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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 land owners or those 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.
- Ensure access to adjacent private/commercial premises is always maintained.

1.1. Event Information

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

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. History

<Insert number of years the event has been running, brief history of past Event Organisers>

2.3. Event Location

Event Address: <Insert event address>

Venue Details: <Insert venue details>

Registration/Event Sign-on:

Event registrations will be onsite at the event village. Registrations will be open at the following times:

Friday <Insert times>

Saturday <Insert times>

Sunday <Insert times>

2.4. Course Details

<Provide course description>

Course maps can be found in Appendix B <Insert maps into Appendix B>.

2.5. Event Start and Finish Times

Competition will be held on <Insert days/times>

Official Practice will be held on <Insert days/times>

Event set up will occur from held on <Insert days/times> and bump out will be completed by <Insert days/times>

The full event schedule can be found in Appendix D <Insert schedule into Appendix D>.

2.6. Entry Process

<Insert how participants must enter the event, entry links and entry restrictions e.g. appropriate membership>

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 (See Appendix D). The Registration Office will also be utilised for the distribution of race plates.

2.7. Categories

(Change as applicable – examples below)

The Series categories are based on a riders age as at the 31 December 2022. The Series will recognise categories on UCI age categories as outlined in Table 2.

2021 CX National Series Categories

Category	Code	Years
Elite (19 years and over)	ME; WE	2003 and older
Expert (19-29 years)	MX; WX	1993 to 2003
Masters 1 (30-34 years)	M1, W1	1988 to 1992
Masters 2 (35-39 years)	M2, W2	1983 to 1987
Masters 3 (40-44 years)	M3, W3	1978 to 1982
Masters 4 (45-49 years)	M4, W4	1973 to 1977
Masters 5 (50-54 years)	M5, W5	1968 to 1972
Masters 6 (55-59 years)	M6, W6	1963 to 1967
Masters 7 (60-64 years)	M7, W7	1958 to 1962
Masters 8 (65-69 years)	M8, W8	1953 to 1957
Junior (18 years and under)	MJ, WJ	2004, 2005
U17 (16 years and under)	M17, W17	2006, 2007
U15 (14 years and under)	M15, W15	2008, 2009
U13 (11 & 12 years)	M13, W13	2010, 2011
2021 CX National Championships Additional Categories		
U23 (19 years – 22 years)	MU, WU	2003 to 2000

Under 23 (MU & WU) (19-22 years old) categories will be included in the 2021 AusCycling CX National Championships. For Series rounds that offer an U23 category, points will be awarded and combined to the participants Under 23 National Series point score.

Participants may qualify for both an Elite ranking and Age-Group ranking for the National Series year if they have competed in each category.

U23 or Masters riders may elect to race in the Elite category for any event however they will only earn Series points in the Elite category from those events where the individual raced in the Elite category. Points accumulated from non-elite categories do not count towards Elite Series points.

Categories may be combined for race starts, in accordance with the AusCycling Technical Regulations but are to be awarded separately (Masters 1-3, Master 4+ etc).

2.8. State/Territory Series Categories

(Remove if not applicable example below)

Mandated categories for both M & W and suggested target race times are as follows:

Category (Men and Women)	Eligible Ages	Target Race Time
A	J19, Elite, Masters	40-60 minutes
B	J19, Elite, Masters	30-40 minutes
C	J19, Elite, Masters	25-30 minutes
Junior	Junior 17 & 15	20-30 minutes

Age categories in the 2021 Series are defined by the rider's age at the end of December 31st, 2022.

Riders may compete in only in one category at an eligible State/Territory Series round however they may compete in as many non-eligible categories as they wish.

2.9. Club/Other Categories

<If applicable, insert club/other categories>

2.10. UCI Event Class

<Remove if not applicable>

2.11. Prize Money/Prizes

<Insert details of prizes/prize money>

2.12. 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.

2.13. Event Timing

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

2.14. Event Permits

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

- <authority name>

2.15. 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 A, or further information can be obtained from the following link: <http://www.AusCycling.org.au/membership/insurance-coverage>

<Insert insurance policy into Appendix A>

2.16. Photographers

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

2.17. 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 into Appendix C>

2.18. 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

2.19. Communications

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

3. Event Requirements

3.1. Responsibilities

3.1.1 Event Organiser

The event organiser shall:

- Ensure all traffic control measures for the Event Course Management Plan (EMP) are placed and maintained in accordance with this plan, permits and the relevant Acts, Codes, Standards and Guidelines.
- Ensure suitable communication and consultation with the affected stakeholders is maintained at all times.
- Ensure that all event signage and personnel are in place in accordance with the EMP.
- Arrange and/or undertake any necessary incident investigations.
- Ensure that event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely.
- Take appropriate action to correct unsafe conditions, including any necessary modifications to the EMP and RMP.
- <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-race course inspection has been conducted.
- Ensure that all r permits, approvals and authorisations are in place prior to the event.
- Ensure that appropriate first aid assistance is in place.
- Warn competitors of the hazards specific to the area of the activity.
- Conduct pre-event announcements to participants of the conditions of racing particular to the event.
- Assess the technical aspects of the event and make changes as deemed necessary based on, but not restricted to the following:
 - Age of the participants
 - Skill level of participants
 - Number of participants per category
 - Time gap between categories commencing
 - Number of categories on the course at any one time etc.
 - Course / venue layout, and condition
 - Weather conditions (which may change during the event)
 - Traffic conditions (if required)

- Inform participants that they are under the direction of the Commissaries and event marshals and will be penalised for any non-compliance.

<Insert any additional responsibilities>

3.1.3 Competitors

Participants shall:

- Obey instructions from the Event Organisers, Commissaires and event marshals/officials.
- Employ correct etiquette and ride safely in all situations.
- Be required to wear minimum safety gear including appropriately approved helmet.
- Ensure that their bicycle is in good working order.
- Ensure they have adequate supply of water, sports drink and nutrition as required for the activity they are to participate in.
- Be responsible for ensuring they are fit enough for the activity.
- <Insert any additional responsibilities>

3.1.4 Event Marshals

The event organiser shall ensure that event personnel engaged as marshals are provided with training to ensure such personnel are aware of the limits of their responsibilities and can undertake their activities safely.

Event Marshalls shall:

- Comply with the directions of the EMP and ensure that no activity is undertaken that will endanger the safety of other event personnel, event participants and the general public.
- Enter and leave the event site by approved routes and in accordance with safe practices.
- <Insert any additional responsibilities>

4. Public Health & Safety

4.1. Public Health

4.1.1 Temporary Food Stalls

<Insert details of any temporary food stalls that will be operating in association with the event>

4.1.2 Alcohol

<Insert details of the availability of alcohol at the event>

4.1.3 Toilets

<Insert details of the toilet facilities including location and number at the start and finish areas, event village and spectator locations (in accordance with local authority requirements)>

4.1.4 Sunscreen

Sunscreen will be available for competitors at <insert location>

4.1.5 Water

<Insert details on the location or availability of water at the start and finish areas, event village and spectator locations>

4.1.6 Shelter

<Insert details on the availability of shelter at the start and finish areas and spectator locations>

4.1.7 Waste Management

Bins and or skips will be distributed around the event village and rubbish collection will be arranged.

<Insert details of quantity of bins, location and collection dates/times>

4.1.8 Noise

<Insert details on the potential source of noise and controls in place at the event sites>

4.2. Public Safety

4.2.1 Potential Hazards

Potential hazards identified include:

- Slips, trips and falls
- Terrain
- Wildlife/fauna incl. insects, snakes etc.
- Bushfire
- Rain
- High winds

These have been considered during the risk assessment and addressed in the Risk Management Plan provided in Appendix E. Prior to any event practice or racing, the PCP will assess and approve the course as safe, in conjunction with the Race Director.

4.2.2 Security and Crowd Control

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

4.2.3 Spectator Viewing

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

4.2.4 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.

4.2.5 Lighting and Power

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

4.2.6 Temporary Structures

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

4.3. Risk Management Plan

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

4.3.1 Event/Incident Control Centre

This will be located at the First Aid Tent in the Event Village. The first aid tent will be manned from 1 hour prior to 1 hour after the event.

4.3.2 First Aid/Medical Services

Professional medical services will be provided by <insert medical provider>. They will be onsite from <insert start time> to <insert finish time>.

First responders will be <utilised/stationed> across the course to provide first aid coverage for participants.

4.3.3 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 (hospital, Ambulance, Fire Department (if applicable)) 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.

If required, any Ambulance attendance will be coordinated by the onsite first aid.

4.3.4 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.
- Any traffic crash resulting in non-threatening injury shall immediately be reported to the Police on 131444.

4.3.5 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>

4.3.6 Incident Reports

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

4.4. 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 the Route:

Bush Fire Hazard:

4.5. 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.

5. Key Event Contacts

(remove contacts which are not applicable)

Name	Position/Title	Phone	Email
	Club Contact		
	Event Manager		
	Race Director		
	Deputy Race Director		
	President of the Commissaire Panel (PCP)		
	Commissaire		
	Course Manager		
	Village Coordinator		
	Registrations/Presentations		
	Volunteer Manager		
	Timing Manager		
	Communications/Radios		
	Media/Photographer		
	Commentator		

6. Appendix A - Certificate of Insurance Currency

7. Appendix B – Course Maps

8. Appendix C – Site Plan

9. Appendix D – Event Schedule

10. Appendix E– Risk Management Plan

0.1. Risk Identification and Assessment

<Please refer to the AusCycling Risk Register and complete the table below>

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	Pre-Treatment Risk Rating			Risk Response	Action By	Residual Risk Rating		
	Level of risk	Consequences	Rating			Level of risk	Consequences	Rating

10.2. Risk Classification - Reference Tables

Measures of Consequence or Impact

Level	Description	Financial Impact	Interruption to Service	People	Reputation	Property	Natural Environment
1	Insignificant (no measurable operational impact)	< \$1000	<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)	\$1000 - \$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

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.

Risk Rating - 'Level of Risk'

Consideration of both the **likelihood** and **consequence**

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.

10.3. Event Overview

The events are <Insert type of event> style mountain bike event, with the course distances expected to be approximately <Insert distance> all contained within the <Insert location>. The events will be held on <Insert dates> with anticipated rider numbers of up to <insert number of participants>. The trails are single track cross-country and firetrail in nature and will be used between 9am and 5pm on each day.

(remove if not applicable) Camping is available within <Insert location>, with accommodation also available within the nearby city of <Insert location>. Riders will access the event via well formed roads, from <Insert location>.

This Risk Management Plan has seven columns which include:

- Risk Identified: a description of the risk
- Consequence: Consequence of an occurrence (Scaled 1-5 as per 10.2)
- Likelihood: Evaluation of likelihood of occurrence (Scaled 1-5 as per 10.2)
- Level of Risk: Function of consequence and likelihood of risk (as per 10.2)
- Risk Rating: Priority of risk (as per 10.2)
- Risk Management: Actions to be undertaken to mitigate risk
- Responsibility: Person responsible for risk treatment actions prior to event

10.4. 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	- Little risk to stakeholders, AusCycling, Participants or environment; risk to event organiser only and ongoing success of future events. - 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 participants to read and sign the membership waiver. - Incidents to be minimised by means of: well-marked tracks, adequate marshalling, removal of any dangerous obstacles from track, adequate signage and route options. - All participants to attend the pre-race briefing. - All race officials to attend the pre-race officials briefing.	Event organisers
EMERGENCY MANAGEMENT							
3	Extreme heat on morning of event (over 35 degrees)	3	1	Low	D	- Temperatures reach extreme levels, extra water will be provided at food/water checkpoints and participants would be advised during race briefing of extra precautions to take for racing in such conditions. - Event rescheduling would be considered.	Event organisers
4	Heat Exhaustion and dehydration	3	2	Low	D	High temperatures are not anticipated however, participants will be encouraged to carry and drink plenty of water, wear appropriate clothing and sunscreen. Water will also be available at the event centre and at marshal stations around the course.	Event organisers Participants First-aid representatives
4	Other extreme conditions on day of event (torrential rainfall, strong winds etc.)	3	2	Low	D	- Weather forecasts in the week leading up to the event would be carefully scrutinised; if extreme weather is forecast, event rescheduling would be considered - In the case of extreme wind conditions, a race official would inspect the track prior to commencement of the event to fallen trees. If there is evidence of a number of fallen trees, even rescheduling would be considered.	Event organisers

	RISK IDENTIFIED	CONSEQUENCE (1-5)	LIKELIHOOD (1-5)	LEVEL OF RISK	Residual Risk Rating (A-D)	RISK MANAGEMENT	RESPONSIBILITY
5	Other injury/accident during event or training sessions (e.g. participant falls from bike)	2	4	Medium	C	- All participants must wear a helmet that meets the Australian Standards. - 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
7	Medical emergency (participant experiences severe chest pain etc.)	4	3	Medium	C	- All participants will be encouraged to carry a mobile phone (when not racing) in case of emergencies. - Emergency contact details of each participant are compiled and a copy kept with race officials on race day. - First-aid representatives will be available on the day when required. - On the course, marshals are stationed at various checkpoints to relay information and seek help if required.	Event organisers First-aid representatives
8	Communications equipment failure	2	2	Low	D	Some sections of the trails are known to have poor mobile phone reception, There will be roaming marshals all event and with the short loop its unlikely any rider/staff/member of the public would be in distress for a great period of time.	Event organisers
9	Unaccounted riders	2	2	Low	D	- Electronic timing will be used on the day. The particular system alerts the operator of riders who do not complete the circuit. - During the rider briefing, riders will be informed that they are required to notify the timing team if they are pulling out early. - A sweep rider will follow the last rider out on the transition area (after the finish time elapses) to ensure all riders return safely. - If a rider is identified as missing, all efforts will be made to contact the rider, if unsuccessful, a team will be put together, both on bikes and vehicles and will systematically scour the forest.	Event organisers Timing Team
OPERATIONAL							
10	Crowd/spectator management at event arrival/exit points	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.	Event organisers

	RISK IDENTIFIED	CONSEQUENCE (1-5)	LIKELIHOOD (1-5)	LEVEL OF RISK	Residual Risk Rating (A-D)	RISK MANAGEMENT	RESPONSIBILITY
						- 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	
11	Damage to the environment/Waste Management	3	2	Low	D	- Littering – either on the track or within the campsite will not be tolerated. All riders will be advised that if they are found littering they will be automatically disqualified. Rubbish bins will be provided throughout the venue. - In the event of heavy rainfall, race rescheduling would be considered in order to minimise the damage to the tracks from the large number of riders. - Campers will be advised to bring firewood if they wish to have a camp fire, and all fires to be extinguished prior to the start of the event.	Event organisers Participants
12	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
13	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
STRUCTURAL/PRODUCTION							
14	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	AusCycling Event organisers

	RISK IDENTIFIED	CONSEQUENCE (1-5)	LIKELIHOOD (1-5)	LEVEL OF RISK	Residual Risk Rating (A-D)	RISK MANAGEMENT	RESPONSIBILITY
15	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
16	Excessive noise (commentary, music)	2	2	Low	D	- Event Managers 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
17	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
18	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". - Switchboards to be mounted off the ground and inaccessible to public. - Generators to be inaccessible to public	Event organisers Contractors

	RISK IDENTIFIED	CONSEQUENCE (1-5)	LIKELIHOOD (1-5)	LEVEL OF RISK	Residual Risk Rating (A-D)	RISK MANAGEMENT	RESPONSIBILITY
						• Temporary installations to run overhead where possible. • Regular inspections by event organiser • Emergency and alternative source lighting installed as required.	

