Special Events – Potential Risks and Treatment Strategies
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Organisers of special events, in consultation with the relevant School or Learning Service representative, should conduct a dedicated risk assessment to ensure all relevant risks are covered. The table and check list below are not comprehensive, but a starting point for commencing the risk management process.

<table>
<thead>
<tr>
<th>Risk</th>
<th>Treatment</th>
</tr>
</thead>
</table>
| Person suffers injury (general activities) | • Read and understand relevant sections of the Code of Practice for Risk Management of Agricultural Shows and Carnivals  
• Develop an Emergency Management Plan  
• Obtain approval from State Emergency Services if required  
• Undertake a safety audit by qualified personnel  
• Ensure installation of facilities (electrical, toilets, sideshows, first aid etc) comply with relevant codes of practice including Workplace Standards Tasmania, Australian Standards etc |
| Person suffers injury (special activities e.g. a flying fox, farm tractor and trailer, animals) | • Check with DoE or Workplace Safety Tasmania / Australian Standards re special guidelines relating to the use of equipment or facilities  
• Ensure animal handlers are fully trained and competent, and equipment used (saddles etc.) is safe  
• Ensure vehicles are fitted with safety devices (e.g. tractors fitted with roll bars, use of trailers is legal) and that areas where vehicles operate are secured and fenced off. Note: All Terrain Vehicles (ATVs) are not permitted  
• Undertake a safety audit by qualified personnel |
| Person suffers injury (use of amusement facilities operated by a contractor) | • Ensure that the structure/device is erected, operated, inspected and maintained in accordance with the approved Workplace Health and Safety Regulations (mandatory)  
• Ask contractor for certificate that structure complies with regulations |
| Panic sets in during an emergency because of lack of command structure | • Clearly define functions and responsibilities of individuals, including contact details, communication channels, back-up etc.  
• Issue card to individuals detailing functions, contact details etc.  
• Undertake ‘trial run’ (real or desk-top)  
• Ensure all key personnel can be reached (ensure all key participants have mobile phones) |
| Food contamination occurs (contractor responsible) | • Ensure contractors’ Certificates of Currency was sighted prior to event and relevant approvals obtained  
• Enforce relevant food standards, audit by qualified personnel |
<table>
<thead>
<tr>
<th>Event Type</th>
<th>Steps</th>
</tr>
</thead>
</table>
| Food contamination occurs (school or volunteer responsible) | • Read and understand relevant food standards, take the necessary steps to enforce them  
• Train volunteers in food handling  
• Enforce relevant food standards, including audit by qualified personnel |
| Person suffers injury or loss due to purchase of faulty goods | • Ensure contractors’ *Certificates of Currency* were sighted prior to event  
• Ensure that objects on sale are safe and comply with relevant codes of practice  
• Arrange for electrical goods to be certified as safe by licensed person prior to sale (*As a safer option, don’t sell electrical goods*) |
| Loss or damage to equipment                      | • Ensure equipment used is safe, conduct audit by qualified personnel  
• Inform participants that no insurance cover is provided unless items lost are DoE owned (*School Association and privately owned items are not covered*) |
| Intrusion/unwanted activity by persons under the influence of legal/illegal substances | • Plan for event and designate a number of mature persons to deal with the situation  
• Contact police if needed  
• Have copy of *Liquor Licensing Act* available (if alcohol is served) |
| Stallholders, participants or programmed events cause offence | • Plan for event and designate a number of mature persons to deal with the situation  
• Gain a clear understanding of all proposed activities as part of the early event planning  
• Ensure that programmed activities are legal and reflect community values |
| Theft of proceeds of event                       | • Keep stalls’ cash tins out of reach of public  
• Keep enclosed space (where money is counted) always locked  
• Arrange for banking at the end of the event (depending on amount of money held at the end of the day) |
| Outbreak of fire, storm or other emergencies     | • Ensure stalls / activities are placed to minimise potential harm  
• Ensure that fire fighting equipment available  
• Notify emergency services in advance, ensure that appropriate communication equipment (mobile phones) is in place  
• Develop an emergency management plan |
| Animal health                                    | • Check with Department of Health and Human Services (Animal Health) re: any restrictions on the presence of animals at the venue  
• Ensure animal related events are legal and reflect community values  
• Arrange for veterinary surgeon to be present or accessible |

**Managing special events check list**

Please refer to the online copy of this document (TASED-4-1849), located on the Tasmanian Department of Education’s website to ensure this version is the most recent (Version 2.0).
<table>
<thead>
<tr>
<th>Activity</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read Code of Practice for <em>Risk Management of Agricultural Shows and Carnivals</em> produced by Workplace Standards Tasmania</td>
<td></td>
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<tr>
<td>Complete risk assessment and Risk Management Plan (available from School)</td>
<td></td>
</tr>
<tr>
<td>Approve risk management plan (site manager or responsible officer)</td>
<td></td>
</tr>
<tr>
<td>Seek Learning Services/head office approval</td>
<td></td>
</tr>
<tr>
<td>Obtain Learning Services/head office approval</td>
<td></td>
</tr>
<tr>
<td>Obtain relevant permissions (eg. place of assembly licence from local council, fire permits etc.)</td>
<td></td>
</tr>
<tr>
<td>Sight contractors’* Certificates of Currency (proof of legal liability insurance) or prepare documentation outlining why insurance is not required</td>
<td></td>
</tr>
<tr>
<td>Facilitate installation of utilities (toilets, garbage removal, water, electricity, gas etc.)</td>
<td></td>
</tr>
<tr>
<td>Check to ensure contractors’ planned activities are safe and lawful (side show equipment, gas on site, facilities)</td>
<td></td>
</tr>
<tr>
<td>Inform Emergency Services (Ambulance, Police, SES)</td>
<td></td>
</tr>
<tr>
<td>Ensure goods and food sold comply with relevant codes of practice and Council by-laws and regulations</td>
<td></td>
</tr>
<tr>
<td>Prepare participants’ roster. Conduct police check if necessary</td>
<td></td>
</tr>
<tr>
<td>Prepare activity plan and brief participants</td>
<td></td>
</tr>
</tbody>
</table>

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A contractor is a person/organisation that provides services for profit (e.g. a food stall, jumping castle etc). Contractors are not covered by DoE’s risk cover arrangements. Persons providing services on a non-profit basis are deemed ‘volunteers’ and are covered by DoE insurance.

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Authorised by: Mark Watson
Position of authorising person: Manager (Employee Relations and Support)
Date authorised: July 2012
Developed by: Safety Injury and Risk Management
Date of last review: July 2012
Date for next review: November 2013
This document replaces: Insert previous policy/procedure/document