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	A	SMS Work party	Committee	SOP-016
	28 <sup>th</sup> August 2019			
	Event Management at Oberon Rail Precinct			

### Document Status

Version	Date	Revision	Prepared	Reviewed	Approved
A	28/08/2019		SMS Working Party	Committee	28/08/2019
B	15/05/2020	1	KL & GB	Committee	27/5/2020

### Revision Record

Revision	Date issued	Description of Changes
1	15/05/2020	Changes to format of body text and headers & Footers



## Event Management at Oberon Rail Precinct

### SPOP-016

#### 1: Introduction

The purpose of this document is to describe the physical and procedural controls required at various events held in the Oberon Rail Precinct to manage risks to visitor safety.

#### 2: Responsibilities

Minimum Rostered responsibilities on the day must include:

##### Site Controller

The Site Controller role is responsible for grounds safety issues including rostering all required people appropriate for the anticipated day's needs. The Site Controller should wear the safety vest with the wording "Site Controller" displayed. The Site Controller must clearly communicate to volunteers what role/s they are expected to perform, and what those roles entail. The Site Controller anticipates the size of the crowd, and increases the rostered volunteers to cater for expected need on the day.

Responsible for the safety of visitors to the station precinct during the event, and has oversight of all volunteers whilst working in the station precinct.

Responsible for hiring portaloos as required for larger crowds

Responsible for providing speaker system/loud hailer for station and safety announcements

Responsible for ensuring evacuation procedures are on display

Responsible for arranging removal of portaloos, and ensuring that the station precinct is left clean, tidy and safe at the conclusion of the event.

##### First Aid role

Responsible for ensuring first aid provisions are fully stocked, in date and quickly accessible, and that appropriate signage is displayed to enable visitors to find the first aid post. The Parcels Office will be used for this purpose. A stretcher, clean blankets and chairs should be available. The first aid post should be packed up and cleaned up at the end of each event, and supplies needing replacement should be noted in a folder for the next event.



### **North Street Gate Monitor**

Responsible for ensuring that signage is put up along North Street directing visitors to the correct entrance gate, and that Albion Street gate is closed to the public.

Responsible for erecting temporary fencing and signage to deter public access to Zone A, Zone B and No-Go Areas as required on the day.

Responsible for collecting tickets at the gate if required, and any induction to site instructions as determined by Site Controller.

Responsible for directing car and historic display items, etc, to their designated placement, and ensuring public safety while this happens.

Responsible for cleaning and packing up the above at the conclusion of the event.

### **Rail Crossing Monitor**

During peak surges, such as train arrivals and departures, ensures smooth traffic flow through the pinch point of the railway crossing. This role may stop pedestrian traffic in one direction at the Public Holding Area E to allow passengers exiting a full train to leave the platform before allowing oncoming passengers to cross to the platform.

Responsible for directing parents where to leave prams prior to departure of the train

Manages accessibility issues if required, such as assisting with wheelchairs up the ramp.

This role could probably run excursions into Zone A and Zone B during low traffic times, and provide history information on the trains and the line, ensure photographers line up appropriately to get a good photo, etc.

Responsible for cleaning and packing up the above at the conclusion of the event.

### **Station Staff**

Responsible for manning the station building, including the shop and on site ticket sales, and caretaking of the historic content of the station building.

Responsible for checking the toilet is cleaned and the supplies (toilet paper, soap) are replaced as required throughout the day

Responsible for checking the station building is clean and presentable, and all signage in place

Responsible for station refreshments

Use by dates should be checked, and out of date items replaced.

Responsible for ensuring a suitable cash float in the till at commencement of the day, suitable accounting for sales during the day, and balancing the till at the conclusion of the day's activities.

Responsible for ensuring the station building is locked up when no volunteers are in the building.



Responsible for cleaning and packing up above at the conclusion of the event.

### **Western Platform Monitor**

Ensures that the public are safe on the platform, allowing safe entry and exit to the train.

### **Roving relief volunteers to allow toilet and coffee breaks for the above roles**

Please note that one person may be assigned, where practicable, to multiple roles, and roles may be filled by staff also performing duties on board the train. For instance, The Site Controller may man the station and perform the first aid role. The guard on the train may become the platform monitor, having been the first to exit the train. The Gate monitor may become the rail crossing and platform monitor. The main point is that everyone ensures that all roles are fulfilled at all times, with primary responsibility for the days' visitors whilst on site at the Oberon Rail Precinct resting with the Site Controller.

Additional staff will allow further event options, such as supervised tours of the shed and access to additional areas.

### **3: Related Documents**

SOP-014 Emergency Procedures

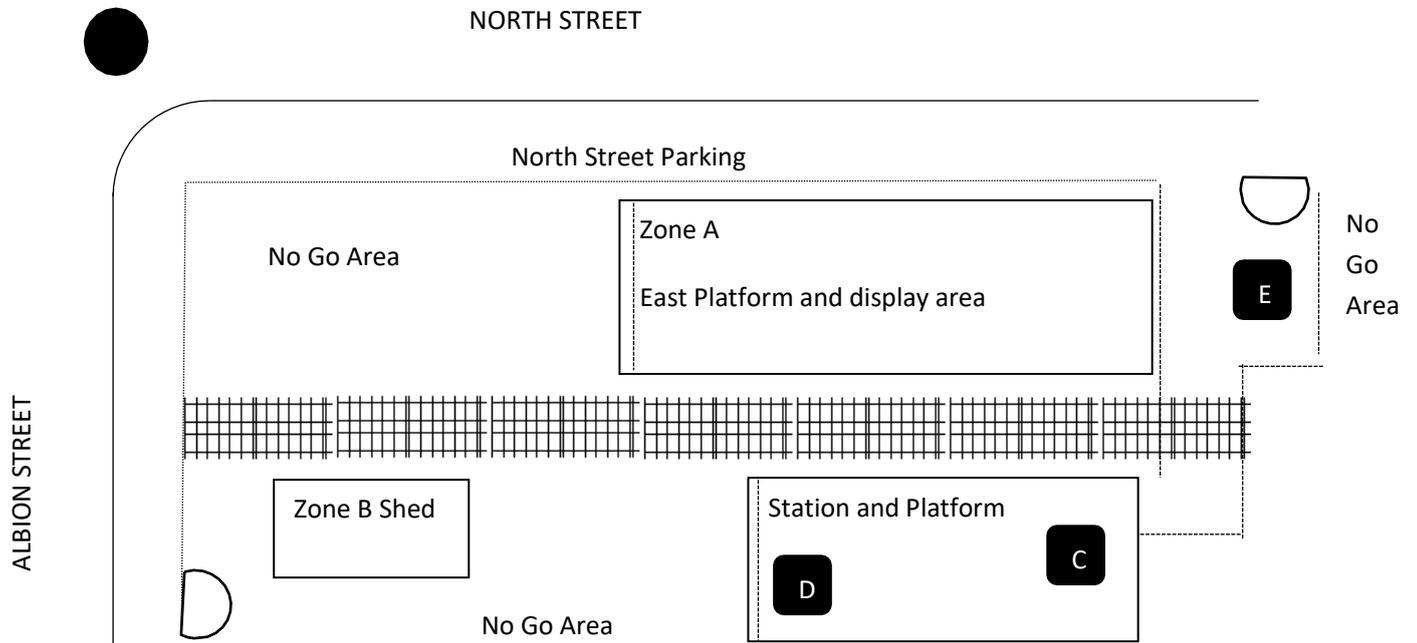
### **4: Scope**

This document does not cover safety related to running the train.

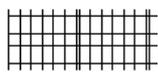
This document only covers the Oberon Rail Precinct as outlined in Figure 1. Zone A may be opened only with an additional platform monitor for the eastern platform. Zone B is only accessible with an additional volunteer to run controlled tours.



Figure 1: Oberon Rail Precinct



Key:



Track



Gate



Temporary Fencing



Permanent Fencing



Wet Weather Pram Zone (Parcels Office) and First Aid Post



Dry Weather Pram Zone behind Oberon platform sign



Public Holding Area and Evacuation Area



## 5: Safety Factors

- 5.1 Hazard Slip, Trip, Fall Hazards, especially in wet, icy or snowy conditions
- Likelihood Likely
- Consequence Moderate
- Control Inspect designated walkways for slip, dip and trip hazards prior to every event day. Remove trip hazards, fill holes; isolate areas that can't be rectified through fencing; place gravel on slippery icy areas; install warning signage
- 5.2 Hazard Falling from platform
- Likelihood Likely
- Consequence Critical
- Control Temporary or Permanent fencing erected at platform ends for platforms in use at that event; Trained platform monitors on duty as required, more required for busier days; restricted access to the platform when a train is approaching; designated holding areas for platform monitors to direct people whilst waiting for access to the platform
- 5.3 Hazard Traffic flow reduction due to pram, stroller, wheelchair users blocking access
- Likelihood Likely
- Consequence Moderate
- Control Platform monitors to direct parents to leave prams and strollers in a designated Pram Zone; Wheelchair users assisted to a safe area on the platform
- 5.4 Hazard Physical or Verbal abuse by members of the public
- Likelihood Likely
- Consequence Moderate
- Control Ensure good communications with the public to minimise frustration; Ensure good traffic flow and crowd control

## 6 Equipment risks

Poor broken signage; Inadequate supplies in first aid kit;

## 7: Tasks

As outlined in Roles, preparation is key. The Site Controller should ensure before the day that all volunteers know their responsibilities for the day, and where to find the equipment they need. Volunteers should arrive early to ensure sufficient time to perform their preparatory roles prior to the arrival of the public. All signage and temporary fencing, cleaning, supplies, cash floats, etc, should be



completed well before gates open. For display days, cars, tractors etc should be in place prior to public admission.

## **8. Equipment**

First Aid post supplies

Entrance signage and clips

No public admission signage and clips

Star pickets and tape for temporary fencing

Loud hailer/sound system

Sundries supplies – toilet rolls, drinks, merchandise, etc, ready, along with prices for merchandise

Cash Float

Tickets

Designated safety vests and PPE for volunteers

Two way radios allowing volunteers to keep in touch during the day with the site controller

**END OF DOCUMENT**