

COLLABORATOR RISK MANAGEMENT

For successful participation on the Open House Melbourne Weekend, we expect all Collaborators to consider and plan for the mitigation of risks to the public inherent in attending the venue or event.

The following is a recommended series of steps to ensure compliance and a happy patron experience.

1. Risk Identification

Consider what sources of risk might be present in the delivery of your planned Weekend activities at your event or venue. This might include elements such as:

- Steps, slippery surfaces or uneven surfaces (that can lead to slips, trips and falls)
- Small or narrow spaces (which can lead to congestion or patron frustration)
- Service of food or alcohol
- Entry close to active roadway
- Valuable items on display

2. Documentation

Once you've identified the applicable risks, put them into a simple risk assessment detailing the ways in which you plan to manage the identified risks in order to lessen the likelihood or consequence of an incident or accident occurring. Below is an example table of how you might detail and manage your risks:

Risk Source Risk Source that could occur due to planned activities	Inherent Risks Risk associated with each source before any control measures are put in place	Inherent Risk Rating When no controls yet implemented	Risk Controls Measures that need to be taken to eliminate or minimise the risk associated with each hazard	Residual Risk Rating Once controls implemented	Risk Owners Who will implement controls?
Narrow or Small Spaces, Contained Areas	Impediment of evacuation increases severity of outcome; injury, discomfort, distress or annoyance to persons in overcrowded small spaces	MEDIUM	<ul style="list-style-type: none">• Identify all potential areas of issue prior to event• Design and layout of patron journey to allow for small or narrow spaces• Number of patrons permitted to enter at one time controlled• No infrastructure or programming to be located in areas with minimal access or potential for overcrowding• Mechanism in place to count patrons as they enter• Evacuation plan in place to move patrons from small spaces if an incident occurs	LOW	Venue

3. Management

Include all your risk sources in a large table, with a cover page to detailing the event name, venue, contact details, maximum number of patrons, activities on offer, sharing this document with your key stakeholders. Prior to the event commencing, check through all your risk controls to make sure you have everything in place. Make sure you don't have any controls included that you cannot implement.