

TEMPLATE

All events, no matter the nature or size 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 penalties 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.

LIKELIHOOD	RISK RANKING MATRIX				
HIGH	5	10	15	20	25
SIGNIFICANT	4	8	12	16	20
MODERATE	3	6	6	12	15
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LIKELIHOOD DEFINITIONS	
A high likelihood	<ul style="list-style-type: none"> It is expected to occur in most circumstances There is a strong likelihood of the hazards reoccurring
A significant likelihood	<ul style="list-style-type: none"> Similar hazards have been recorded on a regular basis Considered that it is likely that the hazard could occur
A moderate likelihood	<ul style="list-style-type: none"> Incidents or hazards have occurred infrequently in the past
A low likelihood	<ul style="list-style-type: none"> Very few known incidents of occurrence Has not occurred yet, but it could occur sometime
A negligible likelihood	<ul style="list-style-type: none"> No known or recorded incidents of occurrence Remote chance, may only occur in exceptional circumstance

CONSEQUENCE DEFINITIONS	
Catastrophic	<ul style="list-style-type: none"> Multiple of single death Costs to Event of up to \$5 million International and National Media outrage
Major	<ul style="list-style-type: none"> Serious health impacts on multiple or single persons or permanent disability. Costs to Event between \$2.5 – \$5 million National media outrage
Moderate	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

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. <i>If this is not practical, then substitute.</i>
SUBSTITUTION Substitute the process	Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. <i>If this is not practical, then engineer.</i>
ENGINEERING Change the equipment	Introduce enclosures and barriers around or between the hazard. Improve maintenance procedures. <i>If this is not practical, then:</i>
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. <i>If this is not practical, then administer</i>
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not practical, then PPE</i>
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.

EVENT RISK ASSESSMENT – EXAMPLE

RISK ASSESSMENT EXAMPLE				
Name of Event: <i>2017 SUMMER FESTIVAL</i>		Risk Management Team: <i>Safe and Care</i>	<i>Mr B. Safe and Mrs I. Care</i>	
Date of Event: <i>Friday 22 December 2017</i>		Site Supervisor: <i>Bump in and Bump out</i>	<i>Ben Safe and Ian Safe</i>	
Location of Event: <i>Station Domain</i>		Site Supervisor: <i>Event Delivery</i>	<i>Ian Safe</i>	
Hazards	Risk rank before	Control / Actions	Risk rank after	Responsibility
Delivery vehicles occupying a footpath to unload equipment and the public walking onto the roadway.	20	Eliminate the hazard by reserving a parking bay close to the site or by creating an alternate pedestrian path using bollards and signage.	1	Site Supervisor
Vehicles driving on public areas causing damage to the site or a collision with a person.	16	Administrative control advise the contractors that they will be met on site by the supervisor, that they are to drive at walking pace with hazard lights on. Delivery schedule developed and communicated to contractors. Vehicle path designated with witches hats and signage	4	Site supervisor
Damage to the asset from the delivery of heavy equipment i.e generators, temporary toilets.	16	Administrative control pre advice to the contractors that they will be met on site by the supervisor. Event to ensure that there is rubber matting, ply boards or terra track available on site to assist in the deposit of heavy equipment.	4	Event Organiser Site Supervisor
Erection of temporary marquee causes an injury to contractor or member of the public.	12	Engineer the hazard by cordoning off the area with bollards and hazard tape. Site supervisor/s to monitor the area and ensure that the public are not entering the work space. Contractors to abide by the Victorian Construction Regulations and work in accordance with Safe Working Method Statements.	4	Site Supervisor Contractor

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Hazards	Risk rank before	Control / Actions	Risk rank after	Responsibility
Power source is overloaded and fails. Unsafe leads or damaged leads causing electrocution or damage to equipment	12	Eliminate the hazard by engaging a licensed electrician makes changes to the existing power supply. Administer and ensure that power requirements are identified in the planning phase and adequate supply is provided and that vendors//contractors have been pre advised that all leads and equipment must be tested and tagged. Engineer the hazard by using cantilevers for wet ground areas or use rubber matting or cable traps for 'dry' ground areas.	4	Event Organiser Electrician
Gas bottle leak or explosion	8	Administer this control by advising contractors and vendors of the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria. Site inspection to ensure compliance.	2	Site Supervisor
Member of the public injured by accessing equipment such as machinery, generators	12	Engineer the hazard by making these areas inaccessible to the public using equipment such as pedestrian barriers, hazard tape, bollards, para webbing and warning signage. Keep equipment locked.	1	Site Supervisor
Staking into the grassed areas and damaging a water pipe, gas main or electrical conduit. Injured contractor.	6	Administer this control by ensuring that the underground services are identified on the site plan before the equipment is positioned. Dial before you Dig and transfer the information to your site plan. Arrange to have the underground services marked on the asset prior to bump in.	1	Event staff Site designer Site Supervisor
Noise complaints	6	Administrate this control by doing a pre event assessment of what could generate noise and the development of a Noise Management Plan that is compliant with the Environmental Protection Act. Plan has been provided to site manager.	1	Event staff
Bins overflowing and litter on the ground.	6	Administrate this control by developing a Waste Management Plan, monitor the bins and the cleaners during the event.	1	Event organiser Cleaner Site Supervisor

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Hazards	Risk rank before	Control / Actions	Risk rank after	Responsibility
Inadequate public toilets causing queuing and complaints	8	Administer this control by doing a pre event assessment of the amount of toilets required.	1	Event organiser
Inadequate free drinking water supply causing dehydration	6	Administer this control by doing a pre event assessment of the amount of water available on or close to the site. Order a drinking fountain or arrange to give bottled water away for free.	1	Event organiser
Temporary infrastructure blows away and causes injury to person or equipment	12	Eliminate this risk by ensuring that all light weigh equipment is adequately weighted or harnessed. Administer the control by monitoring the wind speeds prior to and during the event.	2	Event organiser Site supervisor
Inflatable rides become unstable in high winds and injures a person.	20	Eliminate this risk by checking that the provider has adequately pegged and weighted the equipment in accordance with the structures safety management plan.	1	Site Supervisor Air Castle operator
Animal nursery causes gastro or another similar infectious disease.	12	Eliminate this risk by ensuring that the contractor has agreed to abide by the State Government Department of Health Guidelines. Check that the provider has provided adequate hand washing facilities.	1	Animal Nursery Site Supervisor
A mechanical ride causes a person to be injured on a hazardous object.	20	Eliminate the risk by checking the ride set up prior to public use. Shut down any unsafe rides and do not permit operation until the hazard has been rectified. Continue to monitor the rides throughout the event.	2	Site supervisor
Performer unable to access a stage due to accessibility issue.	6	Eliminate the risk by requesting that a ramp is provided with the stage and that it is compliant with the Building Code of Australia.	1	Staging Company
Performer injures themselves when walking down stairs or ramp from stage	6	Eliminate the risk by installing a handrail.	1	Staging Company

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Person contracts food poisoning at the event.	10	Administrate this control by ensuring that prior to the event; all food vendors have relevant food vendor permits from the Central Goldfields Shire Council's Environmental Health Unit. During the event, do spot checks to ensure that they are complying with the permits requirements.	2	Site Supervisor
Public or staff member receives sun burn, heat stroke or dehydration.	8	Administrate this control by developing an Extreme Weather Policy and Contingency plan. Control the hazard by providing sun screen and making shade available. Monitor the weather and plan for work to be conducted in the early or late hours of the day.	1	Site Supervisor
Child is separated from their guardian.	4	Administrate this control by setting up a Lost Children's area and policy.	1	Site Supervisor
Crowd crush injury if site was evacuated in an emergency.	12	Administrate this control by developing and communication and evacuation plan.	2	Security Safety Officer
Person on site requires an ambulance but the ambulance is not able to access the site.	20	Administrate this control by identifying an emergency vehicle access path onto the site and ensuring that it stays clear of objects during the event.	1	Safety Officer Site Supervisor
Person receives a minor injury on site	4	Administrate this control by ensuring there are adequate qualified first aiders on site during the event.	1	First Aid Site Supervisor
Small fire on site causes damage to equipment	4	Administrate this control by ensuring there are adequate fire extinguishers on the right site. Eliminate the risk of a larger fire by ensuring staff are trained in using fire extinguishers and that a Fire Management Plan and Emergency Response has been developed and approved by the CFA.	1	Safety Officer
Inappropriate behaviour from intoxicated person	3	Administrate this control by ensuring responsible service of alcohol and security on site.	1	Alcohol Provider Security

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RISK ASSESSMENT TEMPATE				
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Date of Event:		Site Supervisor: Bump in and Bump out		
Location of Event:		Site Supervisor:		
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