

Sample Risk Assessment for Events

This is a sample risk assessment designed to provide assistance to community event organisers in identifying, assessing and addressing a diverse range of possible hazards within events. This sample is not an exhaustive list however it provides a diverse range of hazards which may be identified during a risk assessment for an event. Event organisers are to utilise the following information as a guide only and are to ensure that your risk assessment covers all hazards identified for your specific event.

| Name of Event: | | Name of Event Organiser: | Date of Event: | | |
|---|--|--|-----------------|-------------|--------|
| Taks/Issue/Hazard | What could go wrong | Controls to be implemented for the event | Risk Assessment | | |
| | | | Likelihood | Consequence | Rating |
| Adverse weather including strong winds. | There is a risk that adverse weather, particularly strong winds could occur resulting in the marquee/s collapsing. This may result in injury to attendees. | <ul style="list-style-type: none"> • Appropriate methods will be used to secure marquee/s • In the event of strong winds marquee/s will be dismantled immediately • A development application for the erection of a temporary structure is to be approved by Council (if required) • Engage suitably qualified and insured contractors • Event cancellation in dangerous weather conditions • First aid kit and/or services on site • Incident report log will be kept on site. | | | |
| Exposure to extreme temperatures. | There is a risk that attendees may suffer dehydration or exhaustion due to high temperatures experienced on the day. | <ul style="list-style-type: none"> • Refreshments available for purchase • Fresh water supply is available on site • Sunscreen is provided to volunteers and promoted for attendees • Sufficient shade areas on site • First aid kit and/or first aid services on site • Incident report log kept on site. | | | |
| Adverse weather conditions. | There is a risk that unexpected adverse weather conditions could cause an injury. | <ul style="list-style-type: none"> • Monitor the weather reports before and throughout the event • Appropriate methods will be used to secure infrastructure on the event site • Cancel the event in extreme weather conditions • First aid kit and/or first aid services on site • Incident report log kept on site. | | | |

| Hazard | Risk Description | Treatments / Controls to be implemented for the event. | Risk Assessment | | |
|--|--|--|-----------------|-------------|--------|
| | | | Likelihood | Consequence | Rating |
| Uneven ground, power cords, tools and equipment on ground. | There is a risk that onsite hazards may cause injury to attendees including but not limited to slips, trips and falls. | <ul style="list-style-type: none"> The event site is to be checked for holes, depressions, divots and/or hazards prior to set up and once set up is complete (before allowing access by the general public). Ongoing monitoring will be undertaken for the duration of the event All hazards to be fenced off or secured appropriately Contractors are responsible for ensuring there are no prevailing hazards related to their operations First aid kit and/or services on site Incident report log will be kept on site. | | | |
| Poor crowd behaviour. | There is a risk that poor crowd behaviour could result in injury to attendees. | <ul style="list-style-type: none"> Local police have been advised of the event and will attend if required Adequate numbers of licensed security guards employed for the event Adequate first aid kit and/or first aid services on site. Incident report log kept on site. | | | |
| Poor site cleanliness. | There is a risk that attendees may incur injuries on miscellaneous objects found on the event grounds. | <ul style="list-style-type: none"> Event area and surrounds will be inspected and cleaned for rubbish prior to and during the event. Appropriate personal protective equipment will be used during the inspection and collection of any needles and or sharps First aid kit and/or first aid services on site Incident report log kept on site. | | | |

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| Damaged or faulty electrical equipment. | There is a risk that attendees may be electrocuted resulting in serious injury or death from damaged or faulty electrical equipment. | <ul style="list-style-type: none"> All electrical leads to be tested and tagged in accordance with the relevant WH&S Regulations & Australian Standards All electrical installations to be completed by a qualified and insured electrician All electrical leads to be off the ground and not exposed to water or; on ground leads to be suitably covered with matting First aid kit and/or first aid services on site Local emergency numbers to be readily available Incident report log kept on site. | | | |
| Poor traffic management during set up and pack down. | There is a risk that attendees may be seriously injured from moving vehicles on site during set up and pack down. | <ul style="list-style-type: none"> Suppliers to adhere strictly to set up and pack time down times Onsite Event Manager to oversee all vehicle movement Limited vehicles permitted on site First aid kit and/or first aid services on site Local emergency service numbers to be readily available Incident report log kept on site. | | | |
| Poor traffic management during event. | There is a risk that attendees may be seriously injured as a result of failure to implement the approved Traffic Control Plan/Parking Plan. | <ul style="list-style-type: none"> Traffic Management approved by Greater Taree City Council Local Traffic Committee Plans/s implemented by suitability qualified and insured contractors Advertisement in the local paper advising of changed traffic conditions Letterbox drop in the event's immediate vicinity advising of changed traffic conditions Variable message boards advising of changed traffic conditions (if required) First aid kit and/or first aid services on site Local emergency service numbers to be readily available Incident report log kept on site. | | | |

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| Community disruption. | There is a risk that residents in the immediate vicinity of the event may experience disruption as a result of organiser's failure to adequately implement approved Noise Management Plan. | <ul style="list-style-type: none"> Noise Management Plan prepared and approved by Council (if required) Suitably qualified and insured sound technician engaged for the event Monitoring of sound levels during the event, adjustment to speaker systems as required Letterbox drop in the event's immediate vicinity advising of changed traffic conditions. | | | |
| Inadequate planning and management of fireworks. | <p>There is a risk of serious injury to attendees if the pyrotechnician does not adhere to Work Cover licencing requirements and safe use of fireworks.</p> <p>Injury as result of lack of management of safety zone.</p> | <ul style="list-style-type: none"> A licensed and suitably insured pyrotechnician is contracted A licence is obtained from WorkCover (confirmation of display is provided to Greater Taree City Council) A prior site inspection is undertaken with both the event organiser and pyrotechnician A fireworks exclusion zone is marked out and managed to prevent unauthorised access i.e. temporary fencing Letter box drop in the events immediate vicinity advising of display and securing of animals In the event of a total fire ban, an exemption is obtained from the Local Fire Station (in writing) and supplied to Greater Taree City Council Fireworks are cancelled in the event of extreme weather First aid kit and/or first aid services on site Local emergency service numbers to be readily available Incident report log kept on site. | | | |

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| Inadequate planning and management of civil aviation and air traffic requirements. | <p>There is a risk of serious injury to attendees if the operator does not adhere to civil aviation and air traffic requirements.</p> <p>Injury as result of lack of management of take off and landing zone.</p> | <ul style="list-style-type: none"> • A licensed and suitably insured operator is contracted • The operator obtains all relevant approvals from the Civil Aviation Safety Authority and Air Traffic Control - Brisbane Centre and complies with Schedule M – Helicopter Rides Operating Requirements of Council’s Commercial Activities on Public Land Policy • A prior site inspection is undertaken with both the event organiser and operator • Take off and landing zone is marked out and managed to prevent unauthorised access i.e. temporary fencing • The landing would be cancelled in extreme weather • First aid kit and/or first aid services on site • Local emergency service numbers to be readily available • Incident report log kept on site. | | | |
| Damage to reserve/public asset. | <p>There is a risk that a public asset and/or reserve may be damaged as a result of unauthorised vehicular access and/or management of the ground conditions.</p> | <ul style="list-style-type: none"> • Authorised vehicles only permitted within relevant site • Event is cancelled and/or modified if large rainfall experienced • <u>Location of Services</u> <p>The event organiser is advised to take care in ensuring no damage is done to or unauthorised modifications are carried out on either Council’s or any other organisation’s underground infrastructure assets. This includes: sewer, stormwater, water mains, and electricity supply and telecommunication facilities.</p> <p>You are advised to contact the following:</p> <ul style="list-style-type: none"> • Council on information on sewer, water supply or stormwater • “Dial Before You Dig” – for other infrastructure. <p>The information relating to the event site is to be obtained prior to any works commencing.</p> | | | |

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| Inability to respond to reports of lost children / persons. | There is a risk that a person / child may become lost in the crowd, causing distress. | <ul style="list-style-type: none"> • Designated and well signposted area for lost children • PA system to make regular announcements • Encourage parents to remain with their children whilst they are participating in the program of activities. | | | |
| Failure to meet legislative requirements relating to Child Protection. | There is a risk a child related incident/injury to occur. | <ul style="list-style-type: none"> • Professional and fully insured contractors will be used that are known to organisers • Face painter/s to adhere to the Environmental Health Fact Sheet for Children's Face Painting produced by NSW Health • Appropriate working with Children Declarations are obtained where required • Encourage parental supervision of activities • Incident report log kept on site. | | | |
| Inadequate planning re alcohol management. | There is a risk that attendees may bring alcohol to the event, potentially causing injury to attendees as a direct result of intoxication and/or failure to remove alcohol from the event site (under direction from personnel). | <ul style="list-style-type: none"> • Erection of no alcohol signage • Advertising the event as alcohol free • Licensed security guards employed for the event • Local police advised of the event and will attend if required • First aid kit and/or first aid services on site • Local emergency service numbers to be readily available • Incident report log kept on site. | | | |
| Inadequate planning re water safety. | There is a risk that attendees may be seriously injured if the organisers do not have adequate life saving personnel or equipment and approvals to operate on or near the water. | <ul style="list-style-type: none"> • Approval obtained from Roads & Maritime Services (if required) • Adequate life saving measures in place ie powered craft, rescue boats, lifeguards • First aid kit and/or first aid services on site • Local emergency service numbers to be readily available • Incident report log kept on site. | | | |

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| Inadequate planning re waste management. | There is a risk of environmental contamination during and after an event, if there is inadequate collection or disposal of waste. | <ul style="list-style-type: none"> Approved waste management plan. | | | |
| Inadequate toilet facilities. | There is a health risk during an event if there are inadequate amenities provided for the anticipated crowd numbers. | <ul style="list-style-type: none"> Sufficient toilet on site and/or additional portable amenities Adequate hand washing facilities. | | | |
| Impeded access for emergency vehicles. | There is a risk that the emergency vehicular access could be obstructed if not adequately signposted and managed. This could delay treatment received by attendees injured at the event. | <ul style="list-style-type: none"> Identification of emergency access points on site map (site map provided to emergency services in the event of major festival) Access areas to be well signposted and kept clear for the full duration of the event. | | | |
| Poor installation and management of amusement devices and/or inflatables. | <p>There is a risk of serious injury to attendees if devices do not adhere to Work Cover requirements and the applicable operations manual.</p> <p>Injury as result of inadequate supervision of minors utilising the rides/inflatable devices.</p> | <ul style="list-style-type: none"> Where the applicant does not have insurance to cover the device, the licensed and insured device operator will remain onsite for the full duration of the event Relevant approvals obtained from Greater Taree City Council (if required) Device is set up in accordance with owners/operators manual Management of clearance zone around the device Encourage child supervision on device Operations cease in extreme weather conditions First aid kit and/or first aid services on site Local emergency service numbers to be readily available Incident report log kept on site. | | | |

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| Poor installation of stages / seating structures. | <p>There is a risk that attendees may be injured as a result of stage, seating or elevated platforms collapsing.</p> <p>Performer injuring themselves when walking downstairs or ramp from stage</p> | <ul style="list-style-type: none"> • A development application for the erection of a temporary structure is to be approved by Council (if required) • Engage suitably qualified and insured contractors. • First aid kit and/or first aid services on site • Local emergency service numbers to be readily available • Incident report log kept on site. • Install a handrail | | | |
| Food Poisoning. | Persons becoming ill as a result of poor food handling or storage. | <ul style="list-style-type: none"> • Registration for Food Handling in place • Persons supplying food are trained correctly – Food Safety Supervisor Certificate • Stallholders shall comply with the requirements of NSW Food Authority 'Guidelines for Food Businesses at Temporary Events' • Food temperature monitored • Food is appropriately stored under temperature control • Food is appropriately transported to site under temperature control. | | | |
| <i>Insert other hazards identified</i> | | | | | |