

Risk management for events





Community event risk management checklist

Organising an event is an exciting time for your community group, but there are some key aspects you should consider when it comes to risk management before, after and during your event to ensure it runs smoothly and safety. - Use our checklist as a guide!

EVENT MANAGEMENT & APPROVALS

ISSUE	ACTION BY	COMPLETE
Detailed Event Management Plan issued (see below)	Event Organisers	Yes <input type="radio"/> No <input type="radio"/>
Check for conflicting events which may impact on the event or the location	Event Organisers	Yes <input type="radio"/> No <input type="radio"/>
Ensure event activities comply with relevant Municipal By-Law(s)	Event Organisers & Council/Municipal	Yes <input type="radio"/> No <input type="radio"/>
Special Conditions regarding activities on a road applied (Municipal by-laws)	Event Organisers & Council/Municipal	Yes <input type="radio"/> No <input type="radio"/>
Road closure procedures followed where necessary (Municipal by-laws)	Event Organisers & Council/Municipal	Yes <input type="radio"/> No <input type="radio"/>
Where structures are to be erected on roads ensure requirements of Municipal by laws are met	Event Organisers & Council/Municipal	Yes <input type="radio"/> No <input type="radio"/>
Where a Municipal Event Permit is required ensure all activities are adequately detailed in Permit	Event Organisers & Council/Municipal	Yes <input type="radio"/> No <input type="radio"/>
Check that event activities and structures etc. comply with all relevant legislation and regulations	Event Organisers	Yes <input type="radio"/> No <input type="radio"/>
Ensure all amusement rides are registered with authorities, check serial numbers	Event Organisers	Yes <input type="radio"/> No <input type="radio"/>
Ensure any public consultation policies are complied with (where applicable)	Event Organisers & Council/Municipal	Yes <input type="radio"/> No <input type="radio"/>
Cancellation-of-event procedures in place	Event Organisers	Yes <input type="radio"/> No <input type="radio"/>
Proof of appropriate insurances provided by contractors to event e.g. amusement ride operators, infrastructure suppliers, stallholders. Make sure name of insured and names of contractor match.	Event Organisers	Yes <input type="radio"/> No <input type="radio"/>
All organisations or groups involved have an established legal status	Event Organisers	Yes <input type="radio"/> No <input type="radio"/>
Emergency Services contacted, notified of proposal to hold event and preliminary arrangements made if required to provide attendance or assistance	Event Organisers	Yes <input type="radio"/> No <input type="radio"/>



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EVENT RISK MANAGEMENT PLAN

ISSUE	COMPLETE
Detailed Event Management Plan includes all organisations involved in the event	Yes <input type="radio"/> No <input type="radio"/>
Key roles and responsibilities clearly stated	Yes <input type="radio"/> No <input type="radio"/>
Event Risk Assessment carried out	Yes <input type="radio"/> No <input type="radio"/>
Identify who is in control of event and deputy(ies)	Yes <input type="radio"/> No <input type="radio"/>
Bump-In Plan (Set-up of event during which Event Organiser has control of site)	Yes <input type="radio"/> No <input type="radio"/>
Bump-Out Plan (Post event until Event Organiser hands control back to Municipality/site is normal)	Yes <input type="radio"/> No <input type="radio"/>
Identify who is in control of incidents	Yes <input type="radio"/> No <input type="radio"/>
Event Safety Officer – monitoring and review responsibilities established throughout the event	Yes <input type="radio"/> No <input type="radio"/>
Communication arrangements and protocols	Yes <input type="radio"/> No <input type="radio"/>
Incident Procedures	Yes <input type="radio"/> No <input type="radio"/>
Emergency Procedures	Yes <input type="radio"/> No <input type="radio"/>
Coordination between organisations established	Yes <input type="radio"/> No <input type="radio"/>
Procedures and arrangement for distributing Notices	Yes <input type="radio"/> No <input type="radio"/>
Emergency Services liaison established	Yes <input type="radio"/> No <input type="radio"/>
Structural Inspections/Occupational Health & Safety	Yes <input type="radio"/> No <input type="radio"/>
Asset Registers maintained	Yes <input type="radio"/> No <input type="radio"/>
Safety training needs satisfied	Yes <input type="radio"/> No <input type="radio"/>
Liaison with public and other organisations established	Yes <input type="radio"/> No <input type="radio"/>
Licensing	Yes <input type="radio"/> No <input type="radio"/>
Record of all amusement ride operators, infrastructure suppliers, stallholders held	Yes <input type="radio"/> No <input type="radio"/>

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DURING EVENT RISK MANAGEMENT CHECKLIST

ISSUE	COMPLETE
Risk assessment applied to all activities during the event	Yes <input type="radio"/> No <input type="radio"/>
All identified risks have been examined	Yes <input type="radio"/> No <input type="radio"/>
Arrangements for managing risk have been identified	Yes <input type="radio"/> No <input type="radio"/>
Consultation on overlapping areas of risk has occurred	Yes <input type="radio"/> No <input type="radio"/>
Event Safety reviews organised during the event as needed	Yes <input type="radio"/> No <input type="radio"/>
Post event de-brief organised	Yes <input type="radio"/> No <input type="radio"/>





We're here to help with all of your insurance and risk management related enquiries.

Get quote and buy online: localcommunityinsurance.com.au

Call us: 1300 853 800
Monday - Friday 9am - 5pm ACDT

Email: insurance@lcis.com.au

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