

event risk assessment and planning

INFORMATION GUIDE

RISK MANAGEMENT PLANNING

Event organisers should develop a risk management plan to minimise risk and therefore reduce the likelihood of injuries and potential loss. Compiling a risk management plan is a key aspect of event organisation and all key personnel should be involved to identify potential risks and steps that can be taken to reduce the risks.

The following steps should be undertaken for all events and activities:

1. Identify all potential risks and hazards.
2. Assess the likelihood of these occurring and the consequences of each if they should occur.
3. Apply a risk rating. Those with the highest scores should be looked at as a priority.
4. Identify action that can be taken to eliminate or reduce the risk.
5. Allocation the action to a responsible person.
6. Set a deadline for the action to be completed.
7. Record the status of the action until completed.

Areas which should be assessed could include, but not limited to:

- Slips, trips and falls;
- Flying objects;
- Heights;
- Equipment and machinery;
- Vehicles;
- Manual handling;
- Fire;
- Harmful substances;
- Electricity;
- Public Safety;
- Animals.

Assessments should include all aspects of a particular object, e.g. hazards associated with vehicles include those related to both driving the vehicle and pedestrians.

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Risks should be removed completely where possible, however if this is not possible, appropriate control measures should be put in place to minimise the risk. For example, a vehicle being used on site will create a number of hazards. The risk could be removed entirely by prohibiting all vehicles during the event, or if this is not possible, the risk could be reduced by setting speed limits and using a staff member as a guide to clear pedestrians from the vehicle's path. It may be necessary to write procedures to ensure all staff are aware of the risk reduction measures.

The risk management plan should also include contingency plans for action in case of extreme weather [thunderstorms, high winds, extreme heat, fire]. The contingency plan may result in a change of venue, postponement or cancellation.

Plans should include procedures for dealing with other issues such as lost and found children and property. These should be communicated to all staff and volunteers so they are aware of the procedure and are able to deal with any problems raised by visitors, promptly and efficiently.

Safety plans should also be produced [included in the event plan] and may include:

- Site plan;
- Emergency contact list;
- Security plan;
- Communication plan;
- Location of fire exits and extinguishers;
- Evacuation routes and marshalling points.

Anyone involved with event or activity planning must be familiar with and grow their competence in the application of the risk management plan. All should accept responsibility for the delivery of the plan within their areas of responsibility.

Disclaimer:

This information has been developed to assist in the preparation of a risk management plan. The guide is for general information purposes only and does not constitute advice or approval and cannot be relied upon as an indication of the approval of any application for an event. It should not be relied upon to cover all aspects that should be considered in the preparation of a risk management plan, as there may be matters such as event/site specific matters that will impact on the application of this template. It is the user's responsibility to determine whether the template is suitable for their purpose and to make any necessary amendments. While every effort has been made to ensure the accuracy and correctness of this template, the council makes no express or implied warranty or representation as to its accuracy, completeness, character, function or capabilities. To the extent permitted by law, the council expressly disclaims liability for any loss, however caused and whether due to negligence or otherwise, arising directly or indirectly from the use of or reliance on, this template or any of the information contained in it, by any person.

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RISK CONSEQUENCE DESCRIPTORS

Consequence	Category	Description
Catastrophic	5	The consequence would threaten the event and the event organisation e.g. death, huge financial loss.
Major	4	The consequence would threaten the continued effective functioning of the event organisation and therefore the event e.g. major financial loss, important external resources required.
Moderate	3	The consequence would not threaten the event, but would mean that the event would be subject to manageable changes e.g. high financial loss, medical treatment required.
Minor	2	The consequence would not threaten the efficiency or effectiveness of some aspects of the event, but would be dealt with internally e.g. medium financial loss, first aid treatment.
Insignificant	1	Consequence would be dealt with by routine operations, e.g. no injuries, no financial loss.

RISK LIKELIHOOD

Code	Likelihood	Qualitative descriptor	Probability of occurrence
A	Almost certain	Is expected to occur in most circumstances	Greater than 95%
B	Likely	Will probably occur in most circumstances	66% to 95%
C	Moderate	Might occur at some time	36% to 65%
D	Unlikely	Could occur at some time	5% to 35%
E	Rare	May occur only in exceptional circumstances	less than 5%

LIKELIHOOD / CONSEQUENCE MATRIX

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

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RISK ASSESSMENT FORM

Activity/Event:

Description:

Date[s]:

Location:

Risk / Hazard Details	The consequence of an event happening		Risk Rating	Action Plan / Treatment	Person Responsible	Timeframe for Completion	Status
	Likelihood	Consequence					
Sunburn	B	3	High	Free sunscreen to all event patrons available at first aid. Branded signage installed	Event Manager / Signage Officer	Sunscreen and signage to be installed on the day, prior to 0830	Sunscreen purchased and signs produced.
Slipping on wet surface	C	3	Medium	Install wet floor signs around wet areas	Signage officer	Signs in place on the day, prior to 0830	Signs produced and ready
Dehydration	D	3	Medium	Provide free water to all event patrons. Available at first aid. Branded signage installed.	Event Manager / Signage Officer	Water delivered and signage to be installed on the day, prior to 0830	Water purchased and signs produced.

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RISK ASSESSMENT / CHECKLIST

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Date Checklist Completed

Name of Person Completing Checklist

Signature of Person Completing Checklist

CHECKED			EVENT SAFETY ITEM	COMMENT
REGISTRATIONS				
Y	N	NA	Will names of all participants be recorded?	
Y	N	NA	Is a registration form required?	
NUMBER OF PARTICIPANTS				
Y	N	NA	How many people are you expecting?	
Y	N	NA	Is there a maximum level number of participants?	
Y	N	NA	What is the plan if more than the maximum people attend the event?	
PERMITS, LICENSING AND REGISTRATION				
Y	N	NA	Are any permits, licenses or registrations required?	
Y	N	NA	Food Permits [Food Safety Plan implemented]	
Y	N	NA	CFA Permit [Day of Total Fire Ban, fireworks, etc]	
MANUAL HANDLING				
Y	N	NA	All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying?	
WEATHER CONDITIONS				
Y	N	NA	Use current Australian Bureau of Meteorology information to ascertain weather conditions http://www.bom.gov.au/	
Y	N	NA	Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available	
Y	N	NA	Contingency for weather extremes [wet weather, heat, fire]	

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ACCESSIBILITY			
Y	N	NA	Ramps are in place to provide access into buildings
Y	N	NA	Parking is available close to the event
Y	N	NA	The event is easily accessible [e.g. for patrons in wheelchairs, with prams, using walking aids, etc]
Y	N	NA	Entry / Exit area is easily accessible [e.g. for patrons in wheelchairs, with prams, using walking aids, etc]
PUBLIC LIABILITY INSURANCE			
Y	N		Public liability insurance provided [Mandatory]
Y	N	NA	Certificate of currency sighted by activity coordinator
RISK MANAGEMENT			
Y	N		Risk Management plan completed
NOTIFICATIONS			
Y	N	NA	Local Police notified
Y	N	NA	Local emergency services notified
Y	N	NA	Local Ambulance Notified
AMENITIES			
Y	N	NA	Adequate provision of toilets and hand washing facilities
Y	N	NA	Availability of drinking water for staff and attendees
Y	N	NA	Adequate catering facilities for food preparation and clean up
SIGNAGE			
Y	N	NA	Adequate signage for direction, entries, exits, toilets facilities, and hazardous areas
Y	N	NA	Clearly signed First Aid and fire extinguisher locations
SITE MANAGEMENT/ CROWD CONTROL			
Y	N	NA	Bins and litter control in place
Y	N	NA	Facilities Booked
Y	N	NA	Personal Address/communications devices arranged
Y	N	NA	Site Plan [all details and items shown on the plan]
Y	N	NA	Lost / Found person process in place

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EMERGENCY PROCEDURES			
Y	N	NA	Emergency Evacuation Plan documented
Y	N	NA	Emergency Response Plan documented and in place
Y	N	NA	Emergency Response Team trained to carry out plan
Y	N	NA	Current Plans available to all staff, emergency services and other relevant parties
FIRE PREVENTION			
Y	N	NA	Suitable fire extinguishers / fire blankets are in appropriate areas, tested and in date
Y	N	NA	Personnel are trained in extinguisher / fire blanket use
Y	N	NA	All staff and volunteers are aware of the fire evacuation procedures
FIRST AID			
Y	N	NA	First Aid facilities suitable for type of event
Y	N	NA	Communication provided between event personnel and First Aid Post
CATERING AND/OR BARBEQUE			
Y	N	NA	If food is being served at the event do you have appropriate food handling procedures, including any necessary licenses/permits
Y	N	NA	Gas barbeque how will gas bottles be safely secured? http://www.esv.vic.gov.au/For-Consumers/Gas-and-electricity-outdoors/Gas/BBQ-safety
TRANSPORT			
Y	N	NA	Does your activity involve transport to another venue, how will you manage numbers? Is the vehicle and the driver licensed to carry the number of passengers you expect?
Y	N	NA	Is the transport accessible for people with disabilities?
Y	N	NA	Have you checked with the venue to be visited and advised them of the details of your group's visit?
EQUIPMENT USE			
Y	N	NA	Does your activity involve the use of special equipment
ACCESS AND EGRESS			
Y	N	NA	Entry / Exit areas are clear and accessible for staff and expected attendees
Y	N	NA	Entry / Exit area are adequate for emergency exit and emergency services
Y	N	NA	Thoroughfares are well defined and clearly marked

