**Event Risk Assessment**

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

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| **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. |  |  | Choose an item. |
| **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  Ensure that the venue is suitable for the event clientele. Consider Children, Aboriginal and Torres Strait Islanders, LGBTIQA+ etc |  |  | 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 identified and addressed.  Bushfire potential considered.  Extreme weather (winds, temperature, storms).  Shelter and shaded areas  Impact of event on local environment  Consider whether there are any aspects of the physical environment that may make it easier for child abuse or harm to occur or to go undetected at the event.  Review site plan and identify isolated areas, poorly supervised areas such as toilets that might increase the risk of abuse or harm. |  |  | 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 luc (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. |
| **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 bottlenecks, 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  Toilet facilities provided near consumption areas  Extra toilets to be ordered  Additional First Aid for injuries, people intoxicated and dehydration  Security for disturbances caused by intoxicated persons  Allocated wet area set aside in site plan |  |  | 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 Local Council and State Government |  |  | 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. |
| Patrons smoking in No Smoking areas | Choose an item. | Choose an item. | Choose an item. | Correct No Smoking signs displayed around event site  No Smoking near food vendors |  |  | Choose an item. |
| Public Health warning/issue effecting the operating model of the event. (e.g. COVID) | Choose an item. | Choose an item. | Choose an item. | Ensure all State guidelines relating to issue are met (COVID Events Framework)  Create separate plan specific to how this issue will be addressed (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  Ensure all volunteers are properly screened for appropriateness to engaged with Children.  Obtain copies of relevant certificates such as Working with Children’s check. |  |  | 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  If relevant, ensure all contractors are properly screened for appropriateness to engage with Children.  If relevant, obtain copies of relevant certificates such as Working with Children’s check. |  |  | Choose an item. |
| **Child Safety** | | | | | | | |
| Organising committee/organisation does not have a Child Safe Policy. | Choose an item. | Choose an item. | Choose an item. | Create or review a Child Safe Policy for the organisation/committee.  Implement a clear documented procedure for reporting child safety incidents to ensure timely response & legal compliance |  |  | Choose an item. |
| Activities of the event not suitable for children | Choose an item. | Choose an item. | Choose an item. | Consider if there is physical contact between children and adults during the event  Review and consider the supervision provided by adults for children (consider event roster etc)  If travel to a venue or event is included in the event, consider how this happens (avoiding 1:1 contact between a volunteer and a child) |  |  | Choose an item. |
| Physical environment of event is not suitable for children | Choose an item. | Choose an item. | Choose an item. | Consider whether there are any aspects of the physical environment that may make it easier for child abuse or harm to occur or to go undetected at the event.  Review site plan and identify isolated areas, poorly supervised areas such as toilets that might increase the risk of abuse or harm. |  |  | Choose an item. |
| Event organisers have not considered characteristic of the children attending the event | Choose an item. | Choose an item. | Choose an item. | Consider if there may be children who may be at increased risk of abuse or harm.  Consider Aboriginal and Torres Strait Islander backgrounds, who identify as LGBTIQA+ , with a history of trauma, abuse or neglect, unable to live at home including being homeless or living in foster, residential or kinship care, with a history of drug or alcohol dependence, with mental or physical health issues, are there other factors that may make some children more vulnerable to abuse or harm?  Any photographer or media to be advised if areas of the event are not to be photographed.  Consider including a consent section in the event registration form for parents/carers to approve or decline permission for their child to be photographed. |  |  | Choose an item. |
| Staff, volunteers and/or members of the event not properly screened for appropriateness to engage with children | Choose an item. | Choose an item. | Choose an item. | Ensure all adults are properly screened for appropriateness to engaged with Children.  Obtain copies of relevant certificates such as Working with Children’s Check. |  |  | 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. |

