



*Cottesloe  
Village*



*Christmas Carnival*

# EVENT RISK MANAGEMENT PLAN

Friday, 1<sup>st</sup> December 2017



P R O D U C T I O N S

<b>CONTENTS</b>	
<b>Event Overview</b>	<b>2</b>
<b>Key Dates &amp; Information</b>	<b>2</b>
<b>Key Contact Personnel</b>	<b>3</b>
<b>Site Plan &amp; Site Management</b>	<b>4</b>
<b>Event Schedule</b>	<b>4</b>
<b>Traffic Management</b>	<b>5</b>
<b>Waste Management</b>	<b>6</b>
<b>Emergency Procedures &amp; Communication</b>	<b>6</b>
<b>Risk Management Overview</b>	<b>7</b>
<b>OH&amp;S Policy</b>	<b>7</b>
<b>Food &amp; Beverages</b>	<b>7</b>

**Appendix**

A. Site Plan v1.3.	9
B. Risk Assessment 2017	10
C. Emergency Evacuation Plan 2017	18
D. Traffic Management Plan 2017	19
E. Parking Area Map 2017	20
F. Insurance Documents	

## Event Overview

In 2017 the Community of Cottesloe and surrounding will get to experience a Christmas street celebration, with the finest food & beverages to be enjoyed, kids & adult entertainment, music, arts & crafts and culture. The festival will be spread across Napoleon Street in Cottesloe, a vibrant strip with fashion, culture and delicious bites. The Cottesloe Village Christmas Carnival will be engaging local schools, businesses and the Cottesloe community to join in the street celebration.

Considering its reputation as one of the most picturesque locations in Perth, it's no wonder why the community comes together to boast a family evening out on the leafy streets of Cottesloe.

Formally known as the Cottesloe Village Carnival & Hullabaloo, the event has had over six years of success in bringing the Cottesloe and surrounding community together and after a hiatus the event returns in 2017.

The Cottesloe Village Christmas Carnival is run in conjunction with ProCott and the Town of Cottesloe.

## Key Dates & Information

<b>Date:</b>	Friday, 1 <sup>st</sup> December 2017
<b>Venue/ Location:</b>	Napoleon Street, Cottesloe
<b>Open Times:</b>	4pm – 9pm
<b>Patron Capacity/ Expected Numbers:</b>	3000+
<b>Number of Security:</b>	6
<b>Number of Toilets:</b>	10 – Napoleon St Toilet Area (Post Office Car Park)
<b>Bump In Commences:</b>	Friday, 1 <sup>st</sup> December 2017 – 10am
<b>Bump Out Complete:</b>	Saturday, 2 <sup>nd</sup> December 2017 – 1am
<b>Road Closures:</b>	Friday, 1 <sup>st</sup> December 2017 – 10am
<b>Roads Reopened:</b>	Saturday, 2 <sup>nd</sup> December 2017 – 1am

**Key Contact Personnel**

<b>Event Management</b>	
Offworld Productions Level 2, 22 Adelaide Street Fremantle	PO BOX 325 FREMANTLE 6959 Tel: 9335 5066 Fax: 9335 3449
Jaylee Osborne <i>Executive Event Director</i> Offworld Productions	Email: <a href="mailto:jaylee@offworldproductions.com.au">jaylee@offworldproductions.com.au</a> Tel: 0401 097 015
Claudia Di Nola Segre <i>Event Coordinator</i> Offworld Productions	Email: <a href="mailto:Claudia@offworldproductions.com.au">Claudia@offworldproductions.com.au</a> Tel: 0437 489 928
<b>Presenter/Authority Board</b>	
ProCott Inc  Jane Baker	Email: <a href="mailto:enquiry@cottvillage.com.au">enquiry@cottvillage.com.au</a> Tel: 0419 923 619
<b>Security</b>	
Protective Services Security Scott Simpson	Tel: 0418 929 552
<b>First Aid</b>	
St Johns Ambulance	Tel: 9334 1327
<b>Traffic Management</b>	
Ash Traffic Cat Ash	Tel: 0428 924 608
<b>Waste Management</b>	
Campbell Beasley – <i>Event Clean</i>	Tel: 0448 408 806
<b>Site</b>	
Coates Hire	Tel: 9475 8000

## Site Plan & Site Management

A site plan of the event can be found at Appendix A of this document.

Before the event is open to the general public, management will complete a final site inspection. The site will not open until this occurs.

Town of Cottesloe Council will assist with rangers across the event.

## Temporary Structures

Structure	Quantity	Specs	Weight/Pegs
Marquees	10	3m x 3m	Weights
Main Stage	1	6 x 4m	N/A
2 <sup>nd</sup> Stage	1	4 x 3m	N/A
Shade/Umbrellas	4	2.5 x 2.5m	Weights

**Event Schedule**

**Friday December 1<sup>st</sup> 2017**

<b>Time</b>	<b>Activity - Bump In</b>	<b>Location</b>
9:00	Arrive on Site	Napoleon St
10:00	Road Closures Napoleon	Napoleon St
10:00	Traffic Management in place	Railway & Stirling Hwy
	Bins Delivered - TBC	Napoleon St
10:30	Event Infrastructure Delivery begins - Marquees	Napoleon St
10:30	Generators & Toilets Delivery & Install	Napoleon St
11:00	Electrician connect power to generators	Napoleon St
11:00	Event Infrastructure installed - Marquees	Napoleon St
11:00	Stage Build Commences	Napoleon St
14:00	Stall Holders & Vendors commence set up	Napoleon St
14:30	Food Vendors Services check	Napoleon St
15:30	All Stalls operational	Napoleon St
15:30	Event Security on site	Napoleon St
15:30	First Aid on site	Napoleon St

<b>Time</b>	<b>Activity - Event &amp; Bump Out</b>	<b>Location</b>
16:00	Events Open	Napoleon St
16:00	Entertainment Begins	Napoleon St
16:00	Event Cleaners Begin	Napoleon St
16:30	Santa Arrives	Napoleon St
20:00	Christmas Lights to be switched on	Napoleon St
21:00	Event Concludes	Napoleon St
21:00	Bump out commences	Napoleon St
	All Event Infrastructure removed	Napoleon St
	All Event Infrastructure removed	Napoleon St
1:00AM	Road open	Napoleon St

**Monday, December 4<sup>th</sup> 2017**

<b>Time</b>	<b>Activity - Bump Out</b>	<b>Location</b>
9:00	Traffic Barriers collected	Napoleon St
	Bins collected	Napoleon St

\*\*Above schedule subject to change

## Traffic Management

Traffic Management will be provided by *Ash Traffic Management* who is a reputable service provider. Traffic Management Plan can be found at Appendix D of this document.

## Parking

Car parking facilities will operate as normal with the exception of Napoleon Street parking, which will be closed to traffic for the duration of the event. A Parking Area Map can be found at Appendix E of this document. City of Cottesloe Rangers will be present to assist with Parking Management.

## On Site Vehicles

All vehicles moving on site will be required to hazard lights on and not exceed 10kms per hour. This is applicable to:

- General movement of vehicles within the event venue area
- Service vehicles
- Emergency vehicles

## Waste Management

With the assistance of Cottesloe council to provide 12 x 240L general waste bins & 12 x 240L recycling bins waste management and public rubbish removal will be heavily monitored through the day. Bins will be checked and cleared out by the onsite cleaning crew throughout the day to ensure they do not overflow and rubbish is removed efficiently.

*Event Clean* has been engaged to remove rubbish from the event and keep the event space clean throughout. They will be responsible for ensuring all rubbish has been removed from the street after the event has finished. The event management team will oversee this.

## Emergency Procedures & Communication

The event management team will be on radio at all times, the onsite first aiders and site crew will also be contactable on channels from these radios.

In the case of an emergency the director or event manager will alert staff, security and the general public through loud speaker/PA system of what

## CONFIDENTIAL DOCUMENT

action to take. All patrons are to be evacuated to the safe zone in Railway St Car Park.

Event management personnel will contact the relevant emergency services and document all series of events accurately.

First Aid providers will be on site to treat any immediate injuries.

Emergency Evacuation Plan can be found at Appendix C of this document.

### **Risk Management Overview**

The Risk Assessment document can be found at Appendix B of this document and has been produced by experienced persons in the field of assessing risks for large events. This particular Risk Assessment is built around newly identified risks and also based on the past *Cottesloe Village Carnival Risk Assessments*.

### **OH&S Policy**

*Cottesloe Village Christmas Carnival* Event Management recognizes its responsibilities to take all reasonable precautions to protect the health and safety of its employees while they are undertaking prescribed activities. The Event space will operate as a full working site during Bump in and out times and ensure all *Worksafe* produces apply and are adhered to.

### **Food & Beverages**

#### **Food**

All food stalls'/vendors/outlets will be signed off by Town of Cottesloe environmental health officers. All engaged food providers must comply with all guidelines and will not be permitted to operate without approval.

#### **Beverages**

There are 3 licensed venues within Napoleon who will be open for business throughout the event. Patrons seeking alcoholic beverages will be able to do so at these venues. We are hoping and will assist all three venues in obtaining an Extended trading Permit to cater to larger numbers expected.



**APPENDIX**

- A. 2017 Site Plan v1.3
- B. Risk Assessment 2017
- C. Emergency Evacuation Plan
- D. Traffic Management Plan
- E. Insurance Documents

Cottesloe Village Christmas Carnival



**LEGEND**

Orange line	TMP Road Closure	Light green rectangle	Marquee
Blue rectangle	Stage	Light green rectangle	Teenager Zone
Yellow rectangle	ETP Area	Blue star	Umbrella's & Seating
Purple rectangle	Kids Zone	Yellow rectangle	Food Vendors
Dark purple rectangle	Petting zoo	Green rectangle	Bouncy Castle
Red rectangle	Santa Clause & Throne	Red rectangle	Game Zone

2017 EVENT LAYOUT PLAN DRAFT V1.3

ROAD CLOSURE REQUIRED: NAPOLEON STREET

**LICENSED AREAS:** Utilise & highlight pre-existing licensed traders on Napoleon Street & assist the businesses to gain Extended Trading Permits (ETPS) for the event if desired.

1. Vans Café. 2. Elba. 3. Grill'd

# CVCC – RISK ASSESSMENT 2017

Activity/ Area of Concern	Hazard	Persons at Risk	Risk Factor	Action	Revised Risk Factor
<b>Health/ Injury /Disease</b>					
Alcohol consumption	Drunken disorderly persons / Intoxication	Can cause harm to themselves, other's or property	MEDIUM	All ETP Permits must be supplied prior to the event. Elba's and Van's have freely available drinking water and will ensure that people who appear intoxicated are refused alcohol. They are also to comply with all RSA standards. This assists with preventing drunken and disorderly behaviour. The prime operation of the festival is Friday afternoon / evening from 4pm – 9pm. Security will be in place where needed for ETPs.	LOW
Multiple activities requiring additional power	Fire caused by electrical installations	Public/ Staff	LOW	An electrician will be onsite to walk through all additional electrical set- ups and will ensure all cables are laid correctly and tagged. The contractor responsible for set-up of all cables will also ensure all cables are safely laid using cable trays as well as ensuring generators are in safe condition and only the correct amount of power is being drawn from each circuit.	LOW
Rigging of extra structures  Cottesloe Village Christmas Carnival Event Risk Management Plan v1.1 2017	Marquee collapse	Public/ Staff	LOW	Contractors who are experts in marquee construction and stability will construct all marquees. Marquees will be stabilised and secured by water containers/ weights. The Event Management Team will check all marquees before being	LOW

CONFIDENTIAL DOCUMENT

				deemed safe for use.	
Catering	Food poisoning	Public/ Staff	LOW	Food will be available from existing restaurants and cafes and local retailer food stalls, all of whom will be signed off by council health prior to the commencement of the event.	LOW
Power	Power failure	Public	LOW	An electrician will be onsite to walk through all additional electrical set- ups and will ensure the correct amount of power is being drawn from the generators and power outlets. Back- up generators will be on standby in the case of power failure.	LOW
Cable hazards	Trips & falls	Public/ Staff	LOW	All cables will be contained in cable trays.	LOW
<b>Environmental</b>					
Live music	Noise nuisance caused to neighbours	Local Residents/ Public	LOW	Local Residents will receive prior information about the event so they will be aware that there may be a small amount of sound coming from the street that day.	LOW
Litter	Excessive litter left at the end of the event	Complaint from Local Residents / Shop Owners	LOW	Ensure that a litter pick is pre-arranged and undertaken by event site cleaners immediately after the event. Extra bins will be provided by the council (on request by management) to assist with rubbish disposal. We will liaise with	LOW

CONFIDENTIAL DOCUMENT

				council to ensure festival area is left in a clean condition. Bins will be rotated throughout the day to manage the waste.	
Darkness	Falls, trips, inability to see	Public, performers, staff	MEDIUM	A site inspection will occur by event management to ensure there is sufficient pre-existing lighting, upon this inspection event management will look for any dark areas that will need extra lighting. In the instance that there is not sufficient pre-existing lighting or there are dark areas lighting towers will be hired and distributed throughout the street.	LOW
Extreme weather or storm	Falls / Injury / Structure Complications	Public, performers, staff	LOW	Regular monitoring of long range weather on BOM and hourly during event and advise all personnel of long range weather report and take appropriate precautions. Obtain supplier and engineer sign-offs confirming that structures have been erected as per approved system Ensuring that any fixtures (e.g. banners, displays etc) attached to structures are securely fitted and do not interfere with integrity of structures. If extreme weather conditions are predicted the event will be cancelled.	LOW
<b>Operation/Crowd Safety</b>					
OHS Workplace Injury	Contractor's operating in accordance with	Contractors / Staff	MEDIUM	Offworld Productions Pty Ltd OHSMS transferred to event operations.	

CONFIDENTIAL DOCUMENT

	<p>varying OHS legislation. Contractors operating in unfamiliar workplaces.</p>			<p>WC insurance including coverage for self-employed contractors.</p> <p>First aid facilities and representatives on worksites [equipped in accordance with WA specifications – Class C First Aid Kit minimum] and/or review and communicate venue first aid facilities.</p> <p>Compliance OHSMS including training, induction, authorisation and audit</p> <p>Adapt Extend and Audit existing client or venue documentation in areas of cross risk.</p> <p>Audit contractor documentation.</p> <p>Site inductions for all staff all facilities.</p> <p>Monitor worksite activity</p> <p>Enforce OHS compliance [work to SWMS, MDS, JSA's etc].</p> <p>Supply supplementary PPE [for contractor use].</p>	
<p>Crowd management (marshalls)</p>	<p>Pinch points; over crowding; potential conflict re: entry to the event</p>	<p>Public/Staff</p>	<p>LOW</p>	<p>Security staff on hand for crowd control. Estimated attendance is much lower than the capacity of the space.</p>	<p>LOW</p>
<p>Power</p>	<p>Lighting failure</p>	<p>Public/Staff</p>	<p>LOW</p>	<p>Day time event. This will not affect the event.</p>	<p>LOW</p>
<p>Technical</p>	<p>Technical</p>	<p>Staff / Production / Public</p>	<p>LOW</p>	<p>Engage professional and experienced</p>	

CONFIDENTIAL DOCUMENT

Production	Productions Incidents			contractors that use only quality products and ensure to take scenario testing for all production and operational areas. Continually monitor all technical activities and make allowances for scheduling changes and communicate broadly.	
Very wet weather on the day	Public/Staff may slip over; ground damaged	Public/Staff	LOW	Much of the area has pre-existing shelter, as well as some additional weather proof marquees will be installed. All cables will be protected from water by cable trays and connection casing. There are also existing awnings on both sides of Napoleon Street which will protect walkers from inclement weather.	LOW
Public Address System (PA)	Cables catch fire or electrocute	Public/Staff	LOW	All electrics checked by qualified electrician. Cable covers/ management system in place, no exposed cables.	LOW
<b>Traffic Management</b>					
Parking	Lack of parking	Public/Staff	LOW	Public are being encouraged to catch the train to the event. Rangers provided by the council will be available to assist with parking and traffic flow. (The only disruption to parking is the closure of Napoleon Street)	LOW.
Access	Inadequate access for emergency vehicles	Public/Staff	LOW	There is access from both ends of Napoleon.	LOW

CONFIDENTIAL DOCUMENT

Moving vehicles	Injuries caused by moving vehicles	Public/Staff	LOW	Vehicle movement is kept to a minimum. Arena isolated by barriers to keep public away from moving exhibits. Mandatory 5 mph speed limit with hazard lights on. First Aid on site. If possible, will ensure all vehicles are on and off site before the event.	LOW
Car accident	Public driver having a car accident due to change in car park access	Public	LOW	Engage reputable Traffic Management Provider. Devise Traffic Management Plan. Provide ample notice to drivers with Visual Message Boards. Provide notice with adequate signage	LOW
Person hit by moving vehicle	Risk of patron or public member being hit by moving car whilst travelling to the venue	Public / Patrons / Staff	LOW	Engage reputable Traffic Management Provider. Devise Traffic Management & Pedestrian Management Plan. Engage staff & security to monitor pedestrian movements from drop off or parking area. Erect adequate signage for safest pedestrian route	LOW
<b>First Aid</b>					
Minor Injuries	Insect bites, heat stroke, general accidents	Public	LOW	Provision of adequate First Aid cover.	LOW
Heat	Heat exposure, sunburn	Public	MEDIUM	Provision of First Aid cover. There are numerous general seating locations with shade cover. All stall holders are covered by either umbrellas or marquees to minimize the chance of heat exposure. First Aid will have free sun	LOW



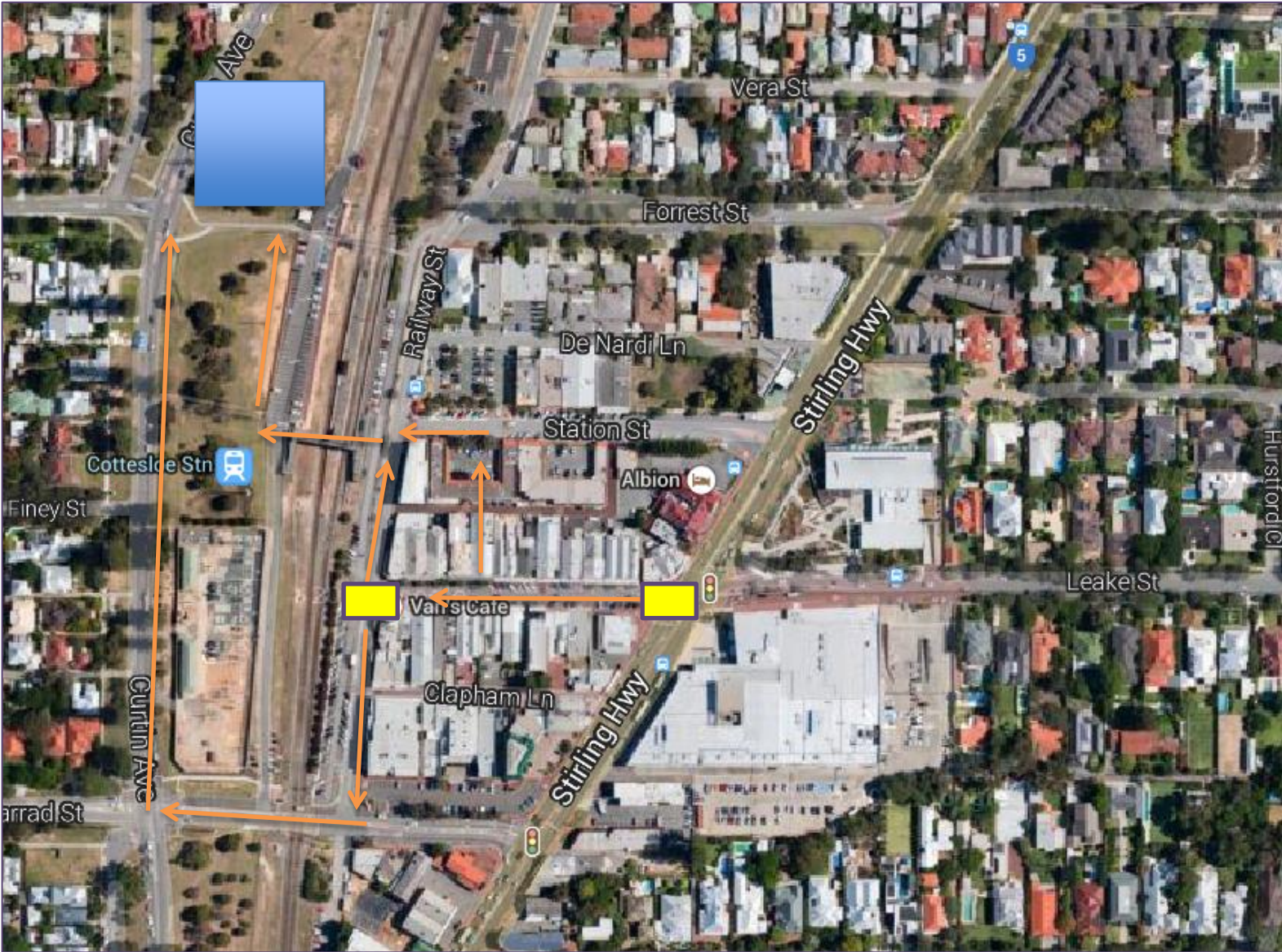
CONFIDENTIAL DOCUMENT

				cream available.	
Dehydration	Dehydration	Public/Staff	MEDIUM	The Albion Hotel, Lamont's Cottesloe and all the existing vendors in the festival area will provide free tap water. First Aid will be available to treat any severe cases of dehydration.	LOW
<b>General</b>					
Bomb Threat	Risk of Patrons and/or staff being harmed by a bomb	Public / Staff / Local Residents & Businesses	LOW	Event management team will follow the guidelines of the Australian Federal Police Bomb threat checklist. A Requested Police presence if a threat identified. A patron evacuation plan in place, with the Security team fully briefed of the procedures.	
Entry/Exit	Risk of injury at Entry/Exit	Public	LOW	There are multiple points of entry for the festival, but the main areas of access will be from the train line, the station street parking and Curtin Avenue parking. First Aiders are on site in case of emergency.	LOW
Emergency Evacuation Procedure	Fire, terrorist attack; storm	Public	LOW	Procedure in place for emergency evacuation - to include methods of egress; designated assembly points;	LOW
Fire	Risk of Fire	Public	LOW	Local fire department notified in advance of the event and all phone numbers easily accessible to staff and event management team in case of an emergency. Evacuation plan clearly	




CONFIDENTIAL DOCUMENT

				displayed and communicated to all staff and security prior to event commencing.	
Access for emergency vehicles	Problems with access for emergency vehicles	Public / Staff	LOW	Access to Napoleon Street will be through Clapman lane, which will not be closed off. Management team will be able to shift barriers quickly to allow access in the case of an emergency.	LOW
Toilet provision	Not enough toilets	Public	LOW	Cafes already have existing toilets. 10 extra toilets including a disabled cabin will be provided and clearly signed.	LOW
Electrical infrastructure	Cables – tipping over	Public/Staff	LOW	All cabling will be contained in cable tray, laid along fence line and taped to the ground. This minimises any possibility of tripping. The cable layout is attached and will be signed off by the electrician on the day.	LOW

# CVCC - EMERGENCY EVACUATION PLAN 2017



**LEGEND**

-  EVACUATION MUSTER POINT
-  PEDESTRIAN ROUTE
-  ROADS JUNCTIONS MONITORED BY PREALLOCATED WARDENS

CONFIDENTIAL DOCUMENT

# CVCC – TRAFFIC MANAGEMENT PLAN 2017

*Appendix Document sent separately*

# CVCC – PARKING AREA MAP 2017



**LEGEND**

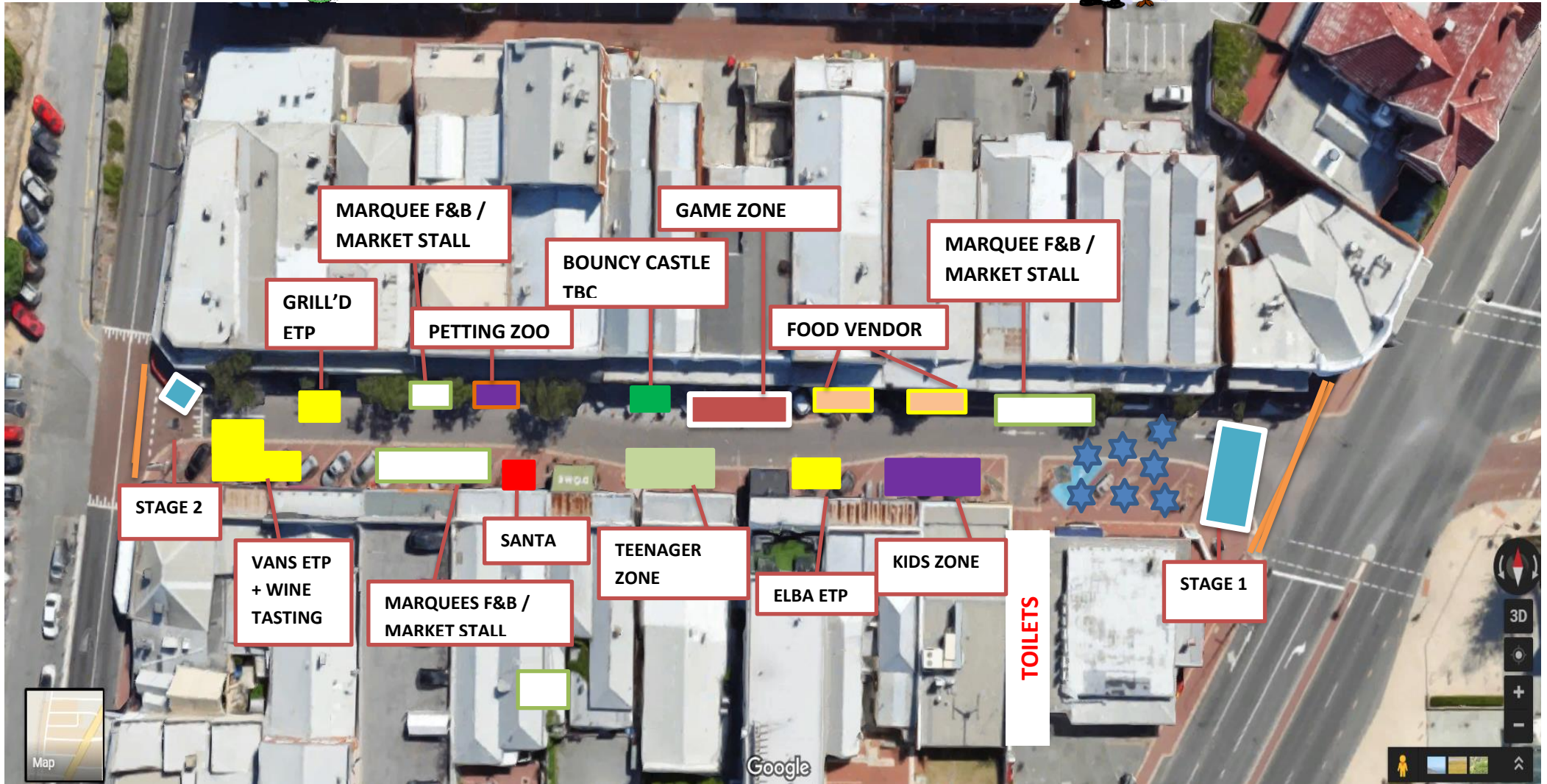
-  PRE-EXISTING PUBLIC PARKING AREAS
-  STAFF & STALL HOLDER PARKING
-  OVERFLOW PARKING

**2017 Insurance Documentation**













*Appendix Document sent separately*



# Cottesloe Village Christmas Carnival



## LEGEND

-  TMP Road Closure
-  Stage
-  ETP Area
-  Kids Zone
-  Petting zoo
-  Santa Clause & Throne
-  Marquee
-  Teenager Zone
-  Umbrella's & Seating
-  Food Vendors
-  Bouncy Castle
-  Game Zone

## 2017 EVENT LAYOUT PLAN DRAFT V1.3

ROAD CLOSURE REQUIRED: NAPOLEON STREET

**LICENSED AREAS:** Utilise & highlight pre-existing licensed traders on Napoleon Street & assist the businesses to gain Extended Trading Permits (ETPs) for the event if desired.

1. Vans Café
2. Elba
3. Grill'd