

EVENT RISK ASSESSMENT TEMPLATE

No matter the nature or size of your event, your event will have risks. It is your responsibility as the event organiser, to identify and manage these risks.

Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. This process is called Risk Management and in order to know what risks need to be managed, a risk assessment needs to be conducted.

**Why does an event need to manage risks?**

Event sites and activities are considered to be places of work and there are industry acts, regulations standards and guidelines that event organisers should be developing their procedures in accordance with these documents. There are also high p**e**nalties for failure to comply with the regulations and the risk of an event site being shut down by Worksafe for non-compliance.

And of course, no one wants to see anyone hurt or have a bad experience at their event. If you manage the risks and know the regulations, then damage to property or injury to the public can be avoided.

**What is a Risk Assessment?**

A risk assessment is the process of identifying and quantifying the probability of a harmful effect to an item or an individual. To assess risks, an objective evaluation of the risks are considered and ranked by using a basic formula of rating the potential loss and the probability of occurrence.

## HOW TO DO A RISK ASSESSMENT

**FIND IT**

List all of the hazards or possible situations associated with the event activity that may expose people to injury, illness or disease. List these hazards in the ‘hazards’ column of the template

Use experts or experienced people to advise you on your risk assessment.

**ASSESS IT**

Rate or assess what the ‘likelihood’ is of people being exposed to the hazard and what the ‘consequences’ could be as a result of the hazard occurring.

Use the **Risk Ranking Matrix** in the template.

**FIX IT**

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.

Use the **Hierarchy of Control** table to guide you as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.

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| **LIKELIHOOD** | **RISK RANKING MATRIX** | | | | |
| **HIGH** | **5** | **10** | **15** | **20** | **25** |
| **SIGNIFICANT** | **4** | **8** | **12** | **16** | **20** |
| **MODERATE** | **3** | **6** | **9** | **12** | **15** |
| **LOW** | **2** | **4** | **6** | **8** | **10** |
| **NEGLIGIBLE** | **1** | **2** | **3** | **4** | **5** |
| **CONSEQUENCE** | **NEGLIGIBLE** | **LOW** | **MODERATE** | **MAJOR** | **CATASTROPHIC** |

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| **LIKELIHOOD DEFINITIONS** | |
| A **high** likelihood | * It is expected to occur in most circumstances * There is a strong likelihood of the hazards reoccurring |
| A **significan**t likelihood | * Similar hazards have been recorded on a regular basis * Considered that it is likely that the hazard could occur |
| A **moderate** likelihood | * Incidents or hazards have occurred infrequently in the past |
| A **low** likelihood | * Very few known incidents of occurrence * Has not occurred yet, but it could occur sometime |
| A **negligible** likelihood | * No known or recorded incidents of occurrence * Remote chance, may only occur in exceptional circumstance |

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| **CONSEQUENCE DEFINITIONS** | |
| **Catastrophic** | * Multiple of single death * Costs to Event of up to $5 million * International and National Media outrage |
| **Major** | * Serious health impacts on multiple or single persons or permanent disability. * Costs to Event between $2.5 – $5 million * National media outrage |
| **Moderate** | * More than 10 days rehabilitation required for injured persons * Costs to Event between $200,000 and $2.5 million * Local media and community concern |
| **Low** | * Injury to person resulting in lost time and claims * Costs to Event between $50,000 and $200,000 * Minor isolated concerns raised by stakeholders, customers |
| **Negligible** | * Persons requiring first aid * Costs to Event up to $50,000 * Minimum impact to reputation |

**How to control hazards.**

By determining the consequences and likelihood of risks occurring, you can now, aim to eliminate, minimise and control the hazards.

Use the hierarchy of control system to minimise or eliminate exposure to hazards.It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

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| **HEIRACHY OF CONTROLS** | |
| **ELIMINATION**  **Eliminate the hazard** | Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. *If this is not practical, then substitute.* |
| **SUBSTITUTION**  **Substitute the process** | Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. *If this is not practical, then engineer.* |
| **ENGINEERING**  **Change the equipment** | Introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. *If this is not practical, then:* |
| **ISOLATION** | Separate or isolate the hazard or equipment from people by relocation or by changing the operation. *If this is not practical, then administer* |
| **ADMINISTRATIVE** | Design and communicate written or verbal procedures that prevent the hazard from occurring. *If this is not practical, then PPE* |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard. |

**EXAMPLE RISK ASSESSMENT**

The information provided in this example template document provides you with hazards and controls that are typical of an event.

Solutions to reduce or remove the risks have also been provided. Each event is different and pose their own ‘special’ risks so it important that the event organiser thinks outside the list of examples provided in this document and considers what the ‘other’ risks may be that are unique to your event.

| **RISK ASSESSMENT TEMPATE** | | | | |
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| **Name of Event:** | | **Risk Management Team:** |  | |
| **Date of Event:** | | **Site Supervisor: Bump in and Bump out;** |  | |
| **Location of Event:** | | **Site Supervisor:** |  | |
| **Hazards** | **Risk rank** | **Control / Actions** | | **Responsibility** |
| **Example:**  Medical Emergency  Workers and others could become seriously ill if no emergency first aid available. | 4 | First aid for staff to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees. Consult on plans for medical emergency cover with staff, St Johns Ambulance, and local hospital is aware of the event. | | Events director |
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| Lost Children  Children and parents can become separated |  |  | |  |
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| Fire Safety (e.g. generator) |  |  | |  |
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