



Event organisers have a duty of care to ensure that they provide a safe environment in which staff, volunteers, participants and contractors can work.

The planning and delivery of a safe environment for everyone involved in your event is as important as creating a memorable and positive event experience.

Failure to take reasonable steps to mitigate risks to persons participating and attending your event may lead to prosecution under the *Work Health and Safety Act 2011*.

This document has been created in context to events typically staged in the Dubbo Regional Council LGA. It is provided to help guide and inform you of considerations when developing your event and steps that can be taken to provide a safe environment.

Consideration	Actions to help reduce risk
Pre-event site inspection	<ul style="list-style-type: none"> • Ensure there are no unsafe conditions such as holes in the ground or loose branches or trip hazards
Hazardous manual tasks	<ul style="list-style-type: none"> • Are your staff, volunteers and participants aware of activities that may be hazardous and how to assess and control risk of injury • More info: Hazardous manual tasks SafeWork NSW
First Aid or Ambulance services	<ul style="list-style-type: none"> • Have you identified the location on your site map. • Is the location highly visible by participants • How are you recording incidents. • More info: Safety and security for your event NSW Government
Safety of Children	<ul style="list-style-type: none"> • Have you identified the location for lost children on your site map. • Have you detailed the process to be followed in the case that there is a lost child – this should be outlined in your emergency management plan • Children should not be permitted without adult supervision. • Participants that interact with children will need a Working with Children Check • More info: Safety and security for your event NSW Government
A plan in the case of an emergency	<ul style="list-style-type: none"> • An emergency management plan is required. • Is there a public address system (eg microphone) or a way of signalling an emergency (eg whistle/horn) • The plan should detail the process that will be taken in the case of an emergency. It should also include a site plan identifying emergency evacuation muster points and entry/exit points for emergency services • The plan should be communicated to all participants. • The plan should be on public display –at an information desk and/or within amenities/public gathering areas • More info: Safety and security for your event NSW Government

Consideration	Actions to help reduce risk
Management of crowds	<ul style="list-style-type: none"> • Will there be a need for security based on the size of your event or the service of alcohol.
Traffic and pedestrian control	<ul style="list-style-type: none"> • Have you specified strict bump in and bump out times to avoid clashes with pedestrians • Are parking attendants required to assist with movement of vehicles and will they be wearing high-vis vests (PPE). • Do you have a speed limit or requested that cars engage hazard lights during movement on site. • Is a traffic guidance scheme required and have you submitted it to Council four (4) months in advance of your event.
Access by emergency services	<ul style="list-style-type: none"> • If your event is large scale, have you notified emergency services of the event and provided them with a copy of your emergency management plan.
Provision of toilets	<ul style="list-style-type: none"> • Will there be adequate number of toilets. How will cleanliness and stock be maintained. • Is signage directing people to the toilets required.
Management of waste	<ul style="list-style-type: none"> • Have you completed a waste management plan. • Will there be adequate number of bins. • How will you manage litter collection. • How will waste be removed from the site. • What is the plan for post event clean up. • Have you considered recycling. • Will persons responsible for waste/litter control be wearing PPE.
Contractor management	<ul style="list-style-type: none"> • Do contractors have PLI insurance • Do you have a running sheet to manage bump in and bump out including contact numbers • Have SWMS or SOPs been received for high-risk activity/working from heights. • Have you included the induction of contractors in your plan.
Volunteer management	<ul style="list-style-type: none"> • Will all volunteers be inducted. • Are all volunteers aware of key timings. • Have all volunteers received a copy of the risk management plan and emergency management plan. • Will volunteers sign in and sign out (in the case that there is an injury). • Can volunteers be identified and if interacting with moving equipment/vehicles are wearing high-vis vests. • Are working with children checks required.
Sufficient lighting	<ul style="list-style-type: none"> • Is there sufficient lighting. • Have bump in and bump out times been considered in relation to the need for lighting
Power safety	<ul style="list-style-type: none"> • Is power available on site. Will it be adequate. • Vendors may need to bring a generator.



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	<ul style="list-style-type: none"> Do you have an electrician on site or on call. Will all cords be lifted in the event of wet weather or will you place cord protectors on them to avoid injury. Have you stipulated to your vendors that all electrical equipment must be tagged and tested. More info: Electrical and power SafeWork NSW
Generator safety	<ul style="list-style-type: none"> Are they isolated to avoid contact with the public. Have you checked prior to commencement of your event.
Response to adverse weather	<ul style="list-style-type: none"> Do you have a wet weather contingency that may or may not include a full relocation to a pre-booked venue or reducing activity due to heightened risk. Are all contact details on hand to help manage a 'last minute' change to the program. Do your volunteers and attendees have access to water.
Communicating with your team and participants	<ul style="list-style-type: none"> How will you communicate with volunteers, participants, the crowd and emergency services.

Considerations in line with activity:

Activity	Hazard Identification	Controls
Stallholders and food vendors	No Insurance	<ul style="list-style-type: none"> Event organiser has a copy of each participants public liability insurance
	Members of the public touch generators	<ul style="list-style-type: none"> Generators are isolated and not accessible by members of the public
	Food poisoning	<ul style="list-style-type: none"> Each food vendor is registered with their home council.
	Electric shock	<ul style="list-style-type: none"> Electrical items are tagged and tested
	Wind lifting marquees	<ul style="list-style-type: none"> All marquees are tethered using 200ml pegs, weights or sandbags. Prior to event commencing have you checked that all marquees are tethered?
	Fire outbreak	<ul style="list-style-type: none"> All food vendors cooking on site must have a fire extinguisher and fire blankets.
	Unsafe/untidy site	<ul style="list-style-type: none"> Pre-event inspection of sites. Guy ropes and stakes checked for trip hazards.



Activity	Hazard Identification	Controls
Jumping castle	No insurance	<ul style="list-style-type: none">• Council will need to sight the owner's Certificate of Currency for \$20M public liability insurance and a copy of the operator's Risk Management Plan which is event and site specific.• The Risk Management Plan must include actions to mitigate against risks associated with wind.• The owner of the inflatable must be on site at all times.
	Unsafe operation	
	Wind lifts inflatable injury to persons or property	
Fireworks	No insurance No permit	<ul style="list-style-type: none">• A copy of the SafeWork Fireworks Permit, a copy of the pyrotechnicians' Certificate of Currency for \$20M public and products insurance and a risk assessment which is site and event specific has been received and provided to Council.• Fireworks SafeWork NSW
Amusement rides	Injury to child	<ul style="list-style-type: none">• You have a copy of the operator's certificate of currency for \$20M public liability insurance + risk assessment + proof that the device is registered with Safework NSW.• The amusement device is classified as not requiring Council approval as it is defined as 'an amusement device that is designed primarily for the use of children 12 years of age and under and include amusement devices such as mini ferris wheels, battery operated cars and miniature railways'.• More info: Amusement devices – duties of event organisers SafeWork NSW



Activity	Hazard Identification	Controls
Service of alcohol	Unruly behaviour	<ul style="list-style-type: none">• A temporary event liquor licence has been provided to the event organiser.• The alcohol management plan is included your event management plan and you are monitoring to ensure it's enacted.• Security guards are engaged.• More info: What liquor licence do I need? NSW Government
Helicopter rides	Unsafe operation	<ul style="list-style-type: none">• You have received a copy of the owner's certificate of currency for \$20M public liability insurance, the operator's license and a site and event specific risk assessment covering the helicopter activity, including flight paths and pilot check for landing areas.
Ladders and working at heights	Working at heights SafeWork NSW	
Side-by-side vehicles	Side-by-side-vehicle safety SafeWork NSW	
Drones	Drones Civil Aviation Safety Authority	

Resources:

[Event Starter Guide for organising public and outdoor events](#)

[Event Organisers Toolbox - Dubbo Regional Council](#)