**Applecross Rotary Jacaranda Festival 2019 Risk Management Briefing Notes**

**Everyone** has a duty of care for their own safety and health and the safety and health of others.

Risk management systems in place for JF 2019 are to be actioned by **all** Rotarians and volunteers to prevent incidents, accidents, injuries, near misses and damage.

Reasonable foreseeable risks must be managed.

Each area has a designated/rostered Rotarian and/or volunteer to manage. Their responsibilities are to identify and report hazards to enable corrective actions to prevent incidents.

Applecross Rotary Club are fortunate to have a variety of skill sets including but not limited to engineers, accountants, doctors, nurse, insurance specialist, business owners, business managers and supervisors who are trained in risk management and able to utilise their risk management skills to identify risks before incidents occur.

**Hazard Identification**

The areas identified in the risk management framework have been identified under the following categories:

##### Health/Injury/Disease

Drug affected persons (not including alcohol)

Alcohol affected persons

Fire caused by electrical installations

Electrocution

Fire risk caused by gas bottles

Marquee structures collapse

Sharps (Broken glass *I* needles & syringes)

Food poisoning/Contamination/Allergic Reactions

Infectious diseases

Power failure

Burns

Heat Stress

##### Criminal activity

Disorderly conduct /Violence

Consumption of alcohol / drugs

Theft

##### Environmental Risk

##### Unclean toilets

Unauthorised discharge (waste oil / litter / liquid waste & refuse)

##### Legal/Contractual

Event approval/s not obtained

##### Operational/Crowd Safety

Overcrowding

Trip hazards

Extreme weather

Communications failure

Lack of key personnel *I* staff

**Traffic Management**

Inadequate access for emergency vehicles

Vehicle/pedestrian/children interaction

Loading/unloading of transporter bus

Area inspection systems have been developed to assist in identifying hazards and to enable controls to prevent incidents, accidents, injuries, near misses and damage.

Incidents, accidents, injuries, near misses and damage must be reported immediately to the event coordinator Kenn Williams and Noeleen Mazza for an incident report to be completed and to prevent reoccurrences.

**Your** assistance is required at the JF 2019 to manage the risks. Thank you.