**Risk Assessment**

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| This document is a template only and lists examples of risks typically present at a public event. The list of risks and recommendations are not exhaustive and the document may not cover all risks specific to your event. You are advised to identify all risks and provide appropriate risk management measures prior to and during your event. |

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| **Event Name and Date** |  |
| **Assessment completed by** |  |
| **Assessment Date** |  |

**Objective:**

To deliver a safe event for all participants, volunteers, contractors and staff by ensuring all Occupational Health and Safety (OHS) issues are addressed in the planning stages of the event and strategies identified to minimise or reduce risk.

**Context:**

This Risk Assessment document has been developed under the guidance of *AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines.*

**Definitions:**

**Impact** Outcome of an event affecting objectives, can lead to a range of consequences.

**Hazard** A source of potential harm (or a situation with a potential to cause loss).

**Likelihood** Chance of something happening.

**Risk** Effect of uncertainty on objectives

**Risk Assessment** The overall process of risk identification, risk analysis and risk evaluation.

**Risk Management** Coordinated activities to direct and control an organisation with regard to risk.

**Safety** A state in which the risk of harm (to persons) or damage is limited to an acceptable level

**Risk Management Process:**

**Risk Analysis Tool:**

**Communicate and Consult  
Monitor and Review**

**Likelihood Ratings**

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| --- | --- | --- |
| **Likelihood rating** | **Description** | **Likelihood of occurrence** |
| **A** | **Almost Certain** | The event is expected to occur in most circumstances as there is a history of frequent occurrence at this and/or similar events. |
| **B** | **Likely** | There is a strong possibility the event will occur as there is a history of regular occurrence at this and/or similar events. |
| **C** | **Moderate** | The event might occur at some time as there is a history of occasional occurrence at this and/or similar events. |
| **D** | **Unlikely** | Not expected, but there is a slight possibility it may occur at some time at this and/or similar events. |
| **E** | **Rare** | Highly unlikely, could happen but probably never will. Only occurs in exceptional circumstance at this and/or similar events. |

**Consequence Ratings**

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| **Consequence rating** | **Description** | **Consequence of occurrence** |
| **5** | **Catastrophic** | Organisation existence at threat.  Incident causing death.  Serious or sustained reputational impact with majority of key stakeholders.  Disastrous and irreparable impact on staff, supporters and operational outcomes. |
| **4** | **Major** | High financial loss.  Incident causing disability or long-term hospitalisation.  Reputation adversely impacted with a significant number of stakeholders.  Significant impact on staff, supporters and operational outcomes. |
| **3** | **Moderate / Medium** | Medium financial loss.  Incident requiring hospitalisation.  Reputation adversely impacted with some stakeholders.  Substantial impact on program or functional outcomes.  Some impact on staff, supporters and operational outcomes. |
| **2** | **Minor** | Small financial loss.  Incident requiring medical treatment.  Reputation adversely affected with a small number of affected people.  Minimal impact on staff, supporters and operational outcomes. |
| **1** | **Insignificant** | Minimal financial loss.  Incident requiring first aid.  Little public or media interest.  Immaterial impact on staff, supporters and operational outcomes. |

**Risk Rating Matrix**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Consequence Rating** | **1** | **2** | **3** | **4** | **5** |
| **Likelihood of occurrence** |  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **A** | **Almost certain** | **Medium** | **High** | **High** | **Extreme** | **Extreme** |
| **B** | **Likely** | **Medium** | **Medium** | **High** | **Extreme** | **Extreme** |
| **C** | **Moderate** | **Low** | **Medium** | **Medium** | **High** | **Extreme** |
| **D** | **Unlikely** | **Low** | **Low** | **Medium** | **High** | **High** |
| **E** | **Rare** | **Low** | **Low** | **Medium** | **Medium** | **High** |

**Action Required**

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| **Risk Rating** | **Action** |
| Extreme | Generally intolerable risk. Immediate action required. Further reduce the risk using the hierarchy of control then re-evaluate. |
| High | Senior committee member’s attention needed to develop risk reduction strategies. |
| /Medium | Moderate risk. Committee responsibility must be specified. Specific risk reduction strategies needed. |
| Low | Manage by using existing controls. |

**Hierarchy of control**

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| --- | --- | --- |
| **Control Type** | **Description** | **Example** |
| **Elimination** | Can complete elimination of the hazard be undertaken? | Cancellation of an activity that poses too high a risk. |
| **Substitution** | Can the process, equipment or substance by substituted for a less hazardous alternative? | Hot place gas BBQ instead of open flame BBQ. |
| **Isolation** | Can the hazard be isolated or separated from the person or the person from the hazard? | Barriers or fencing around a hazard. |
| **Engineering Controls** | Can the equipment or process be redesigned? | Using a trolley to minimise manual handling. |
| **Administrative Controls** | Can procedures be developed to reduce the risk? | Safe operating procedures, training. |
| **Personal Protective Equipment (PPE)** | Can appropriate clothing or equipment be issued to reduce exposure to the risk? | Sunglasses and hats to reduce sun exposure. |

**Risk Assessment:**

| **Hazard** | **Consequence** | **Like-**  **lihood** | **Conse-**  **quence** | **Risk**  **Rating** | **Preventative Action Steps** | **Corrective Action Steps** | **Responsible People** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No access for people with disability | No access | B | 2 | Medium | Provide access for all to event area, incl. public toilets | Event staff to provide assistance onsite if required |  |
| Poor food hygiene, spoilt food | Food poisoning | D | 3 | Medium | Engage reputable food vendors with SOT / Streatrader registration | First aid on site, call 000 in emergency |  |
| Exposed leads, obstructions, dangerous objects (sharps etc) | Personal injury | C | 2 | Medium | Site inspection prior to event, remove leads/cords/trip hazards, | First aid on site, call 000 in emergency |  |
| Faulty gas bottles, inappropriate use | Personal injury | C | 3 | Medium | Ensure food vendors check gas bottle and equipment is good order | First aid on site, call 000 in emergency |  |
| Faulty electrical equipment | Personal injury, property damage | D | 4 | High | All leads must be tested & tagged and in good order | First aid on site, call 000 in emergency |  |
| Incorrect use of marquees/equipment or unsecured infrastructure | Personal injury | C | 3 | Medium | Ensure equipment is set up following instructions and by competent staff, all marquees must be secured with appropriate weights. | First aid on site, call 000 in emergency |  |
| Inappropriate use of parkland, vandalising patrons | Damage to environmental features, e.g. grounds, parkland, garden beds | D | 2 | Low | Monitor patron behaviour and intervene if required | Leave in same condition as found or better |  |
| Poor parking management, lack of parking | Traffic congestion, illegal parking, frustrated patrons and other motorists | B | 2 | Medium | Parking Management Plan in place  Ample parking around event area, incl. XYZ  Parking signs in place  Parking marshals in place | Parking marshals to direct/assist traffic movement |  |
| Lack of water, hot weather | Dehydration | B | 3 | High | Free water available  Provide shade via marquees or trees | First aid on site, call 000 in emergency |  |
| Inclement weather | Personal injury, frustrated patrons, damaged equipment | B | 3 | High | Monitor BOM forecast  Relocate to another venue (pre-booking may be required) or cancel if required | Abort event if conditions become unsafe or unpleasant  Refer to thunderstorm/wind/heat plans |  |
| Ablutions | Not sufficient toilets for number of patrons, blockages | B | 2 | Medium | Public toilets available at LOCATION  Toilets cleaned prior to event with additional paper onsite  Additional portable toilets hired | Use alternative toilets at LOCATION |  |
| Underground services | Personal injury, property damage | C | 5 | High | No pegs allowed, weights only  Stage marquee: DBYD/detector survey carried out | First aid on site, call 000 in emergency  Notify relevant authority |  |
| Waste | Littered site | B | 2 | Medium | Additional bins provided, site monitored and cleaned during the event | Post event clean |  |
| Unsocial behaviour, rivalling groups, drug/alcohol use by patrons | Security/safety issues, personal injury, patron discomfort | C | 3 | Medium | Marshals to monitor general behaviour and alert event manager/coordinator in the first instance. | Intervene/mediate if safe to do so.  Call 000 if required. |  |
| Communications prior to the event | Community / stallholders not aware of event or event details, damage to event organiser’s reputation | C | 3 | High | Extensive marketing prior to event, event management plan in place, clear communication with stallholders | Communications management |  |
| Poor event management | Chaotic/disorganised bump in/out  Patrons confused / lost due to poor signage  Personal injury during bump in/out | B | 2 | Medium | EMP in place  Site plan in place, marshals will direct stallholders, no vehicle access between 3.45 and 8pm  Clear signage on site  Marshals on site |  |  |
| Generator - incorrect use, damage, vandalism | Personal injury, property damage | C | 3 | High | Contractor responsible for set up  Event staff to monitor use throughout the day  Engage professional electrician to manage power connections |  |  |
| Stage & Marquee – incorrect set up | Personal injury | C | 2 | Medium | Contractor engaged  Job Safety Analysis (JSA) sighted |  |  |
| Jumping Castle – incorrect set up and use | Personal injury | C | 5 | High | Contractor responsible for set up and supervision throughout  JSA sighted |  |  |
| COVID-19 | Personal injury, death, infection and transmission of virus | C | 5 | High | Refer to COVIDSafe Plan/Checklist for detailed measures | Refer to COVIDSafe Plan/Checklist for detailed measures |  |
| Traffic Management |  |  |  |  |  |  |  |
| Next hazard |  |  |  |  |  |  |  |
| Next hazard |  |  |  |  |  |  |  |
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