**Event Risk Assessment**

**Event name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessment Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

| **HAZARD**  **IDENTIFY** | **LIKELIHOOD**  **ASSESS** | **CONSEQUENCE**  **ASSESS** | **RISK LEVEL**  **E H M L** | **ACTION**  **CONTROL** | **ACTION DUE DATE** | **PERSON RESPONSIBLE** | **RISK LEVEL AFTER CONTROL**  **E H M L** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Example**  *Health and Safety - Tripping hazards*  *Personal injury to public or staff caused by tripping on cords/ropes.* | *C Possible* | *3 Moderate* | *Moderate* | *All Cables covered or taped down.*  *Barriers used to fence off area from public.* |  | *Event Safety Officer/Joe Smith* | D 2 Low |
|  | | | | ***Below are examples of actions that could be taken to minimise the potential risk. Tick those appropriate and add additional risks where necessary.*** |  | | |
| **Event Delivery** | | | | | | | |
| Insufficient resources to deliver event | Choose an item. | Choose an item. | Choose an item. | Ensure enough staff/committee members are allocated to assist with the organising.  Everyone has a clear understanding of the event plan and budget required. |  |  | M - Moderate Risk (Specific managment responsibility) |
| **Venue Suitability** | | | | | | | |
| Capacity, facilities, condition, impacted by extreme weather | Choose an item. | Choose an item. | Choose an item. | Pre/post event inspections.  Ensure fit-outs within buildings and structures are suitable for the event requirements. |  |  | Choose an item. |
| Venue not suitable for event | Choose an item. | Choose an item. | Choose an item. | * Agreement by key stakeholders to use the venue for the event. |  |  | Choose an item. |
| **Animals** | | | | | | | |
| Potential injury or environmental damage | Choose an item. | Choose an item. | Choose an item. | * Consider in event and venue plan. Domestic and wildlife such as snakes, insects, pests. * Communicate to patrons if pets (dogs in particular) are allowed or not. |  |  | Choose an item. |
| **Environment** | | | | | | | |
| Potential injury or environmental damage | Choose an item. | Choose an item. | Choose an item. | * General hazards such as trees, pests. * Technological (power lines that could be brought down in a storm). * Land subject to flooding. * Terrain (cliffs, gullies, reclaimed/unstable land, quarries, landfill). * Proximity to water bodies. * Bushfire potential. * Extreme weather (winds, temperature, storms). * Shelter and shaded areas. * Impact of event on local environment. |  |  | Choose an item. |
| **Emergency Management** | | | | | | | |
| Incident in local area or at event | Choose an item. | Choose an item. | Choose an item. | * Liaise with local agencies and event staff. * Emergency plans, procedures, contact and communication methods documented and tested. |  |  | Choose an item. |
| Access and egress to the event site for emergency services | Choose an item. | Choose an item. | Choose an item. | * Consider access and egress as part of the event and site plan in consultation with emergency service providers (police, fire and ambulance). * A road network within the site marked on site map and provided to emergency vehicles (this may not be necessary for small sites). * Ensure ground surfaces are compatible with vehicles (plan for the effect of heavy rain). * Uninterrupted access and egress routes – this may mean designating an access road to the site for emergency services and neighbouring residents only. This is to ensure that departing patrons, staff or equipment does not hinder arriving emergency service vehicles. * Emergency services to be informed of any traffic alternations to the road network. * Official parking for attending emergency services personnel. * Larger responding vehicles need wider than normal gates. * Detailed maps of the site and surrounding roads and access routes to all key stakeholders. Updated maps to be provided as appropriate. |  |  | Choose an item. |
| **Contingency Plans** | | | | | | | |
| Event interruption, public safety and emergency management issues | Choose an item. | Choose an item. | Choose an item. | * Develop a plan for event cancellation, delays, disruption from local emergency incident, weather, other restrictions (capacity, other events). Alternative evacuation site identified if incident happens during event. |  |  | Choose an item. |
| **Event Safety** | | | | | | | |
| Potential injury/illness to event staff, suppliers or public | Choose an item. | Choose an item. | Choose an item. | * Risk assessment completed/updated that considers potential hazards such as waste management, smoking, water areas, trees, existing infrastructure, noise, alcohol, infection control. Staff manual handling, supervision, use of equipment and vehicles. * Transport pick up and set down areas. * Designate spectator and official viewing areas. * Designated seated eating areas. * Provide pedestrian thoroughfares. * Allocate competitor and officials marshalling areas. * Entrances and ticketing areas. * Toilet cleaning roster. * Note the services and utilities already available. * Note shelter already available. * Provision for all abilities access. * Access and egress by key stakeholders and their vehicles / traffic flow and parking. * Consider access in wet weather. * Consider chemicals stored on site and action accordingly. |  |  | Choose an item. |
| First Aid Management not considered and/or not appropriate for size of event | Choose an item. | Choose an item. | Choose an item. | * Provide First Aid Posts and Medical Centres. |  |  | Choose an item. |
| Signage not sufficient for patrons, volunteers or site holders | Choose an item. | Choose an item. | Choose an item. | * Clear, appropriate, strategically placed to prevent congestion and provide information. |  |  | Choose an item. |
| Lighting and power not sufficient | Choose an item. | Choose an item. | Choose an item. | * Ensure all power cables and equipment are appropriately located (compliance with electrical safety regulations). * All venues and egress paths be illuminated to 40 lux (approximately the light provided by a 40-Watt light bulb) by lighting that is independent of the festival/event production lights. * Consider alternative power and lighting supplies if primary supply was unavailable. * Confirm enclosed venues have emergency lighting that will operate if the main electrical source fails. |  |  | Choose an item. |
| All access - disability access not considered in the event planning | Choose an item. | Choose an item. | Choose an item. | * Consider items in event and venue plan such as entry/exit, accessible areas/facilities, emergency plan, disabled parking extra signage etc. |  |  | Choose an item. |
| All ages - child safety and welfare issues not considered in the event planning | Choose an item. | Choose an item. | Choose an item. | * Consider in event plan such as working with children, extra info for minors. |  |  | Choose an item. |
| **Traffic Management** | | | | | | | |
| Roads inappropriately managed  Not meeting permit requirements  Negative impact on neighbouring businesses or homes | Choose an item. | Choose an item. | Choose an item. | * Consider and provide clear access for emergency services, deliveries and event staff. * Traffic Management Plan reviewed and conditions met. * Appropriate signage in place. * Vehicle entry points. * Consideration to access to disabled parking. |  |  | Choose an item. |
| **Security** | | | | | | | |
| Security provided is not suitable for the event | Choose an item. | Choose an item. | Choose an item. | * Ensure security is appropriate for the type of event and activities. |  |  | Choose an item. |
| Crowd control causing risks within the event compound | Choose an item. | Choose an item. | Choose an item. | * Consider the management of people movement to avoid bottle-necks, alternative entry/exit routes. * Consider crowded areas/places within the event site. * Security agencies must attend briefing meetings with police and other emergency services. * Arrangements for lost or stolen property and lost children. * Consider program to ensure no event scheduling/clashes. |  |  | Choose an item. |
| **Alcohol Management** | | | | | | | |
| Licensing requirements are not obtained  Underage drinking by patrons  Unsafe/anti-social behaviour | Choose an item. | Choose an item. | Choose an item. | * Obtain appropriate permits and approvals, comply with legislative and other requirements. * Document how alcohol will be managed in event and venue plan. * Conduct staff training on procedures. * Event organisers need to plan for the effects of alcohol consumption such as: * Toilet facilities provided near consumption areas. * Extra toilets. * Additional First Aid for: Injuries, people intoxicated and dehydration. * Security for disturbances caused by intoxicated persons. * Allocated wet area. |  |  | Choose an item. |
| **Fireworks** | | | | | | | |
| Insufficient permit held by event organisers  Potential injury to patrons | Choose an item. | Choose an item. | Choose an item. | * Contractor agreement and insurance. * Maintain safety/exclusion area for patrons. |  |  | Choose an item. |
| **Camping** | | | | | | | |
| Insufficient permit held by event organisers  Personal injury if near vehicle area | Choose an item. | Choose an item. | Choose an item. | * Site plan, management plan, signage and information for campers. |  |  | Choose an item. |
| **Amusement Structures** | | | | | | | |
| Insufficient permit held by event organisers  Potential injury to patrons | Choose an item. | Choose an item. | Choose an item. | * Contractor agreements and insurance. * Bump in/out inspection, supervision and checks during event. * Electrical safety, placement of equipment and associated cords. * Structures erected, operated, inspected and maintained to the approved code of practice. * Patron supervision. |  |  | Choose an item. |
| **Temporary and Permanent Structures** | | | | | | | |
| Insufficient permit held by event organisers | Choose an item. | Choose an item. | Choose an item. | * Obtain appropriate permits and approvals to comply with local authority, legislative and other requirements. |  |  | Choose an item. |
| **Permits and regulations** | | | | | | | |
| Permits not obtained in a timely manner from relevant agency prior to event | Choose an item. | Choose an item. | Choose an item. | * Approvals are obtained from relevant organisations such as State Government and local council. |  |  | Choose an item. |
| **Waste Management** | | | | | | | |
| Overflowing bins creating hazard | Choose an item. | Choose an item. | Choose an item. | * Consider the type of waste and ensure enough bins are provided for patrons. * Consider the type of waste stall holders may create and provide suitable bins. * Consider length of event and if bins need to be emptied during event. |  |  | Choose an item. |
| **Environmental Health** | | | | | | | |
| Patrons unwell from eating food obtained from the event | Choose an item. | Choose an item. | Choose an item. | * Ensure all food providers are registered with StrEATrader. * Include food providers in Campaspe Event Application. |  |  | Choose an item. |
| Public Health warning/issue effecting the operating model of the event (eg COVID) | Choose an item. | Choose an item. | Choose an item. | * Ensure all state guidelines relating to issue is met. Eg Complete COVID Events Framework. * Create separate plan specific to how this issue will be addressed. Eg COVID Plan. |  |  | Choose an item. |
| **Fire Safety** | | | | | | | |
| Property damage or potential injury to patrons from fire at event | Choose an item. | Choose an item. | Choose an item. | * Access to on site water/fire-fighting equipment. * Liaise with local agency, plans, communicate with staff and participants. * Control use of heaters, fire pits, cooking, smoking, fireworks. * Monitor fuel and gas storage. |  |  | Choose an item. |
| **Volunteers** | | | | | | | |
| Insufficient checks (police, reference) training and insurance | Choose an item. | Choose an item. | Choose an item. | * Pre-event hiring checks. * Training, clarify roles, responsibilities, procedures especially in communications, emergency and security processes. |  |  | Choose an item. |
| **Electrical Safety** | | | | | | | |
| Property damage or personal injury caused by faulty electrics/fire | Choose an item. | Choose an item. | Choose an item. | * Equipment, cords in traffic area, setup by appropriately skilled people. * Ensure adequate supply for intended use. |  |  | Choose an item. |
| **Performers, Stall Holders, Caterers** | | | | | | | |
| Associated businesses/organisations don’t have correct/adequate approvals | Choose an item. | Choose an item. | Choose an item. | * Obtain copy of insurances from each participating associated business. * Obtain copy/information on other related certificates such as StrEATrader. |  |  | Choose an item. |
| **Communications** | | | | | | | |
| Event staff and public | Choose an item. | Choose an item. | Choose an item. | * Style and content of announcements easy for audience to understand. |  |  | Choose an item. |
| Event organisers must be able to communicate with the crowd both for public announcements and in emergencies | Choose an item. | Choose an item. | Choose an item. | * Volume required for announcements to be heard over event noise. * Multiple language announcements required. |  |  | Choose an item. |
| **Insurance and public liability** | | | | | | | |
| Insufficient insurance held by event organisers, performers, stall holders etc | Choose an item. | Choose an item. | Choose an item. | * Public Liability insurance covering all stages/days of the event include bump in/out. Ensure performers, stall holders etc have appropriate insurance coverage. * Ensure that all interested parties are noted on the Certificate of Currency. |  |  | Choose an item. |
| Written agreements – with venue owners, contractors and suppliers | Choose an item. | Choose an item. | Choose an item. | * Clarifies roles, responsibilities and procedures. |  |  | Choose an item. |

