

BACK TO BUCKINBAH FESTIVAL

Risk Management Plan

The **Back to Buckinbah Festival** is an exciting community event, but like any large-scale gathering, it requires careful planning to ensure the safety and well-being of attendees, staff, volunteers, and the surrounding community. This risk management plan outlines the key risks associated with the festival and the strategies for mitigating or managing those risks.

1. Risk Identification

Event Risks

1. Weather Conditions:

- Heavy rain, strong winds, or extreme heat could impact outdoor activities and attendee comfort.
- Risk of mud or flooding in certain areas of the festival grounds.

2. Crowd Control:

- Overcrowding in certain areas, especially around high-traffic attractions such as market stalls, entertainment, and food vendors.
- Risk of crowd-related injuries or altercations.

3. Health & Safety:

- Allergic reactions to food or other substances (e.g., bees, nuts).
- First aid emergencies (e.g., heatstroke, cuts, falls).

4. Fire Hazard:

- Cooking equipment, camp ovens, and open flames (e.g., billy-boiling, campfire) pose a risk for fires.
- Fire safety for tents, stalls, and electrical setups.

5. Vehicle and Pedestrian Traffic:

- Risk of accidents involving festival-goers and vehicles, particularly around entry/exit points.
- Risks related to carriage rides or other transport services.

6. Public Liability:

BACK TO BUCKINBAH FESTIVAL

- Accidents or injuries occurring due to uneven surfaces, wet ground, or other hazards.
- Injuries caused by equipment or other festival-related activities.

7. Vendor & Stall Safety:

- Food vendors need to meet health and safety standards.
- Vendors with unsafe equipment or displays that pose a trip or injury hazard.

8. Emergency Situations:

- Medical emergencies, including heart attacks, falls, or accidents.
- Extreme weather leading to emergency evacuations.
- Security issues, such as fights or threats of violence.

2. Risk Assessment & Likelihood/Impact Evaluation

Risk	Likelihood Impact		Risk Rating	Mitigation Strategy
Severe Weather	Moderate	Low	Low	- Monitor weather forecasts in advance.
				- Have contingency plans for indoor locations or temporary shelter.
				- Provide plenty of water and shade for attendees.
Crowd Control	Low	Low	Low	- Designate clear entry and exit points.
				- Have adequate volunteer staff to monitor crowd size and behaviour.
				- Create designated spaces for high-traffic attractions.

BACK TO BUCKINBAH FESTIVAL

Risk	Likelihood Impact		Risk Rating	Mitigation Strategy
Health & Safety (allergies, injuries, etc.)	Low	Moderate	Moderate	<ul style="list-style-type: none"> - Have first-aid stations and trained staff on-site. - Clearly label food allergens and ingredients at all food stalls. - Provide hydration stations and cooling areas.
Fire Hazard	Low	Very High	High	<ul style="list-style-type: none"> - Access to nearby taps with hoses - Have fire extinguishers available near cooking areas. - Clearly mark evacuation routes and emergency exits.
Traffic Accidents	Low	Moderate	Moderate	<ul style="list-style-type: none"> - Set up road barriers or traffic management to separate pedestrians from vehicles. - Direct traffic flow with clear signage. - Provide designated areas for carriage rides.
Public Liability	Moderate	High	High	<ul style="list-style-type: none"> - Inspect the venue for trip hazards and uneven surfaces. - Ensure clear signage for all safety procedures. - Make sure all staff and vendors have appropriate insurance coverage.
Vendor & Stall Safety	Low	Moderate	Moderate	<ul style="list-style-type: none"> - Pre-event safety checks for all stalls and vendor setups. - Require vendors to meet health and safety standards (e.g., food handling certification). - Provide sufficient lighting and

BACK TO BUCKINBAH FESTIVAL

Risk	Likelihood Impact		Risk Rating	Mitigation Strategy
Medical Emergencies	Low	High	High	electrical safety checks for evening events.
				- Have professional medical staff and ambulances on standby. - Set up multiple first-aid stations around the event site. - Display emergency contact information and directions clearly at key locations.
Camp Oven Cooking Comp	Low	Moderate	Moderate	- Volunteer overseeing the competition to maintain safety - Temporary fencing to ensure safety of spectators - Hoses and fire extinguishers nearby

3. Risk Control Measures & Mitigation Strategies

A. Weather Conditions

- **Plan for Inclement Weather:**
 - Use the Memorial Hall in the event of severe wet weather.
 - Ensure adequate signage to direct attendees to sheltered areas.
- **Communication:**
 - Inform attendees via social media or the event website about weather-related updates.
 - Have contingency plans for events or performances affected by weather.

B. Crowd Control

- **Capacity Management:**

BACK TO BUCKINBAH FESTIVAL

- Use barriers to guide movement and prevent congestion.
- **Staffing:**
 - Ensure a sufficient number of event volunteers are present to manage crowd flow and respond to emergencies.
 - Conduct briefings with volunteers about crowd control procedures and conflict resolution.

C. Health & Safety

- **First Aid and Medical Support:**
 - Place first-aid stations at easily accessible points and make sure they are staffed by qualified personnel.
 - Ensure emergency medical services (ambulance) are on standby and familiar with the layout of the event.
- **Food Safety:**
 - Ensure food vendors adhere to local health regulations and have food handling certifications.
 - Clearly label allergens at food stalls and offer alternatives for those with food sensitivities.
- **Hydration & Cooling for Summer events:**
 - Provide ample water stations and cooling areas to prevent dehydration or heat stroke.
 - Monitor temperatures throughout the day, especially for outdoor events.

D. Fire Safety

- **Fire Prevention:**
 - Ensure all food stalls and cooking areas have fire extinguishers nearby
 - Maintain safe distances between fire sources and other activities or structures.
- **Emergency Evacuation:**
 - Mark clear evacuation routes and exits throughout the festival.

BACK TO BUCKINBAH FESTIVAL

- Conduct a pre-event briefing on emergency protocols for staff and volunteers.

E. Traffic & Pedestrian Safety

- **Traffic Control:**

- No traffic movement inside the festival area from 30min prior to event start, and end time.
- All parking on the outside of the festival area.

- **Carriage Rides:**

- Ensure that carriage ride routes are clearly marked and separate from pedestrian paths.
- Provide attendants for each carriage to maintain safety during the rides.

F. Vendor & Stall Safety

- **Pre-Event Inspections:**

- Inspect all vendor setups for safety hazards, including electrical equipment, tent stability, and food preparation areas.
- Ensure all vendors have required licenses and insurance.

G. Medical Emergencies

- **On-Site Medical Support:**

- Ensure trained medical staff and ambulances are on standby.
- Clearly mark the location of first aid and emergency stations throughout the event.

4. Communication Plan

- **Emergency Communication:**

- Ensure all staff, volunteers, and vendors have walkie-talkies or phones to quickly communicate with each other in the event of an emergency.
 - Use social media or text alerts to keep attendees updated on weather changes or other important information.
-

BACK TO BUCKINBAH FESTIVAL

5. Post-Event Review

- After the festival, conduct a debriefing to review all incidents and evaluate the effectiveness of the risk management plan.
- Gather feedback from volunteers, vendors, attendees, and staff on areas for improvement.

By proactively identifying risks and implementing thorough management strategies, the **Back to Buckinbah Festival** can ensure a safe, enjoyable, and memorable experience for everyone involved.