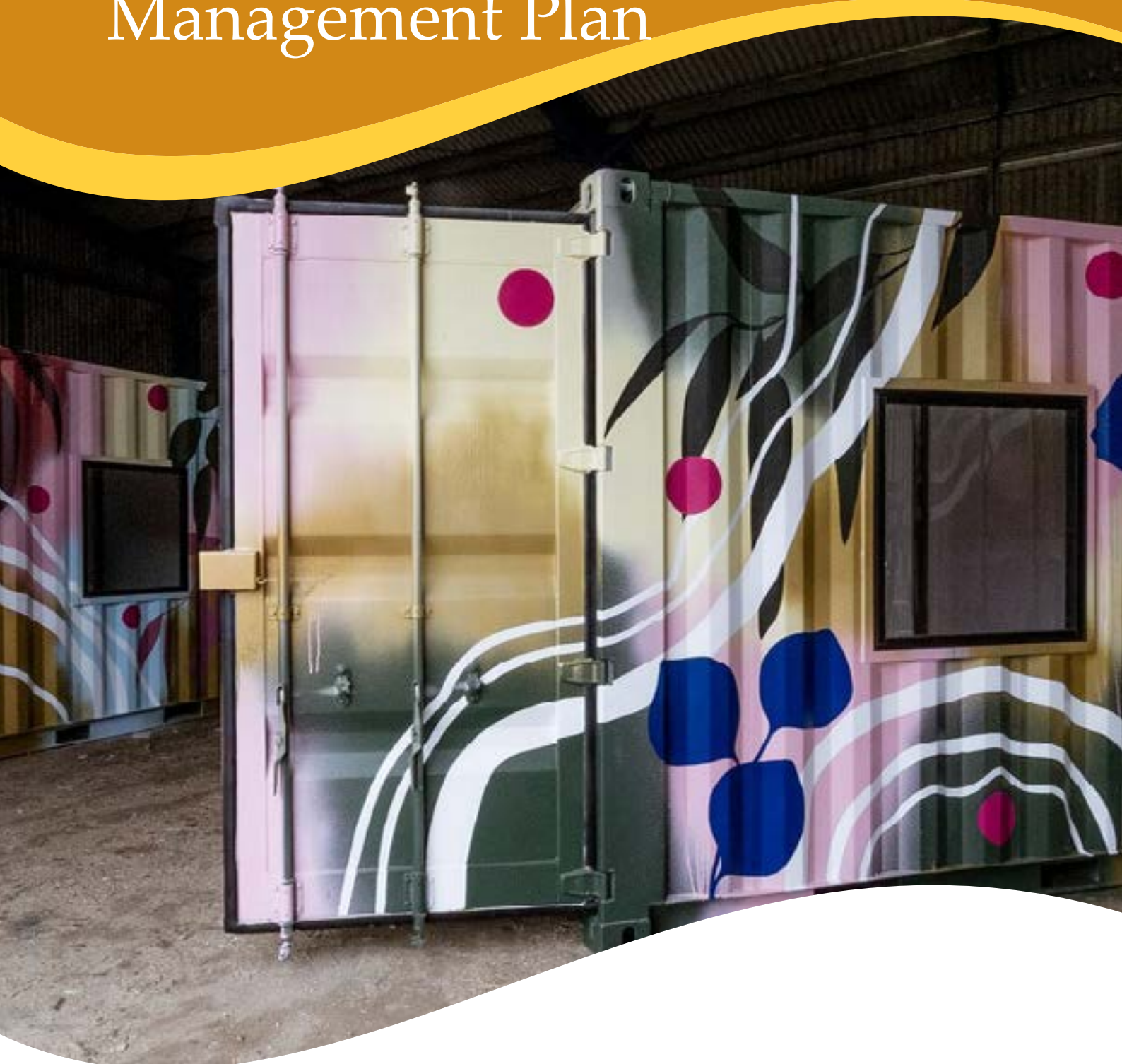


SOUTH GIPPSLAND SHIRE COUNCIL

# ArtCube Registration and ArtCube Emergency Management Plan



## Do you need to register your ArtCubes activity?

- Yes, all ArtCubes activities within the South Gippsland Shire require this Registration and Emergency Management Plan to be completed and submitted for approval at least four weeks prior to the ArtCubes arriving at your site.
- You must nominate a first point of contact person whilst the ArtCubes are at your location. This person must be available for communication throughout the duration of the entire partnership.
- You only need to complete the registration process once South Gippsland Shire Council has approved you/your organisation for hire and use of South Gippsland Shire Council's ArtCubes.

Note: where the ArtCubes are part of a larger event e.g. festival, a separate Event Registration form will be required.

## What happens to this application?

The application is assessed by South Gippsland Shire Council. If further information is required or permits needed, you will be contacted with this request. This application should be read in conjunction with the [South Gippsland Shire Council Event Guide](#) as it may provide further information on regulations and permit conditions prior to submission.

As you are the ArtCube hosting organisation, you are responsible for ensuring the safety of the people at your activity and the general community. If you do not understand the information contained in this form, please contact the Arts, Culture and Visitor Economy team to seek assistance on (03) 5662 9200.

## Activity Details

Hosting Organisation:

Where will the ArtCubes be located?

Land Type (select)	Private	Council-owned	Other
--------------------	---------	---------------	-------

Address of Land:

Dates of ArtCubes Activation	Start Date:	End Date:
------------------------------	-------------	-----------

**Activation**

(Please allow time to return to original condition before handover)

ArtCubes to be Delivered By Date:

ArtCubes to be Removed By Date:

A program of activities for the duration of the ArtCubes activity has been developed	Yes	No
--	-----	----

## Applicant Details

**Name of Organisation or Group:**

**Contact Name (First Point of Contact):**

NOTE: This person must:

- Be available for the duration of the ArtCubes partnership activity, or a suitable stand-in be able to be nominated.
- Have demonstrated practical understanding of the ArtCubes (induction is provided by South Gippsland Shire Council).
- Be committed to good communication and productive partnering with South Gippsland Shire Council.

**Contact Phone Number:**

**Contact Email Address:**

**Contact Postal Address:**

## Activity Registration Application Checklist

Your answers to the following questions will determine what additional compliance, permits and permissions **MAY** be required to gain South Gippsland Shire Council approval.

Site, Facility or Venue where ArtCubes will be located		
Question	Indicate Y / N	Compliance, Permits, Permissions that may be required for Council approval
<b>Private Property – are you utilising a private site or facility?</b>		Proof of permission from owner may be required. If you have permission, please attach to this application.
<b>Public Property – are you utilising a public site or facility?</b>		Proof of permission from owner may be required. If you have permission, please attach to this application.
<b>Council Property – do you wish to utilise a Council site or facility?</b>		A permit to use a Council Reserve may be required and fees may apply. Further advice will be provided upon receipt of this application.

## Public Health and Safety

**Are Public Toilets located within the vicinity of the proposed ArtCubes site?**      Yes      No

**If 'Yes', please estimate distance to toilet facilities.**

**If 'Yes', are they accessible and lit at night?**      Yes      No      N/A

Question	Indicate Y / N	Compliance, Permits, Permissions that may be required for Council approval
----------	----------------	--

<b>If your activity is conducted at night, has provision been made to light access?</b>		Permission from venue / land owner or manager may be required.
---	--	--

<b>Is access to drinking water available to your patrons?</b>		If yes, access to water source to be identified on site plan, or 'Patrons to Supply' (not essential).
---	--	---

<b>Will food and alcohol be sold to the general public during your activities?</b>		If 'yes' additional information or a standard Council Registration Form may be required.
--	--	--

Bars, food vans, sausage sizzles etc.

<b>Will alcohol be sold, served or consumed by guests at your activity? e.g. event opening.</b>		If 'yes', additional information will be required. You will be contacted by a member of the Local Laws department to ensure your event is properly advised.
---	--	---

NOTE: Council's Local Laws do not allow for the consumption of alcohol in public places without prior approval.

NB: If you plan to sell or provide alcohol, be sure you have obtained the appropriate liquor license – most likely a Temporary Limited License (Victorian Commission for Gambling and Liquor Regulation (VCGLR)).

### Serving Liquor at Outdoor Events

Liquor licensees are responsible to adhere to all requirements of their liquor licence with some additional considerations when at an outdoor event.

## Waste Management

### How do you plan to manage waste at your activity?

*Council does not arrange or manage waste and public amenity for events. If the event plans to use public amenities for waste management and toilet facilities, the event organiser will be responsible for maintenance. If you organise a specific event e.g. opening celebration you will need to provide further information.*

## Risk Management

### Question

### Indicate Y / N

### Compliance, Permits, Permissions that may be required for Council approval

**Has a risk, safety and emergency management plan been developed?**

A basic ArtCube Emergency Management Plan template is included with this form. Please fill in the gaps if you are using this form.

### First Aid

A basic First Aid Kit is provided with the ArtCubes equipment. Please familiarise yourself with the Kit and its uses.

## Parking

### Question

### Indicate Y / N

### Compliance, Permits, Permissions that may be required for Council approval

**Have you made provision for attendee vehicle parking?**

If 'yes', please indicate parking details on your site plan.

**Have you made provision for organisers, stallholders and performers' vehicle parking?**

If 'yes', please indicate parking details on your site plan.

## Accessibility

### Question

### Indicate Y / N

### Compliance, Permits, Permissions that may be required for Council approval

**Is the site accessible (to ensure access to all people, including people with disability)? If no, what can you do to mitigate this?**

## Activity Approval Application Attachments

Provision of the requested documentation is not a guarantee of activity approval. These documents are the minimum requirements to hold an event in the South Gippsland Shire.

Yes No N/A

**Certificate of Currency for Public Liability Insurance (minimum \$20 million cover).**

**Risk/Safety Management Plan (see template below on this form).**

**Parking Management Plan (if applicable only).**

**Site Plan – Please include the following on your plan if applicable: Access, Parking, Toilets, Water, Evacuation Areas and Activity Zones.**

**A copy of the Program for all activities and events for the duration of the ArtCubes activity.**

### Declaration

I,

am authorised to lodge this application seeking approval to host the ArtCubes for the nominated period within the South Gippsland Shire. I acknowledge that the information contained in this form is true and correct and that the nominated activities will fully comply with the conditions of the activity approval and other conditions as required by the South Gippsland Shire Council. I have read and agreed to the Terms and Conditions for the relevant applications. I have read and understand South Gippsland Shire Council's Guide to Successful Events in South Gippsland.

**Signature:**

**Signed for and on behalf of (Organisation Name):**

**Date:**

### Please forward this application form to:

South Gippsland Shire Council

Attention: Arts Development Officer

Private Bag 4, Leongatha VIC 3953

**Or via email to:** [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)



# ArtCube Emergency Management Plan



Emergencies occur without notice and when least expected. Hazards within an event are ever present and both organisers, artists, volunteers and patrons must be prepared to respond immediately to any emergency. There is a need to maintain a formal structure which provides knowledgeable and skilled personnel capable of minimising the losses and/or injuries.

Without planning, a crisis situation could become a disaster. It must be remembered that effective control of an emergency is largely dependent on pre-planning and clear communication.

This Emergency Management Plan is intended to be flexible and simple in its operation. Roles and responsibilities are outlined. The procedures in this Plan are guidelines to be used to address any unanticipated emergencies.

An Emergency Management Plan is needed to be completed for the duration of the ArtCubes activity.

This Plan should be reviewed as soon as possible after an emergency has occurred to ascertain whether procedures were followed, and whether they were adequate. The Plan should also be reviewed prior to each event (if applicable).

The prime aim in an emergency is to protect life. Organisers / artists are not expected to involve themselves in combating the emergency unless it is safe to do so.

This procedure sets out the basic organisation and arrangements under which any evacuation of the ArtCubes activity will be carried out.

**Hosting Organisation or Group:**

**Hosting Dates:**

**Main Location:**

## **IMPORTANT NOTICE**

*In the event of a major incident occurring, the venue or site is by law considered a crime scene and comes under the control of Victoria Police. Once the emergency services arrive on site they assume control of the situation and the site.*

## ArtCube Emergency Management Plan Aim

The aim of this Plan is to:

- Ensure the safety of all artists, performers, volunteers, employees and the public in the event of an emergency affecting all attendees whilst the ArtCubes are in the control of (*hosting organisation/group*)
- Minimise the effect of an emergency within the (*precinct*) of the (*ArtCubes location*)

These aims will best be achieved by:

- Immediate notification of an emergency to the appropriate emergency service.
- Activation of the emergency procedures specified in this document thereby facilitating controlled evacuation of the events participation.
- Where practical, containment of the emergency in the area of origin thereby reducing the impact upon the event, the event venue and participants.

Familiarity with the procedures on the part of all personnel in general, is essential to maintain preparedness and, in the event of an emergency, to speedily and effectively respond.

## Activity Description

## Site Plan

An essential part of hosting the ArtCubes is drawing up a site plan showing these key items.

Item	Show	Check Off
<b>Power</b>	If you are using any power source OTHER than the solar powered ArtCubes themselves, please provide details including: location, source, type (three-phase, single), distance from outlet to use etc.	
<b>Water</b>	Location (if applicable).	
<b>Fire Extinguishers or Hoses</b>	Location (if applicable).	
<b>Access / Exits</b>	Entry and Exit points, accessibility, vehicle access. <i>Please Note: All vehicle access gates must be kept completely clear for emergency vehicles at all times.</i>	
<b>First Aid Kit</b>	Location, accessibility (as supplied with ArtCubes).	
<b>Ground Type</b>	Flat, undulating, floor surface (grass, gravel, concrete).	
<b>Parking</b>	Location, spaces available, accessible parking (if applicable)*.	
<b>Other</b>	Trees, paths, signs, roads.	

Items that must be listed on your site map if provided or accessible to patrons.

- Toilets.
- Emergency Evacuation Points (A and B).
- Car Parking.
- Entry and Exit Points.
- Others critical to your activity – Emergency Management Plan.

*\*NB: If parking is available on grassed areas in summer, the grass must be no longer than 10 centimetres.*

Ensure your Site Plan is available for organisers, the key contact person, and the Risk Management Responsible person. A copy should be kept on site.

## **ArtCubes Emergency Management Plan Scope**

This Plan relates to the following emergency scenarios including:

- Medical emergencies.
- Storm or related weather events.
- Heat health awareness.

The above-mentioned emergencies may require one or more of the following actions:

- Evacuation of the area / building.
- First Aid treatment and/or Medical Emergency Response.
- Emergency Services response.

## **VicEmergency**

External emergencies and weather events can also impact on events.

The VicEmergency website and app provides event organisers with access to information and warnings about incidents including fires, storms, floods, earthquakes etc. and brings together data received from calls to Triple Zero (000) as well as emergency information from emergency services agencies.

It is recommended that the website and app are monitored in the lead up to and during the event-by-event organisers.

## **ArtCubes Emergency Management Plan – General Roles and Responsibilities**

- To be effective, there must be a single person nominated by the ArtCubes activity organising group who is responsible for implementing the ArtCubes Emergency Management Plan.
- They must be familiar with the Emergency Management Plan, the site and the planned activities.
- They (or a delegate) must be contactable at all times.
- Normally this would be the ArtCubes event nominated first point of contact person.

## Risk Management Responsible Person (normally the hosting organisation contact)

**Full Name:**

**Contact Phone Number:**

### **Role / Responsibility**

- Be familiar with the ArtCube Emergency Management Plan.
- Be responsible for implementing a response to any emergency.
- Be familiar with the site and the planned activities.
- Be able to be contacted in case of an emergency, or have a delegated substitute person.

On becoming aware of an emergency, the Risk Management Responsible Person should take the following actions:

- Ascertain the nature of the emergency and determine the appropriate action.
- If necessary, ensure the appropriate Emergency Service has been notified.
- If necessary, initiate an evacuation.
- Brief Emergency Services personnel upon their arrival about the emergency, and the status of any evacuation.
- Account for all staff, patrons, artists and volunteers.
- Remain with the senior Emergency Services Officer and act as their advisor.
- Evaluate, in conjunction with Emergency Services if/when the ArtCubes activity may resume.
- Document the emergency situation inclusive of actions taken and outcomes.

## Emergency Response

This Risk Management Plan identifies the ArtCube Event Emergency Response Actions and Responsibilities.

Emergency Response Plan		
What	Action	Who
<b>Is the site safe?</b>	Daily check of site, ArtCubes, electrical and other potential hazards.	Risk Responsible Person.
<b>Is emergency access available?</b>	Daily check of site access.	Risk Responsible Person.
<b>Are there any Fire Danger or Weather / Heat Warnings in place for the region?</b>	<ul style="list-style-type: none"> <li>Daily check of Fire Danger Rating and/or Weather Warnings.</li> <li>Suspend event/activity or close and secure ArtCubes if required.</li> </ul>	Risk Responsible Person.
<b>Is there an immediate fire, weather or other emergency event impacting the ArtCubes site?</b>	<ul style="list-style-type: none"> <li>Call 000.</li> <li>Check warnings or advice on VicEmergency.</li> <li>Implement Emergency Management Response Plan.</li> <li>Evacuate the site – based on VicEmergency or Emergency Services information or advice.</li> </ul>	Risk Responsible Person.
<b>Medical or Injury Incident.</b>	<ul style="list-style-type: none"> <li>Assess severity of incident.</li> <li>Can it be treated on site / First Aid?</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Call 000.</li> <li>Ensures Incident Report is completed.</li> </ul>	Risk Responsible Person.
<b>Medical or Injury Emergency.</b>	<ul style="list-style-type: none"> <li>Call 000 immediately.</li> <li>Ensures Incident Report is completed.</li> </ul>	Risk Responsible Person.
<b>Other</b>	<p>Other actions to mitigate risk or respond to emergencies that might be specific to your activities.</p> <p>Add as required or leave blank.</p>	

## Evacuation Procedures

If any part of the event area is to be evacuated, it is imperative that it is done in an orderly and panic-free manner.

Members of the public, artists and staff in the affected area need to be clearly and calmly directed to the appropriate Assembly Area or off-site.

No person is to return to the evacuated area until permission to do so is given by the responding Emergency Service.

## Fire Response

Your ability to respond quickly and effectively will have dramatic effect on any resulting losses.

- Try to remain calm and think about your actions.
- Notify the Hosting Organisation / Responsible Person of the type of incident and location, who will then notify 000.
- Implement Emergency Response Plan.
- Warn everybody in your location.
- Evacuate all persons to the Assembly Area or off-site. Based on VicEmergency or Emergency Services information or advice, or responsible person assessment of any immediate danger.
- Assist any person in immediate danger, only if safe to do so.

## Planning for Elevated Fire Danger Ratings and Total Fire Ban

- Victoria has a number of communities and locations that face a heightened risk of bushfire during the Fire Danger Period. As a result of this risk, event organisers should plan ahead for changing, cancelling or delaying their events on days of 'Extreme' or 'Catastrophic' Fire Danger Rating.
- These days are rare but reflect conditions that present the highest levels of bushfire risk. In particular, a Fire Danger Rating of 'Catastrophic' is the highest level of rating in Victoria. It signifies the worst conditions for grass fires and bushfires.
- 'Catastrophic' ratings are only called for days of extraordinary and extremely dangerous conditions.
- Whenever a Total Fire Ban has been declared for a district in which an event is going to be held, or if it is during a declared Fire Danger Period, it is the responsibility of the event organiser to check with the relevant fire agency as to whether they need a permit for their event (including certain types of machinery that may cause fires).



## Fire Preparedness Information Regarding Fire Danger Ratings

### Duty of Care and Vulnerability

Any organiser of an activity may be perceived to have a duty of care to provide for the health and safety of those participating. A bushfire is an obvious threat to the health and safety of anyone caught in its path. Activity organisers need to plan to ensure the safety of all attending an event, by identifying and assessing potential risks and implementing actions to reduce those risks to an acceptable level.

Activities in a high fire risk area may expose participants to the risk of bushfire in the right set of conditions. It is important to note that many of these participants may have increased vulnerability.

Advice regarding Fire Danger Rating Days are generally issued four days in advance. For further information go to [About Fire Danger Ratings \(Country Fire Authority\)](#). To access the Four Day Forecast, go to [Total Fire Bans and Fire Danger Ratings \(Country Fire Authority\)](#).

### Fire Danger Ratings (FDR) and What They Mean for Events

#### Catastrophic Fire Danger Rating

Catastrophic designation represents the worst-case scenario for a bushfire (including grass fires). These are the days when catastrophic outcomes are most likely if a bushfire starts and takes hold. Most buildings are not designed or constructed to withstand fires in these conditions. The safest place to be is away from high-risk bushfire areas. Fire risk environments include close to or among rural grass or paddocks, close to or among dense or open bush, near coastal scrub or when towns meet grasslands and the bush.

*The Country Fire Authority recommends that activities planned for 'Catastrophic' days be cancelled, deferred or relocated.*

*In the interest of public safety, South Gippsland Shire Council will advise organisers / promoters they do not support the conduct of events during a 'Catastrophic' Fire Danger Rating day. Should a 'Catastrophic' Fire Danger Rating day be declared, any Event Permit will be revoked, the site closed and the event cancelled.*

#### Extreme Fire Danger Rating

Expect hot, dry and windy conditions. If a fire starts and takes hold, it will be uncontrollable, unpredictable and fast moving. Spot fires will start, move quickly and come from many directions.

*The Country Fire Authority recommends that any person or body planning an event on a day of 'Extreme' fire danger have a carefully thought out fire emergency plan that is location and activity specific. Depending on the size and nature of the event, there should be consideration given to cancellation, deferment or relocation.*

## **Storm and Weather Events – ArtCube Closure**

Storms can happen anywhere, at any time of the year and are often accompanied by strong winds, large hail stones and lightening.

- It is critical that ArtCubes are closed securely in the event of a storm.
- ArtCube doors must be closed in the event of wind gusts up to 30 kilometres per hour.
- ArtCube doors must also be closed in the event of rain or hail. Awnings can be used to protect the interior from light rain or drizzle.

The Bureau of Meteorology issues Severe Weather Warnings whenever severe weather is occurring in an area or is expected to develop or move into an area. The warnings describe the area under threat and the expected hazards. Warnings are issued with varying lead times, depending on the weather situation and range from just an hour or two up to about 24 hours.

## **Medical Emergency**

There is an ever-present hazard of an accident resulting in personal injury or some other medical emergency occurring. It is most important that the ability exists to respond quickly and appropriately.

Upon becoming aware of an injury, artists or volunteers will:

- Notify the event organiser or responsible person of the number of casualties and the nature and seriousness of the injuries.
- If serious, request the immediate attendance of an ambulance, call 000.

## Incident Report Form

Activity Name:

Activity Date:

Activity Location:

## Injured Party Details

Name:

Street Address:

Town:

State:

Postcode:

Contact Number:

## Incident Details

Date and Time of Incident:

Date of Report:

Name of Employee/Volunteer present at time of incident:

Address / Location of venue where incident occurred:

Where did the incident occur?

At Ground Level

At Height

(Select one)

## On Site Action (select as applicable)

Incident Report Only.

First Aid Applied.

Doctor / Medical Treatment Applied.

Hospitalisation.

Other.

Name of Person Administering Treatment:

Weather Conditions:

Other Persons Notified of Incident (name/s):

## Nature and Extent of Injury

Part of Body Injured	Head	Torso
	Multiple	Eyes
	Arm (R)	Arm (L)
	Arm (Both)	Leg (R)
	Leg (L)	Leg (Both)
	Neck	General
	Unspecified	
	Sprain	Laceration
	Burn	Fracture
	Concussion	Superficial
Type of Injury	Multiple	Dislocation
	Amputation	Electric Shock
	Bruising	Heat-related
	Flying Object	Manual Handling
	Electrical	Strike
	Poison	Fall
	Slip / Trip	Temperature
Type of Incident	Physical Violence	

Describe the activities that led up to the incident / accident occurring and how the incident occurred (witness or injured person statement).

**Witness Description:**

**Injured Person Statement:**

**Signature (Injured Person):**

**Date:**

**Signature (Witness):**

**Date:**

**Signature (Person Taking Report):**

**Date:**

**Signature (Employee / Volunteer Present):**

**Date:**

## Hazard and Risk Assessment Template

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
	Likely	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
	Possible	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
	Unlikely	LOW	LOW	MEDIUM	HIGH	HIGH
	Rare	LOW	LOW	LOW	MEDIUM	HIGH

### Likelihood

- **Almost Certain** – will occur in most circumstances when the activity is undertaken (greater than 90 per cent chance of occurring).
- **Likely** – will probably occur in most circumstances when the activity is undertaken (51 to 90 per cent chance of occurring).
- **Possible** – might occur when the activity is undertaken (21 to 50 per cent chance of occurring).
- **Unlikely** – could happen at some time when the activity is undertaken (1 to 20 per cent chance of occurring).
- **Rare** – may happen only in exceptional circumstances when the activity is undertaken (less than 1 per cent chance of occurring).

### Consequence

- **Insignificant** – First Aid treatment, minor injury, resume activity.
- **Minor** – single occurrence of medical treatment, minor injury, resume activity.
- **Moderate** – multiple medical treatments, non-permanent injury, disruption.
- **Major** – extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury or illness, greater disruption.
- **Severe** – severe injury or illness requiring life support, actual or potential fatality. Severe disruption.

## How to Complete Your Risk Profile

- Consider the Risk Types and Hazard Descriptions in the table below.
  - » We have included examples only for your reference and starting point.
  - » The risk ratings included are examples only. You will need to assess and rate each Risk Type for your activity and location.
- Delete Risk Types not relevant to you.
- Add Risk Types that relate to your activities if not included already.
- Assess the Likelihood and Consequence for each Risk Type from an assessment of your activity and the location of the ArtCubes.
  - » Use the ratings in the Risk Matrix above. For example: P (possible) and MI (minor).
- Use the Risk Matrix above to rate the Inherent Risk by doing this sum: Likelihood (L) x Consequence (C).
  - » For example: P (possible) x MO (moderate) = Medium.
- Consider and document your mitigation strategies to reduce that Inherent Risk.
- Rate the Residual Risk of that Risk Type once you have put in place mitigation strategies. It should have been reduced by your actions / plan.
- Residual Risk for ArtCubes activities and events should not exceed Medium.
- If the Residual Risk does exceed Medium for any Risk Type, please discuss with the relevant Council officer on ways to further mitigate that risk.

*Need help? If you require assistance completing your risk profile, please contact the designated Council officer and we will assist and guide you through the process.*

## Health and Safety Risk Profile

Risk Types	Hazard / Risk Description	Inherent Risk Analysis		Inherent Risk Rating	Mitigation Strategies	Residual Risk Rating
		L	C			
<p>Setting up the ArtCubes for the activity.</p> <p><i>NOTE: Council will move and locate the ArtCubes onto the site within their own manual handling and risk processes.</i></p> <p>Please describe only your set up of any other equipment, marquees or activity infrastructure.</p>	<ul style="list-style-type: none"> <li>Manual handling injury from loading and unloading.</li> <li>Spill trips and falls from uneven surfaces.</li> <li>Vehicular traffic interaction with pedestrians during bump in or out.</li> <li>Activity space unprepared.</li> <li>Securing loose outside furniture.</li> </ul>	P	MO	MEDIUM	<ul style="list-style-type: none"> <li>Where there is a potential for heaving lifting to occur, organise the use of mechanical aid equipment such as trolleys.</li> <li>Temporary fencing installation around the exclusion zone.</li> <li>Power cords on the pathways will be covered with the cord protector, where appropriate.</li> <li>Coordinate bump in and bump out (event manager).</li> <li>All vehicles on site must move at 5 km/h or slower and only allowed on site for bump in and bump out. Vehicles to have hazard lights on.</li> <li>Activity manager to liaise with venue owner and external contractor to ensure the venue is event ready.</li> </ul>	LOW
<p>Outside environment and rural locations.</p> <p>Slips, trips, falls.</p> <p>Weather.</p>	<p>Serious injury due to environment:</p> <ul style="list-style-type: none"> <li>Injury from uneven grounds and slippery ground surfaces.</li> <li>Injury to or by performers.</li> <li>Trees falling on participants and/or artists.</li> <li>Inclement weather.</li> <li>Heat distress.</li> <li>High winds.</li> </ul>	L	MA	HIGH	<ul style="list-style-type: none"> <li>Weather forecasts monitored before each day.</li> <li>Event cancelled if severe weather warnings put in place.</li> <li>Event/day cancelled if Code Red or Extreme Fire Danger.</li> <li>Pre-assessment of travel paths for the activity, where possible, identify potential trip points.</li> <li>Exclusion zones defined and temporary fencing in necessary.</li> <li>Provide sunscreen.</li> <li>Provide shade (secured).</li> <li>All temporary outside furniture able to be secured or packed-down quickly.</li> </ul>	MEDIUM



Risk Types	Hazard / Risk Description	Inherent Risk Analysis		Inherent Risk Rating	Mitigation Strategies	Residual Risk Rating
		L	C			
An emergency evacuation may occur during the activity.	<ul style="list-style-type: none"> <li>Emergency evacuation – lack of procedure for an emergency.</li> <li>No means of communication in the event of incident.</li> <li>Emergency vehicles cannot access event.</li> <li>Medical emergency undefined – participant, performers, staff or volunteers.</li> </ul>	P	MO	MEDIUM	<ul style="list-style-type: none"> <li>Emergency Plan.</li> <li>Briefing document.</li> <li>Activity organisers, staffing, artists etc. familiar with Emergency Plan and evacuation.</li> <li>Conduct regular checks to ensure that travel paths are not obstructed and/or trip, slip hazards present.</li> <li>A clear path marked out and kept vacant for emergency services.</li> </ul>	LOW
Facilities.	Lack of access to facilities including: <ul style="list-style-type: none"> <li>Toilets.</li> <li>Washing facilities.</li> <li>Drinking water.</li> </ul>	P	M	MEDIUM	Provision of facilities including toilets and washing facilities, drinking water.	LOW
Local travel and traffic (if relevant to your activity).	<ul style="list-style-type: none"> <li>Traffic and persons interactions – increased pedestrians walking into the activity.</li> <li>Parking arrangements and/or limited parking.</li> </ul>	P	MA	HIGH	<ul style="list-style-type: none"> <li>Signage for parking, where appropriate.</li> <li>Limited vehicle movement within the activity zone.</li> <li>All vehicles on site must move at 5 km/h or slower and only allowed on site for bump in and out. Vehicles to have hazard lights on.</li> </ul>	MEDIUM

Risk Types	Hazard / Risk Description	Inherent Risk Analysis		Inherent Risk Rating	Mitigation Strategies	Residual Risk Rating
		L	C			
Emergency and critical incident.	<p>Emergency situations that require immediate evacuation:</p> <ul style="list-style-type: none"> <li>• Fire (grass, structure, electrical).</li> <li>• Chemical spill (art materials).</li> </ul> <p>Uncontrolled emergency incident leading to adverse outcomes:</p> <ul style="list-style-type: none"> <li>• Loss of life.</li> <li>• Injury or illness.</li> <li>• Property damage.</li> <li>• Continued unsafe environment.</li> </ul>	P	M	HIGH	<ul style="list-style-type: none"> <li>• Emergency Management Plan.</li> <li>• Briefing document.</li> <li>• Activity organisers, staffing, artists etc. familiar with Emergency Management Plan and evacuation.</li> <li>• Activity organisers have mobile contact to emergency contact numbers list.</li> </ul>	MEDIUM
Electrical equipment.	<ul style="list-style-type: none"> <li>• Unsafe electrical equipment.</li> <li>• Unsafe equipment.</li> <li>• Spill trips for obstructions i.e. cords.</li> <li>• Electrocutation / power outage.</li> </ul>			MEDIUM	<ul style="list-style-type: none"> <li>• Consider if temporary power is needed on site that is additional to the solar power provided by the ArtCubes. How is that managed?</li> <li>• All portable electrical equipment, unless brand new, must have a current electrical safety tag.</li> <li>• Visual check be conducted on each day of the event to ensure there is no obvious damage such as frayed cords or exposed wires. Do not use any item of portable electrical equipment that appears to be damaged.</li> </ul>	LOW

## External Emergency Telephone Numbers

<b>Fire Brigade</b>	000
<b>Police</b>	000
<b>Ambulance</b>	000
<b>VICSES – State Emergency Service (Storms, Floods etc.)</b>	132 500
<b>AusNet Services</b>	131 799
<b>First Aid (St Johns Ambulance)</b>	1300 360 455
<b>WorkSafe Victoria (24 hours) – Health and Safety emergencies</b>	132 360
<b>South Gippsland Water</b>	5682 0444 or 1300 851 636
<b>Poisons Information Centre</b>	131 126
<b>Interpreter Service (24 hours)</b>	131 450
<b>Medical</b>	
<b>Gippsland Southern Health (Korumburra and Leongatha)</b>	5667 5555
<b>South Gippsland Hospital (Foster)</b>	5683 9777
<b>Wildlife Victoria</b>	1300 094 535
<b>VicRoads – hazard, dangerous road conditions, traffic signal fails</b>	131 170
<b>South Gippsland Shire Council (24 hours)</b>	5662 9200
<b>Nurse On Call</b>	1300 60 60 24

Confirm these numbers before your event.

## ArtCubes Event Checklist

Location and Public Health		Yes   No   N/A
Permission to Use Land	Council or private land permission or permit if required.	
Assessment of Location	Type of surfaces, gradients, trip hazards etc.	
Site Plan	Including all relevant infrastructure, access etc.	
Toilet Facilities	Nearest location noted.	
Parking Plan	Patron parking on site (if applicable).	
Food and Beverages	Any required permits or licenses for provision to guests / as part of event activity.	
Risk Management		
Risk Responsible Person	Appointed, inducted, familiar with their role and responsibilities.	
Risk and Emergency Plan	Completed – template in this form.	
Risk Self-Evaluation	Checklist / score completed.	

## SOUTH GIPPSLAND SHIRE COUNCIL

9 Smith Street (Private Bag 4) Leongatha VIC 3953

**Phone:** 5662 9200

**Email:** [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)

**Website:** [www.southgippsland.vic.gov.au](http://www.southgippsland.vic.gov.au)

**Facebook:** [www.facebook.com/southgippslandshirecouncil](https://www.facebook.com/southgippslandshirecouncil)



*South Gippsland*  
Shire Council