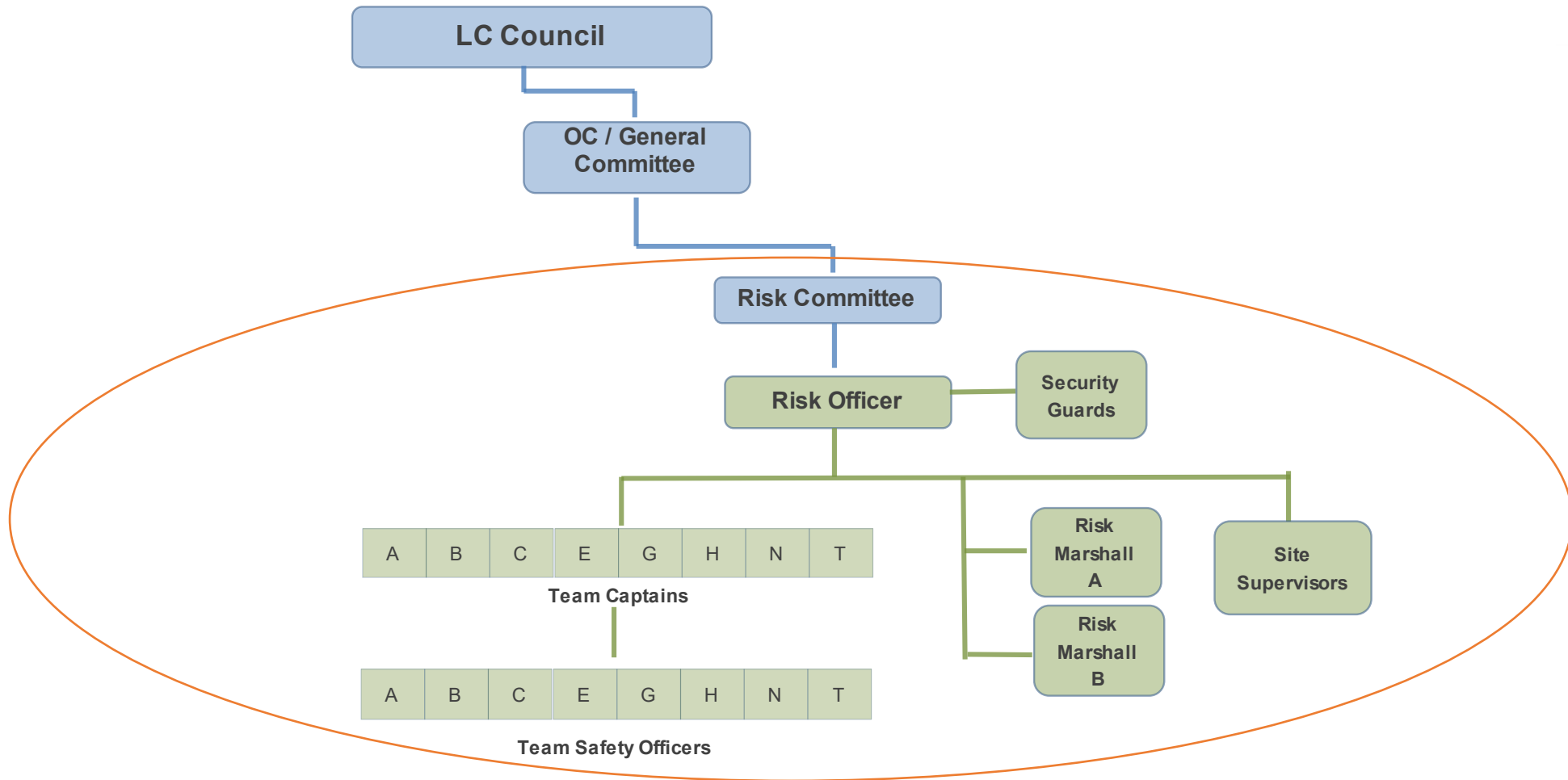


Risk Briefing for Games Weekend



Risk Management Framework





Team Captains (assisted by team Safety Officers)

- Ultimate responsibility for team risk management before and during the games including assigning team safety officers and other personnel to assist
- Responsible for risks in and around their team tent including access, BBQs, hazardous materials etc
- Responsible for managing risks for the specific teams their team has been allocated via their Event Delegated Leader and Event Supervising Officer
 - e.g. Adverse weather - reviewing event site for slip risks, if any modifications needed
 - e.g. Crowd Control: ensure crowd control guidelines are enacted for specific events



Team Safety Officers (All Weekend)

- Responsible for reviewing risk issues within the team, including risks associated with the tent area
- Monitor cliffs to ensure no-one from team climbs on cliff (points lost)
- Required to have reviewed the Risk Management Statement (RMS)
- Responsible for enacting emergency responses when they are the first responder
- Each Team Safety Officer is required to be a member of the Risk Marshall Roster



Risk Marshalls (for entire GVG Site)

- Consist of the team's Safety Officers who are allocated a time in the Risk Marshall Roster in addition to the safety/risk monitoring within their tent etc. during the rest of the weekend
- Responsible for monitoring on-going activities around the site and to be the first point of contact for the escalation of specific risk management procedures
- Assist Security Guards at Checkpoints (Entry) during peak periods: Authorised car registrations, turning away dogs (c.1,800 people and risk dog may be injured e.g. caber toss) etc.



Team Safety Officers and Risk Marshall Roster

Day	From	To	Risk Marshal A	Risk Marshal B
Fri 2nd Dec	5pm	8pm	Builders*	n/a
Sat 3rd Dec	9am	12 noon	Engineers	Natives
Sat 3rd Dec	12 noon	3pm	Commerce	Governators
Sat 3rd Dec	3pm	6pm	Anarchists	Builders
Sat 3rd Dec	6pm	9pm	n/a	n/a
Sun 4th Dec	9am	12 noon	Tribe	Heroes
Sun 4th Dec	12 noon	3pm	Engineers	Governators
Sun 4th Dec	3pm	6pm	Natives	Tribe

The Risk Marshall roles will be handed over to the following shift at the risk marshalling location in the OC tent at the relevant time indicated in the table.

* At the Golf Event on the Friday Night. No other Risk Marshalls required at other off-site events e.g. swimming relay at Lane Cove pool as life guards are present.



Event Specific Risks

- **Cancellation of Events** – Event Manager (Mark Merrick) and Risk Officer (Alex Crossing) are responsible for cancelling or delaying events due to adverse weather
- Ensure all participants have **valid wrist-IDs** (required to be covered by insurance)
- Review event site for slip risks etc in anticipation of adverse weather conditions or if conditions at BCO deteriorate (e.g. excessive dust, trip hazards) and assess need for modifications
- Assess other impediments for the safe running of the event immediately prior to the event commencing
- **Crowd Control:** ensure crowd control guidelines are enacted for specific events e.g. spectator control lines

Security Guards' Role



- **Controlling Access:** vehicles primarily, ensuring participants do not bring dogs
 - Located at corner of Gore St and St Vincents Road to stop cars
 - At the gate near the bottom of St Vincents Road to undertake bag and/or car searches if suspicious, and
 - Two roaming – one at the northern end near the bush track to River Road (Northwood) .
- **Crowd Control** including bag overcrowding
- **Monitoring for Anti-social Behaviour**
- **Provide Assistance** with Accident, Event and Evacuation Procedures
- **Asset Protection** of GVG equipment but not personal effects of participants/spectators



Ongoing Site Supervision roles at BCO

Area	Examples of Specific Risks to Monitor during Games
Risk Officer	<ul style="list-style-type: none"> • Implementation of Risk Management Process • Specific role in Accident Emergency Response, Event Emergency Response and Evacuation Response
Oval and Overall Site Supervisor	<ul style="list-style-type: none"> • Specific role in Accident Emergency Response and Event Emergency Response
Stage Area Supervisor	<ul style="list-style-type: none"> • Ensure contractors secure equipment appropriately • Monitor stage area • Ensure power cables are well secured and tamper resistant and Danger sign erected at power source • Keep power panel locked and key secured
Car Park & Foreshore Supervisor	<ul style="list-style-type: none"> • Ensure emergency access available at all times • Provide constant monitoring of access at Gore Street • Check only authorised vehicles are parked in designated spaces
Team Tent Supervisors	<ul style="list-style-type: none"> • Keep immediate tent area clear and tidy • Act to cover and/or make obvious sharp/trip hazards • Naked flames to be banned from inside tents • Ensure decorations are secured and manage littering
Team Garbage Officers	<ul style="list-style-type: none"> • Keep immediate tent area clear and tidy • Ensure decorations are secured and manage littering

All roles to:

- To keep a general eye on operation of the site
- Take action to eliminate hazards that may arise
- First people to be informed if a problem arises or an incident occurs on their site



Site map and Emergency Assembly Points



Emergency assembly points are indicated on the site map by a red star ★

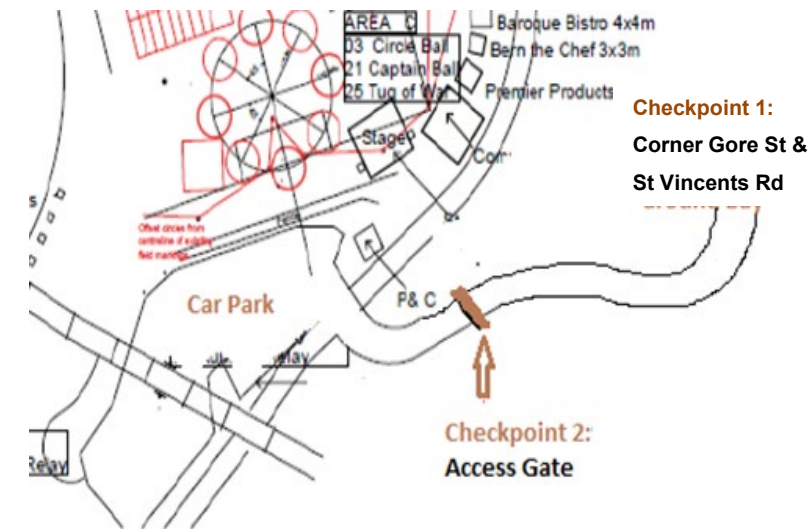
These 3 points will have physical emergency assembly signs installed and correspond to the 3 main access points to the Oval.

Risk Marshals and Security should distribute themselves to these locations

Vehicle Access



- Vehicle access is restricted to authorised and emergency vehicles only via St Vincents Road, Greenwich and there are two key checkpoints
- Checkpoint #1 Corner of Gore Street and St Vincents Rd
 - To be manned by a security guard during peak periods to provide information, crowd management and turn away unauthorised vehicles.
- Check point #2 – Access Gate 2/3^{rds} of the way down towards the carpark
 - To be closed and manned by a security guard at all times. Assisted by a Risk Marshal in peak morning period. Access will only be granted to those vehicles with registrations lodged and accepted by OC





Vehicle Access

- Carpark will be patrolled for vehicles not registered with OC by all risk officials
- Notification of unidentified vehicles to be made immediately to Carpark Supervisor.
- Each team will be allocated two spaces in the carpark (i.e. 16 car spaces)
- Other OC members will have 6 car spaces, including the OC ute
- 2 spaces are available for vehicles dropping off supplies e.g. catering companies, but must immediately exit once completed.

Incident Response Checklists



ACCIDENT EMERGENCY RESPONSE (AER) ** CHECKLIST **		
#	ACTION	NOTES
1	Assess immediate danger	Assess whether the danger is still present and if it is safe for the Risk Official to proceed with the checklist
2	First Aid response (St John's First Aid in OC tent)	Implement first aid response prior to checklist where appropriate. Delegate checklist responsibilities
3	Notification of incident to Risk Officer, Site Supervisor, Risk Marshalls or team Safety Officer	If the accident is during an event then notification to the Event Leader should be prioritised and a decision as to the suspension of the event can be made
4	Notification of incident to OC tent	SMS text sent to all risk officials – if required, risk official so report to emergency meeting point in the OC tent
5	Risk Officer, Site Supervisor or other most senior risk official to decide on emergency response reaction	<ul style="list-style-type: none"> a. Is the danger still present? b. Is the immediate cancellation of the event required? c. Is a site evacuation required? If so, go to the Evacuation Checklist d. Are there injured persons requiring immediate medical assistance? i. First-aid to be applied by a suitable person. St John's First Aid located in the OC tent. A loudspeaker "call out" for any medical practitioners available can be made as well. ii. Risk Officer and/or Site Supervisor to notify relevant emergency services
6	Site supervisor to secure site access where emergency services required	No vehicle movement, access gate opened. Risk Marshall's to assist in ensuring vehicle access to carpark.
7	Risk officer to consider enhanced management procedures	Immediately consider the appropriateness of related risk management procedures to assist mitigation of risks. Complete an incident report when practical to do so.

Incident Response Checklists



EVENT EMERGENCY RESPONSE (EER) ** CHECKLIST **		
#	ACTION	NOTES
1	Assess immediate danger	Assess whether the danger is still present and if it is safe for the Risk officials to proceed with the checklist
2	First Aid response	Implement first aid response prior to checklist where appropriate. Delegate checklist responsibilities
3	Notification of incident to Risk Officer, Site Supervisor, Risk Marshalls or team Safety Officer	Decision as to the suspension of the events currently underway to be made.
4	Notification of incident to OC tent	SMS text sent to all risk officials and/or loudspeaker announcement; An Emergency response meeting point should be established within the OC tent where all available risk officers are to gather, if not instructed otherwise
5	Risk Officer, Site Supervisor or other most senior risk official to decide on emergency response reaction	<ul style="list-style-type: none"> a. Communication or advice to participants and spectators. Achieved via loudspeaker announcement and SMS messages by the team Safety Officers b. The notification of relevant emergency services. Risk officials to coordinate EM contact c. Consider evacuation of site – see Evacuation Response checklist
6	Site Supervisor to initiate crowd control procedures	No vehicle movement, access gate opened. Risk Marshalls move to access and emergency assembly areas to assist in vehicle/pedestrian access as directed by Risk officials.
7	Risk officer to consider enhanced management procedures	Immediately consider the appropriateness of related risk management procedures to assist mitigation of risks. Complete an incident report when practical to do so.

Incident Response Checklists



EVACUATION RESPONSE (EVR) ** CHECKLIST **		
#	ACTION	NOTES
1	Notification of OC tent	If not already done as part of the AER and EER checklist
2	Alert all Risk Officials	Via text, loudspeaker. Congregation at emergency meeting point in OC tent. To be undertaken by OC where possible. Text messages to Safety Officers if not already.
3	Notification of emergency services	Call 000 to coordinate activities rather than calling various services individually. Risk Officer to liaise with emergency services from this point on.
4	Risk officials to take positions for evacuation procedures	See diagram. Risk officials should determine if any of the 3 emergency assembly points are unsafe and notify accordingly.
5	Loudspeaker announcement	<ul style="list-style-type: none"> a. Alert people to the evacuation order and to listen to the instructions of risk officials. b. Encourage participants and spectators to assemble at their closest emergency point where safe to do so
6	Evacuation	<ul style="list-style-type: none"> a. Risk Marshalls, Safety Officers and security staff to begin orderly evacuation of site, encouraging people to remain calm and to proceed slowly from the site. Participants should be asked to move from assembly points in sections to avoid bottlenecks b. Risk officials should ensure complete evacuation of site, where it is safe to do so
7	Risk officer to consider enhanced management procedures	Immediately consider the appropriateness of related risk management procedures to assist mitigation of risks. Complete an incident report when practical to do so.

Thank you for your help in
making the 2022 GVG a safe
and successful event!

