Part F - Event Management Risk Assessment

It is **mandatory** for all Event Organisers to complete and submit a Risk Assessment with all Event Applications. If inspection reveals that use of the facility cannot be performed safely, do not proceed until action is taken that assures the risk has been eliminated. A sample Risk Assessment Template is attached that can be used for your event. A sample Risk Assessment is available on our website www.taree.cc/events.

Likelihood (How likely is it to occur?)

Level (Descriptor)	Example detail description
A (Almost certain)	Is expected to occur in most circumstances
B (Likely)	Will probably occur in most circumstances
C (Possible)	Might occur at some time
D (Unlikely)	Could occur at some time
E (Rare)	May occur but only in exceptional circumstances

Consequence (What is likely to be the impact?)

Level (Descriptor)	Example detail description
1 - Insignificant	• No injuries • Low financial loss
2 - Minor	• First aid treatment • On-site release of chemical immediately contained • Temporary halt of event • Medium financial loss
3 - Moderate	• Medical treatment required • On-site release of chemical contained with outside assistance • Temporary halt of event requiring outside assistance (eg specialised maintenance, fire) • High financial loss
4 - Major	• Extensive injuries • Loss of production capability • Off-site release of chemical with no detrimental effects • Halt of event requiring investigation and outside assistance (eg fire, police, ambulance) • Major financial loss
5 - Catastrophe	• Death • Toxic release off-site with detrimental effect • Halt of production with investigation and potential prosecution (eg fire, police, ambulance) • Catastrophic financial loss

Risk Assessment Matrix (Risk Rating)

	Consequence				
Likelihood	**Insignificant 1**	**Minor 2**	**Moderate 3**	**Major 4**	**Catastrophe 5**
A (Almost certain)	**H**	**H**	**E**	**E**	**E**
B (Likely)	**M**	**H**	**H**	**E**	**E**
C (Possible)	**L**	**M**	**H**	**E**	**E**
D (Unlikely)	**L**	**L**	**M**	**H**	**E**
E (Rare)	**L**	**L**	**M**	**H**	**H**

Ratings

E = Extreme risk: immediately introduce further control measures to lower the risk. Re-assess before proceeding.
H = High risk: Review and introduce additional controls to lower the level of risk
M = Moderate risk: monitor and maintain strict measures
L = Low risk: monitor and manage by routine procedures

Risk Assessment Template

Event Name

Task/Issue/Hazard	What could go wrong	Controls to be implemented for the event	Likelihood	Consequence	Rating

Task/Issue/Hazard	What could go wrong	Controls to be implemented for the event	Likelihood	Consequence	Rating

Submit