

RPO EVENT CHECKLIST

In this document you'll find the complete checklist and guide for how to engage in an event to maximize redemption, all the way from initial contact with the event organiser, to what to consider when collecting your bins at the end of the event. The right column named 'comments' is for you to put your own notes if you need. We hope it helps, and feel free to let us know if there's anything you think we've missed!

PRE-EVENT CHECKLIST - WHAT TO ASK THE EVENT ORGANISER:

	Tick Box	Comment
What is the date of the event? Make sure you and all your applicable staff are available for the event and the days before/after.		
What demographic is the event targeting? For family events, consider increasing your expected containers by 50% this can all be inputted into the C4C Bin calculator.		
What are operational (gate opening/closing) times? Consider arriving at event at least 1 hour before opening times.		
What are set up times (bump in)? Will you/your applicable staff be available?		
What are pack down times (Bump out)? Will you/your applicable staff be available?		
What are the expected number attending? Use the 'Containers for Change Bin Calculator' for an approximate number of bins required. Consider also whether you'll need extra bin skips for behind the bar and back of house.		
Can you request an 'All Access Pass'? This is to ensure you'll gain access to Back of House waste area and behind bar areas.		
Is there Logistic Truck access? Are there special specification hours, heights, weights?		
Is it a Licensed event? If there will be a bar area, have you acquired contact details for the Bar Operator? Do you have permission to place additional collection infrastructure behind the bar?		
Who is waste contractor? E.g.. Suez, city of Perth, Cleanaway etc.		
Who is the cleaning company for the event? This is extremely helpful to know in case there are any issues, and they need to be contacted immediately.		
Do you have a site plan for the event? It is important to request this as it will allow you assess the waste areas and the best locations for the C4C bins.		
Do you know the back of house location for bin skips? This is where you will put any larger infrastructure such as 1100L bins or bulka bag to decant 240L bins into.		
Do the event bins require liners? This will be dependent on the size of the event and event organisers requirements.		
Does the event organiser have a Scheme ID set up? You will need this to process the containers. If they don't direct them to the Containers for Change Website (it will take them less than 5 minutes)		
Have you sent a Bulk Claim Arrangement and service agreement To save time it is best to have one signed before the event starts.		
Do you have Point of Sale decals for the food vendors at the event? These can be purchased through the online portal and will encourage consumers to use the container bins.		

SELF CHECKLIST:

	Tick Box	Comment
Have you completed your Risk Assessment form? See attached document. It's important to visit the venue prior to the event to complete this form and assess whether the grounds are safe and accessible.		
Have you viewed the site map? It's a good idea to know your way around the event and get your bearings before the location fills up with people.		
Have you organised cleaning of your bins prior to the event? First impression is everything please ensure your bins are clean.		
Do you have permission from the waste contractor to stick landfill/co-mingle bins? Once the event organiser has informed you who is the waste contractor, contact them to ask if you're able to place Red 'landfill' signs on their red bins for the duration of the event.		
If you have acquired permission to label red bins, have you ordered your red labels? Please use the following link to order your 'landfill' signs: https://warrri.com.au/product/bin-sticker-landfill/		

TASK DELEGATION CHECKLIST:

	Staff Name/s
Who will place the bins around the event?	
Who will periodically monitor the bins during event?	
Who will replace the bins throughout event, when required?	
Who will be your Bin Monitors (if necessary)? Bin monitors stand near bin stations and direct patrons to using correct bins. This has been proven to decrease contamination and increase redemption rate.	
Who will retrieve the bins from around the venue at the end of the event?	

BUMP IN & DURING EVENT CHECKLIST:

	Tick Box	Comment
Have you collected bins from the Containers for Change warehouse (if using)?		
Have you placed bins in the correct locations? Make sure they are directly beside other bins in 'Bin banks', NOT by themselves.		
Have you placed a 1100L bin behind the Bar area (if applicable)? Behind Bar areas will need one large bin as it will mainly be for collecting glass beer bottles and cans.		
Have you placed a 240L bin (for glass) and one 1100L bin in the Back of House waste area? This is so the smaller 240L bins can be emptied into a larger bin to be more easily collected.		
Have you stuck your red "Landfill" stickers on every red landfill bin? Assuming you have ordered some from the website and received permission from the waste company.		
Have you made contact with the Bar operator? Do you know where put bins behind the bar, access to check them?		
Have you walked around the event venue to see check prime location of bins? Once you've placed the bins next to landfill and co-mingle, you may like to place extra bins at other locations.		
Distribute POS decal discs to vendors? If you should need any more, please order from this link		
Monitor locations of bins. Move if they aren't in the most optimum position.		
Monitor volume of bins. Replace or empty asap if full.		
Check contamination levels. Its important to check for contamination during the event to see if the bins should be placed in a more effective spot.		
Are your bins lockable? Locked bins will prevent customers from opening the lids completely. Remember to consider how cleaners or your staff will empty these and replace the locking mechanism.		
Check on back of house and behind bar areas. Check these bins are in the right position and are being used correctly. Make sure they have enough to get through the event.		

BUMP OUT CHECKLIST:

	Tick Box	Comment
Do you know the bin collection time?		
Do you know the collection location?		
Have the bins been gathered for collection?		
Have you debriefed with Event Coordinator? Let the Event Coordinator know what did/didn't work.		
Have you cleaned your bins?		
If you borrowed your bins from Containers for Change, have you returned them?		

EVENT RISK ASSESSMENT FORM

RISK ASSESSMENT - DETAILS OF THE HAZARD/RISK BEING ASSESSED

Event Name

Event Date

Event Location

WARRRL Department

Event Type &
Description:

PARTIES INVOLVED IN THE RISK ASSESSMENT - LIST NAMES AND POSITIONS

Management Names

Employees Names

OVERVIEW OF TASK/PLANT/EQUIPMENT

List steps involved
in completing
the task including
actions required or
loads lifted. What
equipment is used for.

RISKS ASSOCIATED WITH THIS EVENT

Please select either the "yes" or "no" box in answer to the following questions. If the section is not applicable select the N/A box at the top of each section.

PREPARING FOR THE EVENT (N/A):

Yes

No

Weather conditions checked and equipment is suitable for weather conditions

Adequate shade/sun protection provided

Fatigue management is reviewed (including travel, work time prior isn't excessive, breaks scheduled)

Location of set up is away from vehicles

COVID 19 plan has been provided by venue

COVID 19 equipment is available (contact tracing, sanitiser, signage)

PPE requirements provided by venue

If team members are working alone, check-ins are scheduled

Standard Operating Procedures (SPOs) set up for iPad usage, Scheme ID sign up, marquee set up, bin clearing, bin movement (if required), mascot usage, movement of onion bags (lift limits).

Access pass process communicated if not in the event induction.

Security processes observed during bump in to protect equipment if bumped in prior to the event day.

Prepare hard copy of Incident forms available on site.

Required permits e.g. Working with Children, Police Clearances, driver's license have been recorded from all volunteers, contractors and staff members.

EQUIPMENT AT THE EVENT (N/A):

Yes

No

Equipment is appropriate and able to be lifted and moved easily

People attending can move and lift equipment easily (base on their abilities and any injuries etc.)

Adequate equipment is available to move heavy equipment (trolley, etc.)

Enough people are attending to move equipment

Appropriate PPE is available (gloves, enclosed shoes, sunscreen, hearing protection, brimmed hat, etc.)

TRANSPORT TO THE EVENT (N/A):

Yes

No

All drivers have completed a Grey Fleet Declaration and it is up to date

If driving over 2 hours or travelling to regional areas a JMP has been completed

Public Transport access is within a safe well-lit walking distance at the event location

SETTING UP THE EVENT (N/A):

Yes

No

The distance from parking to the event location is easily accessible with equipment

Enough people are available to set up equipment

Equipment can be stored so there is no trip hazard

Venue has provided information on emergency response and amenities (toilets, first aid)

Security of the equipment has been maintained

DURING THE EVENT (N/A):

Yes

No

All team members understand COVID 19 plan

Sanitiser is available

Seating is available at event if for extended amount of time

Water/food is available for those attending the event if it is for an extended time (i.e. over 5 hours)

Fluid intake monitored during extreme conditions

Appropriate attire is communicated and maintained during the event as required (would include hats, scarves, long sleeve shirts, sunscreen, gloves, protective eyewear/sunglasses, etc.)

Security of personal belongings is maintained

LEAVING THE EVENT (N/A):

Yes

No

There are enough team members available to pack away equipment

Appropriate manual handling and equipment is used

All team members are safe to drive and no fatigued or under the influence of alcohol

Those catching public transport are either secured by on-site security or paired with another person if the location is outside of safe distance from the event

No movement of equipment whilst the public are leaving the event. All on-site management directions are to be followed at all times. 30-45 minutes post event is the average time before any moving vehicles can be brought on-site to move equipment.

CONTAINERS BEING COUNTED AT THE EVENT (N/A):

Yes

No

There is adequate PPE available (Cat. 5 gloves, steel cap boots, safety glasses, hearing protection)

The counting table is at the appropriate height for all persons counting

There are hand washing facilities available

There are enough people available to allow for job rotation and assistance with manual handling

There are adequate first aid kits on site – including large sharps container

The end collection infrastructure is appropriately weight and safety rated

Movement of the final collection infrastructure has the current moving equipment e.g. bulk bags and trolleys

If the containers are left overnight, they need to be stored in a secure location

[illegible]

Control Measures to be put in place. Please comment using the Risk Matrix, Hierarchy of Controls and the timing associated with the Risk Score.

CALCULATING RISK SCORE

CONSEQUENCE/LIKELIHOOD MATRIX

Likelihood (D)	Almost Certain	5	M	M	H	E	E
	Likely	4	M	M	H	H	E
	Possible	3	L	M	M	H	H
	Unlikely	2	L	L	M	M	H
	Rare	1	L	L	L	M	M
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Extreme
			Consequence				

CONSEQUENCE/LIKELIHOOD RISK RATINGS

Residual Risk Rating	Action Needed	Description	Report To
Low	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to monitoring.	Manager
Medium	Monitor	Risk acceptable, with adequate and effective controls, managed by specific procedures and subject to continuous monitoring.	Manager/Executive team
High	Urgent attention	Risk managed by an established, tailored controls regime that requires appropriate responsibility at a Corporate Executive level and communication to the Organisation	CEO/Executive team/Board
Extreme	Unacceptable	Risk managed by an established, tailored controls regime that requires appropriate responsibility at the highest level. Requires frequent, highly focused monitoring and review by experienced personnel. Continuous monitoring by the Board	Executive team/Board

HIERACHY OF CONTROL

