

LAQ Centre Committees must complete a risk assessment and SEP for any Centre Carnival (event) they host (separate to weekly meets). This is to ensure that LAQ Centres provide a safe and healthy environment, meet LAQ policies and requirements including current COVID compliances, and to ensure insurance coverage. The risk assessment and SEP are designed to:

- ensure LAQ is informed and endorsement of the event can be considered
- assist Centres to consider all foreseeable hazards — detailing the controls used to eliminate or reduce the risk of those hazards
- ensure that appropriate plans are considered, detailed and available for action if required
- ensure appropriate members are informed and have access to the SEP for the carnival

This SEP must be provided along with a completed *Application for Centre Event Sanctioning* form for your event at least six weeks prior to the commencement date.

If there are sections or questions that do not pertain to your event, please enter 'N/A' in the comments section.

1. EVENT DETAILS
Name of event:
Event date/s:
Proposed location of event (full address):
Proposed alternate wet weather location (<i>if applicable</i>):
Event first aid providers:
A site plan must be attached to the SEP. <i>The plan must identify a Central Command area, emergency vehicle access points, emergency evacuation meeting area(s), locations of emergency equipment (fire hydrants/fire extinguishers etc.)</i> <i>Include external vendor setup areas, allocated parking areas and any restrictions, electricity points, and any extra resources needed for the event that may cause hazards.</i>

	Comments / controls <i>Provide details of the actions you have or will be taking.</i>
2. PRE-EVENT PLANNING AND SETUP	
Risk assessments and mitigations leading up to and during the Competition arena and surrounds. <i>Are the surroundings, buildings, or competition areas subject to fire or flood risk?</i>	
Evaluation, repair, and preparation of competition equipment, arena, and supporting infrastructure.	
Assessment on possible effects to the surrounding community during, or part thereof the event. <i>For example, consider if additional noise or parking cars will impact on the venue neighbours. Communication with other venue users, Council/school.</i>	
Evaluation of Emergency vehicles and personnel access during set up and throughout the event. <i>You must ensure that emergency access and exits are not obstructed in any way. Ensure that access, paths and exits are kept clear: e.g. do not block exits or exit routes.</i>	
Assessment on the need for traffic and parking management.	
Assessment of cleaning/waste services.	
Assessment of power — access and power source.	

<p>Assessment of personal safety and health issues.</p> <p><i>For example, have sufficient trolleys been organised for the movement of heavy items to reduce manual handling and carrying of loads. Has a smoking area been defined? Will areas of potential risk be managed and /or monitored by personnel or have restricted access, e.g. equipment shed.</i></p>	
<p>Evaluation on the need of qualified, experienced contractors for equipment assembly/installation (e.g. PA equipment, power sources and additional toilets).</p>	
<p>Securing of free-standing objects (marquees. etc.).</p>	
3. OFFICIALS, CONTRACTOR AND/OR VENDOR MANAGEMENT	
<p>Suitability of officials, volunteers, contractors, and vendors (Blue Card holders).</p>	
<p>Advice to key (and chief) event officials regarding specific responsibilities during normal conduct of the events and in emergency situations, including the reporting of injuries and incidents.</p>	
<p>Advice to all key centre members and officials, vendors and contractors regarding required response to an emergency.</p>	
<p>Advice to all key officials and vendors regarding <i>LAQ Code of Conduct</i> and conflict management and protocols.</p>	
<p>Advice to all key centre members, vendors and contractors regarding important contact details, an SEP map and bump-in instructions.</p>	
<p>External vendors and public liability insurance.</p>	
<p>Advice to all external contractors and vendors that their equipment is their own responsibility whilst at the arena</p>	

4. COMMUNICATION, MEET AND ARENA MANAGEMENT	
Defining competition arena, event, and spectators areas with suitable & safe markers, cones, bollards, bunting or safety fencing.	
Management and provision for general public and emergency communication.	
Lines of communication for key officials with event and emergency management.	
Communication of cancellation or postponement.	
Monitoring of weather.	
5. SUN AND HEAT EXPOSURE	
Provision of, or advice of sufficient shade/protection from the elements.	
Provision of, or advice regarding sufficient drinking water.	
Provision of, and or advice regarding use of SunSafe clothing and sunscreen.	
Provision for rotation of officials to avoid prolonged exposure to sun and heat during peak sun/heat periods during the event.	

6. FOOD SERVICE	
<p>External food vendors, e.g. Do they have a food licence? Is a food license necessary?</p>	
<p>If running a canteen, have provisions been made to ensure that food handling is in accordance with Food Standards Code?</p> <p>NOTE: Even if you do not need a food licence you must abide by the <i>Food Standards Code</i>.</p> <ul style="list-style-type: none"> • Keep food preparation areas and equipment clean and hygienic • Waterproof/resistant covering provided to cover any lesions/breaks in skin of food handlers, during food preparation and service • Hand washing facilities available • Disposable gloves supplied for food preparation • Food preparers instructed in requirements for gloves use (changing between tasks that may contaminate food – e.g. toilet visit, preparation raw food etc.) • No refreezing of thawed or partially thawed food • Potentially hazardous food stored* and handled with consideration to temperature danger zone (between 5 and 60°C) – food to spend limited time in temperature danger zone. • If food is in temperature danger zone – 2-hour, 4-hour rule applied. For example, food cannot spend more than two hours in the temperature danger zones and if food is in temperature danger zone for four hours or more – it is thrown out. • Keep and prepare raw and cooked food separately. • Ensure food is cooked thoroughly. • Ensure consumers aware of potential allergens/ingredients of food. • If gluten (or other allergen) free alternatives cannot be stored, prepared and served ensuring NO contact with gluten (or other allergen) containing food – this must be made known, due to the potential for (even micro) contamination. <p>* Potentially hazardous foods either might contain food-poisoning bacteria, or are high in protein and low in acidity allowing food-poisoning bacteria to multiply (e.g. raw and cooked meat; dairy products; seafood; processed fruits and vegetables (prepared salads and cut melon); cooked rice and pasta; moist food containing eggs, beans, nuts; dishes containing any of the above).</p>	

7. SMOKING, DRUG AND ALCOHOL CONSUMPTION

All key officials, volunteers, and attendees will be advised of the LAQ policies and meet expectation. If necessary, action will be taken if and when breaches of the policy occur.

8. LOST CHILDREN

Do you have a procedure for lost children?

All officials and volunteers should know the procedure in the event of being told of a lost child.

9. KEY EVENT PERSONNEL AND ROLES DURING THE EVENT (AND EMERGENCY SITUATIONS)

Event Coordinator:

Emergency Coordinator:

Key Officials (names):

Refer to first page of the Application form for minimum requirements

Emergency services contacts:

Emergency evacuation strategy statement:

Detail how emergencies be dealt with.

10. DECLARATION

I declare that a *Risk Assessment* has been undertaken and the *SEP* has been completed on behalf of the Centre Committee by:

Name:	
Signature:	Date: