HOW TO COMPLETE YOUR EVENTS RISK ASSESSMENT

**Identifying the Hazards**

Use your Event Plan as a prompt to list all of the hazards associated with the event that may expose people to injury, illness or disease, or put your organisation at risk. There will be hazards associated to each event element identified. List these in the Hazards column of the Risk Assessment Table. Some standard hazards on event sites include;

* Access and egress of patrons
* Bins and waste management plan in place
* Trips, slips and falls

**Identifying the Risks**

The consequence of a hazard is a risk. Think about what risks might occur if the hazard is not properly managed. When considering if a hazard could become a risk, consider “If this hazard isn’t addressed, there is a risk that…”

List these in the **Risks** column of the Risk Assessment Table. A number of questions should be asked when attempting to identify risks. These include:

* What can happen?
* Where could it happen?
* When could it happen?
* Why would it happen?
* How can it happen?

Answering these questions will assist in the generation of a list of risks that may have impact on your event. Refer to the Risk Register library at the end of these guidelines to help you consider relevant risks that could be related to your event.

**Please note:**

A Risk assessment is dynamic and ever-evolving. As you continue planning your event, new risks and opportunities will be identified and some will no longer be valid. It is important to regularly review and update the risk assessment during the event planning process, to ensure all potential hazards and risks are captured and mitigated. Any risks rated ‘Very High’ or ‘High’ should be monitored on a regular basis to ensure that the rating assigned, controls identified, and treatment plans established remain valid.

**Risk Consequence Descriptors**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Consequence | Event Interruption | Environmental | Financial | Human | Public Image & Reputation |
| Catastrophic | Closure of event | Irreversible damage | Above $20,000,000 | Death(s) / many critical injuries | National and International concern |
| Major | Temporary delay or event closure | Harm requiring restorative work | Up to $10,000,000 | Single Death/  multiple long term or critical injuries | State wide concern / exposure |
| Moderate | Delay, minor changes to program | Residual pollution requiring clean-up work | Up to $1,000,000 | Single minor disablement/  multiple temporary disablement | Local community concern |
| Minor | Brief service interruption | Remote, temporary pollution | Up to $200,000 | Injury | Customer complaint |
| Negligible | Negligible impact | Brief, non-hazardous, transient pollution | Up to $20,000 | Minor First Aid | Resolved in day-to-day management |

**Risk Likelihood Rating**

|  |  |
| --- | --- |
| Likelihood | Description |
| Almost Certain | The scenario is expected to occur in most circumstances |
| Likely | The scenario will probably occur in most circumstances |
| Possible | The scenario will occur at some time |
| Unlikely | The scenario could occur at some time |
| Rare | The event may occur only in exceptional circumstances |

**Risk Matrix**

The purpose of evaluating risks is to determine which risks need further treatment and in what priority order. Establish a risk rating for each hazard by lining up the likelihood and consequence on the below table.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Likelihood of occurrence | Risk consequences | | | | |
| Negligible | Minor | Moderate | Major | Catastrophic |
|
| Almost Certain | Moderate | Moderate | High | Extreme | Extreme |
| Likely | Moderate | Moderate | High | High | Extreme |
| Possible | Low | Moderate | Moderate | High | High |
| Unlikely | Low | Low | Moderate | Moderate | High |
| Rare | Low | Low | Moderate | Moderate | Moderate |

The risk rating – low, moderate, high, extreme will need to be listed in the **Risk Rating** column of the Risk Assessment Table.

* Extreme risk – immediate action required by the Organiser to reduce or remove the risk completely
* High risk – Attention needed to develop risk reduction strategies. May require consideration of alternative tasks, activities, methods.
* Moderate risk – specific risk reduction strategies needed. Focus on ensuring the Control measures are implemented and effective.
* Low risk – manage using existing controls and is generally acceptable.

All risks with an initial rating of “Extreme” or “High” will require additional controls. Moderate and Low risks may be excluded from the implementation of additional controls at the Event Organiser’s discretion. However, the rationale for not implementing additional controls for these risks should be documented to demonstrate the completeness of evaluation undertaken.

**Additional Control, if required:** Think about what additional practical things you can do to eliminate or reduce the likelihood of the Risk occurring. These changes could reduce the risks if they are effectively put in place and if required could assist you comply with any legislation or regulations.

List the additional controls in the **Additional Controls**, column of the Risk Assessment Template.

**Control Actions Hierarchy**

The control actions hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to risk source elements.

Below is the control hierarchy with general examples of each control measure:

|  |  |
| --- | --- |
| AVOIDANCE OF ALL RISK | * Cancellation of event or not proceeding with activities |
| ELIMINATION OF CERTAIN ELEMENTS | * Avoid the risk by removing the risk source element completely. |
| SUBSTITUTION | * Use less hazardous procedure/substances equipment/process. |
| ISOLATION | * Separate the process using design, barriers, enclosures or distance. |
| ENGINEERING CONTROLS | * Mechanical/physical changes to equipment/materials/process. |
| ADMINISTRATIVE CONTROLS | * Change procedures & design to reduce exposure to a risk source element |
| PERSONAL PROTECTIVE EQUIPMENT | * Gloves, hats, boots, goggles, masks, clothing etc. |

# Risk Assessment

| **Hazard(s)**  **Source of the risk** | **Risks**  **There is a risk that..** | **Control Actions** | **Risk Matrix**  **Rating** | **Additional Controls Required at Event** | **Risk Owners**  **(Responsible & Accountable)** |
| --- | --- | --- | --- | --- | --- |
| *Example Only:*  *Weather* | *Extreme Heat*  *Wind*  *Rain*  *Heat*  *Smoke* | *Monitor weather website prior to event*  *Weather forecast needs to monitored a day prior to the day of the activity.*  *Extreme heat – review program times for outdoor event, bring extra sun screen /shade/review location/ice.*  *Rain – review program times for outdoor event* | *High* | *Consider closing event early or cancelling event on the day* | *Event Manager*  *Event Team*  *Contractors* |
| *Example Only:*  *Trip Hazards* | *Injury* | *Undertake inspection prior to activity.  Cables covered.* | *Med* | *Spotters advising people to be mindful of leads* | *Event Manager*  *Contractors* |
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# EMERGENCY MANAGEMENT PLAN

## Emergency Services Communication and Consultation Details

Outline who has been involved or consulted in developing your plan and any advice or information provided (eg. Victoria Police, CFA, Ambulance Victoria, Colac Otway Shire etc)

|  |  |  |  |
| --- | --- | --- | --- |
| Authority/Other | Name | Contact | Advice/Information/Comments |
|  |  |  |  |

## Emergency Management Structure

Outline the key people and their roles in your emergency management structure. e.g. chief warden, warden/marshals, first aid/medical, security/crowd control, fire officer and other personnel.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Role Description | Contact Number (event day) |
| Eg. Bob | First Aid | Provide basic first aid services | 0400 000 000 |
|  | CHIEF WARDEN |  |  |
|  | DEPUTY WARDEN |  |  |
|  | WARDENS |  |  |
|  | SECURITY SUPERVISOR |  |  |
|  | SAFETY OFFICER |  |  |
|  | FIRST AID OFFICERS |  |  |

## Briefing and Preparation

Detail how each role has been briefed and prepared for event (eg. Trained/ educated on protocols etc).

|  |  |
| --- | --- |
| Emergency Management Role | Briefing and preparation completed |
|  |  |
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## First Aid/Medical Plan

Outline the first aid or medical services in attendance at the event including numbers and type. Outline the response to a first aid or medical emergency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Provider/Service | Contact Name | Contact Number  (Mobile for Event Day) | Arrival Time | Departure Time |
|  |  |  |  |  |
| First Aid Response  Outline how you plan to deal with first aid incidents |  | | | |
| Medical Emergency Response  Outline how you plan to deal with medical emergencies |  | | | |

## Emergency Evacuation Procedures

Outline emergency evacuation procedures and indicate evacuation routes and assembly points on your event site plan

|  |  |
| --- | --- |
| Who will authorize (enact) the protocols |  |
| What are the emergency evacuation procedures |  |
| How will they be implemented |  |

## Weather Monitoring and Response Plan

If applicable, outline how you will monitor and respond to weather events **and warnings** that may impact your event (e.g. extreme temperatures, wind, flooding etc).

|  |  |
| --- | --- |
| What are the sources you will use to monitor the weather? |  |
| What will you do if adverse weather or warning impact your event? |  |

## Event Contingency - Cancellation or Postponement Plan

Outline your event contingency plan if the event needs to be cancelled, postponed, relocated, altered or interrupted on the event day.

|  |  |
| --- | --- |
| What is your event contingency (Cancel or Postpone) |  |
| How will you communicate this? |  |

## Communications Plan

In the case of an emergency outline how you will communicate **at the event** with both the event team and event participants. Eg. mobile phones, satellite phones, radios, PA system. Also outline procedures if proposed communication system does not work (i.e. back up communications).

|  |  |
| --- | --- |
| Communications plan – Internal Event Team | Main Communication Procedures - |
| Back Up Communication Procedures- |
| Communications plan – External Event Participants | Main Communication Procedures - |
| Back Up Communication Procedures- |

## Post Event Evaluation

Outline how you will evaluate the risk and emergency management at your event. Include details of post event de-briefs and whether you would like the relevant Colac Otway Shire officers and/or emergency services to attend.

|  |  |
| --- | --- |
| Post event evaluation details |  |

## Event Day Emergency Contact List

Print this and share it with your event team on the day of your event

|  |  |  |  |
| --- | --- | --- | --- |
| Events team | Contact Number | External Agencies | Contact |
|  |  | Police, CFA, Ambulance | 000 |
|  |  | Victorian Emergency Hotline | 1800 226 226 |
|  |  | Vic Emergency Hotline National Relay Service | 1800 555 677 |
|  |  | SES | 132 500 |
|  |  | Regional Roads Emergencies | 133 778 |
|  |  | Poisons information | 131 126 |
|  |  | WorkSafe Victoria | 132 360 |
|  |  | Barwon Water | 1300 656 007 |
|  |  | Weather Warnings | <http://www.bom.gov.au/vic/warnings/> |

# APPENDICES

## Common Hazards at Event Sites

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Security   * Bomb Threats * Cash Handling * Confiscation * Explosives * Magnetometer and bag Checks * Public perception * Restricted Items * Weapons | The Event   * Access controls for volunteers * Asset protection * Communication equipment * Crowd control * Entry control * Track invasion * Traffic management | Slips And Trips   * Climbing for vantage points * Design of barriers * Edge protection * Electrical cables * Flooring design / surfaces * Inappropriate footwear worn by staff or patrons * Lighting * Outdoor event * Queuing systems * Uneven ground, loose surfaces * Weather | Fire Safety   * Appropriate fire-fighting equipment * Dangerous Goods storage * Evacuation plans * Fire ban days * Fire prevention plan * Knowledge and use of equipment * Obstruction and security of fire-fighting equipment * Policies and procedures * Pyrotechnics * Warning & communication system | Contractors   * Accreditation * Casual labour * Certification / licences * Communication expectations * Competence * Contracts * Coordinating contractors * Historic standards * Induction * Job safety analysis / Safe Work * Legal compliance * Management - monitoring / supervision * Method Statement * Plant and equipment * Sub-contractor * Training |
| People   * Alcohol * Background check of staff * Cultural matters * Inappropriate use of staff * Lack of relevant certification / licences * Patron demographics * Security staff / numbers * Serial pests * Training / induction | Planning   * Contingency planning * Emergency management * Lack of confidentiality of security plans * Poor interface with stakeholders * Possible acts of terrorism * Pre-event planning undertaken * Site services plan / geotech * Surveillance | Accessibility   * Access to venue * Lifts * Parking * Public transport * Ramps * Safe entry and exit * Seating * Signage | Manual Handling   * Carrying * Crowd control / security * Excessive weight of objects to be moved * Excited volunteers * Lack of staff * Loading / unloading * Logistical planning * Mechanical aids * Suppliers’ packaging * Time lines * Training |
| Plant   * Certification * Hand tools * Isolation / segregation - people * Maintenance * Plant design registration e.g. lifts, escalators and pressure vessels * Supervision * Training | Staff / Employees   * Competency / suitability * Conditions – excessive heat / cold * Confined spaces * Cultural issues * Fatigue * First aid * Food preparation * Transport * Violence / bullying * Welfare – breaks, sunscreen, dehydration, etc * Working alone | Electrical Safety   * Cables / height / pathways * Faulty insulation * Location in relation to other equipment * Maintenance of electrical equipment * Overloading systems * Power supply – no spiking, lack of continuity * Power tools * Protection of leads * Qualification of contractors * Residual Current Devices (RCD) * Temporary power supply * Underground services | Vehicle Safety   * Accessibility during emergency management * Electrical safety * Inappropriate use of paths * Lack of training * Loading operations - docks and people * Maintenance * Outdoor broadcast vehicles * Parking supervision * Permits & certification/licensing * Refuelling * Security of vehicles * Slips and trips * Speed * Vehicle / people segregation * Working at height | Field Of Play (Fop) / Equipment   * Access to FOP for entertainment * Appropriate activity for venue * Appropriateness of signage * Cameras and equipment * Crowd communication * Crowd invasion * Emergency egress * Exclusion zones * FOP regulations (e.g. internationalfederations) * Mosh pits * Officials * Overloading venue * Patron management * Promotion activities without consideration of safety issues * Proximity of audience to FOP * Safe crossing * Sport projectile * Throwing objects on to FOP * Traffic management * Weather |
| Hazardous Substances / Dangerous Goods   * Accessibility of Safety Data Sheets * Acids * Asbestos * Cleaning products * Firearms and ammunition * Fuel storage * Inappropriate labelling * Pesticides * Placarding / Manifest / Register * Poisons * Pyrotechnics * Water / waste water | Materials Handling   * Condition of terrain * Food handling * Functionality * Furniture fixture and equipment * Mechanical handling * Plant * Venue design and transport between venues / locations / storage * Weight and height of materials to be handled | Working At Height   * Abseiling * Camera platforms * Edge protection * Ladders * Overhead power lines * Rigging / lighting * Safety harness * Scaffold * Scissor lifts * Winches | Construction   * Contractor management * Coordinating sub-contractors * Council/building code approval * Electrical safety * Interface operations * Plant * Safely maintaining public access * Slips / trips * Temporary structures * Unauthorised access * Weather * Working at heights |

## Risk Register Library

|  |  |
| --- | --- |
| No. | Risk |
| 1 | There is a risk that patrons under the influence of alcohol may lead to unruly crowds and/or drunkenness |
| 2 | There is a risk that poor electrical wiring ignite a fire or presents a risk of electrocution to event attendees |
| 3 | There is a risk that a fire may burn in a nearby location outside of Event Precinct but may impact the safe delivery of the Event |
| 4 | There is a risk that excessively high temperatures could cause severe heat related issues for attendees. |
| 5 | There is a risk that the availability of ignition sources & combustible materials (ie; BBQ/Cooking equipment) (Internal to Event) increases severity and duration of any fire |
| 6 | There is a risk that there are insufficient/ineffective resources (internal to Event(s)) to respond to emergency situations |
| 7 | There is a risk of poor Event Specific Command & Control structure |
| 8 | There is a risk that crowd evacuation causes injury/panic (as related to Event precinct) |
| 9 | There is a risk of the First Attack (Fire Response) failing by Area Wardens (Marshalls) |
| 10 | There is a risk that emergency vehicles will not be able to access the event site |
| 11 | There is a risk that patrons wishing to attend the event are exposed to vehicles and roadways (external to the precinct) |
| 12 | There is a risk of food poisoning from food outlets engaged for the event period |
| 13 | There is a risk that contractors, suppliers, exhibitors, staff and patrons are exposed to an unacceptable level of risk to their health and safety during the build, event and dismantle phases |
| 14 | There is a risk that an emergency situation arises requiring an immediate response impacting on event resources |
| 15 | There is a risk that high winds on site will cause infrastructure stability issues and expose people to a risk to their health and safety |
| 16 | There is a risk that the fire related installation/display may cause an unintended fire event or an injury to an attendee |
| 17 | There is a risk of Extreme Weather impacts to the bump in/out and/or event |
| 18 | There is a risk that there will be inadequate amenities for the site |
| 19 | There is a risk of a lost child or adult occurring |
| 20 | There is a risk of a security issue occurring at the event |
| 21 | There is a risk of temporary structures falling down |
| 22 | There is a risk that installations may involve an element/activity that is potentially unsafe to spectators |
| 23 | There is a risk of patrons attending the event being exposed to vehicular impacts adjacent to or inside the overall event precinct |
| 24 | There is a risk of an Medical Emergency occurring during the event |
| 25 | There is a risk of a Gas Leak |
| 26 | There is a risk of a Chemical or Biological Hazard |
| 27 | There is a risk of a Bomb Threat or Suspicious Package |
| 28 | There is a risk of an Explosion impacting the Event |
| 29 | There is a risk of Assault or Armed Robbery occurring |
| 30 | There is a risk of an Active Shooter or Terrorist Activity (Vehicle borne attack etc) impacting the Event |
| 31 | There is a risk of Riot, Protest or Civil Unrest |
| 32 | There is a risk that Noise created by the Event may exceed acceptable levels |
| 33 | There is a risk of significant heat (weather related) that may result in a Heat Health Alert to be issued or in the case of 3 or more (Heat Health Days) resulting in a declared Heat Wave, impacting on the safety and welfare of resources, spectators and emergency services |
| 34 | There is a risk that an unexpected weather event (storm cell or similar) causing a significant safety and welfare issue to event attendees and support personnel |
| 35 | There is a risk that some activities may involve an element/activity that is potentially unsafe to spectators. In particular fireworks discharge |
| 36 | There is a risk that the pyrotechnic display at the event will result in an uncontrolled fire, explosion near people, or dangerous occurrence |
| 37 | There is a risk that vehicles driving on public areas causing damage to the site or a collision with a person. |
| 38 | There is a risk that delivery vehicles occupying a footpath to unload equipment and the public walking onto the roadway. |
| 39 | There is a risk that damage to the asset from the delivery of heavy equipment i.e generators, temporary toilets |
| 40 | There is a risk that erection of temporary marquee causes an injury to contractor or member of the public. |
| 41 | There is a risk that power source is overloaded and fails. |
| 42 | There is a risk that unsafe leads or damaged leads causing electrocution/electric shock of people (workers or patrons) |
| 43 | There is a risk that patrons getting food poisoning |