

Risk Management helps you detail and mitigate any potential risks that might arise through the development and implementation of a project/event or the running of an organisation

For each installation, event, change of space or any construction work you undertake you should complete a Risk Assessment. For events and public projects, Risk Assessments and Risk Management Strategies often form part of the Council application processes. These can often take time and may affect your planning processes so make sure you start this process early and update when necessary.

Event Management

If you are looking to produce a festival or event in a public place, then you will have to follow certain compliance guidelines. It is best to start planning your event at least 10 months in advance. This is to ensure you meet all the approval processes within the timeframe of presenting your project.

Before you start it is a good idea to work out some of the details of what your program will involve. This will help you describe the project and clearly articulate its benefits to Council.

Key questions you should be thinking about include:

- Provision of curatorial brief/idea
- Who are your audience members and how will you access them?
- What is your budget?
- How many artists and/or performers will be included?
- How many exhibitions and artworks will be included?
- Where and when would you like to propose the event?
- What WHS and risk assessment processes will you undertake? (It is a good idea to start planning for this early so you can counter any possible reasons for rejection or issues that may arise.)
- Why do you think this event is necessary?
- How will this event affect the public in the relevant local council area?
- What are the positive outcomes for artists and community from this event?
- Does this event contribute to the social, economic and cultural life of the area? This answer should be YES as you are contributing to Council's public art, cultural and creative objectives.

Some of the main issues to consider include:

- Safety and Security
- Legal Issues
- Communication Planning
- Health
- Traffic and Transport issues
- Accessibility
- Volunteers
- Music and performers
- Fundraising
- Sponsorship
- The Actual Event
- Evaluations
- Resources

Once you have addressed these points it is a good idea to talk to the local council where your event will take place. Local councils often have designated contact people to discuss your proposal with.

Each Local Government Area (LGA) has different event application forms and guidelines that you will need to follow and complete. You will also need to apply for Council permissions as part of your event.

Permissions needed can include:

- Traffic Management Plan
- Development Applications
- Temporary Development Applications
- Road Closures
- Food Service
- Filming rights
- Temporary Licences and/or Liquor Licence
- Activity Plan

It is best to address these issues up front as they may have organisational and financial implications that you will not be able to meet once the project is already in production. By acknowledging these processes you can work towards how to deal with them and plan for them.

Risk Assessment

A Risk Assessment is a document that identifies, assesses, documents and controls risks. It is about identifying what risks you may experience, rating the possibility of each of them occurring and putting the appropriate measures in place to ensure these risks are controlled and minimised.

For example, if installing an exhibition you could identify risks as manual handling, working with chemical substances such as paint, falling objects, working from a height, public access and liability. You could control these risks through holding safety briefing sessions with all volunteers to cover proper lifting procedures, wearing personal protective equipment (PPE) when painting and drilling, ensuring objects are secured to the wall, hanging mechanisms or display plinths, signage for the public on access, provision of amenities, putting procedures in place for emergencies, ensuring you do not block or cover the emergency exits and that any trip hazards are removed or spills cleaned up.

For an outdoor event or project the risks become greater and thus your risk assessment will be more complex. It is advisable to speak to your local Council's cultural officer for assistance in planning an outdoor event and what would need to be included in the risk assessment. You can find a sample risk assessment templates in the appendix of this document.

Remember you will need to adjust the assessment for each project/event as they may entail a different set of circumstances. Each state or territory may have specific requirements for their risk assessment documents, please check the Workcover website in your area.

Risk Management Plan

A Risk Management Plan should be produced by the project manager, whether this is for building or construction work to be undertaken in your space, for a major project or for the daily operations of your space and activities in it. A Risk Management Plan aims to foresee risks, to evaluate their likelihood, and to create response plans to mitigate them. It also consists of the risk assessment matrix. You can find examples procedures for this in the How to Manage Work Health Safety Risks Code of Practice in NSW <https://www.safeworkaustralia.gov.au/doc/model-code-practice-how-manage-work-health-and-safety-risks>

Regulation of Risk

The following lists a selected range of standards with which you will need to comply:

Work Health & Safety Policies

WHS (previously OH&S) is not about restricting what you do, it is about planning for all possibilities and ensuring you meet legislative and legal requirements. You have a duty of care to provide a safe environment for workers, members of the public, contractors and artists.

If you start this process at the beginning of the project it will assist you to work through any WHS implications and devise procedures for minimising hazards and meeting the legal requirements for your project.

You will be giving weight to your proposal to Council by addressing WH&S policies and putting Risk Management Plans in place which articulate how you propose to manage and minimise any proposed hazards. This is applicable for both events and the management of your organisation.

WorkCover provides detailed information on WHS policies and procedures. It also provides details on the roles and responsibilities of workers, managers and tips on how to make your workplace safer.

Manual handling

Manual handling is any activity that involves lifting, lowering, carrying, pushing, pulling, holding or restraining. It may also include stretching, bending, sustained and awkward postures, and repetitive movements. Manual handling is one hazard that arises in the majority of workplaces. WorkCover has a detailed the Manual Handling Code of Practice that can be downloaded from their website. This Code provides tips on how to identify, manage and control manual handling risks. These include assessment of load, correct lifting positions, sharing the load and devices that can be used to assist.

Hazardous materials

Within art practice there is a range of chemicals, products and consumables that could pose a hazard to artists, employees and workers. WorkCover NSW provides information on safety procedures and obligations when handling hazardous material for example <https://www.safework.nsw.gov.au/hazards-a-z/hazardous-chemical>

Noise

An employer has a responsibility to ensure the safety of workers, volunteers or interns and that they are not at risk of permanent hearing damage. You must make certain that appropriate risk control measures are taken. This can include the wearing of hearing protection aids when noise levels in the workplace reach or exceed excessive limits. This is defined by WorkCover as:

- exceeds an eight hour noise level equivalent of 85 dB or peaks at more than 140 dB.
- 85dB is about the equivalent of city traffic if you are inside your car.
- 140dB is about the equivalent of an aeroplane's jet engine.

You should always wear hearing protection for any noise over 85dB if it is for a sustained period of time or if any noise reaches 140db even if intermittently. To give you a better idea, the noise level at a rock concert is about 115-125dB and would require hearing protection if there was exposure for an 8hr period of time.

Working from heights

When installing artwork in large or high spaces this could involve working from a height. Working from a height is defined as any situation where a person is working from an elevated position. Working from heights dictates that workers must not be alone if at or above a height of two metres and that measures are put in place to prevent them from falling.

As a director or employee/volunteer of an ARI, it would be your responsibility to manage and control risks for those working or installing in the space. If a person is working from a height then as outlined by WorkCover you must ensure:

- stable and securely fenced work platform or, if this is not reasonably practicable,
- secure perimeter screens, fencing, handrails or other physical barriers capable of preventing falls or, if this is not reasonably practicable,
- other forms of physical restraint that are capable of arresting a fall from a height of more than two metres or, if this is not reasonably practicable, provision of a safe means of movement between different levels at the place of work.

The regulation discusses provision and maintenance of physical restraints that are capable of arresting the fall of a person from a height of more than two metres. But this is only if it is not reasonably practical to provide control measures such as scaffold, perimeter screens, fencing or handrails.

Food Safety and Handling Procedures

This is enforced by your local council and regulated by the NSW Food Authority. According to the NSW Food Authority:

- Selling food at fundraising events for community causes does not require any training of food handlers or notification of the event to the Authority - as long as the food does not normally need to be kept hot or cold, or normally needs temperature control but will be eaten immediately after thorough cooking (e.g. sausage sizzles).
- Food handlers should have knowledge and skills appropriate to the type of food they are preparing, especially if the food normally needs to be kept hot or cold and is not eaten straight away. These events should be notified to the Authority.
- Free food is not regulated by the Food Authority.
- You will need to notify the Food Authority www.foodstandards.gov.au/foodstandardscode for more information.
- Local councils do require you to submit applications if you are going to include temporary food stalls in your event. Application forms are available for download from your local council website.
- Also a provision of a temporary liquor license is that you provide food, so it is necessary to ensure you are meeting all food handling conditions and provisions if serving alcohol.

Personal Protective Equipment (PPE)

PPE is the equipment you will need to wear when undertaking certain tasks. As mentioned previously under 'Noise', you would need to ensure you wear protective hearing aids if working around loud noise.

PPE also includes the provision of clothing and protective gear such as hats, water, sunscreen if you are working outside in the sun, gloves, goggles, masks or ear plugs if you are working with hazardous or airborne substances. This can include sanding, painting, or installation construction work.

Testing and Tagging

You should regularly have your electrical appliances tested and tagged to ensure they are safe to operate and do not pose a risk to you or employees/volunteers.

Insurance

Insurance is necessary for anyone operating a space or undertaking a public project or event as it will cover you if anything goes wrong. Just make sure you disclose all your activities to the insurer and pay your premiums by the due date.

You should carefully consider your options as you have a legal duty of care towards the public, artists, volunteers and employees. You can work with a broker to structure a set of insurances specifically tailored your needs.

NAVA has an insurance program as part of its Premium Plus Membership for artists, installers, curators, registrars, conservators and administrators who are sole traders that includes:

- Public Liability
- Products Liability
- Professional Indemnity Extension
- Property in Custody or Control
- Tenants Liability
- Personal Accident

More information on NAVA's Premium Plus Membership with insurance can be found here: visualarts.net.au/shop/products/premium-plus/

APPENDIX

Sample Risk Assessment

Company Name:	
Exhibition/Project Title:	Exhibition/Project dates:
Curator/Project Administrator:	Director of Organisation:
Date of Assessment:	Person Undertaking the assessment:

Hazard/ Risk	Person/s at risk of harm	Property which may be damaged	Control measures already in place	Risk Assessment (1=Low, 2=Moderate, 3=High, 4=Extreme)	Further action taken to reduce risk	Date action completed

Remember you should adjust each Risk Assessment to detail the specific risks of each project you undertake.