

AUSTRALIA•NOVA•ROMANA
PROVINCIA•AVSTRALIA



APPLICATION FOR ACTIVITY OR EVENT

Oversight and public liability insurance.

Provincia Australia includes the modern-day nations of Australia and New Zealand, hereby called *Australia* as the prominent geographical feature in the region.

Decimus Aurelius Ingeniarius
Propraetor, Governor



I. PURPOSE

This application is for use by Nova Roma citizens (members), resident in Australia (members of Australia Nova Romana), seeking coverage and public liability protection for local organised events.

The insurance coverage is provided by the Australasian Living History Federation (ALHF). Individuals seeking event or activity coverage are required to have a membership with ALHF either through another organisation or through Australia Nova Romana. Not all participants in an activity or event need be members but those non-members may not be permitted to undertake certain actions or be precluded from some activities.

Unfortunately, the public coverage does not yet extend to resident citizens of New Zealand.

Citizens and Nova Roma municipalities in Provincia Australia should use this application if hosting an event or activity:

- a. in public, for the public or on public property;
- b. that uses any form of weapon (real or perceived);
- c. that will use any fire or open flame;
- d. that uses any vehicle, plant or motorised implement;
- e. that includes any actions considered risky or dangerous;
- f. when 10 or more members are planned to attend;
- g. where there is doubt about the safety of attending members;
- h. where the organisers deem liability coverage is necessary.



II. Event Details

Event Title/Short Description

Primary Host Details

| Legal Name | ALHF Member Number | Nova Roma Municipality (if applicable) |
|------------|--------------------|---|
| | | |

| Roman Name | Contact Number | Email |
|------------|----------------|-------|
| | | |

Secondary Host Details (Optional)

| Legal Name | ALHF Member Number | Nova Roma Municipality (if applicable) |
|------------|--------------------|---|
| | | |

| Roman Name | Contact Number | Email |
|------------|----------------|-------|
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Event Location Information

Proposed Attendee List

| Legal Name | Roman Name (if applicable) | ALHF Number (if applicable) |
|------------|-------------------------------|--------------------------------|
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III. Risk Assessment

Description of Planned Activities and Events

Organisers are required to complete the relevant sections of the risk assessment at Appendix A.

IV. Submission

Completed applications with the completed attached appendix should be submitted to the Provincia Australia Praetorium (Australia Nova Romana Committee) at: austnovaroma@outlook.com.

Applications should be submitted at least 14 days prior to the event.

Applications for events not approved by the committee do not have the backing of Australia Nova Romana and subsequently do not have the public liability coverage of ALHF.

V. Office Use Only

This section is intended only for the Australia Nova Romana committee, the Provincia Australia Praetorium.

Activity Approved? ☐ Approved ☐ Not Approved

Approved By:

Legal Name

Roman Name

Committee/Praetorium
Position

Signature



I. RISK ASSESSMENT – ALHF v2.0, 2008

Introduction:

This document has been designed by the ALHF Safety Sub-committee for the use of and assistance to member groups of the ALHF.

It is recommended to be employed at all ALHF member group public events and for ‘inter-group’ events.

It is designed to compass all forms and various historical periods of member groups activities, however the ALHF Safety Sub-committee understands that member groups may have particular activities they wish to include analysis for and that the relevance of various risks to different member groups will vary.

How to Complete

Event organiser(s) should first read the below likelihood and consequences matrices. Then they should tailor the tables A through H and add or remove applicable activities and hazards relevant to the above planned activity.

Likelihood

Risk assessment considers two (2) main factors as follows:

- ☐ The likelihood that the task may result in injury, illness, loss or damage.
- ☐ The potential severity of that injury, illness, loss or damage.

The criteria by which likelihood is measured can be stated in one of the following ways:

| Descriptor | Description | Descriptor | Description |
|----------------|---|----------------|---|
| Almost Certain | Is expected to occur in most circumstances | Almost Certain | Will occur once a year or more frequently |
| Likely | Will probably occur in most circumstances | Likely | Will occur once every three years |
| Possible | Might occur at some point | Possible | Will occur once every ten years |
| Unlikely | Could occur at some point | Unlikely | Will occur once every thirty years |
| Rare | May occur only in exceptional circumstances | Rare | Will occur once every 100 years |



Consequences

| Descriptor/ Level | Injury Description – Example | Proposed Action Description |
|------------------------|---|--|
| Very Minor (Very Low) | Minor cuts, abrasions, bruising, no lost time, complete recovery. | Report, Investigate and record the incident. Where practical and or possible, amend procedure and or Manuals and training requirements. |
| Minor (Low) | Slight incapacity, minor strain or sprain, small burn, minimal absence from work | Report, Investigate and record the incident. Where practical and or possible, amend procedure and or Manuals and training requirements. |
| Moderate (Medium) | Concussion, impact/ collision, major burn, major cut, major strain, sprain, break, hearing impairment, some absence from work | Significant review of procedures, training, safety regulations and requirements Internal investigation required by ALHF, including competency. Any recommended Changes need to be implemented or relayed to relevant member group. |
| Major (Very high) | Severe incapacity, loss of limb/ sight, quadriplegia, major absence from work | As above. Serious Review and investigation also required by ALHF of member group management or committee with findings reported back to Event Organisers and Management, as well as ALHF Committee. |
| Catastrophic (Extreme) | Death | As above. Police notified immediately. Any other necessary requirements. |

Risk Matrix: The following table illustrates the descriptors that may be used to combine the likelihood and consequences as outlined in the above tables.

| Likelihood | Consequences | | | | |
|----------------|--------------|----------|----------|----------|--------------|
| | Very Minor | Minor | Moderate | Major | Catastrophic |
| Almost certain | M | M | E | E | E |
| Likely | L | M | H | E | E |
| Possible | L | L | M | E | E |
| Unlikely | L | L | L | H | E |
| Rare | L | L | L | H | H |

Risk Matrix Legend

| | | | |
|----------|--|----------|---|
| E | Extreme risk; immediate action required | M | Moderate risk; Ensure Control Measures are in place |
| H | High risk; Control Measures in place and Organiser action required | L | Low risk; manage by case |



| A. PEOPLE | | | | | |
|--|--|---|----------------------|--------|--|
| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Larger than anticipated crowds attend | <ul style="list-style-type: none"> Overcrowding of site Limited parking Lack of toilet facilities Event crowd impacting on display areas | Rare | Very Low | L | <ul style="list-style-type: none"> Liason with Event Organisers re: <ul style="list-style-type: none"> Control of numbers entering through gate Some street parking controlled by additional marshals Control of numbers entering through gate on to site Ensure crowd will not impinge on display arenas |
| VIPS | <ul style="list-style-type: none"> Currently none attending | Rare | Very Low | L | <ul style="list-style-type: none"> Will revise if we have some attending |
| Display Area | <ul style="list-style-type: none"> Public Access into Display Area Trip hazards Re-enactors in crowd. Arms and armour into the crowd | Unlikely | Medium | L | <ul style="list-style-type: none"> Display area boundary defined Safety Marshals on and around field to keep public away and notify of re-enactors in dangerous proximity All weapons checked prior, esp., spear shafts in good repair Ensure the re-enactor activity area has been safety surveyed by the Safety Officer prior to any activity or event. First Aiders onsite |
| Children | <ul style="list-style-type: none"> Impacting on display areas Lost child in camp/display | Rare Rare | Very Low Very Low | L L | <ul style="list-style-type: none"> Ensure Officers have current Working with Children Checks Assign sentry to closely monitor children Two Re-enactors to escort child to event organisers Lost or unaccompanied child MUST be in full the public view at all times, eg not to be taken into tents, etc? |
| Abusive or Disruptive behaviour | <ul style="list-style-type: none"> By general public By ANR Participants | Possible | Very Low | L | <ul style="list-style-type: none"> Liaise with Event Organisers security staff for crowd control ANR Officials to manage situation as appropriate |
| Audience Participation | <ul style="list-style-type: none"> Participant injury | Rare | Very Low | L | <ul style="list-style-type: none"> No public participant to handle metal weapon Public participants to be clearly identifiable ANR Officials to monitor public participant ANR Officials to brief re-enactors and public participant of activity |



| B. ENCAMPMENT AND TEMPORARY STRUCTURES | | | | | |
|--|--|---|--|------------------------------|--|
| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Living History Tents | <ul style="list-style-type: none"> Guy rope and peg trip hazard Tent collapse in high wind Public access to Restricted Tent Public access to Open Tent | Low Unlikely Unlikely Likely | Minor Minor Moderate Very Low | L L L L | <ul style="list-style-type: none"> Ropes kept off paths Small pieces of cloth used to mark ropes near paths Ropes kept tight to reduce risk of tent collapse Pegs well driven in or made obvious Restricted Tents to be secured closed, (i.e laced up front and rear) ANR members present in tent whenever tent is open to public. Tents remain Restricted Tent at all other times |
| Weapons safety in the encampment | <ul style="list-style-type: none"> Weapons control | Unlikely | Moderate | L | <ul style="list-style-type: none"> Swords to be worn by authorised re-enactors at all times while in public view. At all other times swords to be securely stored in Restricted Tents Under no circumstances are weapons to be accessible or handled by the public ANR members present in all public access areas |
| Camp Sudis Perimeter | <ul style="list-style-type: none"> Event attendee walking into sudis point Re-enactor walking into sudis point | Possible | Minor | L | <ul style="list-style-type: none"> Sudis to be used as single up-right “stake”, (i.e as pickets, not in the calthop fashion) Sudis tips covered with rubber stoppers First Aiders onsite |
| Shade Covers | <ul style="list-style-type: none"> Guy rope triphazard. Tent flip in high wind. | Low Possible | Minor Moderate | L M | <ul style="list-style-type: none"> Ropes kept off paths. Small pieces of cloth used to mark ropes near paths. Cover dismantled if high winds occur. |



| C. TEMPORARY AMENITIES | | | | | |
|-----------------------------------|---|--|-------------|--------|---|
| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Open Flames (gas bbq and torches) | <ul style="list-style-type: none"> Fire Spreads. Flying sparks. | Unlikely Unlikely | Low Low | L L | <ul style="list-style-type: none"> Liaison with event organiser on event Fire plan Knowledge of event Fire emergency plan and procedure Limited number of gas bbq for cooking only The fire is contained within a properly constructed fire place or buried underground. Pits deep enough to limit wind access. The fire is under constant adult supervision and attendance; A fire extinguisher or continuous supply of water is available for use to extinguish the fire if required In the event of high winds, declared bushfire season or any Fire Danger warnings: <ul style="list-style-type: none"> Permits obtained from local Fire Authorities Fire to be contained within Brazier The area within three metres of the fire is cleared of all combustible material If you lose control of your fire call 000 immediately First Aiders onsite trained to treat anyone in case of an accidental burn |
| Food Vending | <ul style="list-style-type: none"> Food poisoning. | Possible | Moderate | M | <ul style="list-style-type: none"> Proper food preparation. Proper food storage. Proper serving implements. Proper food allergens signage with verbal backup Proper food handling requirements, Food Handling Certificate as required. Local Council and all relevant Government Food handling permits. |
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| D. ELECTRICAL POWER | | | | | |
|-----------------------------|---|---|-------------|--------|---|
| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Power Leads | <ul style="list-style-type: none"> • Trip hazard | Likely | Minor | M | <ul style="list-style-type: none"> • Power leads on the ground to be taped or covered to prevent tripping • Where possible leads crossing paths to be moved overhead • Power leads should be in good working order and tagged and tested by the organisers |
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| E. ENVIRONMENT | | | | | |
|-----------------------------|--|---|-------------|--------|--|
| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| High Heat/Temperature | <ul style="list-style-type: none"> Dehydration Heat Stress | Likely | Moderate | H | <ul style="list-style-type: none"> First Aiders onsite ANR Officials to monitor re-enactors' mental and physical condition Members to monitor own condition on a self-care 'honesty policy' basis. Programmed respite breaks throughout the duration of the activity. Water and Hydration Aids available Where high temperatures are expected, adhere to ANR Heat Management Guideline |
| Rain/Wet Weather | <ul style="list-style-type: none"> Slips, Trips and Falls | Possible | Minor | L | <ul style="list-style-type: none"> Reschedule of performance if grass is wet or weather conditions are bad |
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| F. DANGEROUS GOODS | | | | | |
|-----------------------------|-------------------|---|-------------|--------|---|
| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| BBQ gas bottle | Leak Fire | Unlikely Unlikely | Low Low | L L | <ul style="list-style-type: none"> • Ensure gas bottles are not passed Expiry Dates • Indoor storage will be avoided • Gas bottles will be stored and used in a well-ventilated area away from any flame, heat or other ignition source • Gas bottles to be used in accordance with supplier's/manufacture's instructions • Secure gas bottles when not in use • First Aiders onsite • In an emergency dial 000 for Fire Brigade |
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| G. TRAFFIC | | | | | |
|--|---|--|-------------|--------|---|
| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| Loading and unloading equipment | Event organisers or other contractors on site | Unlikely | High | L | <ul style="list-style-type: none"> All vehicles in loading/unloading area required to engage hazard lights Ensure all participants know relevant 'bump in' and 'bump out' procedures |
| Traffic Management – Vehicles and pedestrians sharing roadways | Pedestrians walking in front of moving vehicles | Rare | Moderate | L | <ul style="list-style-type: none"> Liaise with event organisers re safe driving routes Adherence to onsite speed limits. In the absence of official speed limit restrict speed to 5km/hr. Ensure spotter with high vis vest walking in front of vehicle warning pedestrians All vehicles in loading/unloading area required to engage hazard lights Ensure all participants know relevant 'bump in' and 'bump out' area and procedures |
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| H. LIVING HISTORY | | | | | |
|--|--|---|-------------|--------|--|
| SPECIFIC TASK / ACTIVITY | POTENTIAL HAZARDS | RISK RATINGS (AS MEASURED AGAINST MATRIX) | | | CONTROL MEASURES |
| | | LIKELIHOOD | CONSEQUENCE | RATING | |
| General Re-enactment | <ul style="list-style-type: none"> Fatigue and exhaustion | Possible | Minor | L | <ul style="list-style-type: none"> First Aiders onsite ANR Officials to monitor re-enactors' mental and physical alertness Members to monitor own condition on a self-care 'honesty policy' basis. Programmed respite breaks throughout the duration of the activity. Reschedule of performance if grass is wet or weather conditions are bad Where high temperatures are expected, adhere to ANR Heat Management Guideline All participants trained and qualified to participate Protective equipment including, historical armour, to be worn according to ANR Safety Guidelines and Rules |
| Hair Styling and needle work workshops | <ul style="list-style-type: none"> Event attendee grasps needles or pins or other potential hazards | Rare | Minor | L | <ul style="list-style-type: none"> ANR member present in display area at all times whilst area open to public Securely store pins, needles and any other potential hazard when unattended Secure area with boundary rope when area unattended First Aiders onsite |
| | <ul style="list-style-type: none"> | | | | <ul style="list-style-type: none"> |
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