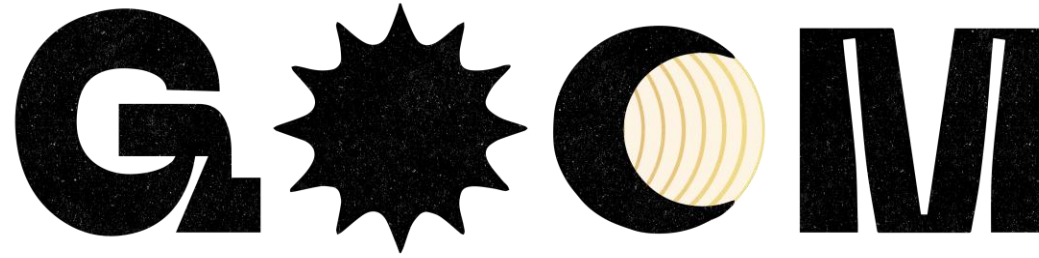


**APPENDIX A:**



## **Hazard Risk Assessment**

<b>Project Title</b>	Goomfest 2025 - 2029
<b>Venue</b>	363 Saint Mary Road, Wangoom VIC 3278
<b>Dates</b>	15/2/25 – 16/2/25, 13/2/27 – 14/2/27, 17/2/29 – 18/2/29

Version Control Table

Version Number	Author	Date
5.1	[REDACTED] (Managing Director)	26.7.22
5.2	[REDACTED] (Managing Director)	25.11.22
5.3	[REDACTED] (Managing Director)	27.7.24

## Hazard & Risk Assessment

Likelihood \ Harm	A Certain to happen	B Very Likely to happen	C Likely to happen	D Unlikely to happen	E Very unlikely to happen	<b>OHS Risk Matrix</b>
<b>1. Disaster</b> ➤ Fatality/ies or disabling injury; ➤ Catastrophic collapse of infrastructure or damage to plant or environment; or ➤ Penalty, fine or prosecution	<b>25 HIGH</b>	<b>24 HIGH</b>	<b>22 HIGH</b>	<b>19 MED</b>	<b>15 MED</b>	
<b>2. Major</b> ➤ Injury with lost time in excess of three days; ➤ Damage to plant causing 3 or more days down time ➤ Significant damage to environment; ➤ Penalty, fine or prosecution	<b>23 HIGH</b>	<b>21 HIGH</b>	<b>18 MED</b>	<b>14 MED</b>	<b>10 LOW</b>	
<b>3. Important</b> ➤ Injury with possible lost time up to three days; ➤ Damage causing up to three hours downtime.	<b>20 HIGH</b>	<b>17 MED</b>	<b>13 MED</b>	<b>9 LOW</b>	<b>6</b>	
<b>4. Minor</b> ➤ Minimal damage; ➤ First aid injury or report only injury; ➤ Up to one hour interruption to activity.	<b>16 MED</b>	<b>12 LOW</b>	<b>8 LOW</b>	<b>5</b>	<b>3</b>	
<b>5. Very Minor</b> ➤ No visible injury; ➤ Momentary interruption to normal activity	<b>11 LOW</b>	<b>7 LOW</b>	<b>4</b>	<b>2</b>	<b>1</b>	

Compiled by:		Phone:	
Event:	Goomfest 2025 - 2029	Event Date:	15/2/25 – 16/2/25, 13/2/27 – 14/2/27, 17/2/29 - 18/2/29
Event Coordinator:			

Hazard/risk	Consequence/ Risk	Risk level	Controls	Risk Assessment	Responsibility
Alcohol Affected People	Injury to self and others Reputation of event Risk of damage to property	8-13 Low to Med	<ul style="list-style-type: none"> <li>Staff on site patrolling to monitor any anti social behaviour.</li> <li>Door persons to check cars upon entry for excessive alcohol</li> <li>Water will be supplied and encouraged to keep people hydrated</li> </ul>	5-6 Acceptable	Event Manager Volunteers
Broken glass	Lacerations to hands & feet	9 Low	<ul style="list-style-type: none"> <li>No glass policy on site.</li> <li>Recycle bins &amp; Waste bins on site.</li> <li>Bag check on entry.</li> </ul>	2-3 Acceptable	Event Manager Volunteers
Delays/confusion in dealing with emergencies	Trauma & Injury to staff & public	14 Med	<ul style="list-style-type: none"> <li>Emergency Management established and documented as part of Event Safety Management Plan.</li> </ul>	5-6 Acceptable	Event Manager
External Emergency Access	Injuries to public and staff	15 Med	<ul style="list-style-type: none"> <li>Establish response plans with emergency services prior to event. (Ambulance, Police, Metropolitan Fire Brigade)</li> <li>Emergency Officer briefed in guiding emergency vehicles to the scene &amp; evacuation procedures</li> <li>Ensure adequate communication systems in place to allow alarm to be raised by an outside source.</li> <li>2 X 2.5m metre Access/clearance to site maintained (See site map)</li> </ul>	5-6 Acceptable	Event Manager Emergency Officer
Electrical extension cords	Electric Shock /Electrocution Damage to electrical equipment. <ul style="list-style-type: none"> <li>Shut down of event or stall</li> </ul>	15 Med	<ul style="list-style-type: none"> <li>Install all electric's in accordance with appropriate regulations</li> <li>Tag and test all leads and appliances.</li> <li>Earth leakage protection (RCD) to be fitted and tested.</li> <li>Identify switchboards with signage "Danger – High Voltage"</li> <li>Switchboards to be mounted off the ground and screened from public</li> </ul>	5-6 Acceptable	Event Manager Site Electrician

Hazard/risk	Consequence/ Risk	Risk level	Controls	Risk Assessment	Responsibility
Overhead Power Lines	Electric Shock /Electrocution <ul style="list-style-type: none"> <li>Tree Falling onto power lines</li> </ul>	19 MED	<ul style="list-style-type: none"> <li>Trees are to be checked yearly by event manager.</li> </ul>	5-6 Acceptable	Electricity Provider & Event Manager
Fire	<ul style="list-style-type: none"> <li>Explosion</li> <li>Infrastructure damage</li> <li>Injury &amp; fatality</li> </ul>	15 Med	<ul style="list-style-type: none"> <li>Patrons are not permitted to bring any cooking or heating facilities – cars checked up on entry</li> <li>Place Barriers around BBQs and spits to prevent injury to public.</li> <li>Food stalls operators, tenants &amp; concessionaires to have appropriate fire fighting equipment.</li> <li>Place appropriate extinguishers &amp; fire blankets at; <ul style="list-style-type: none"> <li>✓ BBQ – Caterers ONLY</li> <li>✓ Stages</li> <li>✓ Distribution Boards</li> </ul> </li> <li>Inspection of all stall sites by Event Manager.</li> <li>Emergency Officer briefed in guiding emergency vehicles to the scene &amp; evacuation procedures</li> </ul>	5-6 Acceptable	Event Manager Emergency Officer
Food Poisoning	Illness to staff or patrons	14 Med	<ul style="list-style-type: none"> <li>Licensed food vendors operate in accordance with all food safety regulations.</li> <li>Ensure food vendors have been cleared with Moyne Shire Council</li> </ul>	5-6 Acceptable	Moyne Shire Health department Event Manager
LPG Cylinders	Explosion & burn Injury to patrons & staff	15 Med	<ul style="list-style-type: none"> <li>Cylinders are to be mounted securely in correct manner and used in accordance with the LPG gas code AS 1596</li> <li>Inspection of stall sites by Event Coordinators.</li> <li>Patrons are not permitted to have/use LPG Cylinders on site</li> </ul>	5-6 Acceptable	Food vendors Event Manager
Lack of response to an injury	Escalate injuries to public and staff	15 Med	<ul style="list-style-type: none"> <li>Activate Emergency response plan</li> <li>First Aid staff on site &amp; in phone contact.</li> <li>Incident reporting forms to be completed</li> </ul>	5-6 Acceptable	Event Manager Emergency Officer First Aid Staff

Hazard/risk	Consequence/ Risk	Risk level	Controls	Risk Assessment	Responsibility
Injury to performers (musicians)	Injury to performers, and/or public as a result of falls, prop failure, equipment failure or misuse.	14 Med	<ul style="list-style-type: none"> <li>Event staff supervising activities. (Stage Managers on duty)</li> <li>Barriers and or crowd control/exclusion measures to be installed.</li> <li>Sound Engineers, Stage Manager and Event manager designated to monitor stage and backstage area</li> </ul>	5-6 Acceptable	Stage Manager Sound Engineers Event Manager
Rubbish/Litter	Environmental Damage/Pollution Contamination & Smell	13	<ul style="list-style-type: none"> <li>Waste/Recycling Management plan implemented.</li> <li>Rubbish bins for designated areas as required under Permit conditions</li> <li>A skip for both rubbish and recycling on site for the event</li> </ul>	5-6 Acceptable	Event Manager Waste Contractor
Slip, Trip, Fall and Knock	Bodily injury to public or participants	9 Low	<ul style="list-style-type: none"> <li>Serious trip hazards identified and attended to.</li> <li>Position of stalls and site layout to be designed with patrons travel paths in mind.</li> <li>Hazards to be Para webbed or taped off to prevent public access.</li> <li>Cables secured above ground or in cable trays.</li> <li>Barriers placed around protruding equipment.</li> </ul>	2-3 Acceptable	Event Manager Sound Engineer
Structures, fences marquees, etc collapsing	Crushing injury or fall injury to public or participants	9 Low	<ul style="list-style-type: none"> <li>Structure constructed by contractors with relevant qualifications/competency</li> <li>Use of material within manufacturer's specifications</li> <li>All infrastructure weighted and secured</li> </ul>	2-3 Acceptable	Event Manager
Toilet facilities	Anxiety Frustration Injury & Illness Negative publicity	13 Med	<ul style="list-style-type: none"> <li>Ensure adequate toilet units are accessible and appropriate for number of patrons as per permit</li> <li>Prominent signage.</li> <li>Toilet cleaning and maintenance volunteers on duty</li> </ul>	5-6 Acceptable	Event Manager Toilet Cleaners

Hazard/risk	Consequence/ Risk	Risk level	Controls	Risk Assessment	Responsibility
Weather extremes  In a storm  Heat	Cold/heat induced illness for participants with inappropriate clothing  Bodily injury from flying debris/falling objects to patrons and staff  Dehydration, sunstroke	13 Med	<ul style="list-style-type: none"> <li>▪ Management to monitor the weather. (Delay, Re Schedule, Postpone or Cancel).</li> <li>▪ Patrons notified of weather conditions during the week leading up to the event via social Media/website.</li> <li>▪ Weather conditions to be monitored prior to, and during event.</li> <li>▪ Evacuation of structures and advise guests to return to their cars, subject to certain weather conditions</li> <li>▪ Secure all loose equipment</li> <li>▪ Adequate drinking water and shade available to patrons for outdoor events.</li> <li>▪ Over the PA - remind guests to drink water and use sun protection</li> </ul>	5-6 Acceptable	Event Manager
Traffic and Pedestrian	Pedestrian injury, traffic delay or damage to vehicles	19 Med	<ul style="list-style-type: none"> <li>• Traffic management plan</li> <li>• Unloading area provided for artists backstage.</li> <li>• Adequate lighting provided around the site and at communal areas entries, exits and access</li> </ul>	5-6 Acceptable	Event Manager
Theft of personal or hired equipment	Loss of personal or hired equipment	9 Low	<ul style="list-style-type: none"> <li>• Staff on duty to deter uninvited persons and protect property and equipment</li> <li>• Valuables secured during the event</li> <li>• Incidents reported</li> </ul>	2-3 Acceptable	Event Manager
Criminal Activity	Injury and fatality to patron and staff	15 High	<ul style="list-style-type: none"> <li>• Bags searched upon entry to venue for weapons</li> <li>• Door person at entry and patrolling the venue</li> <li>• Escalating behaviour to be controlled by Crowd Control Staff, if behaviour continues to escalate the appropriate services will be contacted.</li> <li>• Emergency services contacted at established level of risk</li> </ul>	5-6 Acceptable	Event Manager Crowd Control Staff
Patron climbing on equipment infrastructure	Injury and fatality to patrons	15 High	<ul style="list-style-type: none"> <li>• Crowd Control Staff to police standing on equipment and infrastructure</li> <li>• Crowd Control staff to police no standing on tables or chairs</li> </ul>	5-6 Acceptable	Event Manager Crowd Control Staff

Hazard/risk	Consequence/ Risk	Risk level	Controls	Risk Assessment	Responsibility
Crowd surfing And crowd crush	Injury and fatality	13 High	<ul style="list-style-type: none"> <li>Notified that stage diving is prohibited in communication prior to event and in Event Guide</li> <li>Stage Manager to enforce no crowd surfing with patron 3 warnings and you're out system</li> <li>Adequate space for crowd to enjoy music</li> <li>Patron number within the limits of event permit and liquor licence</li> </ul>	5-6 Acceptable	Event Manager Stage Manager
Unauthorised party crashers	Uncontrolled crowd numbers Disgruntled patrons Criminal activity	9 Med	<ul style="list-style-type: none"> <li>Volunteers to circumnavigate and roam the perimeter and monitor entry and exit points to the event site such as laneways.</li> <li>A colourful wrist band will designate ticket holders. Anyone without a wrist band to be removed from the site by staff.</li> </ul>	2-3 Acceptable	Event Manager Volunteers
Property damage	Damage to private and public property	9 Med	<ul style="list-style-type: none"> <li>Adequate lighting</li> <li>Event Coordinator to monitor patron activity</li> <li>Public will be informed to stay clear of property on site</li> </ul>	2-3 Acceptable	Event Manager
Noise disturbance	Disturbance of nearby residents	5 Low	<ul style="list-style-type: none"> <li>Music sound level will be within EPA guidelines</li> <li>Follow the noise management plan</li> </ul>	1-2 Acceptable	Event Manager
Patron risk taking behaviour post event	Patrons damaging property, potential for drink /drug driving.	22 HIGH	<ul style="list-style-type: none"> <li>Patrons will be reminded to stay safe and not take risks prior to and following the completion of the event.</li> <li>Patrons will have plenty of time the following day to sober up before leaving.</li> <li>Patrons cars will be searched prior to event for drugs or excessive alcohol.</li> <li>Patrons looking suspicious of these behaviours will be attended to by security.</li> </ul>	5-6 Acceptable	Event Manager Crowd Control Officer



Hazard/risk	Consequence/ Risk	Risk level	Controls	Risk Assessment	Responsibility
Lines pedestrian congestion on main roads	Pedestrian safety compromised, risk of fatality and injury on the way to event	10 Med	<ul style="list-style-type: none"> <li>A smooth and efficient system of entry devised to stagger patron access to event and maximise area at entry point (see site map)</li> <li>Barricading to prevent patron spillage on to road</li> <li>Patrons to be encouraged to stay safe on the way to and from the event through social media and website instructions.</li> </ul>	2-3 Acceptable	Event Event Manager Traffic Coordinator
Contractors not having PL Insurance of Work Cover	Possible legal action against the Event organisers	19 MED	<ul style="list-style-type: none"> <li>Ensure all contractors coming onto site provide a copy of their certificate of currency for Public Liability and Work Cover Insurance.</li> <li>Confirm that it is in-date for the duration of the event</li> </ul>	2-3 Acceptable	Event Manager
Legal Action due to Guest, Volunteer or Worker Injury	Fines and damage to reputation of the Event/Company	19 MED	<ul style="list-style-type: none"> <li>Insure there is PL insurance in place prior to each and every event</li> <li>If THAA Group is directly employing anyone for the event ensure Work cover insurance is in place to cover those employed.</li> </ul>	1-2 Acceptable	Festival Directors & Event Manager
Out of control vehicle (handbrake failure or operator error)	Damage to property and potential serious injury	19 MED	<ul style="list-style-type: none"> <li>Vehicles policy created and induction to unusual vehicles (tractors, farm vehicles etc).</li> <li>Signage for patrons to engage handbrake and park in gear.</li> <li>All site is on level ground.</li> </ul>	2-3 Acceptable	Event Manager
Terrorism – Active Shoot Situation	Injury or loss of life to patrons, crew & artists	19 MED	<ul style="list-style-type: none"> <li>Identification and profile of audience at entry</li> <li>Liaising with local authorities in regards to active regional threats and assisting with patron vetting</li> </ul>	10 LOW	Event Manager Staff

Hazard/risk	Consequence/ Risk	Risk level	Controls	Risk Assessment	Responsibility
Terrorism – Vehicle Based Attack	Injury or loss of life to patrons, crew & artists	19 MED	<ul style="list-style-type: none"> <li>• Reduce/Separate Vehicle and Pedestrian Traffic</li> <li>• Identification and profile of audience at entry</li> <li>• Liaising with local authorities in regards to active regional threats and assisting with patron vetting</li> <li>• Training and briefing around identifying suspicious persons by members of staff</li> </ul>	10 LOW	Event Manager, Staff and Security Contractor