

## EVENT RISK ASSESSMENT

The purpose of this document is to provide guidelines for the identification of Hazards and Risks when conducting an Event, in line with your Event Management Plan.

### DEFINITIONS:

**Hazard:** a source of potential harm or a situation with the potential to cause loss.

**Risk:** the chance that an event will occur which will result in personal injury or loss to the Council.

### INSPECTION PROCEDURES:

1. Event Organisers are to inspect for hazards as per the following Risk Assessment.
2. Use this Risk Assessment template to inspect for hazards at the event site.
3. The Risk Assessment must be completed and submitted with your application.
4. Council staff will review and discuss the hazards identified with you prior to the Event commencing.

	CONSEQUENCE				
LIKELIHOOD	5 Major	4 Serious	3 Moderate	2 Minor	1 Minimal
5 –Almost Certain	EXTREME	EXTREME	HIGH	HIGH	MEDIUM
4 - Likely	EXTREME	EXTREME	HIGH	MEDIUM	LOW
3 - Possible	HIGH	HIGH	MEDIUM	MEDIUM	LOW
2 - Unlikely	HIGH	MEDIUM	MEDIUM	LOW	LOW
1 - Rare	MEDIUM	LOW	LOW	LOW	LOW

Event / Activity Name:								
Location:								
Date:								
Potential Safety Hazards	Risks	Risk assessment before control measures			Risk Control Measures	Risk Assessment after control measures		
		Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
<i>List the individual tasks potential safety hazards</i>	<i>Identify the range of potential risks associated with the safety hazard. What can happen? How can it happen? Who is responsible?</i>				<i>Identify suitable control measures for each identified risk.</i>			
<b>Extreme Weather</b>	<ul style="list-style-type: none"> <li>• Safety issues</li> <li>• Injury to patrons</li> <li>• Damage to equipment/infrastructure</li> <li>• Disruption, postponement, or cancellation of event.</li> </ul>				<ul style="list-style-type: none"> <li>• Monitor Bureau of Meteorology.</li> <li>• In extreme weather conditions, the event will be cancelled or postponed.</li> <li>• First Aid available.</li> <li>• Infrastructure correctly weighted and tied down.</li> <li>• Electrical equipment available</li> <li>• Adequate water and shelter for hot weather</li> </ul>			
<b>Land/Property/Assets</b>	<ul style="list-style-type: none"> <li>• Loss or damage</li> </ul>				<ul style="list-style-type: none"> <li>• Conduct a thorough site inspection.</li> <li>• Provide barriers and signage for unsafe areas.</li> <li>• Signage for any site rules</li> <li>• Induct and brief any contractors/volunteers.</li> <li>• Use equipment in accordance with manufacturer's instructions.</li> </ul>			
<b>Working with items under tension or pressure</b>	<ul style="list-style-type: none"> <li>• Explosion</li> <li>• Damage to property</li> </ul>				<ul style="list-style-type: none"> <li>• Hire helium gas bottle from reputable organisation.</li> <li>• Use correct technique when using bottles.</li> <li>• First Aid available.</li> </ul>			

					<ul style="list-style-type: none"> <li>• Ensure BBQ gas bottles are kept away from flames and out of reach from general public.</li> <li>• Transport safely to and from event.</li> </ul> <p>Ensure bottles are tested prior to connection and ensure no leaks.</p>			
<b>Workplace Health and Safety Preparation, set up and pack up.</b>	<ul style="list-style-type: none"> <li>• Manual handling injuries</li> <li>• Slips, trips, falls</li> <li>• Injury to participants</li> </ul>				<ul style="list-style-type: none"> <li>• Inspect event space beforehand for any uneven surfaces.</li> <li>• Erect warning signage for patrons.</li> <li>• Clean up any spillages/hazards as soon as identified.</li> <li>• First Aid available.</li> <li>• Restrict access during set up/pack up.</li> <li>• Provide PPE where necessary</li> </ul>			
<b>Emergency and Evacuations</b>	<ul style="list-style-type: none"> <li>• Disruption or cancellation of event.</li> <li>• Injury or fatality</li> <li>• Damage to reputation</li> <li>• Mass crowd movement</li> <li>• Financial impact</li> </ul>				<ul style="list-style-type: none"> <li>• Prepare site plan including access points.</li> <li>• Establish Emergency procedures prior to event.</li> <li>• Prepare or obtain copy of evacuation plan.</li> <li>• Advise staff/volunteers of emergency procedures.</li> <li>• First Aid available.</li> <li>• Fire extinguishing equipment available on site.</li> </ul>			
<b>Food preparation</b>	<ul style="list-style-type: none"> <li>• Injury from sharps and burns.</li> <li>• Food poisoning.</li> <li>• Allergic reaction.</li> </ul>				<ul style="list-style-type: none"> <li>• First Aid available.</li> <li>• Food providers to comply with safe food handling procedures as required by Food Standards Australia.</li> <li>• Store and use sharps appropriately.</li> <li>• Place urns and hot items in suitable area to avoid burns.</li> </ul>			
<b>Amusement Rides and Devices</b>	<ul style="list-style-type: none"> <li>• Faulty ride</li> <li>• Emotional or physical injury</li> </ul>				<ul style="list-style-type: none"> <li>• First Aid available.</li> <li>• Amusement operator must provide relevant insurance, engineer and Workcover certificates.</li> </ul>			

					<ul style="list-style-type: none"> <li>• Supervision by qualified operators.</li> <li>• Maintenance record of rides are up to date.</li> <li>• Crowd and spectators will be monitored and always controlled.</li> </ul>			
<b>Traffic Incidents</b>	<ul style="list-style-type: none"> <li>• Injury to patrons.</li> <li>• Damage to vehicles.</li> <li>• Limited access to event.</li> </ul>				<ul style="list-style-type: none"> <li>• Traffic Management Plans in place and approved by local Council and/or appropriate Third Party.</li> <li>• Notify local residents/businesses of traffic impacts.</li> <li>• Sufficient appropriate parking.</li> <li>• Ensure all personnel undertaking traffic control have suitable qualifications.</li> <li>• Limit vehicular movement in area with patrons.</li> </ul>			
<b>Crowd Behaviour</b>	<ul style="list-style-type: none"> <li>• Injury to patrons</li> <li>• Disruption to event</li> <li>• Excessive noise</li> </ul>				<ul style="list-style-type: none"> <li>• Security personnel</li> <li>• Police presence</li> <li>• Traffic Controllers</li> <li>• Alcohol free areas</li> <li>• First Aid available</li> </ul>			
<b>Excess Noise</b>	<ul style="list-style-type: none"> <li>• PA system uncontrolled</li> <li>• Consistent loud noises</li> <li>• Spooks animals and/or patrons</li> <li>• Complaints</li> <li>• Hearing damage</li> </ul>				<ul style="list-style-type: none"> <li>• Monitor PA levels</li> <li>• Ensure adequate breaks between performances.</li> <li>• Crowd barriers in place.</li> <li>• Determine EPA guidelines for noise levels.</li> <li>• Arrange sound checks before event.</li> </ul> <p>Advise local residents of event.</p>			
<b>Waste Management</b>	<ul style="list-style-type: none"> <li>• Breach of food safety requirements.</li> <li>• Injury/illness.</li> <li>• Disruption to event.</li> <li>• Damage to reputation.</li> </ul>				<ul style="list-style-type: none"> <li>• Develop waste management plan.</li> <li>• Request additional bins from Council.</li> <li>• Position bins for easy access</li> <li>• Ensure waste removal is arranged.</li> <li>• Promote recycling.</li> </ul>			

<b>Child Endangerment</b>	<ul style="list-style-type: none"> <li>• Lost children.</li> <li>• Inappropriate behaviour.</li> </ul>				<ul style="list-style-type: none"> <li>• Ensure all capable staff and volunteers in child related roles have completed Working with Children checks.</li> <li>• Arrange a plan for lost children.</li> <li>• Request children to be appropriately supervised by guardians.</li> </ul>			
<b>Provision of alcohol</b>	<ul style="list-style-type: none"> <li>• Inappropriate behaviour</li> <li>• Damage to reputation</li> <li>• Financial loss</li> </ul>				<ul style="list-style-type: none"> <li>• Liquor License to be provided by Liquor and Gaming NSW.</li> <li>• Water and food available to patrons.</li> <li>• Appoint security personnel.</li> <li>• All staff serving must have current RSA certification.</li> </ul>			
<b>Amenities</b>	<ul style="list-style-type: none"> <li>• Health issues</li> <li>• Damage to reputation</li> <li>• Emotional damage</li> </ul>				<ul style="list-style-type: none"> <li>• Estimate patronage numbers prior to event to ensure sufficient amenities available.</li> <li>• Conduct site inspection and ensure facilities are working prior to event.</li> <li>• Ensure site is accessible.</li> <li>• Appoint an attendant to monitor, clean and restock facilities.</li> </ul>			
<b>Assessment Performed by</b> Name:		Signature:				Date:		