Event Operations Plan

*[Event Name]*



*Produced by [Name organisation]*

**Contents**

[**1. Event Overview**](#_sr86le233jpx) **3**

[1.1. Event Dates and Times](#_p5g71vdkynj4) 3

[1.2. Event Organiser](#_ipa5qeoprexr) 3

[1.3. Core Event Team](#_2et92p0) 3

[**2. Event Description**](#_tyjcwt) **3**

[2.1. Event Format](#_3dy6vkm) 3

[2.2. Event Route Maps](#_1t3h5sf) 3

[**3. The Ride Operations**](#_4d34og8) **4**

[3.1. Sites](#_nr48syqh3pgh) 4

[3.1.1. Start sites](#_rua5ku1x6ao0) 4

[3.1.2. Finish sites](#_qo0sgk2o15ga) 4

[3.1.3. Rest / water stops](#_mqbpmur6dmz8) 4

[3.1.4. Event Run Sheet](#_7rffglopnt75) 4

[3.1.5. Event Site Maps](#_lr1seu9sj5jo) 4

[3.2. Infrastructure](#_yb0sdwf2sysd) 4

[3.2.1. Power/Generators](#_d0zk9uyc8ra1) 4

[3.2.2. On course infrastructure](#_n17c63okov) 4

[3.2.3. Site infrastructure](#_ndpazlk9lkl5) 4

[3.2.4. Toilets](#_ugiskdunzsow) 4

[3.2.5. Water stations](#_d2sdp1jvgtst) 4

[3.2.6. Public Address System](#_aqxb8zkd77mw) 4

[3.3. Event Staff](#_97ngm6t569wf) 5

[3.3.1. Traffic controllers](#_qywqcgpsuvtf) 5

[3.3.2. Volunteers](#_kizpno4qvce4) 5

[3.3.3. Event crew](#_qmim5ithlf5s) 5

[3.4. Entertainment](#_ewwef39sm2u) 5

[3.5. Event Communication](#_2xcytpi) 5

[3.6 Waste Management](#_ksq0mkwn9vf) 5

[**4. Stakeholders**](#_26in1rg) **5**

[4.1. Traffic Management](#_b85jz2m77zrp) 5

[4.2. NSW Police](#_2k1q1xsi7pfc) 5

[4.3. Transport Management Centre (TMC)](#_wc5y5d6hf5aj) 5

[4.4. NSW Ambulance](#_vk31qvqr4wm5) 5

[4.5. First Aid](#_e9v95bexpwkv) 5

[4.6. Command and Control](#_61ttk4vvgrk5) 5

[**5. Traffic Management [Only if there is traffic management!]**](#_vnyjct50sg88) **5**

[5.1. Road closures](#_l3jcfovjjc2i) 6

[5.2. Lane Closures](#_y8jwo3t8syw8) 6

[5.3. Speed Reduction](#_giwrdhs9li31) 6

[5.4. Event Infrastructure – Course](#_exm38g5cr6y3) 6

[5.5. Road Reopening Plan](#_ape67hdfkzac) 6

[5.6. Cut off times](#_j02gok11qda2) 6

[**4. Event Schedule**](#_poz4nzj9lqfl) **6**

[**5. Community Engagement and Event Signage**](#_jpr7utt7k3pp) **6**

[5.1. Event Signage](#_3whwml4) 6

[5.2. Community Consultation](#_jvbmr69j0n46) 6

[**6. Event Risk Management and Safety Plan**](#_9kgq2hn122gz) **6**

[**7. Contingency Plan**](#_1pxezwc) **6**

[**8. Emergency Plan**](#_f2ftomg0n35) **6**

[**9. Risk Assessment**](#_k6m2fejks2jx) **7**

# 

# 1. Event Overview

*[Overview event. Include everything you would tell a participant, e.g. date, location, ride routes, number of riders expected, etc. This part of the text should be okay to be copied onto any other media to be read by potential participants or stakeholder]*

## 1.1. Event Dates and Times

Event Date:

Organisation:

Event Type:

Event rides:

Event Start:

Event Finish:

* [Give different rides if applicable]

Event start times & locations: *[Insert table if applicable]*

Bump in times of sites and first & last rider ETA’s: *[Insert table if applicable]*

## 

## 1.2. Event Organiser

*[Insert name of Event Organiser]*

*[Insert paragraph about the Event Organiser]*

*Bicycle NSW*

With over 15,000 members and supporters, Bicycle NSW is the peak cycling body in NSW. Our 40 years of history shows in our unrivalled local knowledge and a widespread cycling network.

Bicycle NSW is a member-based association with a substantial history of representing bicycle users in New South Wales. Our mission is: *“Creating a better environment for all bike riders”*

Our goal is to achieve a better environment for current riders, and for those who may be encouraged to ride a bicycle in the future. Bicycle NSW seeks to stimulate the cultural and behavioural change necessary to mainstream bicycle use while also advocating for improvements to be made to the built environment that improve the viability of the bicycle as a serious transport option.

## 1.3. Core Event Team

*[Name, main point of contact]*

Telephone:

Email:

# 2. Event Description

## 2.1. Event Format

*[Describe the event and if applicable the different route options]*

## 2.2. Event Route Maps

*[Insert route map(s)]*

# 3. The Ride Operations

## 3.1. Sites

### 3.1.1. Start sites

[*Describe start site and what is located at start]*

### 3.1.2. Finish sites

[*Describe finish site and what is located at start]*

### 3.1.3. Rest / water stops

[*Describe rest site(s) and what is located at start]*

### 3.1.4. Event Run Sheet

*[Provide or attach a table with details to who will run each site or location. What will happen when? When will infrastructure be bumped in?]*

### 3.1.5. Event Site Maps

*[Insert Site Maps for each location. These maps should include locations of infrastructure, contractor locations, toilets, water, exit and entry to site, vehicle entry]*

## 3.2. Infrastructure

### 3.2.1. Power/Generators

*[Will you use power? Where is the power coming from (generator/line from council)? What are you using it for?]*

### 3.2.2. On course infrastructure

[*Describe infrastructure used along the course]*

### 3.2.3. Site infrastructure

[*Describe what infrastructure will be on which site and why]*

### 3.2.4. Toilets

[*Write where toilets will be located? Will these be rented or are they already located on site?]*

### 3.2.5. Water stations

[*Where will water stations be located?]*

### 3.2.6. Public Address System

*[Will you use a PA? If so, where will PA be located? What type is it? What are you using it for? What are the guidelines for use (max decibel etc)?]*

## 3.3. Event Staff

### 3.3.1. Traffic controllers

*[If applicable, tell Traffic Controller’s where they will be located and why]*

### 3.3.2. Volunteers

*[Are you engaging volunteers? From where? What are their roles?]*

### 3.3.3. Event crew

*[Who else is working on the event? Both office and on-site. Think of crew that you are hiring, or are hired through vendors/exhibitors/contractors]*

## 3.4. Entertainment

*[What entertainment will you have? Think music, jumping castles, etc]*

## 3.5. Event Communication

*[How are you communicating during the event? Are you using phones, radio?]*

## 3.6 Waste Management

*[How will you deal with waste created on sites/route? Will you have a contractor or ask council to supply bins?]*

# 4. Stakeholders

## 4.1. Traffic Management

*[Have you contracted a traffic management company? Are you creating a traffic management plan?]*

## 4.2. NSW Police

*[Have you notified Police?]*

## 4.3. Transport Management Centre (TMC)

*[Has TMC been involved with the planning?]*

## 4.4. NSW Ambulance

*[Have you notified NSW Ambulance?]*

## 4.5. First Aid

*[Where will First Aid be located? Who is responsible for the First Aid?]*

## 4.6. Command and Control

*[Who is reporting into who? How is communication done? If easier, report this in a diagram]*

# 5. Traffic Management *[Only if there is traffic management!]*

## 5.1. Road closures

*[Which roads are closed?]*

## 5.2. Lane Closures

*[Which lanes are closed?]*

## 5.3. Speed Reduction

*[Are there any speed reductions in place? Where?]*

## 5.4. Event Infrastructure – Course

*[Any infrastructure going on the course route? What?]*

## 5.5. Road Reopening Plan

*[Who will be reopening the roads if there are road or lane closures?]*

## 5.6. Cut off times

*[Are there cut off times in place? Why? Who will enforce these? When and where are the cut offs?]*

# 4. Event Schedule

*[Provide a table with timings and locations of the event. E,g, when rides are starting, open and close times of the sites and ETA’s of first/last riders]*

# 5. Community Engagement and Event Signage

## 5.1. Event Signage

*[Will there be event signage placed? Along the course? At sites? When and where? Who will be responsible for hanging this up and taking this down? Give an example of the signage used. ]*

## 5.2. Community Consultation

*[How will you inform the community of the event? Will posters be placed 2 weeks prior to the event? Will you deliver flyers to residents to notify them?]*

# 6. Event Risk Management and Safety Plan

*[Do you have a risk management and safety plan? If so, attach. If not. Write here about how you are keeping your staff safe]*

# 7. Contingency Plan

*[What is your contingency plan for wet weather, disaster on the day, etc]*

# 8. Emergency Plan

*[This is the part where you explain all the controls you put in place in case an emergency happens. This means explaining how the management process of emergencies will happen, who is part of the planning committee prior to the event, who is in charge of the emergency when it happens (chief wardens, area wardens, etc) and their specific roles in that situation. Are there emergency services involved during the event and what is their relation in the management of the event? How are the emergencies been communicated within the staff, to the public and the participants? What are your emergency procedures?]*

# 9. Risk Assessment

*[Insert your risk assessment. This should be a table like below. The table should include all the risks, what the consequence and likelihood is of it, what the controls are that will be put in place to prevent the risk from happening and what the consequence and likelihood of the controlled risk is now*

**Risk Assessment for *[Insert Event Name]***

Health and safety is very important to *[Insert Organisation Name]*. While individuals participate in our bicycle riding activities at their own risk, we must work hard to minimise the risk of injury associated with participation in our rides and any associated events. Therefore we need to take steps to help ensure that people can participate safely at all times.

**Event Location:**

**Time of Work:**

**Event Date:**

See below the current Risk Assessment for *[Insert Event Name]*.

*Risk Matrix*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Consequence | Likelihood |  |  |  |  |
|  | Rare | Unlikely | Possible | Likely | Almost Certain |
| Insignificant | Low | Low | Low | Low | Low |
| Minor | Low | Low | Low | Medium | Medium |
| Moderate | Low | Low | Medium | Medium | High |
| Major | Low | Medium | Medium | High | Extreme |
| Severe | Low | Medium | High | Extreme | Extreme |

***EXAMPLE of Risk Assessment - Do not copy this! Please update to suit your event.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Inherent Risk** | **Control Measures** | **Residual Risk** |
| Risk Ranking | Risk Ranking |
| Capacity and staffing resources unable to deliver project | Medium  *Major*  *Unlikely* | Engage Ride Leaders and Event Staff well in advance of project rides. | Low  *Major*  *Rare* |
| Lack of Participants | Medium  *Moderate*  *Possible* | Work with The City of the City of Sydney and stakeholders to develop a communications plan to deliver promotions via multiple channels to reach the broadest possible audience. | Low  *Moderate*  *Rare* |
| Participants unable to ride or not have appropriate equipment | Medium  *Moderate*  *Possible* | On booking in for the guided ride, provide a checkbox where participants confirm they are able to ride a bike and that they will provide their own bicycle and helmet. | Low  *Modorate*  *Rare* |
| Ride Leaders will not allow any participant to participate in the ride if they do not have a helmet or do not have the appropriate skills to ride in the guided ride. |
| Participant safety issues causing injury or damage | High  *Major*  *Possible* | Ride Leaders to brief participants on ride safety and potential hazards.  Routes will be assessed for hazards and a cue sheet developed prior to ride. | Medium  *Moderate*  *Unlikely* |
| Incident or accident involving a third party causing bodily harm or damage to their property. | High  *Severe*  *Possible* | On booking in for the led Ride advise that participants should take out Bicycle NSW membership to be covered by Bicycle NSW personal accident, public liability and third party insurance. Provide a link during registration to enable participants to sign up for membership and access suitable insurance. | Medium  *Severe*  *Unlikely* |
| A Ride Leader or Staff member trained in First Aid will be present during the ride. |
| Damage or injury caused by temporary installation of equipment for outdoor promotional activities and training/classes | High  *Severe*  *Possible* | Any banners will be installed and attached to their pole so they cannot come free. Flagpole bases will be weighted to stop the flag falling over. If the wind is too high, the flags will not be erected. | Low  *Severe*  *Rare* |
| A frames will be placed away from walkways and thoroughfares and have a weight on one cross beam to ensure it cannot fall or blow over. If the wind is too high, the A frames will not be erected. |
| Staff installing equipment will be trained prior to the activity to ensure they understand and can erect and install equipment safely and correctly. |
| Tripping/falling hazards on route and other dangers caused by, but not limited to, roadworks and debris. | High  *Major*  *Likely* | Ride Leaders will assess and plan the route carefully before the event. There will be a cue sheet created prior to the event with the steps that need to be taken during the ride. | Medium  *Major*  *Unlikely* |
| Ride Leaders will do a reconnaissance ride the day before the event to check the route for possible dangers. |
| Riders will be briefed prior to commencing the ride. Ride Leaders will outline the risks and possible dangerous along the route. |
| Welfare and WHS issues causing staffing shortage or injury/impact | Medium  *Moderate*  *Possible* | Appropriate breaks will be given in the quiet periods. Refreshments and food can be bought nearby. | Low  *Moderate*  *Rare* |
| Staff instructed to wear closed in shoes, sun protection/ clothing and will wear identifying t-shirts or other similar. |
| Unseasonal hot weather on day of ride impacting participant safety. | Medium  *Moderate*  *Possible* | Ride leaders monitor the local weather developments in the days leading up to the led ride with a view to anticipate whether cancellation will be required. Ride leader has the skills and knowledge through their Ride Leader training to judge the severity of the potential weather impact and knows the procedure to follow should the ride be cancelled. | Low  *Moderate*  *Unlikely* |