

Risk Management

The Fairfield Amphitheatre Summer Series is in safe hands...

Both Tracy and Tony are experienced event managers with a track record in developing and delivering risk management plans for large and small events.



For the Fairfield Amphitheatre series a complete risk assessment and risk management plan will be completed as per the event brief, using Australian standard risk matrix, and responding to Councils particular risk management documentation needs. This process will involve liaison with relevant council departments, external contractors and artists, obtaining JSEAs, PLI certificates or contracts as appropriate.

Typically in an event such as this, key risk management issues will be:

- **Audience safety, maintaining egress and exit routes** managed by thorough planning and execution of the site map and regular management of onsite audience movements
- **Infrastructure safety, properly installed marquees and sound systems, and safely managed power and cabling needs** managed by thorough contractor liaison, suitable Job Safety and Environmental Analysis documents, thorough risk assessments and management plans
- **Damage to the park or facilities through improper use or over use**, managed by careful risk management plan and regular site inspections and event management
- **Scheduling or artist issues** managed through proper contracting, artist liaison and skillful stage management on the day
- **Weather issues resulting in cancellation or changing of events** managed by experienced staff maintaining up to date information and ensuring the public and stakeholders are efficiently communicated with
- **Excessive event noise** managed through appropriate and sensitive programming, clear instructions for artist and audio provider in contracts and agreements, effective artist liaison and regular noise level monitoring on the day.

Tony Smith

Tony has held roles in local government, the Victorian College of the Arts, and explosivemedia where he was at the forefront of developing risk management procedures and guidelines for the performing arts and outdoor events in line with the Australian Standard. He is competent completing, interpreting and assessing risk management documentation. He has also held the role of Occupational Health and Safety Officer for performance schools at the Victorian College of the Arts, and has lectured on occupational health and safety for post graduate arts management students at the University of Melbourne.

Tracy Margieson

Tracy has extensive risk management experience in the arts, local government and not for profit sectors. She has expertise and experience with safety and risk management practices in relation to large scale outdoor festivals and events, developing and undertaking risk assessments, conducting occupational health and safety briefings for contractors and staff. Tracy also held the role of Emergency Logistics Manager at Banyule City Council, and has undergone comprehensive training as part of the team for the Emergency Recovery Centre and Municipal Emergency Coordination Centre for the north metro region. Training includes First Aid (Workplace Level 2) in 2011 provided by St John Ambulance, OH&S Contractor Management in 2010 provided by Gallagher Basset, and Emergency Recovery Centre training in 2011 coordinated by Municipal Emergency Management.



Managing Risk On Site

Purplestage are experienced at working with council departments and will liaise responsibly with relevant departments to ensure the venue and surrounding area are safe for visitors, staff and contractors. Having sufficient, qualified staff on site is critical to the successful execution of the risk management plan, and the staffing plan for the Fairfield Amphitheatre Summer Series has been developed with the principal aim of managing the event safely for audiences and contractors and staff.

Staff/Contractor	Role
Event Managers: Tony Smith, Tracy Margieson	<ul style="list-style-type: none">• Prepare complete risk management plan• Liaise with council contacts in lead up to events to manage any safety concerns• Manage completion of JSEAs from contractors• Brief staff and contractors on risk management plan and strategies including possible scenarios and emergency procedures.• Report to Council on Safety and risk issues as they arise
Stage Manager	<ul style="list-style-type: none">• Manage physical risk on stage and back of house• Liaise with contractors and artists and ensure safe environment is maintained• Report any issues on site immediately to event managers
Front of House (FOH) officer	<ul style="list-style-type: none">• Ensure FOH area is physically safe• Maintain a roving presence in FOH area• Assist audiences with event info and safe practices• Report any issues on site immediately to stage manager or event managers
Assistant Stage Manager	<ul style="list-style-type: none">• Assist stage manager and Info officer execute their roles.• Floating staff member able to assist where necessary on stage for artist change overs, and also with FOH safety needs• Report any issues on site immediately to stage manager or event managers
Kiosk manager	<ul style="list-style-type: none">• Mange the kiosk safely within guidelines of food handling permit• Report any issues on site immediately to stage manager or event managers
Audio contractor	<ul style="list-style-type: none">• Deliver and install audio equipment safely in accordance with submitted JSEA• Report any issues on site immediately to stage manager
Infrastructure contractor	<ul style="list-style-type: none">• Deliver and install equipment safely in accordance with submitted JSEA• Report any issues on site immediately stage manager or event managers
Security contractor	<ul style="list-style-type: none">• Supervise audience behavior in amphitheatre and immediate surrounds• Assist audiences with event info and safe practices• Report any issues on site immediately event managers• Deliver tasks in accordance with submitted JSEA
First Aid Contractor	<ul style="list-style-type: none">• Present on site to deliver first aid services to audiences and staff• Mange any serious medical issues and escalate them to proper services/authorities as required

