise the Victorian WorkCover Authority in writing of the above can result in fines of up to \$42,000.

Retain this notice for your records.



WorkSafe Victoria is a division of the Victorian WorkCover Authority



GPO Box 4293, Melbourne 3001

VICTORIAN WORKCOVER AUTHORITY PLANT REGISTRATION ACKNOWLEDGEMENT NOTICE

SMART AMENDMENTS P/L
UNIT 15D
54 KAYE ROAD
CHELTENHAM 3192

Expiry Date

19/10/2005

Charge Number

551579

Registration Number

JMC/V17077

Expiry Date

03/10/2003

Annual Fee

\$65.00

Plant Details

Registered Owner: SMART AMENDMENTS P/L
Location: UNIT 15D
54 KAYE ROAD CHELTENHAM 3192
Internal Unit ID:
Type: Assessment Structure-Mobile
Serial Number:
Model Number:
Trade Name: CYLCHE

Please note:

Registration of plant must be renewed after 5 years.

Under the Plant regulations 2000 you must advise the Victorian WorkCover Authority within 21 days if any of the following occurs:

- There has been a change of ownership of your registered plant
- Your registered plant is altered to an extent which requires new measures to control risk
- Your plant is refused use or used in contravention.

Note: Failure to advise the Victorian WorkCover Authority in writing of the above may result in fines of up to \$40,000.

Retain this notice for your records



WorkSafe Victoria is a division of the Victorian WorkCover Authority

**VICTORIAN WORKCOVER AUTHORITY
PLANT REGISTRATION ACKNOWLEDGEMENT NOTICE**

GPO Box 4306, Melbourne 3001

For further enquiries please contact your
nearest office – see overleaf for details

SHANT ANUSIMONT P/L 8 KATANDRA ROAD ORONG 3143
--

Expiry Date

18/10/2002

Receipt Number

345200

Receipt Date

09/10/1999

Registration Number

AM11917077

Amount Paid

143.00

PLANT DETAILS

Registered Owner: SHANT ANUSIMONT P/L
Location: 8 KATANDRA ROAD ORONG 3143
Internal Unit ID:
Type: ANCHORAGE STRUCTURE MOBILE
Serial Number:
Model Number:
Trade Name: CRCLINE

Please Note:

Registration of plant must be renewed after 3 years.

Under the Plant Regulations, Regulation 1210, you must advise the Authority within 21 days if any of the following
apply:

- there has been a change of ownership of your registered plant,
- your registered plant is altered to an extent which requires new measures to control risk,
- your plant is relocated and requires commissioning.

RETAIN THIS NOTICE FOR YOUR RECORDS

IMPORTANT NOTICE

To whom it may concern,

Please find enclosed your Plant Registration Renewal Notice(s).

To ensure that your registration(s) are renewed on time, we ask that you submit your Notice(s) no later than 4 weeks before the expiry date of your current plant registration(s). The fee for renewing each plant registration is \$55.00.

To enable the Victorian WorkCover Authority to update our records of your plant, you are requested to amend/add any of the information which has not been provided or is incorrect, simply by detailing the correct information in the space provided against each criteria.

To ensure that future Notice(s) are sent to the correct address, we ask that you provide your current Billing Address.

Having completed the information, detach the bottom portion of the Notice(s), place your signature or company stamp and date in the block area next to "payment of registration" and return the document with the required payment to the Licensing Branch, Victorian WorkCover Authority, GPO Box 4293, Melbourne VIC 3001. Cheques or money orders are to be made payable to the Victorian WorkCover Authority.

If you no longer own the plant, please provide the new owner details on the Plant Registration Renewal Notice(s) and return the Notice(s) intact to the Licensing Branch without any payment.

If the plant has been scrapped, please note this on the Plant Registration Renewal Notice(s) and return the Notice(s) intact to the Licensing Branch without any payment.

Should you require any further assistance please contact the Licensing Branch on 0628 8550.

Thank you for your assistance.

Yours sincerely,



Manager for Licensing

PA1 64
20/9/02

PLANT REGISTRATION RENEWAL NOTICE

P7



AUSTRALIS GROUP UNDERWRITING PTY LTD (ABN 95 408 272 476) (AUSITL)

Level 3, 111 Collins Street Sydney NSW 2000, Australia
GPO Box 347 Sydney NSW 2001, Australia
Suite 14, 333 Canterbury Road Cammeray NSW 1585, Australia
PO Box 75 Sarsfield VIC 3103, Australia

E-Mail: australis_underwriting@australis.com
Website: www.australis.com
Telephone: (02) 9276 4000
Facsimile: (02) 9276 4000
Telephone: (02) 9525 9600
Facsimile: (02) 9525 9600

To: Ben Alexander
Email: ben@hls.com.au
From: Paul Douglas

Date: 21 August 2014
Fax:
No. of Pages: 2 including this page

CERTIFICATE OF CURRENCY

PUBLIC/PRODUCTS LIABILITY INSURANCE POLICY

Period of Insurance: From 31 August 2014 to 10 October 2015 at 4pm a.s.t.

Policy No:

Insured: FJF Amusements Pty Limited (Janine Pickett Trust)

Situation: Worldwide except USA and Canada

Occupation: Amusement Rides covering:
Miami Music Trip/Rip Tide
1 x Carnival Ghost Train
1 x Euro Slide
Sky Flyer
1 x Sizzler Ride
1 x 20m Ferris wheel
1 x Groovy Tub - 10 seater kiddies track train
14 x Variable Games Joists as follows:
Cleome Galore
Hot shots
Basketballs
Bowl A Rama
Surprise Bag
Frog Hop
21 Game
Bucket Games
16 Sticker Game
Sponge Bob Square Pants Game
Disney Mini Basketball Game
Balloon Raceway Game
Marion Brothers Basketball Game
Elmer's Wacky Giant Water Raceway Game
No more than 8 used at any one time.

Interested Parties:
•The Royal National Agricultural and Industrial Association of Queensland (RNAI)
•Royal Agricultural Society of Victoria Limited
•Royal Agricultural & Horticultural Society of South Australia Inc
•RASV Ltd
•Showgrounds Nominees Pty Ltd
•PPP Solutions (Showgrounds) Nominees Pty Ltd
•Royal Agricultural Society of Victoria Limited
•Special Event Services Pty Ltd
•Queen in the Right of the State of Victoria and their Personnel
•Royal Agricultural Society of NSW trading as Sydney Showground and Sydney Royal Easter


Show
•B & C and P & F Associations
•Local Councils & Government
•Showtime Attractions Pty Ltd
•City of Frankston
•Otway Coast Committee
•City of Port Phillip
•Anna & Anton Gassa

LIMITS OF LIABILITY

Public Liability	\$20,000,000 any one Occurrence
Products Liability	\$20,000,000 any one Period of Insurance
Care Custody & Control	\$50,000 any one Period of Insurance

Underwriters: Certain Underwriters At Lloyd's Of London - 100% (Fully Authorised)

Signed On Behalf Of Underwriters



Paul Douglas

Please refer to the Policy Schedule and Wording for relevant terms and conditions

This certificate confirms that on the date of issue noted above, a policy existed for the period and sums insured shown.

2014 ROYAL MELBOURNE SHOW
ENGINEER SIGN OFF

DECLARATION FOR AMUSEMENT RIDE OPERATORS / OWNER

Certificate of Inspection

HAMISH MUNRO

(Inspector's Name)

On behalf of

FJF AMUSEMENTS

(Name of Amusement Company)

Certify that the Amusement Device:

RIP TIDE

(Name of Ride / Device)

Registration Number:

POO6245

Has been erected at the Royal Melbourne Showgrounds in accordance with the manufacturer's specifications, in accordance with the AS3533 PL2 & 3, AS/NZS3760:2003, AS/NZS3002:2002 Electrical Installation-Shows and Carnivals and all other legislative requirements.

Date 17.9.14

428

Inspector's Signature:

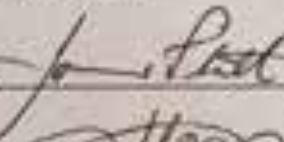


Print Name: HAMISH MUNRO

Position:

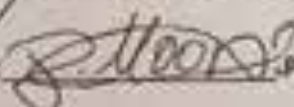
ENGINEER

Owner's Signature:



Print Name: JAMIE PICKETT

Operator's Signature:



Print Name: DAN HOON

Office Use Only

General Manager Venue & Facilities

Amusement

Coordinator

General Show Operations



CERTIFICATE OF REGISTRATION OF PLANT

Workplace Health and Safety Queensland

The plant referred to below, managed or controlled by

FJF AMUSEMENTS PTY LTD

is registered in the State of Queensland, under the provisions of the
Work Health and Safety Act 2011 and the following details pertaining to the registration are
contained in the register

Principal business address:

**FJF AMUSEMENTS PTY LTD
239 FLESSER RD
CHAMBERS FLAT 4133**

Registration number:

P0062145

Type:

CLASS 3 AMUSEMENT DEVICE

Size:

Location:

**239 FLESSER RD
CHAMBERS FLAT 4133**

First commissioned or registered on:

08 APR 2014

Registration holder's identification:

JP MIAMI 2011

Registration issue date:

08 MAY 2014

Registration expiry date:

31st January 2015

HAZARD IDENTIFICATION & RISK ASSESSMENT

RIP TIDE

OPERATION Page 1

ASSESSED BY: J.P.

HAZARD	RISK	CONTROL	COMMENTS
Slip, Trip and Fall Hazards on entry / exit paths and on deck of ship	Building, Movement in Cabin R20K LEVEL - HIGH/Low LOW	Operator wearing "Wet, Do not Slip" footwear. Awareness by others of hazard.	Wear the correct shoe, liquid only boots, wetness entry and exit, adequate lighting.
Cracks or strength hazard potential to ground	Building, Deck, entry crushing injuries R20K LEVEL - MEDIUM LOW	Cracks entry "Wet" entry hazards. Designed to have extra "Strength".	Do not enter without equipment putting
Probably injured entry	Slippery injury to rock deck R20K LEVEL - MEDIUM LOW	Slippery entry hazard same to water equipment used.	Use of wet so on entry point of the ground or landing.
Operator fatigue	Lack of concentration or job at hand R20K LEVEL - MEDIUM LOW	Regular rotation of hand personnel to provide change of duties / rest.	
Operator movement to equipment	Equipment used in hand injury / accident R20K LEVEL - MEDIUM LOW	Provision of PPE including awareness	
Attendance provided by role during operation	Service entry possible R20K LEVEL - EXTENDING	Attendance not allowed on production during operation of role	Attendance provided by hand carried closed gates or behind yellow line or under low pressure during operation
Personnel may be struck by falling objects during rock cycle (drums, weights, bags etc)	Slippery from impact R20K LEVEL - MEDIUM LOW	Provision to injury to people some items or water on platform in hand of work. Landing equipment to prevent	Signs posted to not wearing falling "Personal/weights at hand" or other
Low visibility gates	R20K LEVEL - EXTENDING Personnel injured by moving device	to gates at lower stage	Safety Gates closed at lower stage, maintenance conducted by safety gate (offshore third inspection 2021)
Personnel and staff injured from equipment noise from PM system	Lowly from hearing affected R20K LEVEL - LOW	Limit the volume	Hearing Protection supplied
Personnel possible working	Slippery, possible working R20K LEVEL - LOW	Open area covered to limit duration of work and determine the direction of travel regularly	
Slippery from heavy work and the barrier to prevent public access	Slippery injury possible R20K LEVEL - EXTENDING	Period complete area	



HAZARD IDENTIFICATION AND RISK ASSESSMENT

Scrambler

Item	Hazard Identification	Priority	Action to eliminate or minimise	Completed
1	Ground conditions, soft, slope.	bf=2	Use appropriate blocking and strapping to spread load and stabilise ride.	Each set-up
2	Clearance from wires, trees, structures.	ae=1	Inspect site prior to commencing set-up. Measure clearances.	Each set-up
3	Handling blocking, splinters.	cf=4	Issue gloves to all employees.	Each set-up
4	Manual handling of components.	cf=3	Manual handling procedures to be prepared and followed.	Each set-up
5	Fingers jammed on moving parts.	cf=3	Shielding installed. Stop/go button provided for operator.	2002
6	Materials suitable for purpose in structure.	cg=4	Considered during design phase.	Design
7	Electric shock.	dg=5	LV and ELV lighting used in accessible locations.	Design
8	Electrocution.	ae=1	RCD's fitted.	Design
9	Fire.	cf=3	Extinguishers available. non flammable materials used.	Design
10	Injury to toes from floor plate screws.	dg=5	No bare feet permitted on ride. Check screws daily.	Every day
11	Stability during high winds.	ae=1	Close ride if wind speed exceeds 45kph see log book for table.	Every day
12	Falling from seat.	hd=4	Secure passenger restraints.	Design



Australis Group Underwriting Pty Ltd (ACN 601 901 000) ABN 57 601 901 000

Level 2, 111 Church Street Sydney NSW 2000, Australia
 GPO Box 247 Sydney NSW 2001, Australia
 Suite 14, 100 Canterbury Road Canterbury VIC 3128, Australia
 601 New Southgate VIC, 3041, Australia

E-Mail: australis_groupunderwriting@australis.com.au
 Website: www.australis.com.au
 Telephone: 021 9020 4000
 Facsimile: 021 9020 4000
 Telexvoice: 021 9020 4000
 Telefax: 021 9020 4000

To: Ben Alexander
 Email: ben@hob.com.au
 From: Paul Douglas

Date: 24 July 2014
 Fax:
 No. of Pages: 3 including this page

CERTIFICATE OF CURRENCY

PUBLIC/PRODUCTS LIABILITY INSURANCE POLICY

Period of Insurance: From 31 July 2014 to 31 July 2015 at 12pm a.s.t.

Policy No. S5438/0000709

Insured: Smart Amusements Pty Limited
 Decade Pty Limited and
 Odex Pty Limited

Situation: Worldwide except USA and Canada

Occupation:

- 1 x Trained "Cyclone" Ride (Femur)
- 1 x Super Fibreglass Slide
- 1 x "Cup & Saucer" Ride
- 1 x Giant Inflatable Slide (Supabounce)
- 1 x "Jurassic" 4 in 1 Castle/Combo
- 1 x Childrens Ferris Wheel
- 1 x Newworld Combo Castle
- 1 x Adult Castle (Supabounce) - 10 Adults
- 1 x Ball Crawl Trailer
- 1 x "Chase O Plane" (Femur)
- 1 x "Chase O Plane" (Megabounce)
- 1 x Carousel Merry Go Round (Femur)
- 1 x Panda Playground Inflatable
- 1 x Trackless Train - 20 Riders
- 1 x Chuggy Choo Choo Fun Turnst Inflatable
- 1 x "Adrenaline Rush 3" Inflatable
- 1 x Douncy Boxing
- 1 x Bungee Challenge
- 1 x Pacific Combo Inflatable
- 1 x Ground Zorb Balls (4 x Balls with Track)
- 1 x Water Balls (5 x Balls with inflatable Pools)
- 1 x Bear Darts
- 1 x Spinning Wheel
- 1 x Wet Sponge Throw
- 1 x Bucketing Machine
- 1 x Velcro Wheel
- 1 x Choco Kid Game
- 1 x Laughing Clown Trailer
- 1 x Coin Toss Table
- 1 x Raffle Stand
- 1 x Crazy Carnival Mares
- 1 x Dunking Machine
- 1 x Hoopla

1 x Handball Target
 1 x Cat Rack Game
 1 x Tic Tac Toe Game
 1 x Plinko Game
 1 x Duck Pond Game
 1 x Adult Striker
 1 x Kiddie Striker
 1 x Jaffa Cracker
 1 x Fun Spinner
 1 x Mini Golf
 1 x Chess Set
 1 x Checkers Set
 1 x Variable Games:
 * Laughing Clowns
 * Milk Can Games
 * Knock'ems
 Food Machinery:
 10 x Fairy Floss
 1 x Popcorn
 Display
 1 x Boz Popper
 6 x Snow Cone Machines
 1 x Trailerised Potato Oven
 1 x Bench Potato Oven
 3 x Hot Doggers



Interested Parties:

Moonee Valley Racing Club
 Melbourne Racing Club
 Racing Victoria Ltd
 Caravan Trade & Industries Association of Victoria Tias Caravan Industry Australia
 The Royal Agricultural Society of Victoria Limited
 Showgrounds Nominees Pty. Ltd.
 PPS Solutions (Showgrounds) Nominees Pty. Ltd.
 TPA Shows Pty. Ltd.
 Ausfun Amusements Services
 FJF Amusements
 Xtreme Events
 Brimbank City Council
 Geelong City Council
 Hume City Council
 Knox City Council
 Village Cinemas Australia Pty. Ltd.
 Victorian Department of Education
 Caravan Trade & Industries Association of Victoria
 City of Monash
 P & C and P & F Associations
 Local Councils
 Show Societies

LIMITS OF LIABILITY

Public Liability	\$20,000,000 any one Occurrence
Products Liability	\$20,000,000 any one Period of Insurance
Care Custody & Control	\$50,000 any one Period of Insurance

Underwriters: Certain Underwriters At Lloyd's Of London - 100% (Fully Authorised)
 Signed On Behalf Of Underwriters

Paul Douglas

Please refer to the Policy Schedule and Wording for relevant terms and conditions

This certificate confirms that on the date of issue noted above, a policy existed for the period and sums insured shown.

Notice of Registration



Item of Plant

Occupational Health and Safety Regulations 2007

Plant Owner

Smart Amusements Pty Ltd
Unit 15 D 59 Keys Rd
Cheltenham, VIC, 3192

Registration Date

25/08/2013

Expiry Date

25/08/2018

Registration Number

PL04455445

ASN Number

51065790511

Plant Details

Registration No.	PL04455445
Make/Manufacturer	Garmin
Date of Manufacture	11/05/1972
Plant Design Number	
Model Number	
Serial Number	
License ID Number	AA00117008
Type	Mobile
Site Name	Smart Amusements
Site Address	1/150 D 59 Keys Rd
Suburb/Town	Cheltenham
State	VIC
Postcode	3192
Registration Date	25/08/2013
Expiry Date	25/08/2018
Attachment Structure	Mobile Structure ASM
Name of amusement ride	Roller Ride

Reference Number: **R877628**

Please Note:

Registration of plant must be renewed after 5 years.

Under OHS regulation, 5.2.14, you must advise WorkSafe Victoria (WorkSafe) within 21 days if any of the following occurs:

- there has been a change of ownership of your registration plant.
- your registered plant is altered to an extent which requires new measures to control risk.
- your plant is normally fixed and is relocated and requires commissioning and new measures to control risk as a result of the relocation.

Note: Failure to notify WorkSafe in writing of the above can result in fines.

Retain this notice for your records

WorkSafe Victoria is a trading name of the Victorian WorkCover Authority



CLASS 1 - FORM 2

Name of Proprietor: Smart Amusements Pty Ltd
Address of Proprietor: Unit 15D
56 Keys Road
CHELTENHAM VIC 3192

Name of Structure: Super Slide
Proprietor's Identification No. V 17938
Means of Propulsion: Max. Speed km/hr R.P.M.
Maximum design load capacity:

The following information must be attached:

1. List components which are subject to static, dynamic or fluctuating loads and which if failure occurs, could result in a dangerous situation.
2. Details and results of any and all non-destructive testing which has been carried out to determine the soundness of the components listed in item 1 above.
3. Provide details of any repair work that has been carried out since the last report was issued or which you considered necessary and has been carried out in order for you to give this certified report.
4. Provide full details, of any tests that you considered necessary to be conducted to determine the soundness and safety of the amusement structure.
5. Provide any other information that may be relevant to the safety of the amusement structure.

I, Timothy James Gibney being eligible to be a Chartered Professional Engineer (C.P.ENG) as determined by the Institution of Engineers Australia, hereby certify that I inspected the above amusement structure on 23rd November 2013 and found it to be in my opinion, in compliance/non compliance with the requirements of the Occupational Health & Safety Act 1985 and Plant Regulations 1995.

The following non-complying items require rectification before the amusement structure is offered for use or allowed to be used by any member of the public:

Business Name: Tim Gibney and Associates Pty. Ltd.
Qualifications: B Eng (Civil) F.I.E. (Aust) C.P. Eng NPER3
Address: 17 King Street, Blackburn VIC 3130

Signature: 
Date: 13th December 2013 **Telephone Number:** (03) 9955 0090

CLASS 2 - FORM 2

Name of Proprietor: Smart Amusements Pty Ltd
Address of Proprietor: Unit 150
55 Keys Road
CHELTENHAM VIC 3192

Name of Structure: Cup & Saucer
Proprietor's Identification No: V17705
Maximum design load capacity:

The following information must be attached:

1. List components which are subject to static, dynamic or fluctuating loads and which if failure occurs, could result in a dangerous situation.
2. Details and results of any and all non-destructive testing which has been carried out to determine the soundness of the components listed in item 1 above.
3. Provide details of any repair work that has been carried out since the last report was issued or which you considered necessary and has been carried out in order for you to give this certified report.
4. Provide full details, of any tests that you considered necessary to be conducted to determine the soundness and safety of the amusement structure.
5. Provide any other information that may be relevant to the safety of the amusement structure.

I, Timothy James Gibney being eligible to be a Chartered Professional Engineer (C.P.ENG) as determined by the Institution of Engineers Australia, hereby certify that I inspected the above amusement structure on 23rd November 2013 and found it to be in my opinion, in compliance with the requirements of the Occupational Health & Safety Act 1985 and Plant Regulations 1995.

The following non-complying items require rectification before the amusement structure is offered for use or allowed to be used by any member of the public:

Business Name: Tim Gibney and Associates Pty. Ltd.
Qualifications: B Eng (Civil) F.I.E. (Aust) C.P. Eng. NPER3
Address: 17 King Street, Blackburn VIC 3130

Signature: 

Date: 13th December 2013

Telephone Number: (03) 9655 0090

Worksheet No.	Plot Description	Plot of Phase I	See Worksheet Number(s) if (x)
State of Assessment	150075		150075, 150076, 150077
Assessment Distribution	150075		150075, 150076, 150077

ATTACHMENT A - FORMAT FOR DOCUMENTING HAZARDS, RISKS AND RISK CONTROL MEASURES

Worksheet No: Plant Description: Cup and Saucer Ride For: SMART AMUSEMENTS PTY. LTD.
Date of Assessment: 5/02/20013 Unit 15D, 56 Keys Road
Assessment Conducted by: Jay Jones Risk Assessment Method Used: VISUAL CHELTENHAM VIC 3192

Hazards Identified (describe the situation or parts of plant which could give rise to injury or illness)	Is there any risk?		Where there is a risk, describe the proposed risk control measures	Are the risk control measures practicable?		Implementation Date for the practicable risk control measures
	Yes	No (Describe the risk control measures already implemented to address the hazard)		Yes	No	
Ground Conditions soft or slope		Use appropriate blocking and strapping to spread load and stabilise ride		Yes		Implemented each set up
Clearances from wires,trees,structures		Inspect site prior to set up,measure clearances		yes		implemented each set up
Ride area,injuries		No person allowed in ride area during operation except ride operator		yes		Every Ride
Unauthorised ride starts		Controls must be isolated when ride is unattended		yes		Every Ride
Cups turning during load,unload,slips ,falls		Lock Cups before loading ,unloading		yes		Every Ride