

IDENTIFIED HAZARDS & CONTROLS

Generations in Jazz Festival

Dated 26 February 2018

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**GENERATIONS IN JAZZ FESTIVAL
IDENTIFIED HAZARDS & CONTROLS**



HAZARDS	CURRENT CONTROLS	NEW CONTROLS	RESPONSIBILITY
Music Director unable to continue assigned role	<ul style="list-style-type: none"> As a condition of registering a school is required to indicate a Secondary Contact.. 		
Lost youth participant - under 18 years	<ul style="list-style-type: none"> All participants under 18 to be accompanied by a supervising School Leader and additional School Supervisors as required. All School Leaders to agree to take full responsibility for the participants in their group and collect and have easy access to their group's documentation as recommended by the Festival Team, including Festival Terms and Conditions, medical and permission forms. A map of the venue and the surrounding location of the venue to be made available to each participant. A well signed area (e.g. Registration point) to be available for meeting up of lost participants at Festival venues. 	<ul style="list-style-type: none"> Group Coordinators to initially manage the situation and advise Festival Manager of lost participant. In consultation with Group Coordinator and after all reasonable attempts to locate lost participant are exhausted then Festival Manager to advise local authorities and organise for parent/guardian to be contacted. Refer to Emergency Response Plan for further actions. Where appropriate, Festival Manager will seek Volunteer assistance with the search and announcements to be made during concerts etc 	Group Coordinators, Festival Manager and Festival Board
Lost youth participant - over 18 years	<ul style="list-style-type: none"> A map of the venue and the surrounding location of the venue to be made available to each participant. A well signed area (e.g. Registration point) to be available for meeting up of lost participants at Festival venues. 	<ul style="list-style-type: none"> Where appropriate, Festival Manager to be advised and to seek assistance from Workforce members with the search and announcements to be made during performance breaks, on main stages and/or workshops. 	Festival Manager, Site Manager and Board
Serious injury or death of a person under 18 years	<ul style="list-style-type: none"> Ensure all Participants agree to follow and sign the Festival Terms and Conditions. All participants under 18 can only register as a member of a group with a Group Coordinators who is responsible for their supervision. Group Coordinators are required to obtain medical forms and to have easy access to them during the Festival. Qualified First Aid staff to be present at Festival Venues to offer basic first aid in the case of an injury/ illness. Support also available from GIJ staff. All participants, adult leaders and Workforce members advised to put safety first in all instances. 	<ul style="list-style-type: none"> Contact '000' for emergency medical assistance and ensure safety of others. Refer to GIJ Emergency Response Plan. Safe Work SA to be notified of the incident and assist with investigation where required 	Festival Policy Officer and Festival Director

	<ul style="list-style-type: none"> • Workforce members encouraged to report any accidents and near misses to their supervisor to ensure action is taken to prevent injury and/or further accidents. • Regular Group Coordinator briefings to be held during the festival to alert leaders to any potential risks to participants. • In the event of a death, a critical incident response team will be coordinated to manage the incident 		
Person under 18 suffers non serious injury/illness (physical or mental)	<ul style="list-style-type: none"> • Qualified First Aid staff and Counsellors on site at the festival venue. • Participants under 18 to be supervised by their Group Coordinator to ensure they are coping with the demands of the festival and to provide advice where necessary (e.g. by getting enough rest, food, water and applying basic hygiene.). • Briefings to be held during the festival to alert group leaders to any potential risks to participants. 	<ul style="list-style-type: none"> • Participants to alert their Group Coordinator if they feel unwell etc. and Group Coordinators to manage them in the first instance. • First Aid staff to be utilised where appropriate. • If Group Coordinator or School Staff is not present a Workforce member to remain with participant until their Group Coordinator can be contacted. • Festival Policy Officer to be advised of situation and incident report completed. 	<p>Group Coordinators, Festival Policy Officer and Festival Director</p> <p>Accident Incident Reporting</p>
Person over 18 suffers non serious injury/illness (physical or mental)	<ul style="list-style-type: none"> • Qualified First Aid staff and Counsellors on site at the festival venue. 	<ul style="list-style-type: none"> • First Aid staff to be utilised where appropriate 	<p>Festival Policy Officer and Festival Director</p> <p>Accident Incident Reporting</p>
Incident occurs with member of the public during the Festival	<ul style="list-style-type: none"> • Ensure all Participants agree to follow and sign the Festival Terms and Conditions. • Participants under 18 to be supervised by their Group Coordinator or an approved Adult Leader. • All people involved in the festival to wear Festival passes making them clearly identifiable. • Venue security and Ushers to manage crowds and be aware of those in the venue who are not a part of the festival. 	<ul style="list-style-type: none"> • Refer to Emergency Response Plan and Communications Policy. • As per GIJ Emergency Response Plan the Festival Policy Officer, and if appropriate venue security, are to be contacted immediately to address any serious incidents that occur during the Festival. 	<p>Festival Policy Officer and Festival Director</p> <p>Accident Incident Reporting</p>
Group health incident (e.g. Bus crash/ whole group sick, food poisoning)	<ul style="list-style-type: none"> • Ensure all contractors engaged for the festival are professional and registered companies and abide by all necessary industry requirements/ legislation. • Collection of public liability certificates for all contractors engaged. • Ensure the GIJ engages reputable contractors. 	<ul style="list-style-type: none"> • Festival Director to convene emergency GIJ Committee or Executive meeting to determine best way forward. 	<p>Festival Policy Officer and Festival Director</p>

Minor Disciplinary Incident involving a youth participant	<ul style="list-style-type: none"> Ensure all Participants agree to follow and sign the Festival Terms and Conditions. 	<ul style="list-style-type: none"> Group Coordinator to determine best way to approach the participant regarding their inappropriate behaviour. If participant is not in a group, workforce to approach participant and remind them of the terms and conditions. Group Coordinator to liaise with the Festival Manager if they require support or guidance. 	Group Coordinators, Festival Policy Officer and Festival Director
Major Disciplinary Incident involving a youth participant (e.g. Assault, bullying, illegal activity, Incident with local authorities)	<ul style="list-style-type: none"> Ensure all Participants agree to follow and sign the Festival Terms and Conditions. 	<ul style="list-style-type: none"> The Festival Policy Officer is to be contacted immediately so that the GIJ Policy, Emergency Response Plan and Communications Policy can be followed and implemented. 	Festival Policy Officer and Festival Director
Participant property is stolen or damaged	<ul style="list-style-type: none"> Participants are required to keep their personal belongings on them at all time. Safe place for volunteers to leave their belonging 	<ul style="list-style-type: none"> Festival Team to direct victims of theft to report complaints to the police. Warning may be given during concerts, workshops, meeting etc. to remind people to look after their own property during the Festival. 	Festival Policy Officer and Festival Director
TRANSPORT			
Transport difficulties lead to people arriving late for programmed events	<ul style="list-style-type: none"> Include information regarding various routes in the participants program and online. Discuss transport needs at briefing sessions held in the lead up to the Festival and during Group Coordinator briefings throughout the festival. Build in warm-up acts to major sessions to encourage participants to arrive early. 	<ul style="list-style-type: none"> Relevant GIJ Staff to determine the best way forward (e.g. may delay the start for a time or begin without all the participants). 	Workshop Coordinator and Festival Director
Special guests are unable to get to required places for their programmed events	<ul style="list-style-type: none"> Provide a shuttle service for guests and VIPs to assist with them getting to the event on time. Have contact numbers of all guests/ VIPs to assist with communication during the Festival. VIPs and guests to be accommodated locally and asked to arrive early at the venue on the days when they are scheduled in the program. 	<ul style="list-style-type: none"> Festival team member to contact the special guest to determine whether assistance can be given e.g. organising taxi, shuttle bus to collect them. If not possible, relevant Festival Team members to determine the best way forward (e.g. concerts may begin without special guest, workshop may be cancelled and venue managers to be notified of change in schedule. 	Human Resources and Festival Director
Groups or individuals are delayed/ unable to attend the festival due to interstate transport issue		<ul style="list-style-type: none"> Festival Team to direct groups/ participants to the cancellation policy to determine whether they are eligible for any refund 	Festival Local Coordinator and Festival Director

VENUES			
Weather is unsuitable for outdoor activities	<ul style="list-style-type: none"> • Develop indoor alternatives • Monitor weather forecast in the preceding week and purchase/hire additional access to water, umbrellas and/or marquees as required. • Advise participants of weather possibilities in area so appropriate clothing is worn. • First Aid staff to be on site in case of illness. 	<ul style="list-style-type: none"> • Festival Director to convene emergency GIJ Committee or Executive meeting to be held if any issues arise. • Participants to be made aware of changes as appropriate e.g. amend signage etc. 	Festival Policy Officer and Festival Director
Large Scale disaster (e.g. Natural Disaster, Civil Unrest, Terrorism)	<ul style="list-style-type: none"> • Under direction of GIJ, CFS & or SAPOL 	<ul style="list-style-type: none"> • Follow direction of local authorities. • Encourage all participants to contact their families to confirm their safety. • Festival Director to convene emergency GIJ Committee or Executive meeting to be held to determine the way forward. 	Festival Policy Officer and Festival Director
Unmanageable Crowd	<ul style="list-style-type: none"> • Have a maximum number of registrations for the event. Office to monitor this if numbers approach the maximum. • Venue security guards and volunteers to manage crowd behaviour and ensure only registered participants are entering the programmed events. • All participants and registered attendees agree to the Festival Terms and Conditions. 	<ul style="list-style-type: none"> • Security guards and volunteers to direct crowd appropriately. • Announcements to be made regarding appropriate behaviour. • Participants who are unwell to be managed by First Aid staff. • Festival Director to convene emergency GIJ Committee or Executive meeting to be held to determine the way forward 	Event Management, Festival Local Coordinator and Festival Director Check security requirements
Non-registered people attend and/or participate in the festival	<ul style="list-style-type: none"> • All registered participants to be given a visible token of registration to be worn e.g. lanyard/ wristband. • Venue security staff and workforce to be made aware of entry/exit points and trained in how to deal with the situation. • Regular group leader briefings to be held during the festival to alert group leaders to any potential risks to participants. • Briefing days held before the Festival to alert group leaders to security and risks during the Festival. • Certain areas of the Festival are only accessible to people wearing Festival registration pass. 	<ul style="list-style-type: none"> • Venue security and/or volunteers to ask those without Festival ID their purpose for being in the Festival-only areas. • Venue security staff to ask people to leave the venue and/or escort them from area if not registered. 	Festival Policy Officer and Festival Director Reminders to wear lanyards All access passes for some workforce
Difficulty with technical equipment e.g. speakers/ generators/ computers etc.	<ul style="list-style-type: none"> • Allocate venue manager to venue to assist with difficulties as they arise. • Ensure that venue technical staff are available during the Festival to assist with difficulties as they arise. • Use professional contract staff (e.g. sound technicians) to assist where needed. Event Management subcommittee to liaise with venue staff to discuss contingency plans and to ensure training where needed. 	<ul style="list-style-type: none"> • Venue coordinator at GIJ to work with technical staff to ensure all equipment is working. • Venue manager to work with production sub-contractor to resolve 	Event Management and Festival Local Coordinator

Parking problems encountered by buses	<ul style="list-style-type: none"> Event Management to work out a parking plan for the main venues including bus drop off area and allocated parking for special guests. Participants to be informed of parking possibilities and encouraged to use their complimentary public transport tickets. 	<ul style="list-style-type: none"> Festival Director to convene emergency GIJ Committee or Executive meeting to be held if required. 	Human Resources and Festival Director
Venue emergency occurs (e.g. fire, flood etc.) leading to venue being unsuitable	<ul style="list-style-type: none"> Confirm all venue bookings in writing, well in advance of the Festival. 	<ul style="list-style-type: none"> Festival Director to refer to booking confirmation documents and contracts. Festival Director to convene emergency GIJ Committee or Executive meeting to be held to determine the way forward. 	GIJ Executive and Festival Coordinator
Venue emergency occurs during the festival (e.g. fire, flood etc.).	<ul style="list-style-type: none"> Source emergency evacuation procedures from venue. Venue to provide emergency warden and will manage evacuation procedures Announce evacuation procedures at first large gathering. Volunteers trained in emergency evacuation procedures. Plenary Coordinator and Workshop Coordinator to be aware of emergency evacuation plans. 	<ul style="list-style-type: none"> Evacuate venue according to emergency evacuation plans. Follow instructions from emergency wardens. Ensure safety of all as first priority. Festival Policy Officer to enact Emergency Response Plan. 	Human Resources and Festival Policy Officer
Delays in on-site registration lead to long waits/ queues	<ul style="list-style-type: none"> Offer several time slots for collection of registration packs. Ensure adequate numbers of volunteers are allocated to assist with this task. Utilise clear signage about the registration process and the reason for various queues. 	<ul style="list-style-type: none"> Registration Coordinator to monitor the process and to amend the procedures as necessary and seek volunteers to assist where possible 	Event Management
Not having enough meals or drinks for people who have meal tickets	<ul style="list-style-type: none"> Numbers of meals to be confirmed in the weeks preceding the festival. Clearly identifiable meal tickets to be given to relevant participants. Provide training for volunteers in the collection process to verify who has access to meals. 	<ul style="list-style-type: none"> Discuss problem with catering company. Work with catering company to find a solution. 	Event Management
Insufficient amenities for participants	<ul style="list-style-type: none"> Venue is licensed to hold 6,000 and has sufficient amenities including water stations for this number of participants. 	<ul style="list-style-type: none"> Volunteers to re-direct people if long lines begin to form at certain places. 	Human Resources
Public demonstration is staged at the Festival	<ul style="list-style-type: none"> Develop a media/communications strategy for potential media issues that may arise through meeting with relevant parties and seeking advice from experienced media personnel. 	<ul style="list-style-type: none"> Festival Director to be notified immediately so that GIJ Communications Policy can be implemented. Festival Director to convene emergency GIJ Committee or Executive meeting to be held to determine the way forward 	Communications and Festival Director

Scandal involving Special guest/ Sponsor occurs during the festival.	<ul style="list-style-type: none"> VIPs and guests to be vetted by Festival Board, Festival Director to avoid inappropriate associations. Sponsors to be vetted by Festival Team to avoid inappropriate associations. Arrangements to be confirmed in writing including a statement that the GIJ reserves the right to withdraw their sponsorship if such a matter should arise. 	<ul style="list-style-type: none"> Festival Director to convene emergency GIJ Committee or Executive meeting to be held to determine the best way forward. Festival Director to meet with GIJ legal firm to determine the way forward. If necessary, GIJ to reimburse sponsor and refuse sponsorship offers. 	Event Management and Festival Director
GIJ or Private Property is damaged or stolen	<ul style="list-style-type: none"> Brief volunteers and Festival Team about security at the venue to ensure no unnecessary risks are taken. Security guards to be present. All registered participants to agree to Festival Terms and Conditions. The public liability and voluntary workers insurance is under the GIJ Inc. This has been confirmed in writing. 	<ul style="list-style-type: none"> List of missing/ damaged property to be given to GIJ Festival Director in writing. Involve police in investigation if necessary. Festival Director to assist venue where possible with investigation and recovery of property. 	
Injury or illness to special guests resulting in them not being able to attend	<ul style="list-style-type: none"> Ensure there are standby guests available to fill in. Communicate updates in the lead up to the festival to manage expectations. Special guests to be contacted in the week leading up to the festival to confirm their availability. 	<ul style="list-style-type: none"> Festival Director to be advised of the loss of guest at earliest possibility. Festival Director to convene emergency GIJ Committee or Executive meeting to determine best way forward. 	Program and Festival Director
Claims that the festival is discriminating (age/religion etc.)	<ul style="list-style-type: none"> Educate public (e.g. via the website) on the specific aims of the festival and the reasons for excluding certain people from attending (e.g. age restrictions for child safety concerns). Identify appropriate ways for people to participate in the Festival 	<ul style="list-style-type: none"> Festival Staff to listen to the concerns of complainants and refer them to the relevant section of the website. Encourage any persistent claimants to submit their complaint in writing to the Festival Director for the appropriate response and handling. 	Festival Director
Emergency expenditure required during the Festival	<ul style="list-style-type: none"> All Workforce members are to seek approval for any expenses or to extend previously approved budget allocations from the Festival Director prior to expense being incurred. 	<ul style="list-style-type: none"> Volunteer member to contact supervisor for expense approval. Area Coordinator to seek expense or budget increase approval from Festival Director. 	
Major incident occurring in another part of Australia resulting in a loss of a large number of participants	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Festival Director to convene emergency GIJ Committee or Executive meeting to determine best way forward 	Festival Policy Officer and Festival Director
Lost registration data/ system breakdown during the festival	<ul style="list-style-type: none"> Registration company to do regular back-ups of the system. GIJ team to ensure a copy of the registration system is downloaded at the end of each calendar month. Access to data to be given to several Festival Staff members. 	<ul style="list-style-type: none"> Resort to latest back up and seek lost data through emails sent in receipt of registration 	Event Management and Festival Director

Contractor/ guests double bookings/ mistaken dates	<ul style="list-style-type: none"> • Subcommittees to confirm all bookings with contractors and guests in writing and keep a copy. • Subcommittees to maintain regular contact with all contractors/ guests in the lead up to the event, especially with key personnel. 	<ul style="list-style-type: none"> • Subcommittee to negotiate with the guest/ contractor the best way forward. • If necessary, Festival Director to arrange an Emergency GIJ Committee or Executive meeting. 	All subcommittees and Festival Director
Issue with contractors	<ul style="list-style-type: none"> • Every contractor engaged must produce a public liability certificate and the relevant police check • Contractors should be made aware of the Terms and Conditions for the Festival 	<ul style="list-style-type: none"> • All subcommittees and Festival Director 	