

Bemboka Show Society
Risk Management Policy

CONTENTS

1. **General Condition of show ground**
2. **Showground Map**
3. **Risk Response**
4. **Traffic Management Control Guide**
- 5(a). **Bio Hazard and Horse Safety**
- 5(b) **Bio Hazard and Goat Safety**
6. **Alcohol and Drugs Policy Statement**
7. **Harassment Policy**
8. **Duty of Care**
9. **Emergency Actions & Contacts**
10. **Lost/Separated Child Response Guide Child Left Unattended**
11. **Emergency Contacts**
12. **Check Lists – to be added**

1. General Condition of show ground

Showgrounds map

Are grounds in good order

Parking provision adequate – Refer to separate Traffic Management Plan

Pedestrian access safe

Animal access and control

Mechanical services eg power cords etc

Communication and crowd control

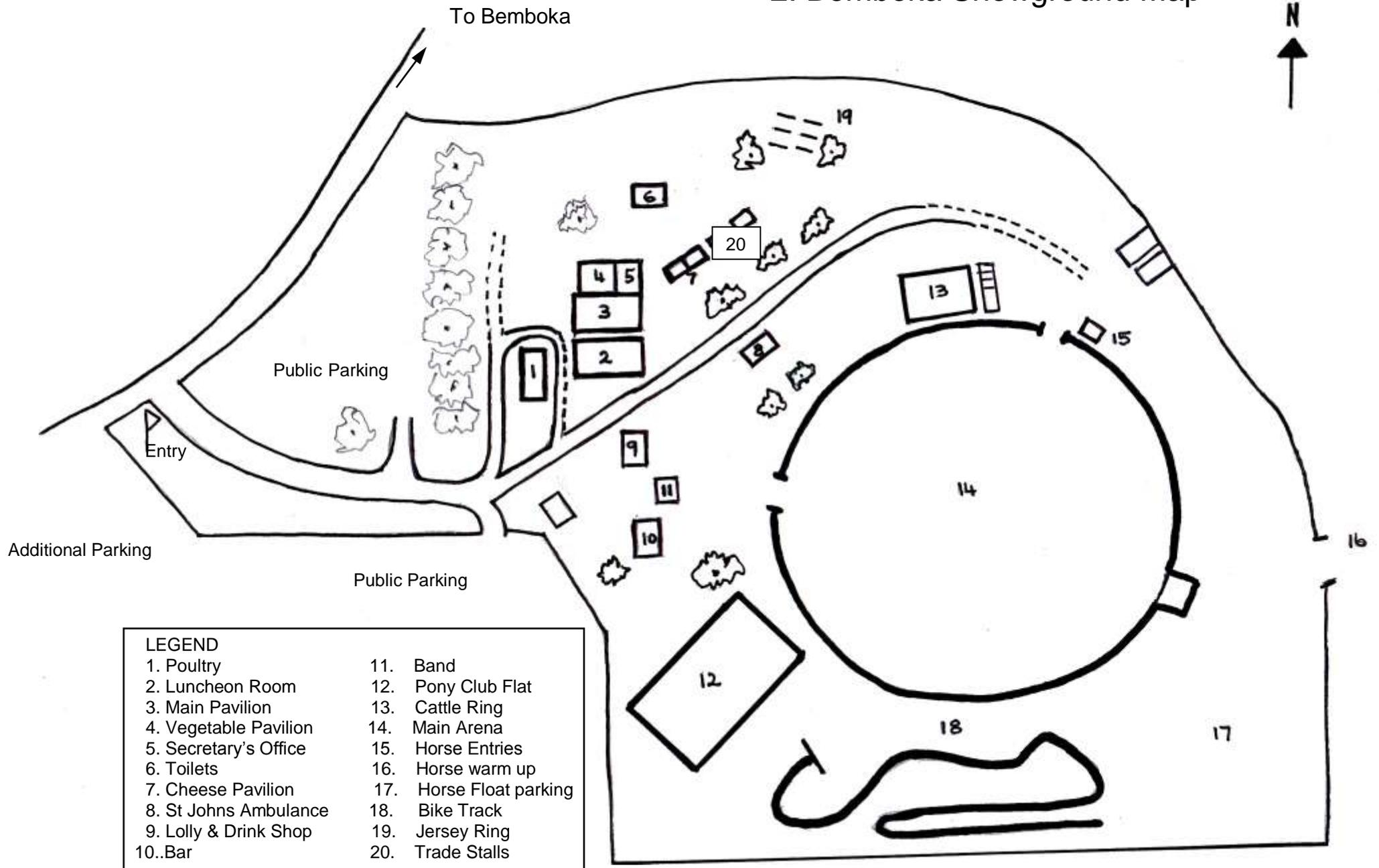
Grounds security eg cash transfer

First Aid and Medical

Waste Management

Temporary and Permanent structures

2. Bemboka Showground Map



LEGEND

- | | |
|-----------------------|-------------------------|
| 1. Poultry | 11. Band |
| 2. Luncheon Room | 12. Pony Club Flat |
| 3. Main Pavilion | 13. Cattle Ring |
| 4. Vegetable Pavilion | 14. Main Arena |
| 5. Secretary's Office | 15. Horse Entries |
| 6. Toilets | 16. Horse warm up |
| 7. Cheese Pavilion | 17. Horse Float parking |
| 8. St Johns Ambulance | 18. Bike Track |
| 9. Lolly & Drink Shop | 19. Jersey Ring |
| 10. Bar | 20. Trade Stalls |

3. Risk Response

Risk Identified

- Likelihood - Evaluate the likelihood of this happening for your event ie. Unlikely or Likely and fill in the space available
- Consequence - Evaluate the consequence of this happening for your event ie. Minor, Moderate or Major and fill in the space available
- Level of Risk - Evaluate the level of risk of this happening for your event ie. Low, Moderate or High and fill in the space available

Risk Management Response table

Example

RISK	DEGREE	SERVICE	RESPONSE
Power failure	Moderate	Ground Manager Onsite	- reset power - electrician on duty during major events - backup generator
Traffic Congestion			
Compliance from food vendors.			
Fire			
Toilets.	Need cleaning re supply		
Crossing Highway			
Medical Emergency in crowd			
Bomb threat during events			
Lost Children			
Staff Risks			

4. Traffic Management Control Guide

TRAFFIC MANAGEMENT PLANNING GUIDE

- Traffic management plan developed (see below for example)
- Traffic management plan lodged with local engineering dept.
- NSW RTA verbally advised out of courtesy
- Manned road closures organized if necessary
- Road Detours organized if necessary
- The co-ordination of all traffic arrangements will be the responsibility of
- Business / residents informed of any arrangements for events by letter
- Public informed of proceedings by way of public notice in local paper

SAMPLE

Suggest we take a close up of the public parking on the grounds map and identify specific areas such as disability parking, horse floats, trade stall access etc and illustrate access to areas and traffic flow arrows.

5(a). Bio Hazard and Horse Safety

All forms of equestrian participation involve some level of risk that an injury or damage to property may occur. Working with animals that are unpredictable and physically bigger & stronger than the people who work with them, creates a situation in which the potential for risk of injury or accident may be high.

In recognizing the responsibility of 'Duty of Care' Bemboka Show society encourages participants and spectators to heed signage, and abide by safe guidelines, bio security and rulings in order to reduce risk taking.

Neither Bemboka Show Society, nor any member of the show committee, accepts any responsibility for any loss or damage suffered by any person. All persons who handle or ride a horse, or who attend on, any premises at which the show society is conducting an event do so entirely at their own risk.

Waivers and disclaimers will be in use for participants and volunteers.

Incident report forms will be on hand. **Event Risk Management Checklist** will be used

Facilities

Parking areas, loading and unloading areas should:

- Be inspected for hazards
- Be fenced and barriers to exit gate in place.
- Under normal weather conditions surface safe for vehicles
- Have sufficient area for vehicles to turn
- Have suitable gate width for floats and trucks
- Provide area suitable for preparation of horses
- Provide separation between parking and access driveway

Riding surfaces

- Should be inspected prior to activity – not too hard, too soft or boggy
- Should be a consistent surface with some 'give'
- Should be free draining and have water available in dry/dusty conditions

Equipment

- Should be safe & suitable for the activity
- Is well maintained
- Rings divided by Dressage arena surrounds and markers/cones/pot plants not dangerous if stepped on
- Poles and rails 9cm diameter x 4m length – smooth & not too heavy to lift
- Wings & uprights made of strong materials with gaps of less than 10cm to prevent a horses hoof from becoming caught

Public Areas

- Should be inspected for hazards
- Provide separation between horse parking/preparation/riding and public viewing area
- Spectators/pedestrians separated from horse area by physical barriers, signage and supervision

5 (b) – Bio Hazard and Goats Safety

The Bemboka Show Committee shall take all reasonable care for the safety of all exhibits.

The signing of the entry form of a dairy goat will be taken as a guarantee that the animal is free from all disease, as far as is known by the owner.

The NSW Branch Entry Form must be signed before accepting any entries.

CAE Accredited herds will be separated from other herds on the showground by a wall or a distance of at least 2 metres.

Similar for MN status of Johne's

Proof of Accreditation or MN status will be required.

Shows that do not have enough pens should provide adequate tethering with a similar separation distance required. Use of own trailer is also acceptable.

Pen spacing between other exhibitors will be aisle way, storage pen of 1 metre of a wall.

Feed containers should be at the rear of the pen, preferably off the ground.

Goats must be milked in pens and not in the aisle way.

Exhibitors will open mouths of goats on request of judge.

Judges will use an instant hand sanitiser or separate sanitised wipes (supplied by steward) between goats especially when touching udders.

Milk is NOT to be disposed of on the ground.

Exhibitors must supply their own bucket with a firmly fitting lid in which to put their goat's milk.

Milking does must be relieved of sufficient milk to stop leakage on the ground.

Exhibitors must ensure that their goats are properly restrained so that interference with other goats and their feed does not occur.

NO animals except goats shall be taken to the show ring or into the goat pavilion.

6. Alcohol and Drugs Policy Statement

To acknowledge the Bemboka Show Society Inc. (herein after referred to as 'the Society') responsibility and duty of care for the wellbeing of its employees, members, associates, tenants, tenant patrons and other authorised users of the Society property.

To provide practices at its property that reduce risks associated with alcohol and drug use.

To provide a venue free of discrimination, with clear guidelines that take into account the Society's social and legal obligations.

Objectives:

1. Identify practices and tasks that pose a risk.
2. Prevent alcohol or drug misuse on the showground property.
3. Gain employee/member and tenants' commitment to working together to achieve a safer and healthier showground environment.
4. Raise an awareness by employees/members/patrons/tenants and tenant members and patrons of the risks associated with alcohol and drug abuse.
5. Assist employees/members/patrons/tenants and tenant members and patrons in need of help or advice in a confidential and sensitive manner without prejudice.

Scope:

This policy applies to all employees/members/patrons/tenants and tenant patrons and any organisation or person authorised to use the property.

Policy

1. All employees/members/tenants and tenant employees/contractors and staff and any authorised persons using the Showground are to be below the legal Blood Alcohol Content (BAC) while performing their duty.
2. The Society will not allow alcohol to be provided to its patrons, by its tenants to their patrons, or by other persons, not so licensed or authorised.
3. Under no circumstances is an employee/Society member, tenant/tenant employee during paid working hours, and meal breaks to consume alcohol unless at an approved function and then only in moderation and in compliance with legal requirements. Employees and tenant employees and authorised Showground users governed by certain legal requirements must not consume alcohol under any circumstances. Where alcohol is consumed, the Society encourages low-alcohol content beverages and provision of non-alcoholic beverages.

4. The Society requires all employees, members, patrons, tenants, tenant employees, patrons and any persons using the Showground to take all possible care for their own safety and wellbeing and the safety and wellbeing of all others and to comply with the requirements of this policy

5. The Society recognises that its awareness of any employee member or tenant employee, or authorised persons using Showground property drinking or drugs status/problem places it under a positive duty to take all reasonable precautions to remove the affected person from reasonable foreseeable accident situations while maintaining the highest degree of confidentiality.

Procedure:

Alcohol storage and consumption.

1. Alcohol may not be stored on Society property (property controlled directly or indirectly including property of lessors or contractors or other authorised users).

2. The Society approves distribution of alcohol by employees or members it authorises, by tenants licensed to do so, or by other approved persons as it sees fit to duly authorise in accordance with lawful requirement and this policy.

3. The Society emphasises at all times to tenant/tenant employees and other Showground users that it is totally unacceptable and inappropriate for excessive amounts of alcohol to be made available to or provided to consumers either as guests or paying consumers.

4. The Society does not condone the excessive use of any drug, prescribed or legal, and will not accept the use of illegal drugs or the excessive use of prescribed or legal drugs on its property, property leased by lessors or used by other authorised users.

5. Society employees, tenant employees, contractors or any other persons who are persons being paid to perform a duty on Society property or property controlled whether directly or indirectly (tenanted) must not be in any condition that is influenced by the consumption of alcohol or drugs, to the extent that their judgement or work performance is impaired.

6. Employees, contractors, tenants or tenant employees or any other person so affected and engaged in performing paid duty on or within Society property will be asked to take sick leave or unpaid leave, or absent themselves for the remainder of the day.

Driving Vehicles:

Employees, Society members, tenants/tenant employees and other persons under direct control of the Society or lessors must not drive a motor vehicle unless they are below the relevant BAC or while they are under the influence or effect of an intoxicating liquor or drug, to the extent their ability to competently and safely drive a vehicle may be impaired. Society employees and tenant employees performing a paid duty under such circumstance should be provided with alternative method of transport.

Plant / Machinery:

The Society requires plant and equipment on its property whether owned by the Society or tenants or tenant employees or other persons, such plant or equipment powered by electricity, petrol, diesel, motors, which has potential for physical danger, be operated by persons with a BAC 0.000 and nil drug consumption.

Consumption:

Patrons of the Society or its tenants, or any other persons on the Showground property considered to have exceeded the relevant legal limit of alcohol consumption, should be rendered assistance by their colleagues or other persons responsible, with alternative transport.

Medication:

Employees, contractors, members and any other person performing a task on Showground property, including property controlled by tenants, and who believe prescribed medication may adversely affect their ability to perform duties safely, or in accordance with legal requirements, are required to advise the Society or their employer.

Accident or Injury:

Persons employed by the Society or lessors of Society property (tenants) who are involved in an accident while under the influence of alcohol/drugs or who have consumed alcohol/drugs while undertaking a duty as part of their employment or contract should be aware that Workcover benefits may be nullified.

7. Harassment Policy

The Bemboka Show Society is committed to a working and learning environment that is free from any form of harassment.

Any incident of harassment will be regarded seriously and may be grounds for disciplinary action.

Persistent or gross harassment and, in particular, sexual or racial harassment, will be treated as grounds for disciplinary action including expulsion from the Society membership and or, in the case of competitors, visitors or any other persons attending a Society event, from the Showground or site where the Society is conducting an event/function.

Harassment causes distress and anxiety. It interferes with people's ability to work as a volunteer, compete as a Show or event competitor, or contribute in any other way toward the wellbeing of the Society.

The Society will therefore take harassment to include any behaviour that is offensive, intimidating or hostile, which interferes with an individual's working role or social environment; or which induces stress, anxiety, fear or sickness on behalf of the harassed person.

Being under the influence of alcohol will not be admitted as an excuse for harassment. Harassment may take many forms, such as violence or bullying, to less obvious actions such as ignoring a person (eg. In their role as committee member or contributing volunteer).

Some examples of harassment may include:

- Physical contact from touching to serious assault.
- Oral or written through offensive language, gossip, slander & jokes.
- Visual display of posters, obscene gestures.
- Isolation or non-cooperation with a person.
- Coercion.
- Intrusion by pestering, sexual pressures.
- Bullying.
- Racial discrimination.

Preventing Harassment – Checklist

- Make sure all members understand what the rules about behaviour are.
- Make sure all members know how to deal with harassment if it happens to them.
- Know the arguments supporting the need to get rid of harassment.
- Make sure the working environment is free of any material that someone else could find harassing.
- Make sure the working environment and work processes do not make it easy for harassment to happen.
- Follow up any member behaviour changes that could indicate harassment is going on.
- Act immediately.

Handling Complaints of Harassment and Discrimination

The following is a brief checklist on how to handle a discrimination or harassment complaint. Please note that this checklist is only a very general guide to good complaint handling.

- Always handle the complaint **Confidentially**, do not talk to anyone except those involved in resolving the complaint. **Impartiality**, do not prejudge - be fair. **Promptly**, resolve it as quickly as possible. **Sympathetically, sensitively and seriously**, what may seem silly to you may not seem silly to them.
- Get full information from the complainant about their complaint and how they want it resolved. **.Listen, listen, listen.**
- Decide if you are the appropriate person to continue handling the complaint - you may be too junior in the hierarchy or seen to be biased. If you can't handle it make sure that you refer the complaint to the appropriate person. Don't let it get lost.
- If you can continue to handle the complaint, put the information you've received from the complainant to the person/people they're complaining about and get their side of the story...Listen, listen, listen.
- Work out whether you now have enough information to know whether the alleged discrimination or harassment happened, or didn't happen.
- If you don't have enough information, and the allegation is of a reasonably serious nature, you may need to speak to witnesses. If there are no witnesses, you may need to refer the complaint to the Show Society to decide what to do about it.
- If you do need to speak to witnesses, do this very carefully, only speak to a witness if you are the appropriate person to speak to that witness. You can't do this if you are too junior in the hierarchy. And you can't do this if you are biased, or could be seen to be biased. In order not to breach confidentiality, do not tell a witness any more than they know already, and make sure that they don't talk with anyone else but you. Also, never speak to any more witnesses than you need to speak to in order to work out whether the discrimination or harassment happened, or didn't happen.
- Decide how the complaint should be resolved:
 - > where the complaint involves an allegation of a relatively minor nature - it may be possible to 'mediate' the complaint by getting both parties together and coming to a joint agreement about how the complaint should be resolved.
 - > where the complaint involves an allegation of a more serious nature the Show Society will need to work out whether the discrimination or harassment did or didn't happen, and then make a decision about how the complaint should be resolved. The type of discipline will obviously depend on the level of discrimination or harassment that has happened. Discipline could range from a verbal apology for a less serious incident, through to expulsion for a very serious incident or series of incidents. Naturally, discipline should be imposed in a fair and consistent manner across the Society.

- Act on your decision, letting both sides know what is going to happen and why, and telling them about other internal and external avenues of complaints if they're not happy with your decision.
- Monitor the outcome.
- Affected persons – you – should make a note of the details of any relevant incidents, and should include a note of the way in which the incidents cause you to change the pattern of your role or social life.
- If the harassment continues, you are urged to seek the help of a harassment adviser, enabling you to discuss the nature of your complaint in confidence and to arrive at an acceptable solution on an informal basis.
- If the harassment is serious or has not been resolved by the above means then you or someone acting on your behalf has the right to make a formal written complaint to the Society and/or relevant authority.

Vexatious complaints:

- The Society should note that anyone making mischievous complaints, may result in disciplinary action taken against them. What to do if you are accused of harassment:
 - An accusation of harassment does not signify a judgment of guilt.
 - You may contact a member of the Society Executive dissociated with the complaint. The aim of the person you contact will be to facilitate discussion with a view to resolving the problem at the source if possible.
 - You have the right to be accompanied throughout any discussion by a friend of your choice.
 - A simple discussion between you and the person with the complaint may set matters right.
 -

Throughout any formal or informal procedures the principal objective is that of identifying the underlying issues and eliminating the cause of the offence as quickly as possible and with minimal recrimination.

Any harassment or discrimination complaints should be advised to Australian Insurance Brokers so that insurers can be notified.

8. Duty of Care

The health and safety of all persons associated with the Society is considered to be of the utmost importance.

Our Society is committed to ensuring their health and safety through risk management initiatives aimed at, wherever practical, eliminating or reducing conditions, work practices or procedures that could cause injury.

What our Society will do:

- Identify risks and where appropriate take action to eliminate or reduce them.
- Provide information, instruction and training and competent supervision.
- Provide safe items, equipment and systems of work.
- Ensure that appropriate first aid is available for all injuries.

Your responsibility as a Society committee member, volunteer or person associated with the Society or its activity in any other contributing capacity:

- Co-operate with occupational Health and Safety policies and programs to ensure everyone's health and safety.
- Work in a healthy and safe manner and follow all safe working methods and safety rules.
- Use all equipment as instructed.
- Immediately report what you consider to be unsafe conditions, practices or equipment to the Society safety warden.
- Report all injuries and incidents immediately to the safety warden/executive officers or other responsible persons.
- Not interfere with or misuse things that have been provided for your health and safety.

The Society executive/officers/committee member responsibility:

- Provide leadership by setting a good example of commitment and compliance with Occupational, Health and Safety policies.
- Effectively implement OH and S policies, programs and principles.
- Ensure supervision is provided where needed.
- Promptly investigate all accidents/incidents and take remedial action where appropriate.
- Enforce all relevant legislative requirements that apply.
- Ensure regular safety inspections/audits are conducted.
- All visitors must conform to our safety requirements.
- Any Society member hosting a visitor is responsible for their conduct.

Contractors and sub-contractors:

- All contractors, sub-contractors and other persons engaged in any kind of work, whether remunerated or voluntary, in association with Society activity, as part of their contract/engagement/contribution, they must comply with the

Occupational Health and Safety related policies, procedures and programs of the Society.

- They must observe directions on health and safety when given by the Society safety warden or other designated person.
- Failure to comply will be considered a breach and sufficient grounds for the Society to terminate the contract/engagement/contribution

9. Emergency Actions

LIVESTOCK ESCAPE

In the event of livestock escaping within the confines of the Agricultural Society showgrounds office staff personnel, Society committee persons, other accredited officials should:

- Notify the Show Society warden (secretary's office)
- Warden to communicate with gatekeepers to close gate exits
- Alert public in attendance via showground public address system that livestock has escaped from restraint, request public to be alert and not take action to endanger themselves, others or the livestock
- Confine or isolate if possible the area of loose livestock and evacuate the immediate area
- Seek assistance of persons skilled in handling livestock to capture loose livestock
- Seek assistance of emergency services if necessary
- Notify Show Society warden of action taken

FIRE – PUBLIC ANNOUNCEMENT

The Society secretary's office should notify the public address system announcer to deliver the following announcement **ONLY IF THE FIRE IS DEEMED TO ENDANGER THE PUBLIC** Repeat announcement TWICE

“Here is an important announcement, there is a fire (state where)”.

“People in the immediate area should move to a safe area”.

“You are advised to not take any action which might endanger yourself or others”.

“The incident will be brought under control as quickly as possible”.

PERSONAL THREAT

Emergency control personnel, who should include the Bemboka Society committee members, and registered security staff employed by the Society, should:

- Notify the Show Society warden
- Notify the police by dialling “000” and requesting assistance
- Do not say anything that may encourage irrational behaviour
- Alert any other emergency control personnel in your vicinity
- Initiate action to:
 1. Restrict entry to the building, or area of incident, if possible
 2. Confine or isolate the presence from building occupants, or area, if possible
- Report to Show Society warden regularly regarding the status of occupant safety
- Evacuation should be considered (only if safe to do so)

- Have as many people as possible complete the “Description of Offender” form

MEDICAL EMERGENCY

In the event of required medical assistance:

Office staff personnel or the Bemboka Society committee persons or other accredited officials should:

- Check for any threatening situation and remove or control (if safe to do so)
- Remain or ensure a responsible person remains with the casualty and provides appropriate support
- Notify first aid personnel
- Notify the warden (chief)
- Notify the ambulance service by dialling “000”
- Designate someone to meet the ambulance at the Showground main gateway and direct it to the location of the casualty

Note:

- Provide support and appropriate assistance
- Arrange so that the casualty is not left alone
- Do not move the casualty unless they are exposed to a life threatening situation

GAS LEAKAGE

Emergency control personnel, who should include the Agricultural Society committee members, and registered security staff employed by the Society, should:

- Notify the Show Society warden
- Isolate the gas supply at the source (if safe to do so)
- Notify the fire brigade by dialling “000” and requesting assistance
- If the leakage is indoors, shut down air conditioning to prevent spread of any flammable and/or toxic gases
- Remove all ignition sources (if safe to do so)
- Turn off electricity supply
- Report to Show Society warden any actions taken
- Control the movement of occupants to the evacuation assembly area (if required)
- Remain at the evacuation assembly area until further advised by emergency services
- Provide as much information about the hazardous materials as possible
- If the spill is inside a building, ventilate to the open air if possible
- Notify all persons in the building or area of the spill to evacuate, under instruction from the Show Society warden (ensure evacuation assembly area is upwind) and If the spill is a suspected flammable material:
- Remove any ignition source
- Evacuate all persons in immediate danger under instruction from the Show Society warden (ensure evacuation area is 200 metres clear of building)
- Do not attempt to re-enter affected area

- Control the movement of occupants to the evacuation area (if required)
- Remain at the evacuation assembly area until advised by emergency services

HAZARDOUS MATERIALS

In the event of a hazardous materials spill:

Emergency control personnel, who should include the Bemboka Show Society committee members, and registered security staff employed by the Society.

If the spill may give off toxic fumes:

- Call the fire brigade on “000” and notify the Show Society warden
- Provide as much information about the hazardous materials as possible
- If the spill is inside a building, ventilate to the open air if possible
- Notify all persons in the building or area of the spill to evacuate, under instruction from the Show Society warden (ensure evacuation assembly area is upwind) and if the spill is a suspected flammable material:
- Remove any ignition source
- Evacuate all persons in immediate danger under instruction from the Show Society warden (ensure evacuation area is 200 metres clear of building)
- Do not attempt to re-enter affected area
- Control the movement of occupants to the evacuation area (if required)
- Remain at the evacuation assembly area until advised by emergency services

10. LOST/SEPARATED CHILD RESPONSE GUIDE CHILD LEFT UNATTENDED

If it is determined that a child is lost or left unattended, a staff member should try to identify and locate the parent/caregiver, according to the following procedure.

1. Reassure the child.
2. Ensure that TWO (2) adults are with the child at all times.
3. Walk around the area with the child, looking for the parent/caregiver and informally asking for assistance. Often other people in the area can provide information.
4. Take the child to the **Bemboka Show Society Secretary's Office** and keep them amused. A staff member is to stay with the child at all times until the parent/carer can be found.
5. Ask the child for any information they may be able to give, i.e. their name, parent/carers name/s, mobile/phone number.
6. If a mobile number is available, try calling the parent/carer.
7. If, after a reasonable time the parent/caregiver is not located, have the Secretary contact police to attend.

CHILD REPORTED LOST OR MISSING

If a parent/caregiver reports a child missing, staff are to adopt the following procedure:

1. Obtain name, age and description of the child
2. Inform staff at the **Bemboka Show Society Secretary's Office** and request their assistance in locating the child.
3. Provide a name and/or description of the child.
4. Check all areas thoroughly, including toilets.
5. With the parent/caregiver permission, have the Operation Centre contact police.
6. If the child is found, inform staff
7. Timelines and actions may vary with the maturity of the child, the information received and the level of the child's distress.

11. EMERGENCY CONTACTS

POLICE	000
FIRE BRIGADE	000
AMBULANCE	000
RFS Control Centre	64947400
GAS LEAKS	1800 808 526
POISONS INFORMATION	131 126
HOSPITAL Emergency Dept Bega	64929125
ELECTRICITY	
SHOWGROUND TRUST President	64930274
SHOW SOCIETY INSURANCE BROKERS	

12. Checklists: (to add)

Pre opening general inspection checklist

Fire prevention checklist

Food and Catering checklist

Grandstands and Seating checklist

Parking Areas checklists

Emergency management checklist

Site holder safety checklist

Amusement Provider contract