

1. OVERBERG DISTRICT MUNICIPALITY FIRE and DISASTER MANAGEMENT



SAFE RECON FOR:.....(Event Name)

For assistance in completing this document please contact:

Shané Summers 028 4251157 to make an appointment

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Disclaimer

The Author nor the Authority Having Jurisdiction cannot be held responsible for any misinterpretation or malpractice arising from the contents of this guide and absolves itself of any responsibility arising from the action or inaction of any person or persons who believes that contents herein constitute the absolute.

Regardless of any authority given to proceed with any event following the completion and signing off of this guide and the subsequent regulatory process; it remains the responsibility of the Event Organiser to continuously monitor, control and manage any hazard or risk arising from or prevalent during the event that may impact on public safety.

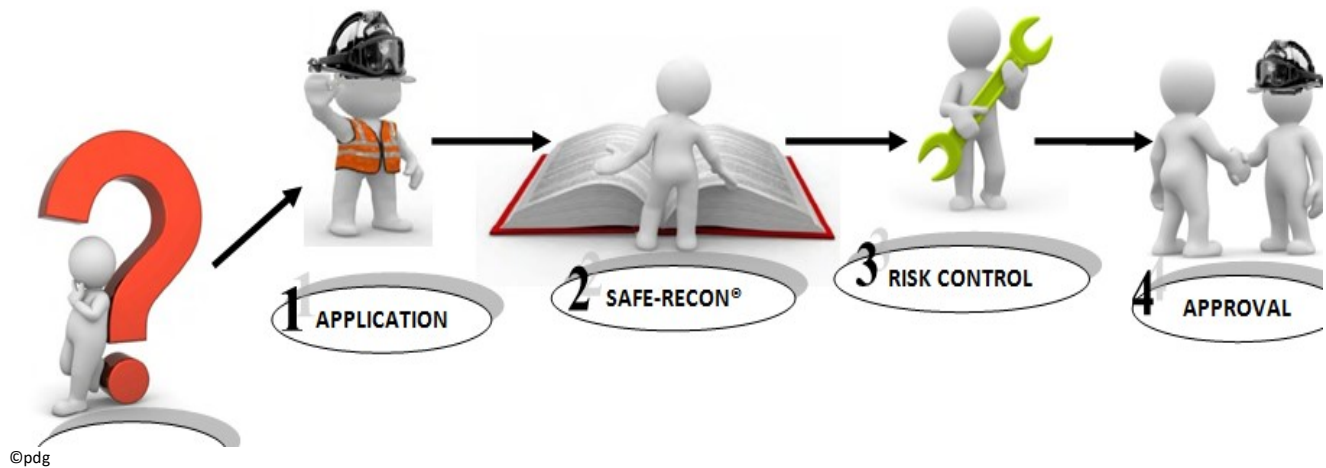
This document is designed to assess the risks associated with Large Scale Events. Once complete, the original signed document must be handed to the Fire Department.

QUICK GUIDE ON HOW THE RISK ASSESSMENT PROCESS IS APPLIED BEFORE THE EVENT CAN BE APPROVED.

The SAFE RECon CRITICAL PATHWAY:

"To ensure your event is safe, we need to assess the potential risks. Here's how we do it: We follow a step-by-step process (called a "critical pathway") to gather all the necessary information about your event and to make sure you know what we require. If we don't follow this process, it could affect public safety.

The diagram below shows you how our process works



So, in other words: To keep your event safe, we assess the risks. We follow a specific process to get all the information we need and to make sure you know what to expect. If we skip steps, it could impact safety. That is why you have to fill in this form.

Below is an example of how the form must be filled in. **The residual Risk Rating will be done by the ODM and if a high risk is identified you will be contacted by us.**

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to place by organizer or applicable (N/A)
	<i>In selecting a suitable event site, the following hazards must be considered.</i>		
	<ul style="list-style-type: none"> <i>Access & Egress for emergency services</i> <i>Suitable & safe car parking areas.</i> 	<p>Suitable Portion may be required to be closed off and reserved for Emergency Services Only.</p> <p>Designated Areas + Drop off areas clearly identified</p>	<p><i>We have set aside a dedicated entrance for emergency services on the Western side of the site.</i></p> <p><i>We have volunteers assist with parking.</i></p>
	<ul style="list-style-type: none"> <i>Pedestrian Safety</i> 	Traffic Marshalls to assist. Traffic Police may be required	<i>Parking volunteers to assist.</i>
	<ul style="list-style-type: none"> <i>Land not subject to flooding.</i> 	Consider Slope, drainage, water movement, etc,	<i>Have confirmed with local Engineer.....see below</i>
	<ul style="list-style-type: none"> <i>Proximity to water bodies that may create a hazard</i> 	If near swimming pools, dams or rivers, suitable barricading or lifeguards	<i>n/a</i>

1.0 Overview (Provide exact details of the Event)

1.1 Target Audience

People from within your town or from within the district, from within the province or the country?

1.2 Venue?

1.3 Duration of Event?

Set up Commences on: _____ (date)

Event Starts on the _____ and ends on _____ (date)

1.4 Time of Year (Season)

SEASON: Spring Summer Autumn Winter

1.5 Crowd Expectation?

Per Day: _____ and for entire event: _____

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4.0 Site Selection

Activity	Risks Identified	ODM FDM Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
Site Selection	<i>In selecting a suitable event site, the following hazards must be considered.</i>	Suitable Portion may be required to be closed off and reserved for Emergency Services Only.		
	▪ <i>Access & Egress for emergency services</i>			
	▪ <i>Suitable & safe car parking areas.</i>	Designated Areas + Drop off areas clearly identified		
	▪ <i>Pedestrian Safety</i>	Traffic Marshalls to assist. Traffic Police may be required		
	▪ <i>Land not subject to flooding.</i>	Consider Slope, drainage, water movement, etc,		
	▪ <i>Proximity to water bodies that may create a drowning hazard.</i>	If near swimming pools, dams or rivers, suitable barricading or lifeguards may be required.		
	▪ <i>Power lines that may be brought down in a storm.</i>	Consider Overhead Transmission lines; High mast Poles, etc.		
	▪ <i>Wildlife/fauna including insects and snakes.</i>	If Event is near vegetation, water, consider Season and area history.		
	▪ <i>Bushfire potential</i>	Consider threat from fire if site is adjacent bush, also consider event causing bushfire. Also consider that trees could be struck lightning during thunder storm		
	▪ <i>Protection from high winds/severe storms.</i>	IF site is open, patrons will be highly vulnerable to elements		
	▪ <i>Extremes of temperature.</i>	Consider Season		
	▪ <i>Disabled Access & facilities.</i>	Must have		
	▪ <i>Impact on neighbours & environment.</i>	Environmental Health Survey may be required		
▪ <i>Structural Stability Certificate for fixed stands.</i>	ECSA registered engineer to certify stability of stands			
▪ <i>Venue Operations Centre for Emergency Services</i>	Adequate space/ facility may be required			

5.0 Site Description

Street Name:	
Adjacent Street Names:	
Estimated Size of site:	
Are there any fixed structures on site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there Electrical Connections on Site?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there Emergency back-up generator?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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4.0 Site Plan

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state if not applicable (N/A)	Residual Risk Rating
<p>Develop site plan</p>	<p><i>Failure to develop an effective site plan may lead to confusion, overcrowding and inappropriate siting of amusements and facilities.</i></p> <p><i>In developing this plan, ensure that activities/facilities that may clash are not sighted adjacent to each other.</i></p> <p><i>E.g. Kids amusements versus alcohol zones/high traffic areas/water bodies</i></p>	<p>The site plan must be developed and the following to be clearly identified.</p> <ul style="list-style-type: none"> ▪ Entrances & exits ▪ Parking areas. ▪ Taxi & Bus stops ▪ Pedestrian routes ▪ Vehicular access routes ▪ Emergency access/egress. ▪ Restricted areas ▪ Non-Alcohol areas ▪ Event Co-ordination Centre ▪ Lost kids/property ▪ Security locations ▪ First Aid posts ▪ Food/vendor stalls ▪ Liquor outlets & consumption areas ▪ Information Centre ▪ Toilets ▪ Seating & rest areas ▪ Media ▪ Power/water/gas ▪ Picnic/quiet areas ▪ Stage locations ▪ Rubbish Bins ▪ Firefighting equipment ▪ Generators <p>Site plan to be distributed to key personnel & emergency services.</p>		

Total Venue size: m2

Number of seats/chairs:.....

Number of patrons expected.....

Number of Gas Supplied Food stalls/Courts.....

Attach a site plan to this document

5.0 Communication

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
C o m m u n i c a t i o n	<i>Inadequate communication between the event organisers and event personnel, and event organisers and the public may limit the success of the event and will hinder an effective response in an emergency situation.</i>	Two-way radio communication is necessary for: <ol style="list-style-type: none"> 1. Communications between members of the event management team and key event staff (safety, first aid, security, traffic) 2. Communications between event management team and all points of entry (including the monitoring of counting systems) and all points of exit. 3. Communications between the management team and the Emergency Services Command Post /VOC. 		
		Code alert designated for serious emergencies.		
		Public address volume adequate for announcements to be heard and understand over crowd noise.		
		Multiple language announcements as required.		
		Regular health promotion/safety announcements		

6.0 Site Signage

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
S i t e s i g n a g e	<i>Inadequate or inappropriate signage may lead to congestion, confused patrons and/or ineffective emergency response.</i>	Site signage plan developed, including: <ul style="list-style-type: none"> - Entrances - Exits - Toilets - Drinking Water - First aid posts - Parking - Information centre - Rules relating to alcohol consumption - Lost & Found - Security - No go zones - Rubbish Bins - Public Transport - Non-alcohol areas - Fire Fighting Equipment - No Smoking/ Smoking - Schedule of restricted or prohibited items - Restricted areas - Vehicle Parking <i>Signs should meet SANS Standards.</i>		

7.0 Traffic Management

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
Traffic management	Poor traffic management can lead to confusion, gridlock and accidents.	<ul style="list-style-type: none"> Traffic management plan developed in conjunction with Traffic Authorities. 		
		<ul style="list-style-type: none"> Road closure permits from Traffic Department. 		
		<ul style="list-style-type: none"> Road barricading and signage arranged. 		
		<ul style="list-style-type: none"> Traffic wardens briefed on their role and provided them with a traffic management and site plan. 		
		<ul style="list-style-type: none"> Road closure advertised and emergency services advised. 		
		<ul style="list-style-type: none"> Consideration given to interruption to neighboring businesses and residents. 		
	Traffic contingency plan for extenuating circumstances	<ul style="list-style-type: none"> Traffic management plan incorporates consideration for heavy traffic loads at event closure or mass evacuation. 		
	Should the event be catering for significant numbers of youth, difficulties may be experienced by parents finding children at pick-up time.	<ul style="list-style-type: none"> Arrange and promote a designated parent pick up point to limit confusion and concern by parents at event closure. 		
	Car Parking	<ul style="list-style-type: none"> Traffic flow into and out of car parks is planned and signed, and/or traffic marshals appointed. 		
		<ul style="list-style-type: none"> Lighting in car parks is adequate for pedestrian security and safety. 		
		<ul style="list-style-type: none"> Adequate overflow car parking is planned to cater for requirements outside initial estimates. 		
		<ul style="list-style-type: none"> Disability of access has been considered in developing a car parking and pedestrian access strategy. 		
	Event closure after public transport available may leave patrons stranded and disgruntled, leading to disruption to neighbours and property damage.	<ul style="list-style-type: none"> Shuttle buses arranged. 		
		<ul style="list-style-type: none"> Taxi companies notified. 		
		<ul style="list-style-type: none"> Bus/taxi ranks designated 		
<ul style="list-style-type: none"> Security staff available. 				
<ul style="list-style-type: none"> Police advised of arrangements 				

8.0 On-Site Contingency Management Plan

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
On site-Contingency Management Plan	<p>No On-Site Contingency management plan may lead to an ineffective response to an emergency, with subsequent injury or loss.</p> <p>For larger events, consultation with Police and emergency services may be required.</p>	Emergency plan developed taking into consideration:		
		<ul style="list-style-type: none"> ▪ Details for on-site emergencies not requiring outside assistance. 		
		<ul style="list-style-type: none"> ▪ Arrangements to hand over control to police and emergency services. 		
		<ul style="list-style-type: none"> ▪ Identify personnel who can authorize evacuation. 		
		<ul style="list-style-type: none"> ▪ Identify how the event will be interrupted, and emergency messages communicated. 		
		<ul style="list-style-type: none"> ▪ Provide grid plan of site and all services. 		
		<ul style="list-style-type: none"> ▪ Identify emergency access and evacuation routes. 		
	<ul style="list-style-type: none"> ▪ Identify evacuation areas for performers, vendors, staff, volunteers and patrons. 			

9.0 Fire Protection

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
Fire Protection	<p>Inadequate or inappropriate fire management plans may lead to an unnecessary fire incident.</p>	<ul style="list-style-type: none"> ▪ Firefighting equipment requirements determined in consultation with the Fire Department 		
		<ul style="list-style-type: none"> ▪ Consideration has been given to fire restrictions. 		
		<ul style="list-style-type: none"> ▪ Necessary permits from have been gained for open-flame requirements, heating and cooking. 		

10.0 Security

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
Security	Friendly, professionally graded security staff will maintain a positive and safe atmosphere for patrons.	Develop a security plan that includes the following: <ul style="list-style-type: none"> Site plan Emergency management plan 		
		<ul style="list-style-type: none"> Clear direction on the management of unacceptable behaviour. 		
		<ul style="list-style-type: none"> Control of access to stages and performance areas. 		
		<ul style="list-style-type: none"> Minimizing risk of fire by patrolling areas. 		
		<ul style="list-style-type: none"> Control of vehicular traffic and marshalling. 		
		<ul style="list-style-type: none"> Searches for alcohol, drugs and weapons. 		
		<ul style="list-style-type: none"> Assistance to emergency services. 		
		<ul style="list-style-type: none"> Incident records to be maintained. 		
		<ul style="list-style-type: none"> Reporting procedures and chain of command. 		
		<ul style="list-style-type: none"> Debriefing 		
		<ul style="list-style-type: none"> Equipment & materials that easily convert to cash identified and secured. 		

11.0 First Aid and Medical Plan

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
First Aid / Medical Plan	Inadequate first aid facilities may lead to distraught patrons and unnecessary confusion. Major events may require involvement from EMS in planning first aid or comprehensive medical response.	<ul style="list-style-type: none"> Ambulance / First Aid Service arranged to provide first aid assistance, taking into consideration first aider/ ambulance to patron ratios. 		
		First aid room/tent provided with the following facilities: <ul style="list-style-type: none"> Covered floor. Chairs & tables. Easily identified signage Power & running water. Adequate lighting. 		
		Security personnel arranged to monitor first aid stations to assist with drunken or aggressive patients.		
		Communication between first aiders, security staff and event organizers established.		
		Establish need for mass casualty protocol which is in line with mass evacuation protocol.		
		Establish whether medical plan is adaptable to the CBR & Emergency Management Plan.		

12.0 Public Health

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
Public Health	Patrons may suffer infection or illness from a number of sources.	<ul style="list-style-type: none"> ▪ Surveillance for the duration of the event arranged for the following: 		
		<ul style="list-style-type: none"> ▪ Monitoring waste disposal and taking corrective action where excess waste builds up. 		
		<ul style="list-style-type: none"> ▪ Monitoring the cleaning of toilet and shower facilities. 		
		<ul style="list-style-type: none"> ▪ Surveying the site for sewage leaks. 		
		<ul style="list-style-type: none"> ▪ Surveying the site for discarded needles and syringes. 		
		<ul style="list-style-type: none"> ▪ Surveillance of food handling practices. 		
		<ul style="list-style-type: none"> ▪ Safe collection of needles, clean-up of vomit, sewage and other undesirable substances. 		

13.0 Food & Beverage

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
Food & Beverages	Inappropriate food handling techniques may lead to public health issues.	<ul style="list-style-type: none"> ▪ All food vendors have food handling certificates. ▪ Copy of food vendor's current public liability policy relevant to the activity has been obtained. 		
		<ul style="list-style-type: none"> ▪ Food vendors have adequate refrigeration /cooling for their requirements. 		
		<ul style="list-style-type: none"> ▪ Adequate hand washing and sullage facilities have been provided for food vendors. 		
	The appropriate location of food vendors can maximize the benefits to the event.	<ul style="list-style-type: none"> ▪ Sufficient area has been allowed for queuing at food vendors during periods of maximum patronage to eliminate overcrowding and crowd control issues. 		
<ul style="list-style-type: none"> ▪ Adequate soft drink/water vendors are located throughout the site, and the promotion of consuming appropriate liquids to protect against dehydration is undertaken. 				

14.0 Public Conveniences

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
P u b l i c C o n v e n i e n c e s	<p>Sufficient toilets should be provided for patrons, taking into consideration:</p> <ul style="list-style-type: none"> ▪ Anticipated crowd numbers. ▪ The sex of patrons (women require more toilets than men) ▪ If alcohol is available, usage will increase. ▪ The duration of the event. 	<ul style="list-style-type: none"> ▪ Toilets are well lit so as not to provide a security or safety hazard. 		
		<ul style="list-style-type: none"> ▪ Toilets provided are appropriate for wet weather should it occur. 		
		<ul style="list-style-type: none"> ▪ Toilets are stocked with soap and hand towels, and are restocked regularly. 		
		<ul style="list-style-type: none"> ▪ Toilets are odour free and cleaned regularly. 		
		<ul style="list-style-type: none"> ▪ Toilets are located away from food storage and food service areas. 		
		<ul style="list-style-type: none"> ▪ Toilets are accessible for people with disabilities. 		
		<ul style="list-style-type: none"> ▪ Nappy changing facilities are provided (if required) 		
		<ul style="list-style-type: none"> ▪ Sharps disposal facilities are provided. (if required) 		

15.0 Public Safety

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
Public Safety	<p>Slip, trip and fall hazards may create injury to patrons.</p>	<ul style="list-style-type: none"> ▪ The site, and in particular main access routes, public conveniences, food sites and main areas of congregation have been checked for hazards, and corrective action taken as appropriate. 		
		<ul style="list-style-type: none"> ▪ All cabling in public areas to be to appropriate standards. 		
		<ul style="list-style-type: none"> ▪ All cabling at stages etc to be cordoned off from public access. 		
	<p>Temporary Structures can cause a hazard if not soundly constructed or assembled correctly.</p>	<ul style="list-style-type: none"> ▪ All temporary stages, marquees etc are constructed to a standard that will withstand the loadings they are intended for. 		
<ul style="list-style-type: none"> ▪ Temporary structures may require a permit & Temporary Occupancy Certificate to be obtained from Fire Dept. 				

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	<p>Should patrons have access to the stage performer safety and crowd crush situations may arise.</p>	<ul style="list-style-type: none"> ▪ Establish a buffer zone between the stage and crowd to allow access for security and first aid staff. ▪ Buffer zone to be created with a V shaped barrier to deflect a forward moving crowd to the outer stage area and prevent crushing. 		
	<p>Temporary seating can create a hazard in some circumstances.</p>	<ul style="list-style-type: none"> ▪ If possible, secure seating to the floor as enthusiastic patrons may stand on the seats, creating danger. ▪ Portable seating should be secured in sets of four minimum, to prevent chairs becoming missiles or weapons should the crowd turn angry. 		
	<p>Gas Cylinders may create a hazard if unsuitable, or if they fall over and the neck or valve is cracked.</p>	<ul style="list-style-type: none"> ▪ Ensure all gas cylinders have been tested and are secured to prevent accidental damage. 		

16.0 Working with Young People

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
<p>Working With Youth and Children</p>	<p>Behaviour of leaders and youth</p>	<ul style="list-style-type: none"> ▪ Clear rules in relation to alcohol & substance abuse. ▪ Clear rules in relation to behaviour whilst in transit. 		
	<p>Safety & Medical Emergencies</p>	<ul style="list-style-type: none"> ▪ Risk management plan for all activities. ▪ All venues/sites assessed for potential hazards prior to commencement of the activity. ▪ First Aid kits and trained staff available at all activities. ▪ Medical & contact details maintained for all participants. ▪ Indemnity forms signed by parents/guardians before undertaking activities. ▪ All appropriate personal protective clothing & equipment worn by participants. 		

17.0 Working with Older People

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
Working with Older People	Getting Around	▪ Suitable access ramps available.		
		▪ Handrails on steps & stairs & in bathroom facilities		
		▪ Disabled toilet facilities available.		
		▪ Floor surfaces safe & suitable for people using wheelchairs, walking frames & other aids.		
		▪ Transport appropriate for people with limited mobility.		
		▪ Signs clear & easy to read for vision impaired people.		
		▪ Aisles unobstructed and clearly defined.		
		▪ Adequate access for emergency services		
	Activities	▪ Risk assessment of venue and activities for potential hazards undertaken prior to commencement.		
		▪ Venues appropriately lit for the activity that is to be undertaken.		
		▪ First aid kits and trained staff available		
		▪ Appropriate, well maintained equipment provided for activities		

18.0 Engagement of Volunteers

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
Engagement of Volunteers	Volunteers not registered, inappropriately trained, equipped, or unavailable.	▪ Volunteer details recorded in register, including name, address, contact phone number, activity undertaken and date/times on duty (important in linking volunteer to insurance coverage)		
		▪ Volunteers briefed in all aspects of their role, outlining issues above.		
		▪ Volunteers dressed appropriately for task, including reflective clothing, sun protection etc.		
		▪ Back up list of volunteers maintained to ensure sufficient numbers should unexpected absences arise.		

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19.0 Insurances

Activity	Risks Identified	BVFD Generic Risk Control Requirements	Event Risk Controls to be put in place by organizer or state not applicable (N/A)	Residual Risk Rating
Insurance	Inadequate insurance or a failure to disclose the event to your insurer may limit indemnity or void cover under the policy.	<ul style="list-style-type: none"> Disclose the event and all activities to your insurer to ensure you have cover under your public liability policy. 		
		<ul style="list-style-type: none"> Ensure all third parties have their own public liability insurance that notes the interests of Council/event organizer on the policy. 		
		<ul style="list-style-type: none"> Maintain a roster or other records that demonstrate the date/time and activities of volunteers, to ensure coverage under any volunteer policy that may be in place. 		
		<ul style="list-style-type: none"> Confirmation of public indemnity insurance and value 		

Public Liability Reference Details: _____

20.0 Register of Incidents

Activity	Risks Identified	BVFD Assessment Report & Requirements	Residual Risk Rating
Register of Incidents/ Injuries	Any incident or injury may lead to litigation at a later date with the statute of limitations being three years for adults.	<ul style="list-style-type: none"> Ensure all necessary details are recorded for all reported incidents, including: <ul style="list-style-type: none"> Name, address and phone for injured party. Details of injuries sustained. Details of what actually happened 	

21. Details of Principle organizer and Responsible Person

The following details must be filled in by the person designated as the Principal Organizer for the event.

Name of Principal Organiser: _____

Cellular Contact Number: _____ Alternate Contact Number: _____

Email: _____

Signature:.....

Date:

Disclaimer

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For Official Use

Date Received:.....

Received By:.....

Risk Evaluation Committee Convened on (Dates).....

Follow Up Inspection Date:.....

Fire Dept. Official's Name:

Inspection Ref:.....

Authority Given: YES / NO (Circle appropriate response)

If No, state reason:.....

COF Details: Receipt No:.....Issue Date:.....Expiry Date:.....
