

Diamond Creek  
**Rotary**  
Town Fair



# Safety and Risk Management Program

**This document is prepared by the Safety Officer of the Diamond Creek Rotary Town Fair and contains the details of the Management of the Fair**

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# Safety and Risk Management Program

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# Safety and Risk Management Program

## Introduction

The Diamond Creek Town Fair has been celebrated for over 45 years. In 2001 the conduct and management of the town fair was accepted by the Rotary Club of Diamond Creek Inc., a club under the auspicious of Rotary International. The fair is managed by volunteers who freely give up their time for the benefit of the community.

The general aim of the town fair is to provide a community event that the community can engage in, enjoy, and reap the benefits of, through their participation. The town fair is a major fundraising opportunity for many community groups and profits from the conduct of the town fair are held in trust for community programs and projects that will benefit the community.

## The Event

The Diamond Creek Rotary Town Fair will be held on the second Saturday of September each year. It is a one-day event commencing at 10am and concluding at 10pm.

The town fair is a community event that is further detailed in the risk management context.

The town fair consists of five stages:

- Stage 1: Pre-planning. February to September
- Stage 2: Bump in on the preceding Friday and Saturday, September
- Stage 3: Event conducted. On the second Saturday of September
- Stage 4: Bump out after 4.30pm and the following Sunday and Monday September
- Stage 5: Event debriefing. September to November

### Stage 1

Event management, Liaison with stakeholders, Communication, Emergency planning, Infrastructure and Resource requirements, Entertainment and Displays, Community engagement

### Stage 2

Carnival set up. Preparation of fair grounds and infrastructure, safety inspections

### Stage 3

Event management, safety inspections, resource allocation, action and response

Emergency liaison

### Stage 4

Repatriation of Nillumbik Reserve and infrastructure removal

### Stage 5

Liaison with stakeholders, what worked and what didn't? Recommendations for going forward

# Safety and Risk Management Program

## Risk Management Context

The Risk Management plan for the Diamond Creek Rotary Town Fair follows contemporary principles in risk management as they are practiced in Australia. Reference material utilized in the formulation of the plan includes:

The Australian/New Zealand Risk Management Standard AS/NZS ISO 31000:2018 and ISBN-Advice-for-managing-major-events-safely-2006-04

The Diamond Creek Rotary Town Fair is conducted in an outdoor environment within a dedicated reserve complex known as Nillumbik Reserve.

Marngrook Oval and Coventry Oval and environs are to be utilized to stage the fair.

The Coventry Oval area is utilized for commercial and community stalls, activity displays, carnival rides particularly suitable for small children, participation events including Athletics, Tug-O-War events, Tennis, Bowls, etc. Stage Performances, Food and beverage, pony and camel rides, and a range of similar low risk activities.

Marngrook oval area is utilized for a carnival and sideshow alley environment that is managed by a carnival manager (contractor); and by the carnival operators themselves.

The Town Fair is a family orientated event and has averaged crowds in the region of 30,000 for the past 3 years. The demographic range is not limited to any particular group, although the carnival and side-show alley environment normally comprises a demographic of male/females in the 14-25-year age group.

The town fair is staged in September during spring. Spring can be very changeable so both dry and wet conditions need to be allowed for.

The Rotary Club of Diamond Creek Inc. has appropriate public liability insurance under the Rotary organization banner. The club seeks for all those involved in the fair to hold appropriate insurances; however, it cannot guarantee that all participants hold same. All stall holders are required to 'electronically' sign that they have read and understand all risks and to waiver any claims.

The Town Fair has a range of commercial sponsorships including major support from the Shire of Nillumbik. The fair is seen as an important community activity.

The Town Fair appoints a suitably qualified risk management person to act as a safety officer for all aspects of the fair. A risk register has been prepared for those risks identified as requiring specific risk control strategies. These are listed in the Risk Register.

First-aid response is provided by St John Ambulance who are on site for the duration of the event. The Diamond Creek Fire Brigade play an important part in the strategic operations of the fair, including as participants; and the Diamond Creek Police are fully briefed and supportive of the event as well as also being an important strategic resource.

# Safety and Risk Management Program

## Event Communication

The event is communicated to the general public via:

Festival/Event on Australian Tourism Data Warehouse (ATDW)

Diamond Valley Leader (circulation 30,000)

Plenty Valley FM Community Radio

Town Fair program flyers (circulation 5,000)

Website ([www.diamondcreektownfair.org.au](http://www.diamondcreektownfair.org.au))

Festivals and Markets publications

Facebook (Diamond Creek Rotary Town Fair)

Additionally, individual liaison is conducted with the Diamond Creek Fire Brigade, the Diamond Creek Police and the Shire of Nillumbik.

The Town Fair Committee is chaired by a member of the Rotary Club of Diamond Creek Inc. and has community representation from outside Rotary.

## Event Safety Policy

The Rotary Club of Diamond Creek Inc. is dedicated to ensuring that the highest standards of safety are met for the conduct of the town fair ensuring the health and safety of all participants in the staging of our event.

The club is committed to ensuring the principles and guidelines of the Australian/New Zealand Risk Management Standard AS/NZS ISO 31000:2018 and ISBN-Advice-for-managing-major-events-safely-2006-04 are used as guidelines for the identification, analysis and treatment of risks; and for the safe governance of the town fair.

All volunteers and paid staff who are engaged for the management and conduct of the town fair will have received training in relation to their duties and responsibilities.

A dedicated safety officer will oversee all aspects of the town fair and will be available during the running of the event at the fair-grounds. Where safety is in question regarding any aspect of the fair the decision on how to proceed, act or respond will be provided by the safety officer on behalf of the club and in line with their qualifications.

Where specialist attention is required, such as electrical work, only appropriately qualified persons will be engaged.

The club commits to continual liaison with the Victoria Police, the Diamond Creek Fire Brigade and the Shire of Nillumbik in relation to the conduct of the Town Fair; and to the safe management of the fair with no harm to people, property or the environment.

Rotary Club of Diamond Creek Inc.

Diamond Creek Rotary Spring Town Fair

# Safety and Risk Management Program

## Incident Reporting

An incident can be defined as an event that has the potential to harm people, property or the environment, or has actually done harm.

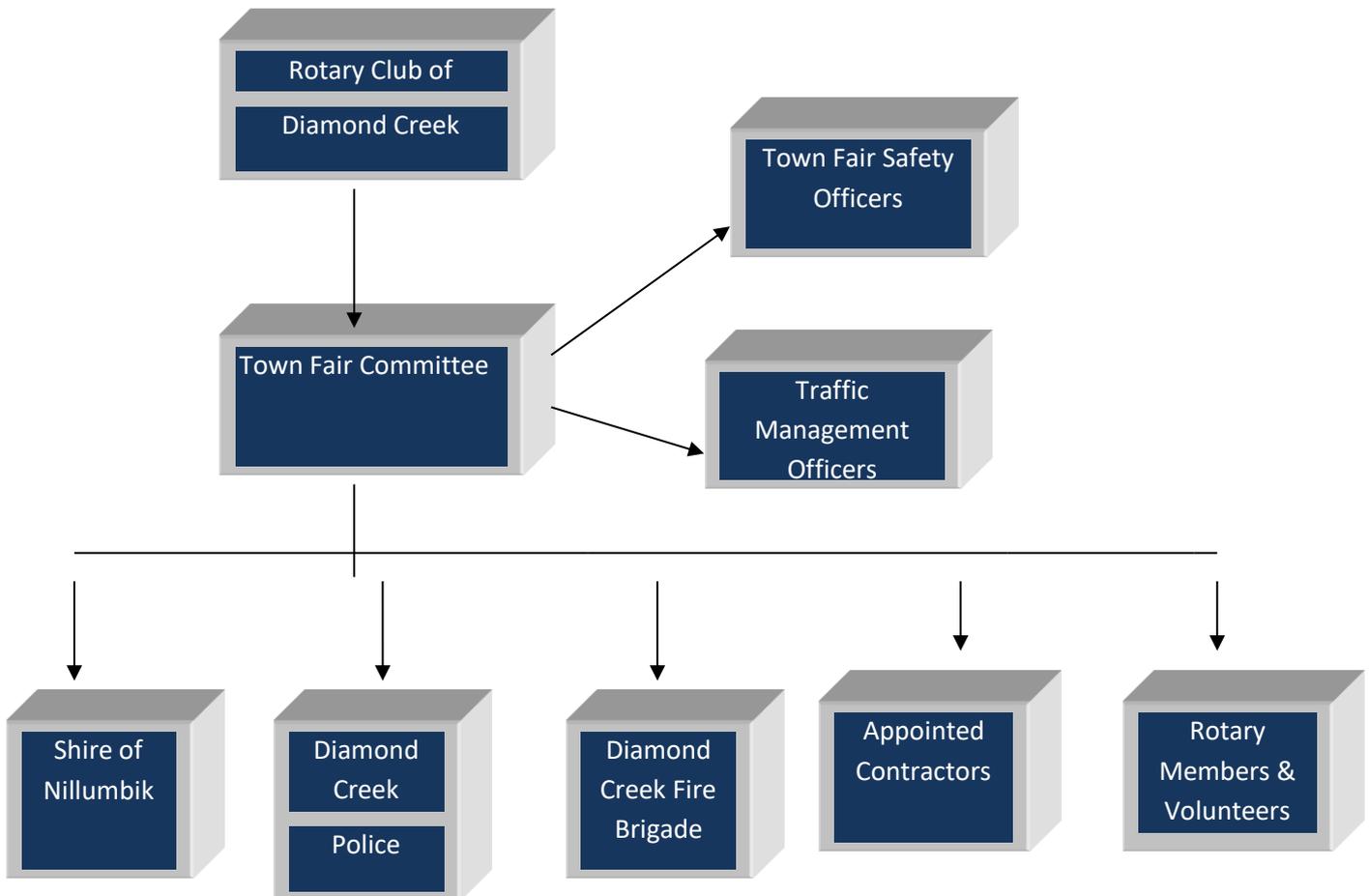
Typical incidents in the past 6 years have been abrasions and contusions relating to falls from the same level, or lacerations caused by striking the body with an object.

All incidents will be reported to the safety officer and an incident report form compiled.

Regulatory reporting to the Victorian Work Safe Authority will occur where a specified incident or dangerous occurrence has eventuated in line with Part 5 of the OHS Act 2004.

## Organisation Structure

The Rotary Club of Diamond Creek Incorporated; is the controlling organization for the town fair. The organizational structure is shown in the following table.



## **Contractor & Stallholder Management**

Contractors to the town fair will be required to conduct and maintain their own safety management plans for activities they undertake.

Carnival operators and pyrotechnic suppliers have specific obligations under government legislation for the conduct of their activities. Only those contractors who ensure compliance with relevant legislation will be appointed as contractors to the town fair.

Stallholders are required to ensure all equipment is in good working order and that their activity will not cause harm to people, property or the environment.

All electrical leads are to be tested and tagged. Testing will be available on the day done by our Electrical Safety Officer for a charge will be incurred per lead.

For the duration of the Town Fair the Safety Officer will conduct random inspections of all aspects of the grounds, as per the specifications in this Safety Plan.

## **Emergency Procedures**

### **First Aid, Accident & Injury**

St John's Ambulance will be in attendance at the fair and will respond to all first aid requests. Requests for first aid are to be made directly with St John Ambulance via the radio network.

St John's Ambulance will be located on Main-Hurstbridge Road near entrance to fair.

Where the patient is unable to be moved, St John's will attend the accident site. When notifying St John of an injured person, ensure the following details are supplied.

- Nature of injury
- Location of injured person
- Approximate age of injured person
- Gender of injured person

### **Fire**

There is a risk of fire in regard to the Town Fair, particularly where there are food cooking facilities being utilized such as deep fryers. In addition to this, fire may be caused through other means.

In the event of a fire, the following procedures are to apply:

- Rescue any person in danger if safe to do so.
- Raise the alarm by radio contact with the Town Fair Control Centre. They will in turn call 000; or contact the fire brigade unit on site.
- Attempt to extinguish the fire if safe to do so.
- Evacuate the immediate area.
- If required, evacuate patrons to the Emergency Assembly Area. (EAA) and maintain control of persons at the EAA.

# Safety and Risk Management Program

## Weather

Predictions of extremes in weather conditions such as bad storms, wind, rain, hail or extreme hot weather will be accessed by the committee several days ahead of the fair day by consulting local weather reports. Our fair is held outside the fire danger period so extreme hot weather is very unlikely. The most likely event we will have to face is bad storms. The Chairman and committee will decide if the fair should be postponed to later in the year.

If stormy weather should hit the fair on the day, the Chairman and Safety Officers will decide what precautions need to be taken and/or if the fair needs to be closed down.

## Evacuation

In the event that an emergency condition requires an evacuation strategy of any area associated with the conduct of the Town Fair, the Emergency Assembly Areas are to be utilized. Rotary has designated four volunteers to be Evacuation Marshals who have been trained in the evacuation process.

The Police are to be advised accordingly.

**The primary EAA is: NILLUMBIK RESERVE  
(near Gipson St bridge)**

**The secondary EAA is: NETBALL COURTS AND SURROUNDING  
PARKLAND**

Refer Evacuation Plan in Appendix 11



## Lost Children

All lost children are to be reported to the Town Fair Control Centre. Children are to be escorted to this location without delay.

The Control Centre will ensure that a public broadcast is made in an attempt to contact the parents; that the Police are informed; and that the correct identity of those collecting children is ensured.

Where parents have lost their child and report to a club member, the above is also to apply.

## Disabled Toilets and Children's Change Room

These facilities can be found in the Community Centre (the major building between Marngrook Oval and the railway line).

## Dangerous Goods

### Compressed Gas Cylinders

The use of compressed gas cylinders is common with food & beverage stallholders. Gas cylinders are to be secured in an upright position with either chain or strapping so that they cannot fall over. Compressed gas cylinders when damaged after falling, can cause significant injuries as they become a projectile. Cylinders must be in test date and in good condition.

The Safety Officer is to conduct an inspection of such stall sites. If a gas leak is suspected – turn off the cylinder – turn off the appliance – do not use any ignition source - seek assistance.

## Safety and Risk Management Program

### Mobile Catering Vehicles

Mobile catering vehicles must have an Energy Safe Victorian compliance plate fitted or its interstate equivalent. They should also have a fire blanket and suitable portable extinguisher.

The committee will be mailing/emailing a pamphlet from Energy Safe Victoria called "Gas Safety at Outdoor Events" to stallholders who use gas in their stalls at the fair. These pamphlets contain a checklist that is to be completed and kept with the stallholder on the day so that when the safety audit is conducted these pamphlets can be checked.

### Petroleum Products

Some stallholders will carry small amounts of petrol in containers. Additionally, some will have vehicles as part of their stall display or generators. Where petroleum products are carried in containers they must be of an approved plastic or metal material and contain such identification accordingly.

The Safety Officer is to conduct an inspection of such stall sites.

### Banned Items List includes:

**The following is a list of items that will not be allowed at the Diamond Creek Town Fair:**

Explicit and hardcore T-shirts	Fake cigarettes
Fuel type fire lighters (Zippo)	Horns and trumpets
Knives (including pen knives)	Metal/wooden martial art nunchakus
Playing cards (nude/lurid)	Pressure pack fart gas
Drug related goods (including cocaine kits, bongs etc.)	
Pressure pack snow	Stink /Water bombs
Silly string	Fireworks – crackers
Bouncing beans	

*Toy guns are acceptable* however the following are NOT:

Pellet guns	Ball bearing guns	Replica guns (bullet type)
Pop downs (thrown down)	Potato guns (bullet type)	
Eight shot caps	Roll caps	
Water pistols over 150mm (6")	Samurai swords,	

English swords and fencing swords are to be sold in sealed packages by licensed traders ONLY.

Anything that can be used to create injury or a nuisance to people or animals is banned.

It is the Site-holder's responsibility to ensure they are compliant with the laws in regard to the sale of novelty items, including the Dangerous Goods (explosives) Regulations 2011, Regulation 141 and the DANGEROUS Goods Act 1985 so that an illegal item is not sold at the Show. Banned or illegal items will be confiscated and the names of the Site-holder's found selling banned items will be circulated to all other fair and market committees.

# Safety and Risk Management Program

## Traffic Management (Road)

The Town Fair Traffic Management Officer is responsible to plan and design the Traffic Management Plan. This plan is for the road closures for the Morning Parade, CFA Torchlight Parade and the evening fireworks display. This plan is sent to Nillumbik Council and Diamond Creek Police for review and Vic Roads for a permit.

*Refer to Traffic Management plan on our web site.*

## Vehicle Entry to Activity and Stall Sites

Entry times 6.00am to 9.00am

Vehicles are to be directed as per our Traffic Management Plan.

Vehicles will be directed by a volunteer with a two-way radio. Vehicles to travel at no more than 10 kmh. Vehicle that will be leaving the stall sites for the day must be off the ground by 9.00am. Parking for these vehicles is provided in the area as per Traffic Management Plan.

## Vehicle Exit from Activity and Stall Sites

Vehicles are to be directed as per our Traffic Management Plan.

Stall holders cannot leave the ground before 4.30pm. (This is an OH&S requirement as there are still many patrons will be in the area). The only exception to this is if there is an emergency and the stallholder seeks permission from the Control Tent and it is granted.

After 4.30pm vehicles are to enter via the gates near the football club and be directed by a Rotarian using a two-way radio and to proceed in a Clockwise direction around Coventry Oval. Night traders cannot leave the oval until after the fireworks have finished. Extra parking for stallholder vehicles is at Sacred Heart Primary School.

Vehicles are to exit Coventry Oval by turning left into Elizabeth St towards Gipson St.

This information is conveyed to all stallholders and activities on the documentation sent out with their application form. By submitting an application form to the Town Fair Committee the stall holder is agreeing to these terms and conditions.

## Communications

The Rotary Club of Diamond Creek has a comprehensive radio network in place during the conduct of the town fair. The following table reflects that network.

Unit	Call sign
Town Fair Control Centre	Control
Safety Officer	Ray O'Meara
Town Fair Stalls Coordinator	Martin Sadle & Assistant
Town Fair Coordinator	Roger Knight
St John Ambulance	First Aid
Victoria Police	Ring 131 444 or 000
Rotary Club Members	Utilize member's surnames or activity

# Safety and Risk Management Program

Should the radio network collapse, mobile phone contact is to be utilized.

The following are key contact numbers.

Name	Position	Mobile
Leigh Greenhalgh. Assistant - Hutt's son	Electrical Safety Officer	0418 550 440
Roger Knight	Town Fair Coordinator	0407 134 603
Martin Sadle & Assistant	Site Coordinator	0414 539 026
Linda Gidlund Gary Hennessy/Arthur Lewin	Parade Roster Parade Marshals	0418 173 279 0409 966 851
Phil Chambeyron	Waste Management	0416 126 976
Andrew Stanley	Stage & Sound	0411 853 543
Greg Adams Ray O'Meara	Safety Officer	0419 355 842 0498 677 351
Greg Adams Martin Sadle	Grounds coordinator	0419 355 842
David Palermo	P/A coordinators M/C's Scoreboard Utilization	0403 483 055
John Egan	Traffic Management	0418 499 873
Eileen Gatt	Rotary Control Tent	0427 712 688
Adrian Gatt	Public Facility Cleaning	0407 332 549

12345678

# Safety and Risk Management Program

## Diamond Creek Town Fair Risk Register

**Club Name:** The Rotary Club of Diamond Creek Inc.

**Date:** / / .

**Site Location:** Nillumbik Reserve Main-Hurstbridge Road  
Diamond Creek:

**JSA Number:** / / .

**Event Description:** Diamond Creek Rotary Town Fair

**Approved by:** Ray O'Meara.

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Likely hood	Cons	Risk	Who is responsible to control these measures
<b>STREET CLOSURE</b>  Directing Traffic & interaction with vehicles	Staff may be struck by vehicles & injured. Exposure to environmental conditions may cause illness.	Activity being controlled by Diamond Creek Police. Staff are provided with personal protective equipment Traffic management plan implemented & approved. Permit from Vic Roads applied for .	1	2	<b>L</b>	Victoria Police Rotary volunteers Rotary Traffic Management Officer.  Traffic Management Plan is on Town Fair web site

## Safety and Risk Management Program

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Likely hood	Cons	Risk	Who is responsible to control these measures

<p><b>GRAND PARADE.</b></p> <p>Interaction between pedestrians &amp; vehicles.</p> <p>Public walking onto parade route.</p> <p>Persons riding on floats.</p> <p>Animals in parade.</p> <p>Use of vehicles.</p>	<p>Vehicles may strike pedestrians &amp; cause injury</p> <p>Persons may fall</p> <p>Persons may fall from floats &amp; be injured.</p> <p>Becoming uncontrolled and injuring themselves or persons.</p> <p>Vehicles may breakdown</p> <p>Vehicles may catch fire.</p>	<p>Parade to be controlled &amp; supervised by Rotary staff during formation and conduction of parade.</p> <p>Rotary staff closely monitor the parade while in progress and are prepared to implement emergency measures.</p> <p>Persons on floats are to be supervised by adults at all times. Vehicles to go no faster than 20kph and to be driven by drivers with no restrictions to their Licence.</p> <p>Animals are in the control of their handlers at all times.</p> <p>Vehicles that breakdown will be moved to the side of the road to avoid congestion.</p> <p>The CFA are in the parade &amp; would immediately respond to a fire.</p>	1	2	L	<p>Rotary Grand Parade Marshall and staff</p> <p>Rotary Safety Officer</p> <p>Adult in charge of float</p> <p>Animal Handlers</p> <p>Rotary Staff CFA</p>
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## Safety and Risk Management Program

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
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<p><b>EMERGENCY RESPONSE</b></p> <p>Fire in a particular part of the fair grounds.</p> <p>First Aid required by staff or general public.</p> <p>Evacuation of all or part of Fair grounds.</p> <p>Brawl or civil disturbance requiring police action</p>	<p>Injury and/or damage to persons or property.</p>	<p>The CFA is in attendance at the fair.</p> <p>St Johns Ambulance is in attendance at the fair. They are stationed out front of Coventry Oval on Main Hurstbridge Road.</p> <p>Rotary Club members in attendance.</p> <p>Victorian Police is in attendance at the fair</p>	<p>2</p>	<p>2</p>	<p><b>M</b></p>	<p>CFA</p> <p>St Johns Ambulance</p> <p>Rotary Safety Officer Rotary Staff Evacuation Marshalls</p> <p>Victorian Police</p>
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## Safety and Risk Management Program

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Like	Cons	Risk	Who is responsible to control these measures
<p><b>PYROTECHNICS</b></p> <p>Ignition of pyrotechnics.</p> <p>Setup of pyrotechnics</p>	<p>Pyrotechnics may suffer premature ignition injuring staff &amp; bystanders.</p> <p>Persons may enter set-up area &amp; be injured.</p> <p>Pyrotechnics may change trajectory &amp; strike persons.</p> <p>Fire of structure or bushland.</p>	<p>Work-Safe Victoria licenses fireworks operators.</p> <p>Setup area barricaded to stop public entering.</p> <p>Pyrotechnics are not primed for ignition until just before launch time.</p> <p>A clearance of at least 60 M is provided at all times between the public and the setup area.</p> <p>Clearance zone patrolled by Rotary Staff.</p> <p>Trajectory of pyrotechnics is designed to keep away from structure or bush lands .Non-bushfire period .CFA in attendance</p> <p>We have received safety plan from company.</p>	1	2	L	<p>Pyrotechnic Company selected by committee. This year it is Howard and Sons</p> <p>Rotary Safety Officer</p> <p>Rotary personal, volunteers</p> <p>CFA</p>

## Safety and Risk Management Program

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List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Likely hood Cons Risk			Who is responsible to control these measures
<p><b>CARNIVAL RIDES</b></p> <p>Set-up &amp; dismantle of carnival rides &amp; area.</p> <p>Operation of rides</p>	<p>Persons may enter work area &amp; be injured.</p> <p>Persons may enter area of ride &amp; be struck &amp; injured.</p> <p>Persons may be injured on rides.</p> <p>Persons may need rescue from heights.</p>	<p>Work-Safe Victoria licenses carnival operations.</p> <p>Carnival operator has advised they have OHS Plan including set-up, dismantle &amp; operation of rides, rescue etc.</p> <p>Current Carnival Engineering Compliance Certificate must be seen.</p>	2	2	<b>M</b>	<p>Carnival operator and staff.</p> <p>Carnival operator/ Rotary Safety Officer</p>
<p><b>INTERACTIVE ACTIVITIES</b></p> <p>Children's face painting/ Horse rides/Camel rides</p>	<p>Children may suffer toxic illness from paints.</p> <p>Falling from animals may injure persons.</p> <p>Uncontrolled animals may injure persons.</p>	<p>Children's face painting workshops utilize non-toxic materials.</p> <p>Experienced operators supervise horse/camel ride.</p> <p>Horses/camels interact with the public on a regular basis</p>	1	2	<b>L</b>	<p>Activity supervisors</p> <p>Horse and camel operators</p> <p>Rotary Safety Officer Rotary Staff</p>
<p><b>HELICOPTER JOY FLIGHTS</b></p>	<p>Personal injury cause by walking into Helicopter whist in operation.</p>	<p>60 meter diameter cordoned off area</p>	1	2	<b>M</b>	<p>Helicopter operator company Rotary Staff</p>

## Safety and Risk Management Program

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
			Like	Cons	Risk	
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard				Who is responsible to control these measures
<p>Rock Climbing &amp; Abseiling</p> <p>Stage Performances</p> <p>Rope bridge</p> <p>Tug of War</p> <p><b>INSURANCE COVER</b></p> <p>Rotary insurance policy stipulates that stalls must have public liability insurance.</p>	<p>Persons may fall from equipment.</p> <p>Falling off stage.</p> <p>Persons may fall from rope bridge.</p> <p>Rope burns</p> <p>Rope caught around hand</p> <p>Not all stallholders that sell merchandise have cover.</p> <p>This exposes the Club to \$10,000 deductible.</p>	<p>Abseiling &amp; rock climbing operators utilize safety harnesses &amp; persons are supervised at all times.</p> <p>Approved stages are utilized &amp; constructed. Attendants in location at all times.</p> <p>The correct type of rope to be used.</p> <p>Instruction given on the correct way to hold rope. Tug of War rules are emailed to participants before event</p> <p>Audit stallholder listing to ascertain where residual levels of risk are held. Encourage stallholders to gain P/L insurance. This cover can be obtained through Nillumbik Council</p>	1	2	L	<p>Scout Leaders, Scout Group</p> <p>Hire company selected by committee</p> <p>Diamond Creek Scout Leaders, Scout Group</p> <p>Activities supervisor</p> <p>Rotary Volunteer.</p> <p>Safety Officer</p> <p>Chairman of Committee,</p> <p>Town fair Secretary</p> <p>Rotary Safety Officer</p>

## Safety and Risk Management Program

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimise the risk of injury from the identified hazard	Like	Cons	Risk	Who is responsible to control these measures
<p><b>CFA Torch Light Parade</b></p> <p>Parade of CFA members on a public road.</p>	<p>CFA members being hit by a vehicle.</p> <p>CFA members burnt by a naked flame.</p>	<p>Street closures are implemented &amp; controlled by Victoria Police.</p> <p>CFA Members are experienced in such parades.</p> <p>St John Ambulance &amp; trained first aid personal in attendance.</p>	1	2	L	<p>Victoria Police</p> <p>Diamond Creek Fire Brigade.</p> <p>CFA units.</p> <p>Rotary Safety Officer</p> <p>Rotary Staff</p> <p>St John Ambulance</p>
<p><b>FOOD, BEVERAGE &amp; STALL OPERATIONS</b></p> <p>Food &amp; beverage stalls.</p> <p>Market stall</p>	<p>Illness from food contamination.</p> <p>Electrocution utilising 240V power.</p> <p>Interaction between pedestrians &amp; vehicles that might cause injury.</p> <p>Compressed gas cylinders.</p> <p>Petroleum products.</p>	<p>Food &amp; Beveridge operators comply with relevant food handling guidelines &amp; are registered with Nillumbik Shire.</p> <p>Fairgrounds electrical circuits tested by on-duty electrical officer.</p> <p>Vehicle movement restricted &amp; supervised at all times</p> <p>Cylinders to be secured at all times.</p> <p>All stall holders sent brochure "Gas Safety at Outdoor Events"</p> <p>Approved petrol containers.</p>	1	2	L	<p>Food &amp; Beverage operators</p> <p>Market stall operators</p> <p>Rotary Safety Officer</p> <p>Rotary Staff</p> <p>Rotary Electrical Officer.</p>

## Safety and Risk Management Program

Activity	Hazard	Risk Control Measures	AS4360 Risk Evaluation			Responsible Person.Org
			Like	Cons	Risk	
List the planned activity and occurrences that might arise from it	Against each task list the hazards that could cause injury when the task is performed	List the control measures required to eliminate or minimize the risk of injury from the identified hazard				Who is responsible to control these measures

<p><b>Road Crossing</b></p> <p>Patrons crossing over Diamond Creek Road at traffic lights.</p>	<p>Patrons being knocked over by a vehicle.</p> <p>Children rushing across crossing before lights have changed.</p>	<p>Lights operated by the general public.</p>	1	2	L	<p>Person themselves</p> <p>Parent(s) of Children</p> <p>Victoria Police</p>
<p><b>Security</b></p> <p>Friday night</p>	<p>Damage to property and grounds by individuals.</p>	<p>We hire security from a commercial company to patrol and protect grounds and equipment on the Friday and Saturday nights</p>	1	2	L	<p>Security firm personnel</p> <p>Rotarians and volunteers</p>
<p>Security patrols during the fair on Saturday</p>	<p>Incidents against patrons or stallholders.</p>	<p>Rotarians/volunteers patrol regularly around the grounds</p> <p>Local Emergency Services will be notified of our event.</p>	1	2	L	<p>Licensed Driver / Rotary Club</p>
<p><b>Four-wheeled off-road Vehicle used to transport toilet cleaning products, Sign Boards, etc.</b></p>	<p>Patrons may be struck</p>	<p>Only trained, licensed persons to operate the vehicle at not more than walking pace.</p> <p>Driver to wear a safety helmet, fluorescent vest. Flashing warning lights to be on the vehicle.</p> <p>Vehicle to be in good working order and not to be used on the Roadway.</p>	1	1	L	<p>Licensed Driver / Vehicle Owner</p>

# Safety and Risk Management Program

## Risk Management Matrix

	<b>The Higher level risks require more immediate and higher level of attention as described in the legends below</b>
Severe Risk	Detailed research and management planning required by manager
Significant Risk	Senior management responsibility must be specified.
Moderate Risk	Management responsibility must be specified
Low Risk	Manage by routine procedure

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5					
Likely	4					
Moderate	3					
Unlikely	2					
Rare	1					

# Safety and Risk Management Program

## Evacuation Plan for Diamond Creek Rotary Town Fair

If an evacuation of the fair site is called, an announcement will be made over the P.A. system for the patrons to leave the fair area and proceed, quickly and safely to the Emergency Assembly Area/s (EAA).

The designated Evacuation Marshals, all Rotarians and volunteers wearing safety vests are to usher patrons to the safe evacuations areas by the routes described below. Keep patrons calm and moving steadily towards the EAA you want them to go towards. Stay with patrons at the EAA's until further information is available.

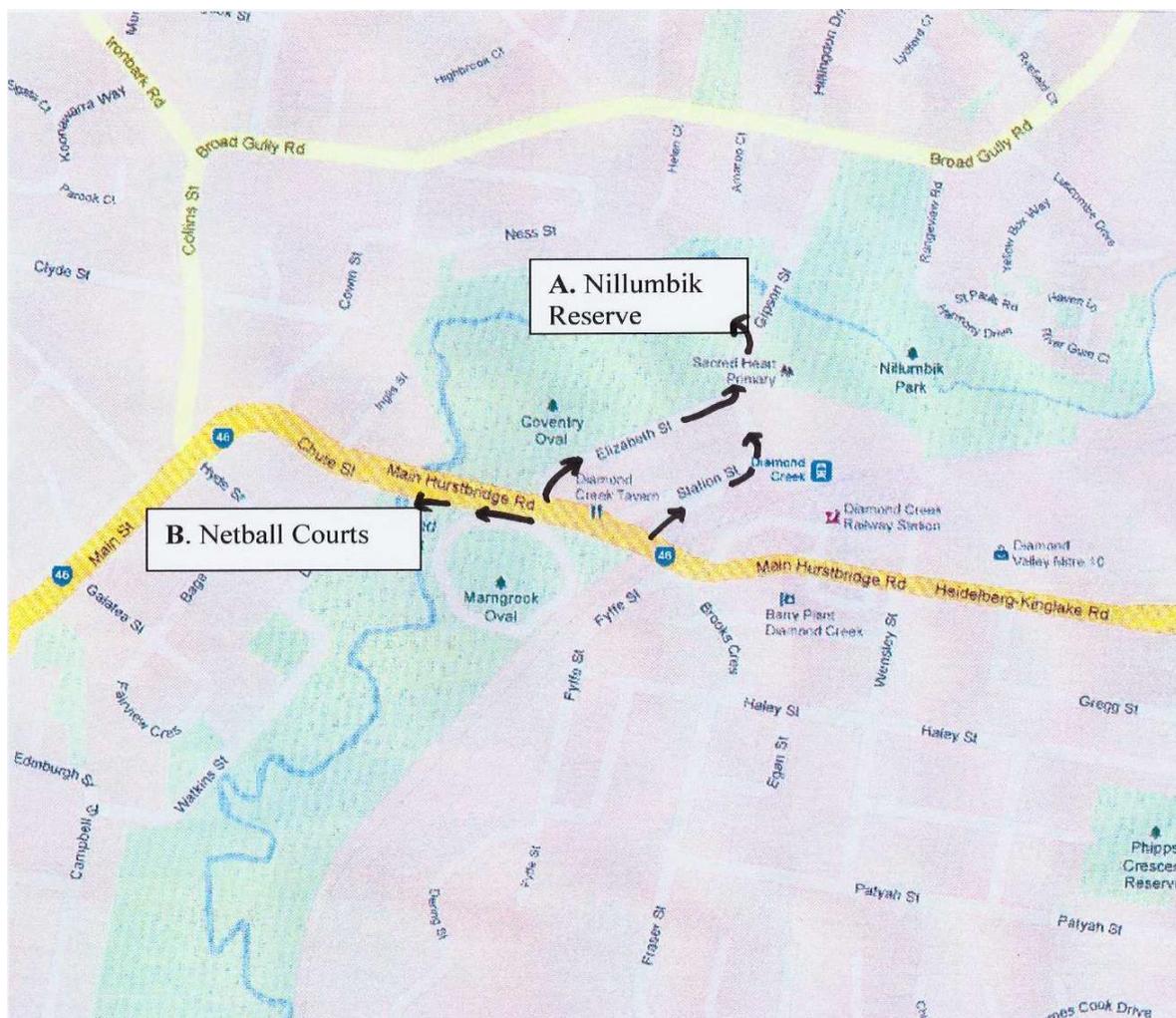
### EAA's are:

#### Primary EAA. – Nillumbik Reserve off Gipson Street (near bridge).

Patrons to walk north across Main Hurstbridge Road into Elizabeth or Station Streets into Gipson Street to Nillumbik Reserve and await further instructions.

#### Secondary EAA- Netball Courts and parkland.

Walk west down Main Hurstbridge Road across bridge onto B. Netball Courts and surrounding parkland. The walking bridge; across Diamond Creek can also be used by patrons to



# Safety and Risk Management Program

## Incident Report Form

### Diamond Creek Rotary Town Fair

#### DETAILS OF INJURY

Name of person injured:.....Age.....Male/Female

Address.....Post code.....

Phone (h).....(w).....(m).....

What is the nature of the injuries: .....

.....

.....

.....

Was patient referred to St John Ambulance attending the fair- **YES/NO**

Was an ambulance called to take patient to hospital – **YES/NO** (if so name the hospital if known)

.....

#### DETAILS OF ACCIDENT

When did the accident happen? Date.....time.....am/pm

How did it happen (please give a full description of circumstances and if insufficient space, attach a separate statement and sketch if applicable):

.....

.....

.....

#### DETAILS OF WITNESSES

Please provide the name and address of any witness.

Name.....

Address.....

Phone (h).....(w).....(m).....

Name.....

Address.....

Phone (h).....(w).....(m).....

**DECLARATION** (person(s) completing the form to complete).

I/We of The Rotary Club of Diamond Creek

Declare that the above answers and particulars are true and complete in every respect

# Safety and Risk Management Program

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Signature:.....Date.....

Signature:.....Date.....

## Traffic Management Plan

The Traffic Management Plan is completed separately

Please refer to our web site for detailed information on our Road Closure. Information on road closure will be displayed on notice board in Rotary Control tent on day of fair.

## Fireworks Display

The traditional Diamond Creek Rotary Town Fair fireworks display will start at 8.00pm on Coventry Oval, Elisabeth Street Diamond Creek

This spectacular event is set to music and it is intended to become the highlight of our community celebration, the magical finale to the Diamond Creek Rotary Town Fair.

The company supplying this fireworks display is Howard & Sons Pyrotechnics Displays Pty. Ltd.

Since 1922 they have been lighting up the night skies at festivals, agricultural shows, national day celebrations, Christmas carols by candlelight, school fetes and carnivals.

More information about Howard & Sons Pyrotechnics is available at

<http://www.howardfireworks.com.au/>

The Fire Works display cannot commence until the ground has been cleared of all personal, tents or objects.

Volunteers will monitor Coventry oval to make sure this area is kept clear while fire-works display is on.

**Please do not bring pets to this event.**

The fireworks warning below appears on our web site to alert patrons of the time and place of this event.

## Fireworks Warning:

As the fireworks will take place on second Saturday September at 8.00pm on Coventry Oval please take care to secure your pets so that they are not adversely affected by the noise generated.

This display will take approximately 10-15 minutes to complete.

The RSPCA advises that as loud noises associated with the summer thunderstorm season and or fireworks displays are one of the most prevalent phobias in animals this includes many pets such as such as dogs, cats, birds, rabbits, guinea pigs, horses etc.

The RSPCA recommends, if possible bringing your pets inside. Put on moderately loud music or a TV to muffle loud outside noises and to distract your pet. A small battery operated radio maybe a safe way to incorporate noise for distraction. Close window coverings to reduce lightning or Firework Flashes.

Desensitizing your pet to loud noises is a good option if you have time to invest and can do it in advance of fireworks.

Further information can be found at the RSPCA web site <http://www.rspcavic.org/>