**Safety Management Plan**

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| **Event Details**  |
| **Name of Event** |  |
| **Location(s)** |  |
| **Name of person completing this plan** |  | **Date completed and Version number** |  |
| **Name of person responsible for this plan at the event** |  |
| **Start Date of Event** |  | **Finish Date of Event** |  |
| **Location(s)** |  |
| **Expected Numbers** | Participants:Spectators:Event Team/Staff/Volunteers: |
| **Description of Event***Provide a brief summary of your event*  |  |

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| **Company/Organiser Details** |
| Company Details | Company/Group Name: |
| Company/Charity number (if applicable): |
| Physical Address |  |
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| Postal Address |  |
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| Phone Number |  |
| Email |  |

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| **Safety Commitment**  |
| **Summarise your organizations’ approach and your commitment to H&S for this event** |

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| **Commitment from Management**  |
| **I have reviewed this document and approve the intent and its content** |
| **Name** |  |
| **Position in the organisation** |  |
| **Signed** |  |

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| **Key Contacts and Responsibilities during event (including key contractors and suppliers)** |
| **Name**  | **Role** | **Responsibility** | **Mobile Number** |
| *e.g. Joe Bloggs* | *Event Director* | *Overall responsibility for the event* | *021 234 567* |
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| **Event Structure** |
| **Insert a diagram that demonstrates the chain of command and reporting lines.**  |

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| **Event Rules and terms and Conditions**  |
| **Insert what rules the event will run under and any terms and conditions of entry**  |

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| **Insurance**  |
| **Insert details of your insurance cover** |

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| **Schedule of events**  |
| **Summarise the scheduled events/run sheet include pack in and pack out details**  |

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| **Venue and Course Maps**  |
| **Insert venue, site and course maps**  |

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| **Management of Contractors**  |
| **List of external contractors you are engaging with (including any food vendors) and your plan to manage them and their H&S** |

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| **Media Policy** |
| **Summarise your media policy**  |

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| **Information to the public**  |
| **Summarise how you will inform the public of your event including residents and businesses (trucking .** |

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| **Information to participants**  |
| **Summarise how and what you will communicate to your participants (pre during and post event)** |

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| **Waste Management** |
| **Summarise how you will manage waste generated from the event** |

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| **Traffic Management**  |
| **Summarise how you will safely manage the traffic in and around your event.**  |

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| **People Movement** |
| **Summarise how you manage spectators and the movement of people safely in and around your event** |

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| **Vehicle Movement** |
| **Summarise how you safely manage official vehicles involved in the event**  |

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| **Drone Policy** |
| **Summarise how you will safely manage any drone use at your event** |

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| **Drugs and Alcohol and Smoking** |
| **Summarise your stance on drugs and alcohol at the event and how you will manage this if it occurs**  |

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| **Covid-19** |
| **Summarise your response to Covid-19 at each Alert Level** |

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| **Security** |
| **Summarise how you will keep the venue and event area secure** |

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| **Compliance** |
| **Summarise the permits and council approvals you need for the event to proceed.** |

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| **First Aid**  |
| **Summarise what first aid provisions you have in place and the qualifications of the first aiders** |

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| **Incident Reporting** |
| **Summarise how you will report any incidents or accidents (notifiable and non-notifiable)**  |

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| **Emergency Response** |
| **Summarise how you will response to an emergency situation, who will manage the response and how those involved in the event can call for assistance**  |

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| **Contingency Planning** |
| **Summarise any contingency plans you have in place and the process to implement these plan.**  |

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| **Communication** |
| **Summarise how your key staff, volunteers and officials will communicate on the day.**  |

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| **Briefings** |
| **Summarise how and what you will brief those involved in the event (volunteers, marshalls, riders, officials etc)**  |

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| **Refreshments**  |
| **Summarise what provisions you have in place to ensure volunteers and riders have access to food and water during the event**  |

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| **Parking**  |
| **Summarise what provisions you have in place to safely manage parking**  |

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| **Toilets**  |
| **Summarise what toilet provisions you have in place for the expected number of participates, spectators, workers and officials** |

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| **Post Event Debriefing and Reporting**  |
| **Summarise how and who you will debrief with post event and what reporting will be produced.**  |

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| **Risk Assessment & Management**  |
| **Review what risks you have identified and how you will control these and who is responsible.** **You can use the matrix and ratings below as a guide.**  |

| **Descriptor / Rating** | **Criteria** | **Descriptor / Rating** | **Criteria** |
| --- | --- | --- | --- |
| Rare – 1 | 0-5% chance of occurrence | Insignificant – 1 | Insignificant injury/illness of participant(s) and/or public (no medical treatment required). |
| Unlikely – 2 | 6-29% chance of occurrence | Minor – 2 | Minor injury/illness of participant(s) and/or public (basic first aid required). |
| Moderate – 3 | 30-49% chance of occurrence | Moderate – 3 | Moderate injury/ illness of participant(s) and/or public (referral/transport to hospital required with some time off work likely). |
| Likely – 4 | 50-79% chance of occurrence | Major – 4 | Serious injury/illness of participant(s) and/or public (urgent hospitalisation, extended medical treatment, extended time of work required). |
| Almost certain - 5 | 80-100% chance of occurrence | Extreme - 5 | Death or total permanent disability of participant(s) and/or public. |

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|  | **IMPACT** |
| **Risk Matrix** | **Insignificant** | **Minor** | **Medium** | **High** | **Extreme** |
| 1 | 2 | 3 | 4 | 5 |
| **PROBABILITY** | **Rare** | 1 | Low | Low | Low | Moderate | Moderate |
| **Unlikely** | 2 | Low | Low | Moderate | High | High |
| **Possible** | 3 | Low | Moderate | High | High | Extreme |
| **Likely** | 4 | Low | Moderate | High | Extreme | Extreme |
| **Almost certain** | 5 | Moderate | High | High | Extreme | Extreme |

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| **RISK LEVEL** | **RISK MANAGEMENT ACTIONS** |
| **EXTREME**  | **Intolerable*** Activity should not be commenced, or be discontinued if started, until level of risk is able to be reduced.
* Highest event decision making authority to be informed (i.e. Club/Organising Committee
* Re-assess risk prior to commencing the event or activity, to ensure risk level is appropriate.
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| **HIGH**  | **Tolerable level of risk if all practicable measures in place*** Review control measures to ensure risk level is as Low As Reasonable Practicable (ALARP).
* Is there anything else that can be reasonably done to reduce the probability and/or impact of the risk?
* Ensure verification is undertaken that all prescribed control measures are in place, and in practice.
* Ensure all person(s) exposed to this risk are aware of the risk level.
* If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk, to ensure the risk level does not increase further.
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| **MODERATE**  | **Tolerable level of risk*** Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP).
* If level of risk is ALARP continue with the event or activity using standard operating procedures, Work, Health and Safety (WHS) codes of practice, ongoing monitoring and review of risks.
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| **LOW**  | **Tolerable level of risk** * No change required. Ensure existing control measures remain in place and is effective.
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| EXAMPLE Risk Register |
| RISK | IMPACT | Rating prior to controls | RISK CONTROLS | Rating after controls  | RESPONSIBILITY |
| Rider Crashes or collides with other rider | Injury to rider/s  | Probability = 5Impact = 4 | Review course prior to race start to minimize any hazardsAdvise in Team Managers meeting and/or start line briefing of any hazardsMedical personal on site at all timesLocal medical centres advised event taking placeRiders receive race briefing prior to startApproved Traffic Management Plan in place and marshals on course. | Probability = 4Impact = 3 | Race Manager |
| Vehicle collides with rider | Serious Injury to rider/s  | Probability = 3Impact = 5 | Approved Traffic Management Plan in place and marshals on course.Marshalls in key placesMedical personal on site at all timesLocal medical centres advised event taking placeRiders receive race briefing prior to startLetters send to residents notifying of the event | Probability = 2Impact = 5 | Race Manager |
| Volunteers not sufficiently briefed for roles  | Delay in CompetitionEffect the rider experienceLoss in reputation  | Probability = 4Impact = 3 | Volunteers are sent event information prior to the eventVolunteers are briefed prior to their first shift and encouraged to ask questions.Race Manager to monitor on the day. | Probability = 2Impact = 2 | Race Manager |
| Movement of spectators around the course and venue.  | General public/ spectators getting in the way of riders, causing an accident.  | Probability = 4Impact = 4 | Marshals to assist with movement of spectators if necessary Designated crossing point if necessaryCrowd control barriers in place in key pointsDesignated Spectator zones on course  | Probability = 3Impact = 2 | Site Manager |

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| **Appendix**  |
| **List and include any referenced or useful appendixes.** |