**To complete this form:**

1. **Complete Section A below.**
2. **Read the information in Section B.**
3. **Check the risks and hazards for your activity and amend the risk plan in Section C accordingly.**

**Section A**

**Business Name:**

**Main contact: Title: Mobile No:**

**Location:**

**Background information** [*details about your activity*]**:**

|  |
| --- |
|  |

**Section B**

**General Statement**

Hazards exist within all environments whether they are recognised or not. The need to prevent, respond to or recover from these hazards requires that we all actively participate in the risk and emergency management process.

**Objectives**

The objectives of this Plan are to: ‐

**(a)** Apply measures to prevent or reduce the causes or effects of risks and emergencies.

**(b)** Administer arrangements for the response to emergencies when they occur.

**(c)** Aid the recovery following an emergency.

**Maintenance of the Plan**

This plan will be reviewed constantly and will be a fluid document to ensure that the information it contains is accurate and current.

Critical changes such as contact list information will be implemented and distributed immediately.

All operators will be required to be aware and vigilant of the following to reduce risk:

• Good housekeeping, so that litter does not accumulate • All suspicious packages/bags are reported

• Hazardous materials are not stored or used incorrectly • Equipment does not impede access and egress

• Pathways are free of obstruction • Hydrants and hose reels are accessible

• Access to emergency equipment is not obstructed • Safety barriers are in place where required

• Any irregularities are reported • Maintenance issues are attended to

• All incidents are logged on the forms provided • Inspection checklists are completed

• Incident report forms are to be handed to manager

**Emergency Management**

**Incident and Emergency Definition**

An incident is a local event, accidental or deliberate, which may result in injury to a person or damage to property, and may be managed using standard procedures.

An Emergency is any event that arises internally or from external sources, which may adversely affect persons or the community generally, and which requires immediate response from emergency services.

**Emergency Response Plan**

If there is immediate danger and unable to control then evacuate area

so

Remove any persons from immediate danger if safe to do

so

Raise the alarm (Call 000)

Person Discovering

**Emergency Control Agencies**

The following agencies have the authority to take control of the dedicated emergency.

**Important Information to give:**

* Exact nature of the emergency
* Exact location
* Actions by persons at the scene
* Any casualties
* Name of person reporting the emergency

|  |  |
| --- | --- |
| **Emergency** | **Control Agency** |
| Armed or dangerous intruder | Victoria Police |
| Medical Emergency | Ambulance Victoria |
| Biological, radiological or chemical threat | Victoria Police |
| Bomb threat | Victoria Police |
| Crowd surge or crush | Victoria Police |
| Explosion | Metropolitan Fire Brigade |
| Fire | Metropolitan Fire Brigade |
| Severe storm | State Emergency Service (SES) |
| Structural damage | Metropolitan Fire Brigade or State Emergency Service (SES) |
| Suspicious package | Victoria Police |
| Transport accident | Victoria Police |
| Terrorism | Victoria Police |
| Flood | State Emergency Service (SES) |
| Gas leak | Metropolitan Fire Brigade |
| Hazardous materials | Metropolitan Fire Brigade |

|  |  |
| --- | --- |
| **Emergency Contact Phone Numbers** | |
|  | |
| **AMBULANCE / POLICE / FIRE** | **000** |
| **SES** | **132 500** |
| **City of Port Phillip – After Hours Assistance available** | **9209 6777** |

**Emergency vehicle Access**

Public safety is the key priority of any activity and it is vital that your site plan accounts for access and egress by emergency services.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Matrix** | | | | | |
| **Likelihood** | **Consequence** | | | | |
|  | **1**  **Insignificant** | **2**  **Minor** | **3**  **Moderate** | **4**  **Major** | **5**  **Catastrophic** |
| **E (Almost certain)** | Medium | Medium | High | Extreme | Extreme |
| **D (Likely)** | Medium | Medium | High | High | Extreme |
| **C (Possible)** | Low | Medium | Medium | High | High |
| **B (Unlikely)** | Low | Low | Low | Medium | Medium |
| **A (Rare)** | Low | Low | Low | Medium | Medium |

**Level of Risk**

Low: Minimal monitoring and reporting

Medium: Reduced monitoring and reporting

High: Needs close monitoring and reporting

Extreme: Needs urgent attention

|  |  |  |
| --- | --- | --- |
| **Consequences** | | |
| **Level** | **Description** | **Likelihood of Occurrence** |
| A | Rare | The incident may occur only in exceptional circumstances during the activity. |
| B | Unlikely | The incident could occur at some time during this activity. |
| C | Possible | The incident might occur at some time during this activity. |
| D | Likely | The incident will probably occur during this activity. |
| E | Almost Certain | The incident is expected to occur during this activity. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood Ratings** | | | |
| **Level** | **Description** | **Injuries** | **Further impacts** |
| 1 | Insignificant | None | Minimal public attention, small business disruption. |
| 2 | Minor | First Aid | Low impact, minor adverse attention, possible local media |
| 3 | Moderate | Medical assistance | Concern from public and/or media, financial impact. Significant time to overcome. |
| 4 | Major | Hospitalisation or permanent injury | Loss of ability to operate. 3rd Party action. Significant adverse media and public attention. Serious regulatory outcome and possible sanction. Significant financial loss. |
| 5 | Catastrophic | Fatal injury | High news, regulatory outcome with potential criminal prosecution. Large financial loss and close of business. |

**Section C**

* **Please review the hazards, risks and controls for your activity on the plan below. Add or delete line items as necessary.**
* **Assess and adjust the Risk Rating, Level of Risk, Risk Analysis and Responsibilities accordingly.**
* **Use the information in Section B to assist.**

**Location Evacuation Area:** [*insert evacuation area*]

**Commercial Recreation** **Risk Matrix Assessment**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **Hazard**  *Something with the potential to cause injury or illness* | **Risk Description**  *A description of the loss, danger or injury resulting from the hazard* | **Risk Rating**  *Use the Risk Matrix* | **Level of Risk**  *Low*  *Medium*  *High*  *Extreme* | **Risk Controls**  *Options for the best and most efficient management of the hazard* | **Risk Analysis**  *Good*  *Adequate*  *Poor* | **Responsibility**  *The person, group or organisation responsible for managing the risk* |
| *EG* | *Manual Handling* | *Personal Injury*  *Muscular skeletal disorder* | *B2* | *LOW* | * *Staff briefed in correct manual handling techniques* * *Trolleys or mechanical lifting aides used wherever possible* * *All accidents or near misses to be reported* | *Good* | *Site manager*  *Contractors* |
| 1 | Slips/Trips hazards in landscape |  |  |  |  |  |  |
| 2 | Act of Terror |  |  |  |  |  |  |
| 3 | Protests/Demonstrations  Abuse/aggression from public |  |  |  |  |  |  |
| 4 | Environmental  Extreme wind, rain, heat, |  |  |  |  |  |  |
| 5 | Equipment  Live electrical wires or faulty equipment  Technical faults |  |  |  |  |  |  |
| 6 | Lost and Found Items |  |  |  |  |  |  |
| 8 | Medical Emergency |  |  |  |  |  |  |
| 9 | Noise |  |  |  |  |  |  |
| 10 | Overcrowding  Spectators and participants |  |  |  |  |  |  |
| 11 | Emergency |  |  |  |  |  |  |
| 12 | Access and egress |  |  |  |  |  |  |
| 13 | Accessibility |  |  |  |  |  |  |
| 14 | Toilet Facilities |  |  |  |  |  |  |
| 16 | Food poisoning |  |  |  |  |  |  |
| 17 | Manual handling |  |  |  |  |  |  |
| 18 | LPG cylinders |  |  |  |  |  |  |
| 19 | Waste |  |  |  |  |  |  |
| 20 | Infrastructure |  |  |  |  |  |  |