



AUSCYCLING BMX

Event Management Plan

[Insert Event]

[Insert Venue]

[Insert Event Date]

Version	Date	Description	Author

Contents

1	Introduction	3
1.1	Key Event Details.....	Error! Bookmark not defined.
1.2	Key Event Contacts.....	3
2	Event Details.....	5
2.1	Event Description.....	5
2.2	Event Partners	5
2.3	Event Location	5
2.4	Event Schedule.....	5
2.5	Event Categories.....	Error! Bookmark not defined.
2.6	Event Entries.....	Error! Bookmark not defined.
2.7	Entry Fees.....	5
2.8	Event Rules and Regulations.....	7
2.9	Insurance	Error! Bookmark not defined.
3	Event Operations	9
3.1	Site Map	9
3.2	Medical.....	9
3.3	Traffic Management Plan.....	9
3.4	Presentations, Awards and Prizing	7
4	Event Infrastructure	10
4.1	Bump In / Bump Out.....	10
4.2	Toilets.....	10
4.3	Waste Management	10
4.4	Food Vendors.....	10
4.5	Temporary Structures	10
5	Event Requirements	8
5.1	Responsibilities	8
6	Risk Management.....	11
6.1	Risk Identification and Assessment	11
	Appendix A – Technical Guide	13
	Appendix B - Certificate of Insurance Currency	14
	Appendix C – Site Map	15
	Appendix D – Traffic Management Plan	16
	Appendix E - Risk Identification and Assessment	17

1 Introduction

This Event Management Plan (EMP) provides the event management procedures to be followed by the event organisers for <Insert event name> conducted from <Insert event location> on <Insert event date/s>. The objectives of the EMP are to:

- Provide a safe environment for all participants, volunteers and event spectators.
 - Provide protection to event participants, organisers and the general public from risks that might arise.
 - Ensure any local government or venue owners approving the event are aware of how the event will be conducted.
 - Ensure all key individuals involved in delivering the event and AusCycling are aware of how the event will be conducted.
- Event Information

Event Name	
Event Location	
Date/s	
Organiser Name and Host Organisation (Club or Private Organiser)	
Contact Details	Name: Phone: Email:

1.1 Key Event Contacts

Name	Position/Title	Phone	Email
	Club Contact		
	Event Manager		
	Race Director		
	Deputy Race Director		
	President of the Commissaire Panel (PCP)		
	PCP 2		
	Race Secretary		
	Village Coordinator		
	Registrations/Presentations		
	Volunteer Manager		
	Timing Manager		

Name	Position/Title	Phone	Email
	Communications/Radios		
	Media/Photographer		
	Commentator		

2 Event Details

2.1 Event Description

<Insert Host> is hosting the <Insert Event Name>. This will be a <Gold/Silver/Bronze> event and therefore will be conducted under the guidance of the AusCycling Technical Regulations.

2.2 Event Partners

<Insert any event partners>

2.3 Event Location

<Insert event location (i.e. venue and venue address)>

2.4 Event Schedule

<Amend as applicable>

Start Time	Finish Time	Event
8:00		Venue Open
8:00	11:30	Event Registration (Sign On)
9:00	9:45	Official Practice (8-11 years)
9:45	10:30	Official Practice (17+ years, including Superclass)
10:30	11:15	Official Practice (12-16 years, including Junior Superclass)
11:15	11:45	Official Practice (Sprockets)
12:00		Racing

2.5 Participant Details

<Insert the membership requirements for competitors, expected number of participants and maximum number permitted for each category>

2.6 Entry Process

All rider entries are to be submitted via the <insert entry system> entry link <Insert Entry Link>, in accordance with the key dates outlined below:

Milestone	Date
Entries Open	
Entries Close	

On the day entries will also be taken during the operating hours of the on-site Registration Office by club volunteers (remove if not applicable). The operation hours of registration are outlined in the Event Schedule.

2.7 Entry Fees

Category	Entry Fees (inc GST) (+ transaction cost)

2.8 Event Rules and Regulations

The event will be conducted under the rules and regulations of AusCycling Australia (AC) and the Union Cycliste Internationale (UCI). The AusCycling & UCI scale of penalties will apply. For more information, please refer to the [AusCycling website](#) and [UCI website](#).

The Technical Guide for the event can be found in Appendix A.

2.9 Postponement

An event may be postponed in line with the [AusCycling Extreme Weather Policy](#).

The Race Director is responsible for coordinating any changes with all agencies, including local authorities, the President of the Commissaire Panel (PCP), participants and event crew.

2.10 Event Scoring and Results

The event will be timed, recorded, displayed and publicised by <Insert timing provider>. Live results are available <Insert link>.

2.11 Event Permits

<Insert details of the bodies from which approval to conduct the event will be sought, if applicable>

2.12 Insurance

Both public liability and rider insurance will be provided by AusCycling's standard insurance policies.

Copies of insurance certificate of currency can be seen in Appendix B, or further information can be obtained from the following link: <http://www.AusCycling.org.au/membership/insurance-coverage>

<Insert insurance policy into Appendix B>.

2.13 Photographers

An official event photographer will be appointed by the host and various accredited photographers will be roaming throughout the event and venue.

2.14 Anti-Doping Testing

All competitors may be subject to anti-doping testing. Should Sport Integrity Australia wish to attend the event lockable toilets and water will be provided at <insert location>.

<Insert site map with this location>

2.15 Volunteers

Volunteers from the <insert club name>, as well as the general public, have been identified and will be assigned roles for the event. Volunteers will be managed by the designated Race Director/Volunteer Coordinator.

Volunteer Role	Name

2.16 Communications

The event will use radios to provide effective communications amongst staff, first aid, officials and volunteers for the event. Event communications will be coordinated from <Insert location>

2.17 Presentations, Awards and Prizing

2.17.1 Presentation Ceremonies

<Insert details on presentation location, set up and format>.

2.17.2 Awards and Prizing

(Remove if not applicable)

The following prizing will be issued during the event: [Below information entered as a guide]

Category	Who	Prize	Placing
Sprocket	Each Sprocket Category	Participation Award	All participants
Challenge	Each Challenge Category (Standard 20" & Cruiser 24")	Trophy	1st Place, 2nd Place, 3rd Place, 4th Place, 5th Place, 6th Place, 7th Place, 8th Place
Masters	Each Masters Category	Trophy	1st Place, 2nd Place, 3rd Place, 4th Place, 5th Place, 6th Place, 7th Place, 8th Place
Junior Superclass	Each Junior Superclass Category	Prize Money*	1st Place, 2nd Place, 3rd Place, 4th Place, 5th Place, 6th Place, 7th Place, 8th Place
Superclass	Each Superclass Category	Prize Money#	1st Place, 2nd Place, 3rd Place, 4th Place, 5th Place, 6th Place, 7th Place, 8th Place
* \$500 prize pool per category			
# \$1,500 prize pool per category			

Any rider who is eligible to receive prize money, must provide their payment details to Event Officials [at the event / via email post event]. Prize money payments will be processed via EFT by <Insert Event Organiser> after the event.

Commented [EM1]: As above...just Tech Guide??

Commented [KK1R2]: We seem to put this in all of them.
Let's keep it but it's not mandatory.

3 Event Requirements

3.1 Responsibilities

3.1.1 Event Organiser

The event organiser shall:

- Manage the day-to-day activities of the planning and operation of the event.
- Ensure the Event Management Plan is completed prior to the event.
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the Event Management Plan.
- Work with the Event Officials to ensure the successful deliver of the event.
- <Insert any additional responsibilities>.

3.1.2 Event Officials

Event Officials shall:

- Be responsible for the conduct of the event for a period extending from one hour before the racing to one hour after the conclusion of racing.
- Ensure that the event and it's participants adhere to the AusCycling Technical Regulations.
- Ensure that a pre-track inspection has been conducted.
- Ensure that appropriate first aid assistance is in place.
- <Insert any additional responsibilities>.

3.1.3 Competitors

Participants shall:

- Obey the Event Technical Guide and AusCycling BMX Technical Regulations.
- Obey instructions from the Event Organisers and Event Officials.
- <Insert any additional responsibilities>.

3.1.4 Traffic Management Personnel

(Remove if not applicable)

<Insert Traffic Management Provider> being the traffic management representatives for the event shall have the responsibility of ensuring the Traffic Management devices are set out in accordance with the Traffic Control Plans.

4 Event Operations

4.1 Site Map

Please refer to Appendix C for the event site map.

4.1.1 Accessibility

Accessible facilities including accessible parking, spectator area and toilets will be available at the event. These areas will be identified on the site map.

4.2 Medical

<Insert Medical Provider> will provide medical support at <Insert Event>. They will provide medical/first aid services for riders and spectators at the venue. Medical staff will be on site from <Insert Start Time> to <Insert Finish Time>. Further details regarding incident management can be found in 6.2.

The nearest hospitals are located:

<Insert details of nearest hospitals>

4.3 Traffic Management Plan

(Remove if not applicable)

<Insert details of who will be responsible for controlling traffic for the event and how they will be stationed>

The Traffic Management Plan can be found in Appendix D.

4.3.1 Parking

<Insert details of parking facilities available at the venue>. The parking area will also be identified on the site map.

4.3.2 Public Transport

<Insert details of public transport options to get to/from the venue>.

4.4 Security and Crowd Control

<Insert estimated numbers of competitors/spectators and details of security measures and crowd control methods at the event sites>

4.4.1 Spectator Viewing

<Insert details of the spectator viewing areas for the event>

4.5 Commentary

Throughout the event, commentary will be provided by <insert details> and this will provide for emergency and safety messages as required, with PA announcements and UHF relays.

5 Event Infrastructure

5.1 Bump In / Bump Out

<Insert Bump in and Bump Out Details>

5.2 Toilets

<Insert details of the toilet facilities including location and number in each location>.

5.3 Waste Management

<Insert details on the number and location of bins within the venue>.

5.4 Food Vendors

<Insert details on the food vendors and their location within the venue>.

5.5 Temporary Structures

<Insert details of temporary structures (e.g. marquees, presentation stage, finish gantry etc.) to be erected at the venue>.

5.6 Lighting and Power

<Insert details of the lighting and power sources for the event>

6 Risk Management

6.1 Risk Identification and Assessment

The event will operate under an event specific Risk Management Plan developed by the host. Refer Appendix E.

Event/Incident Control Centre

This will be located <insert location>. The incident control centre will be manned at <insert days and times>

6.1.2 Incident Management Plan

First Aid, Medical and Rescue Services will be provided by the appointed medical services provider. This service will include (as per Tech Regs S1.05).

Local emergency services will be contacted and informed the event is occurring by the Event Manager.

Prior to the start of event activities each day, meetings will be arranged between event organiser, PCP, Paramedic and Race Director to discuss specific response details and undertake site inspections if required.

Access points to locations along the race course will be identified and are marked on the official course map.

Ambulance will be coordinated by the onsite first aid.

6.1.3 General Incident Plans

Note: Following any administration of first aid the injured person should seek medical advice for further examination and treatment if required.

General Emergency

- Assist persons involved and remove them from exposure to further injury or danger, if necessary.
- Warn personnel in adjacent areas of potential hazards to their safety.
- Call 000 or 112 (mobile phone) and alert emergency services immediately.
- Secure the site from any further potential danger.
- Contact the Event Organiser.
- Maintain communication with emergency services.
- Ensure access for emergency vehicles.
- Where necessary implement traffic control.

6.1.4 Incident Management Contact Details

- First Aid Officer 1: <Insert name and phone number>
- First Aid Officer 2: <Insert name and phone number>
- Incident Officer: <Insert name and phone number>
- Police: <Insert name of local station and phone number>
- Ambulance Station: <Insert name of local station and phone number>
- Fire Station: <Insert name of local station and phone number>
- Hospital: <Insert name of local hospital and phone number>

6.1.5 Incident Reports

All incidents are to be recorded in the following forma

- Name of Event:
- Event Manager:
- Date and Time of Incident:
- Description of Incident:
- Persons Involved (incl. name, address, phone number):
- Action Taken

Any incidents should be reported to AusCycling using the [Incident Report Form](#).

6.2 Contingency Plan

<Insert details of the contingency plans for the event in case of the following>:

Wet weather:

Lightning:

Accident on the course:

Absence of marshals and volunteers:

Delayed start:

Poor Lighting:

Flood Hazard on course:

Bush Fire Hazard:

7 Site Inspections

The Event Organiser will ensure that the Event Management Plan is implemented and evaluated for effectiveness.

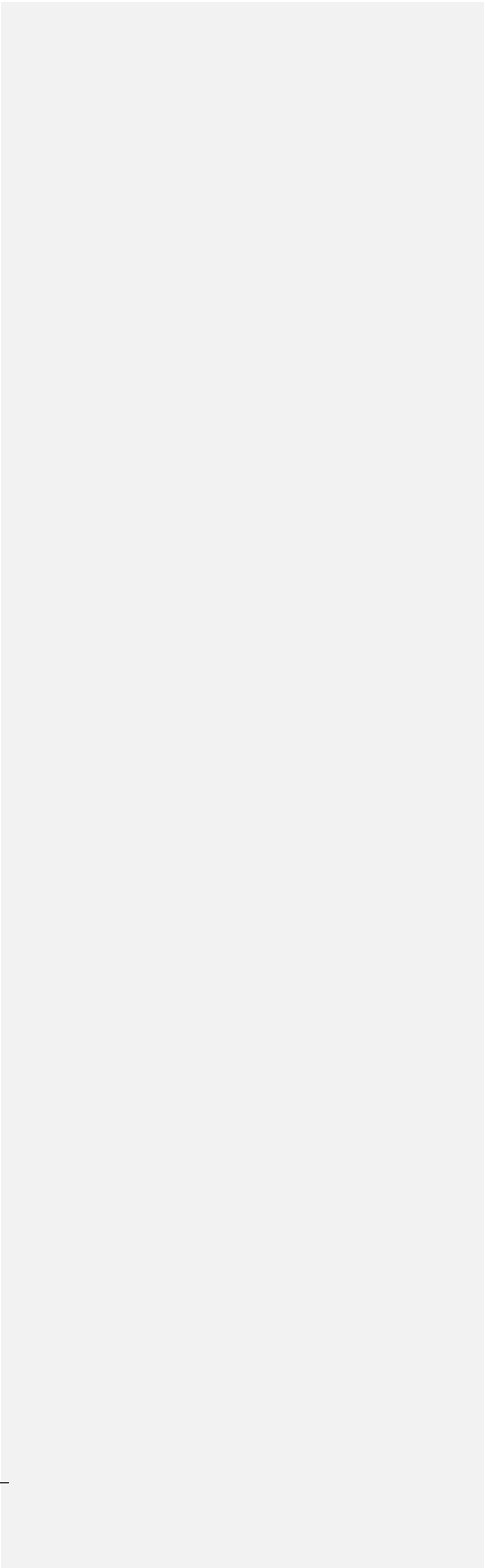
Inspections shall be undertaken as required and at a minimum on the following occasions:

- Before the event activities commence
- During the event activities
- Closing down at the end of the event activities.

Appendix A – Technical Guide

Appendix B - Certificate of Insurance Currency

Appendix C – Site Map



Appendix D – Traffic Management Plan (if applicable)

Appendix E - Risk Identification and Assessment

A Risk Assessment of the proposed activities has identified risks that will be managed by effective event management planning and the implementation of this EMP. The assessment process has been undertaken in accordance with Australian Standards AS/NZS ISO 31000:2009 'Risk Management – Principles and Guidelines'. Please refer to the risk analysis table located below.

All identified risks have been treated with the development of this EMP. Unforeseen risks arising during the event activities will be treated in accordance with standard event practices and procedures where possible.

Risk Classification - Reference Tables

Measures of Likelihood		
Level	Descriptor	Description
1	Rare	The event or hazard: - may occur only in exceptional circumstances - will probably occur less than once in 15 years
2	Unlikely	The event or hazard: - could occur at some time - will probably occur with a frequency of at least once in 10 years.
3	Possible	The event or hazard: - should occur at some time - will probably occur with a frequency of once in three years
4	Likely	The event or hazard: - will probably occur in most circumstances - will probably occur with a frequency of at least once a year.
5	Almost certain	The event or hazard: - is expected to occur in most circumstances - will probably occur with a frequency of more than once a year.

Measures of Consequence or Impact							
Level	Description	Financial Impact	Interruption to Service	People	Reputation	Property	Natural Environment
1	Insignificant (no measurable operational impact)	< \$1,000	<1 hour	No injuries	Unsubstantiated, low profile, no news item	Inconsequential or no damage	No damage
2	Minor (Minor degradation of service, impact to single service)	\$1,000 - \$10,000	1hr – 1 day	First aid treatment	Substantiated, low news profile	Minor damage	Minimal damage
3	Moderate (Substantial degradation of service, multiple service impact, managed by substantial management/intervention/outside assistance)	\$10,000 – \$50,000	1 day – 1 week	Medical treatment	Substantiated, public embarrassment, moderate news profile	Localised damage rectified by routine arrangements	Some damage. Rectification within existing budget

4	Major (Significant degradation of service, multiple-service impact, significant mobilisation of resources, significant management intervention including external assistance)	\$50,000 – \$150,000	1 week – 1 month	Extensive injuries	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Significant damage requiring external resources	Extensive damage, significant resources to rectify
5	Catastrophic (Threatens immediate and long term viability of organisation, immediate action required to minimise or mitigate effect on most services)	More than \$150,000	> 1 month	Death, multiple deaths or permanent disablements	Substantiated, public embarrassment, high widespread multiple news profile, third party action	Extensive damage	Extreme damage. Fines and penalties. Extensive resources to rectify

Definitions:

People = staff and the public

Property = Plant, equipment, buildings, intellectual property

Risk Rating - 'Level of Risk'					
<i>Consideration of both the likelihood and consequence</i>					
Consequence/Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Low	Medium	Medium
Unlikely	Low	Low	Medium	Medium	High
Possible	Low	Low	Medium	High	High
Likely	Low	Medium	High	High	Extreme
Almost Certain	Medium	Medium	High	Extreme	Extreme

Management Approach for Residual Risk Rating (i.e. after treatment of risk)	
Residual Risk Rating	Required Treatment
(A) Extreme Risk	Unacceptable risk. HOLD POINT. Event cannot proceed until risk has been reduced.
(B) High Risk	High priority, Event Organiser and Commissaire must review the risk assessment and approve the treatment and endorse the Risk Management Plan prior to its implementation.
(C) Moderate Risk	Medium Risk, standard event practices endorsed subject to review by Event Organiser and Commissaire prior to implementation.
(D) Low Risk	Managed in accordance with Cycling Australia By-Laws and Technical Regulations and normal event management practices.

7.1 Risk Assessment

(Remove sections which are not-applicable)

	RISK IDENTIFIED	CONSEQUENCE (1-5)	LIKELIHOOD (1-5)	LEVEL OF RISK	Residual Risk Rating (A-D)	RISK MANAGEMENT	RESPONSIBILITY
FINANCIAL							
1	Financial loss incurred due to: event cancellation or insufficient number of participants	2	2	Low	D	- Event organiser to ensure adequate promotion and professional organisation is carried out prior to the event taking place. - A contingency plan for cancellation of event (eg due to extreme weather, fire, or other natural event) is to be formulated.	Event organisers
2	Claims made against Stakeholder, AusCycling, participants or local government for incidents which occur on event days	3	2	Low	D	- All contractors to provide Event Manager with public liability insurance to a value of \$20m. - Organiser to carry public liability insurance to a value of \$20m. - Appropriate plans in place to minimise impact	Event organisers
3	Negative publicity due to crisis; Reputation damage to AusCycling & its partners	4	2	Medium	D	- Prior to any crisis media release arrange a conference between stakeholders. - Establish a media point in a safe area away from the scene. - Media spokesperson appointed to manage potential negative publicity. - Reserve statements prepared. - Trained team able to manage incidents to minimise harm	Event organisers AusCycling
OPERATIONAL							
4	Crowd/spectator management at event arrival/exit points i.e. lack of information, congestion, vehicle & pedestrian interaction, frustration/anxiety.	3	3	Medium	D	- Event website to include details of car parking, drop off and pick up points. - Traffic management plans will be in place for all known areas of concern. - Designated pedestrian access into the event should be kept clear of infrastructure such as vendors, marquees, attractions, buskers, easily movable objects and parked vehicles. - Clear information and signage installed at appropriate locations	Event organisers
5	Loss of crowd control leading to bodily injury or damage to venue.	3	2	Low	D	- Events are designed to minimize large uncontrolled concentrations of people - Entertainment to be ceased if necessary to gain control	Event organisers Local police

	RISK IDENTIFIED	CONSEQUENCE (1-5)	LIKELIHOOD (1-5)	LEVEL OF RISK	Residual Risk Rating (A-D)	RISK MANAGEMENT	RESPONSIBILITY
						• Crowds monitored by event staff. • Communications plans in place between key personnel. • Briefings prior to events • Police called if required	
6	Waste	3	3	Medium	C	• Pre-event planning to reduce amount of waste generated by event and related promotions including sponsor promotional activity in event venues and externally. • Adequate rubbish bins placed in all events areas. • Adequate crews servicing bins and emptying on regular basis. • Products considered by management to be causing excessive waste and cleaning are to be withdrawn from sale or distribution. • Recycling program in place in all areas of event where possible.	Event organisers Local government
7	Inadequate toilet facilities (insufficient numbers, cleanliness)	2	3	Medium	D	• Adequate public and staff toilet units are to be in place in all areas as per Council requirements. • Prominent signage directing patrons to closest units. • Toilet cleaning and maintenance crews on duty. • Regular checks conducted throughout day. • Accessible toilets provided.	Event organisers
8	Child safety standards	3	2	Medium	D	• Children must be accompanied by an adult when attending the event. • Ensuring all officials have current working with children checks • Ensuring volunteers are adequately trained. • Making riders, officials and parents aware the AusCycling Code of Conduct. • Reporting incidents to police immediately, including suspected breaches	AusCycling Event organisers Officials/Volunteers
EMERGENCY MANAGEMENT							
9	Emergency at event site	3	3	Medium	D	• Risk Management Plans in place in all areas to reduce and mitigate the risks of emergencies • Daily and area checklists to be undertaken • Regular site audits to be undertaken • Emergency Plan developed to encompass all sites and to dovetail into existing venue emergency arrangements • Emergency Control Organisation identified and appropriately trained	Event organisers

	RISK IDENTIFIED	CONSEQUENCE (1-5)	LIKELIHOOD (1-5)	LEVEL OF RISK	Residual Risk Rating (A-D)	RISK MANAGEMENT	RESPONSIBILITY
10	Medical emergency (participant experiences severe chest pain etc.)	4	3	Medium	C	- Medical support provided for riders to be in location accessible by ambulance. - Medical support to be made available to spectators in the case of a serious medical emergency. - First Aid Staff & Medical officers on site & in radio contact with Event Management Centre - Designated emergency accesses - Event Management Centre in operation during event - Planned access routes provided and maintained	Event organisers First-aid provider
11	Motor vehicles within event related areas	3	2	Medium	C	- Vehicles largely kept off site whilst open to public. - Bump in and bump out vehicles only enter site under instruction and supervision of staff. - Delivery vehicles are only admitted pre and post event hours and must be clear of event prior to opening. - Barricades placed around high-risk vehicle movements where necessary to isolate from public. - Any vehicle movement in the event space whilst public is on site, will be under staff supervision. - All vehicles travelling in event site are to travel at walking pace with hazard lights on. - Vehicles to operate in accordance with site rules. - Driver to have entry rules and contact number on dashboard	Event Organisers
12	Weather temperature extremes (Cold/heat induced illnesses, dehydration)	3	1	Low	D	- Pre-event communications to patrons to advise clothing to suit weather expectations. - Personal protective clothing to be worn by staff as required. - All staff to take the appropriate action to prevent exposure. - Excessive heat (over 38° Celsius) may lead to reduction or cancellation of some activities. - PCP to exercise authority, if necessary, to suspend racing as per technical regulations. - Weather conditions to be monitored at all times by Event Management. - Adequate water available for staff, contractors, and public.	Event organisers First-aid provider PCP Race Director
13	Other extreme conditions on day of event (torrential rainfall, lightning, strong winds etc.)	3	2	Low	D	Reliable means of obtaining and monitoring wind and weather conditions. Event Manager to monitor the weather.	Event organisers PCP

	RISK IDENTIFIED	CONSEQUENCE (1-5)	LIKELIHOOD (1-5)	LEVEL OF RISK	Residual Risk Rating (A-D)	RISK MANAGEMENT	RESPONSIBILITY
						- Lightning storms may result in cancellation of some events. - Strong wind warnings (25 to 33) knots or storm warning issued by weather bureau is to result in constant monitoring of situation. - Winds at venue exceeding 30 knots (55kph) may result in evacuation of certain structures and suspension of some events. - Ensure all tents and marquees installed and used in a way that follows the manufacturer's specifications. - Remove loose items and umbrellas if the threat of wind exists. - Event schedule and rules designed to give PCP flexibility to amend racing schedule to complete racing.	Race Director
14	External Emergency (e.g. Building or bushfire)	3	2	Low	D	- Emergency Management Plan in developed to designate a response to an external emergency. - Event schedule and technical rules designed to give PCP flexibility to amend racing schedule to complete racing	Event organisers PCP
15	Other injury/accident during event or training sessions (e.g. participant falls from bike)	2	4	Medium	C	- All participants must wear equipment as per the Technical Regulations. - Participants will be encouraged to maintain a good level of bike maintenance, particularly brake maintenance to minimise injury/accident resulting from equipment failure. - First-aid will be at the event centre to minimise the harm from any accidents/injuries that may occur during the race.	Event organisers Participants First-aid representatives
STRUCTURAL/PRODUCTION							
16	Structures/infrastructure installations (collapse, injury to riders/spectators)	4	1	Medium	C	- Structures constructed by staff or contractors with relevant qualifications. - Structures erected according to Job Safety Analysis and building regulations engineering certification to be supplied - Use of materials in line with manufacturer's specifications. - Fences with scrim attached to be adequately braced and installed in accordance with Australian Standard AS 4687-2007 – Temporary Fencing & Hoardings - Stacked materials held by suitable racking systems and devices to prevent collapse. - Quantities of materials and fencing to be stacked flat to prevent collapse.	Event Organisers Contractors Officials

	RISK IDENTIFIED	CONSEQUENCE (1-5)	LIKELIHOOD (1-5)	LEVEL OF RISK	Residual Risk Rating (A-D)	RISK MANAGEMENT	RESPONSIBILITY
						Event Management monitor all structures.	
17	Temporary structures i.e. tents, marquees & gazebos (collapse, blown away, injury to riders/spectators)	4	1	Medium	C	- Structures erected as per manufacturers advice. - Ensure that tents are sufficiently pegged and/or weighted for weather conditions. - Tents to be lowered and/or dismantled in high winds	Event organisers
18	Generators (burns, noise, fumes, fire, environmental impact)	3	4	Medium	C	- Generators to be placed at a suitable distance from marquees & stalls. - Generators to have RCD protection and be certified by an electrician. - Exhaust systems to have extensions fitted to ensure fumes are directed away from people - Fire extinguishers to be fitted to all generators - Generators barricaded if required to prevent entry - Rubbish cleared from generators regularly - Only to be refuel by competent operators	Event Organisers
19	Excessive noise (commentary, music)	2	2	Low	D	- Event organisers to prevent excessive and unpleasant noise levels including volume levels of sound checks. - Ensure that complaints are able to be reported and dealt with accordingly.	Event Organisers
20	Slip, Trip, Fall and Knock (electrical wires, cabling etc)	3	3	Medium	C	- Serious trip and fall hazards identified prior to event and removed or treated to prevent injury. - Cables flown overhead where possible. - Rubber mats and cable traps over cables. - Barriers placed around protruding equipment. - Barriers across stage fronts during work phases. - Changes in height and edges highlighted or barricaded. - Slippery surfaces treated or isolated. - Additional lighting in dark areas. - Spills and etc isolated then cleaned by crews as soon as reported. - Pre bump in inspection with venue owner/manager	Event Organisers Contractors
21	Live electrical wires or faulty equipment	3	2	Low	D	- All electrical installations to be carried out by registered contractors and must be approved by an authorised electrical authority. - Leads and appliances to be tested and tagged. - Earth leakage protection (RCD) to be fitted and tested. - Switchboards are to be identified with signage "Danger – High Voltage".	Event organisers Contractors

	RISK IDENTIFIED	CONSEQUENCE (1-5)	LIKELIHOOD (1-5)	LEVEL OF RISK	Residual Risk Rating (A-D)	RISK MANAGEMENT	RESPONSIBILITY
						- Switchboards to be mounted off the ground and inaccessible to public. - Generators to be inaccessible to public - Temporary installations to run overhead where possible. - Regular inspections by event organiser - Emergency and alternative source lighting installed as required.	
FIELD OF PLAY							
23	Rider injury	4	4	High	B	- Ensure medical and first aid treatment is sufficient for level of event. - First aid tent is operational at all times the track is open. - Liaise with local hospital and ambulance service around event injury expectations. - All on track officials suitably trained in protocols for injury management. - On track officials in constant contact with PCP to ensure racing is suspended while injuries are being assessed. - Regular inspections to monitor track conditions	Event organisers First aid provider PCP
24	Track management	4	3	High	C	- Track management team available at all times during the event. - Event officials conduct daily track inspections to ensure track is safe and free of potential injury causes. - Track officials in constant contact with PCP and able to relay information about track condition. - Regular inspections to monitor track conditions	Event organisers PCP
25	Spectators on track	4	3	High	C	- Accreditation required in order to access track. - Suitable spectating areas provided for spectators. - On track officials educated on protocols in relation to track access.	Event organisers PCP