

# Risk Management Plan

## Multicultural Night Under The Stars

Saturday, March 1<sup>st</sup>, 2014

### EVENT OVERVIEW

VENUE: Graham Bricknell Memorial Music Shell  
ADDRESS: Bicentennial Square, Blair Street Bunbury  
DATE: Saturday, March 2<sup>nd</sup> 2013  
TIME: 1800 – 21:30

START SET UP: 0830

### EVENT SUMMARY

The Multicultural Night is an annual concert that has been running since 2007 in the City of Bunbury. It is an evening concert that celebrates the multicultural community through a range of diverse performances, displays and stalls in the area of the Graham Bricknell Memorial Music Shell.

The stalls and performances will all occur within the sound shell area between the hours of 6pm and approximately 9pm.

The anticipated crowd of predominantly family groups can build to over 2000, at any given time during the event, based on estimates from previous years.

### OBJECTIVES

- To celebrate multiculturalism within the Bunbury community in a public space where all are welcome.

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## ROLES & RESPONSIBILITIES

RESPONSIBLE PERSONS	CORE FUNCTIONS
Saswati Pal – Co-Chairperson, Nathan Sherry - Treasurer	Budget approvals, strategic approvals
Saswati Pal, Shamara Williams with the assistance of BMG volunteers	Management of all aspects of event and venue
Shamara Williams and Nathan Sherry – in association with funding bodies and stallholders	Provide signs, equipment and security personnel
Shamara Williams	Event publicity, stall coordination, liaising with City of Bunbury
City of Bunbury provides bins and initial clean up of stage area  BMG Volunteers help with cleanup before/during/after event	All waste management – rubbish collection, clean up stage, backstage and lawn area
Shamara Williams (Stall Coordinator) – in association with stallholders and COB Environmental Health Services staff	Event compliance with food handling, stallholders public liability insurance and setting up of temporary structures
Security staff and volunteer crowd control helpers	Traffic management, crowd behaviour, theft, alcohol consumption, smoking (alcohol and smoke free event)
BMG volunteers, Scout association	Toilet maintenance, external power supplies, water availability backstage
John and Ellen Reid	Provide on-site first aid. Organise St John of God ambulance
Stallholders – responsible for own marquee/tent  Stallholder Coordinator to ensure done according to COB specifications	Erection and dismantling of marquees and tents
Sound and light contractor in association with Di Stewart (stage management)	Setting up and maintaining PA system

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## Entertainment Scheduled for Graham Bricknell Music Shell

**MC – Aditya Sud, Shreya Pal, Mariel Paz, Aseel Tayah**

***Program subject to change and exact times of performance yet to be confirmed***

1.	Opening Flag Ceremony	Saswati to help coordinate a representative and flag for as many countries as possible.
2.	Welcome to Country	
3.	National Anthem	Courtney Gledhill - Capella
4.	SW Highland Dancers	Scottish Junior team (approx 7-9 dancers)
5.	Kung Fu Academy	Lion Dance and Kung Fu display (George)
6.	Coonda Dance Group	Indian?
7.	Maori Group	Maori - Bunbury group HAKA
8.	Sol y Sombra	Spanish Dance Company (Nicole)
9.	African Drumming	African – (Evans)
10.	Fijian Group	Fiji – (Joe)
11.	Parkfield Primary	Irish Dance group (Kelly)
12.	Kate Hindle	Australian Country (Guitar & Vocals) – solo Country Australian bush song
13.	Bowie	Balinese/Indonesian (Guitar & Vocals) – Traditional Indonesian song - solo
14.	Cossack Dance Group	Russian – dance group
15.	Filipino Group	Filipino – (George & Lalaine)
16.	Maypole Dancers	British – Dardanup Primary School
17.	Flamenco Guitarist	Flamenco and backing gypsy dancers (Doug)
18.	Lukshana	Indian – solo dancer
19.	Isabella Cheng	Chinese – Traditional song and backing dancers
20.	Bunbury Primary School Drummers	Bunbury group (Sarah – Jane)
21.	Charlie Phillips	Lone piper – before the SW Highland Dancers perform
22.	Latin Dance Group	Latin Dancers – (Maria)
23.	Chinese Water Dance	3 girls performing traditional Chinese Dance (Buddhi)
24,	Italian Singers	Ravioli Brothers
25.	Sambanista	Large drumming group - Latin
26.	Can Can	Helen Goff
27.	Aseel - Taylah	Palestine singer (solo)
28.	Doopa Dog visist on stage & walk around	
29.	Ronnie Elha	Egyptian singer

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## Resources

Performance/Program Coordinator – Di Stewart (0409 688 586)

Stallholder Coordinator – Shamara Williams (0428 971 448)

Emergency/Risk Management – John Reid (c/- Ellen Reid – 0410 608 455)

2 x police may patrol the area (9722 2111 or 131 444)

St Johns Ambulance – will be in attendance at the event

1 Stage manager – Di Stewart (0409 688 586)

4 x paid Security Staff – Redback Security (9795 9144)

2 x volunteers for back up crowd control - in clearly marked vests (mobile numbers will be available on the night)

Audio and lighting technicians (Derek - Totally Sound 9725 4599)

MC – 4 x MCs (Aditya Sud, Shreya Pal, Mariel Paz and Aseel Tayah)

NOTE: All staff and volunteers will have mobile phone contact and a few of the volunteers may be carrying portable radio communication.

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## Risk Action Plan

Item 1 <b>Overcrowding</b>
Risk <b>Low</b>
<i>Summary</i> Critical crowd behaviour densities are approached at 1 person /0.5m <sup>2</sup> and potentially dangerous at 1 person/0.19m <sup>2</sup> .  This item only carries a low risk as the festival crowd is anticipated to be 2000 people at any given time over a maximum of a 4 hour period. The crowd will be evenly dispersed in an area that can take well in excess of these numbers.

### **Preventative Actions**

<ul style="list-style-type: none"><li>• All market and food stalls to be located in a semi circle facing into the sound shell hence creating a barrier that prevents the crowd from overflowing close to any roads</li><li>• Provide competent crowd control</li></ul>
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### **Response Actions**

<ul style="list-style-type: none"><li>• Security staff onsite and moving around venue</li><li>• Contact with police</li><li>• Communication via mobile/two-way radio contact between volunteers</li></ul>
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### **Resources & Responsibilities**

<ul style="list-style-type: none"><li>• 2 security staff plus 5 crowd control helpers to manage crowds</li><li>• Police to patrol the area if possible</li></ul>
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### **Reporting & Monitoring**

<ul style="list-style-type: none"><li>• Monitored by security staff</li><li>• All reporting to be directed to Emergency Coordinator Shamara Williams</li></ul>
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### **Timing**

<ul style="list-style-type: none"><li>• Entire event</li></ul>
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Item 2 <b>Disorderly Conduct – fights</b>
Risk <b>Low</b>
<i>Summary</i> This is a family event with a history of little or no disorderly conduct. It is also an alcohol free event and will be monitored as such.

### Preventative Actions

<ul style="list-style-type: none"> <li>• Request low-key but obvious Police presence – walk through mid event.</li> <li>• Strategic deployment of crowd controllers/Security staff monitoring crowd</li> <li>• First Aid on site</li> <li>• Contact with Police</li> <li>• No alcohol allowed in the venue – monitored by security staff and volunteer crowd controllers</li> <li>• Non-alcoholic drinks and water available from various stalls</li> <li>• Communication -availability two-way radio / mobile phone (contact list available for all volunteers/staff)</li> <li>• Keep emergency entryways/walkways clear from obstruction – in case police/emergency vehicles need entry.</li> </ul>
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### Response Actions

<ul style="list-style-type: none"> <li>• Security staff onsite and moving around venue</li> <li>• Communication via mobile/two-way radio contact between volunteers</li> <li>• Establish contact with Police through Emergency Coordinator</li> </ul>
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### Resources & Responsibilities

<ul style="list-style-type: none"> <li>• 2 security staff plus 5 crowd control volunteers</li> <li>• Security staff to monitor and intervene</li> <li>• Police to attend as necessary</li> <li>• Communication availability with Emergency Coordinator</li> <li>• First aid station</li> </ul>
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### Reporting & Monitoring

<ul style="list-style-type: none"> <li>• Police and security staff</li> <li>• Any disorderly conduct to be directed to police to manage (via Emergency Coordinator or paid security staff)</li> <li>• Communication two-way radio/mobile contact between all volunteers and staff</li> </ul>
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### Timing

<ul style="list-style-type: none"> <li>• Entire event</li> </ul>
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Item 3 <b>Panic – Security threat</b>
Risk <b>Low</b>
<i>Summary</i> Panic may occur when a crowd attempts to escape from a perceived threat (real or not). The threat may take the form of a heavy downpour of rain where the crowd seeks shelter or a localised threat such as a bomb threat, fire, power failure, etc.

### **Preventative Actions**

- Provide adequate lighting including existing lights at Bicentennial Square. A lighting tower will be provided
- All staff and volunteers familiar with evacuation plan. (attached)
- Ensure emergency exits/walkways are free from obstruction

### **Response Actions**

- Emergency Coordinator, Shamara Williams to advise MC on announcement
- MC announcements directing crowds to lawn area immediately in front of visitor centre.
- Communication via mobile/two-way radio contact between volunteers and security personnel

### **Resources & Responsibilities**

- All security staff and crowd control volunteers to assist with guiding the crowd into the directed area.
- Directions for evacuation to be given by Emergency Coordinator – Shamara Williams via MC

### **Reporting & Monitoring**

- All reporting to be directed to Shamara Williams
- Reports to police

### **Timing**

- Entire event

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Item 4 <b>Public Liability Insurance</b>
Risk <b>Moderate</b>
<p><i>Summary</i></p> <p>Public Liability Insurance has been acquired for this event by Bunbury Multicultural Group Inc. and covers all volunteers, and performers and stallholders without their own cover.</p> <p>Other stallholders are covered by their own public liability cover and certificates of currency are mandatory when booking stalls.</p>

### **Preventative Actions**

<ul style="list-style-type: none"> <li>• Ensure that all volunteers, performers and stallholders are covered by insurance – either their own or BMG’s public liability insurance.</li> </ul>
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### **Resources & Responsibilities**

<ul style="list-style-type: none"> <li>• Stall coordinators – Maria Fitzgerald and Sabrina Haines</li> <li>• Performance Coordinator – Di Stewart</li> <li>• Bunbury Multicultural Group Inc. (BMG) – check public liability insurance</li> </ul>
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### **Reporting & Monitoring**

<ul style="list-style-type: none"> <li>• BMG to sight and obtain copies of certificates of currency.</li> <li>• BMG to ensure that performers and stallholders not covered by their own insurance are paid for under our own policy.</li> </ul>
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### **Timing**

<ul style="list-style-type: none"> <li>• Two weeks prior to event</li> </ul>
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Item 5 <b>Food Contamination/Service</b>
Risk <b>Moderate</b>
<i>Summary</i> Members of the crowd may become ill after having consumed food purchased at the various stalls at the festival.

### Preventative Actions

<ul style="list-style-type: none"> <li>• All food stallholders to carry their own Public Liability Insurance or be covered under BMG's Public Liability Policy which can cover stallholders</li> <li>• Ensure all food stallholders are referred to City of Bunbury's Health Services and have completed City of Bunbury's Application to Undertake Temporary Food Service form</li> <li>• Liaise with City of Bunbury prior to event to ensure stallholders are familiar and compliant with food safety and food handling practices</li> <li>• Stallholder Coordinator to remind stallholders about compliance with food safety and food handling requirements on the day</li> <li>• First aid station available</li> <li>• Event coordinators to have St John Ambulance number on hand and St Johns notified of event.</li> </ul>
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### Response Actions

<ul style="list-style-type: none"> <li>• Health Act regulations given to food vendors</li> <li>• First aid in attendance</li> <li>• City of Bunbury's Environmental Health Services officer to inspect food service and compliance</li> </ul>
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### Resources & Responsibilities

<ul style="list-style-type: none"> <li>• COB Environmental Health Services Officer</li> <li>• First aid in attendance</li> <li>• COB – Environmental Health Services approvals</li> </ul>
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### Reporting & Monitoring

<ul style="list-style-type: none"> <li>• BMG/Stall Coordinators to sight and/ obtain copies of certificates of currency.</li> <li>• COB Environmental Health Services</li> </ul>
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### Timing

<ul style="list-style-type: none"> <li>• Prior to and during event</li> </ul>
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Item 6 <b>Medical Emergency</b>
Risk <b>Moderate</b>
<i>Summary</i> Members of the crowd may become ill or have an accident.

### Preventative Actions

<ul style="list-style-type: none"> <li>• Emergency Coordinator to have St John Ambulance number on hand and St John's notified of event</li> <li>• First Aid post with staff engaged on site</li> <li>• Emergency Coordinator on site</li> <li>• Contact details of emergency services retained by EC</li> <li>• Fresh drinking water available on-site</li> <li>• Signs around event directing patrons to First Aid post</li> <li>• Sunscreen availability.</li> <li>• Keep emergency entries free of obstruction</li> </ul>
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### Response Actions

<ul style="list-style-type: none"> <li>• Event staff and Emergency Coordinator to monitor</li> <li>• First Aid signage erected</li> <li>• All Emergency Services contacts readily available</li> <li>• Evacuation Plan available</li> <li>• Two way radio/mobile phone communication between Emergency Coordinator and volunteers/staff</li> <li>• Ensure emergency entries are free from obstruction so emergency vehicles can enter the perimeter of event.</li> </ul>
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### Resources & Responsibilities

<ul style="list-style-type: none"> <li>• Emergency Coordinator</li> <li>• First Aid staff</li> <li>• Mobile phone contact to emergency services</li> <li>• Two-way radios</li> </ul>
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### Reporting & Monitoring

<ul style="list-style-type: none"> <li>• Event volunteers onsite and moving around venue</li> <li>• First Aid staff to monitor</li> </ul>
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### Timing

<ul style="list-style-type: none"> <li>• During event</li> </ul>
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Item 7 <b>Structural Collapse – stages/barricades/marquees</b>
Risk <b>Moderate</b>
<i>Summary</i> Only one stage will be used which is the Graham Bricknell Music Shell. All lighting will be erected by an accredited company, XDC Lighting and Sound.  Very few marquees will be erected and those that are erected will be done to comply with manufacturer's recommendations and guidelines as stated in the City of Bunbury's Certificate of Construction/Installation (Public Buildings).

### Preventative Actions

<ul style="list-style-type: none"> <li>• Provide stallholders with information about guidelines for erecting marquees</li> <li>• Ensure stallholders comply with Certificate of Construction/Installation form and provide a signed copy to Stall Coordinator</li> <li>• First aid in attendance</li> <li>• Full site inspection before opening by Stall Coordinator/s</li> </ul>
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### Response Actions

<ul style="list-style-type: none"> <li>• Event staff to monitor</li> <li>• First aid in attendance</li> <li>• Service call phone numbers of contractors available for urgent matters</li> </ul>
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### Resources & Responsibilities

<ul style="list-style-type: none"> <li>• City of Bunbury Certificate of Construction/Installation form</li> <li>• Event staff to implement Preventative actions as necessary monitor and appraise throughout the day</li> <li>• City of Bunbury as owner of the Shell</li> <li>• Stallholder Coordinator</li> <li>• Stallholders</li> <li>• Contractors phone numbers available on hand throughout day</li> <li>• Erection contractors if used</li> </ul>
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### Reporting & Monitoring

<ul style="list-style-type: none"> <li>• Stallholder Coordinator/s to obtain signed Certificates of Construction/Installation and provide assistance and recommendations to stallholders</li> <li>• Event staff/volunteers onsite and moving around venue</li> </ul>
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### Timing

<ul style="list-style-type: none"> <li>• Prior to and during event</li> </ul>
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