

# Risk Assessment Example

**Event Name:** Shellharbour Event

**Date of event:** 21 December 2xxx

**Location:** Parkland on corner of Wattle & Lake Entrance Roads, Shellharbour

**Date of assessment:** 8 August 2xxx

**Name of person conducting assessment:** Barry Jones

Ref No.	Hazards Identified	Risks Identified	Severity/ Consequence <i>How bad could it be?</i>	Frequency or Likelihood <i>How often could it happen?</i>	Level of Risk <i>See attached risk matrix</i>	Current Control Measures <i>What will be done to control the risk?</i>
1	Events - COVID 19	COVID 19 risk to public during indoor and outdoor gatherings	Possible (C)	Minor (2)	Moderate	1. Abide by guidelines set by NSW Health
2	Events - Electric Shock	Electrical leads are faulty or placed at inappropriate locations leading to an electrocution	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Ensure all leads tested and tagged</li> <li>2. Visually check all leads before use</li> <li>3. Check lead not passing through a nip point.</li> <li>4. Check leads not in water</li> <li>5. Do not use any defective equipment</li> <li>6. Do not use unless correctly trained.</li> <li>7. Use only to manufacturer's instructions and the intended use for equipment</li> <li>8. Report any damage immediately</li> </ol>
3	Events - Major surface defects	Major surface defects leads to a slip trip or fall	Possible (C)	Minor (2)	Moderate	1. Control Measures pending upon completion of Risk Assessment

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4	Events - Theft/vandalism in car parks	Personal effects stolen	Possible (C)	Minor (2)	Moderate	1. Advise public to lock cars and secure valuables
5	Events - Chairs - unstable or faulty	Injuries sustained by falling of chair.	Possible (C)	Minor (2)	Moderate	1. All chairs to be checked
6	Events - Faulty amusement rides	Serious injury or death	Possible (C)	Minor (2)	Moderate	1. Check ride providers Work Cover credentials. 2. Ride provider to complete pre use safety checks 3. Ride provider to provide copy of public liability insurance certificate and risk assessment.
7	Events - Fireworks display	Unexploded fireworks left behind may detonate and injure a member of the public	Possible (C)	Minor (2)	Moderate	1. Fireworks company to ensure the fireworks detonation site is completely cleared of debris 2. User to inspect site
8	Events - Fireworks display	Exploding fireworks may hit a person in the crowd.	Possible (C)	Minor (2)	Moderate	1. Detonation site to be located 600m away from the public. 2. Fireworks detonation site to be located behind a barricade

## Risk Assessment Example

9	Events - Food handling	Lack of safe food handling procedures could lead to food poisoning.	Possible (C)	Minor (2)	Moderate	1. Ensure all food outlets are aware of the safe food-handling act. 2
10	Events - Electrical Leads/gas bottles	Leads not secured appropriately could lead to trip fall injury	Possible (C)	Minor (2)	Moderate	1. Ensure all leads area taped down and carpet ends/joins are not sticking up.
13	Events - Electrical Leads/gas bottles	Gas bottles are faulty or placed in a dangerous location could lead to leak	Possible (C)	Minor (2)	Moderate	1. Ensure all gas bottles are less than 10 years old.
14	Events - Harassment/assault	Undesirable persons hanging around the event site could harass/assault members of the public	Possible (C)	Minor (2)	Moderate	1. Security to remain on site until pack down is complete.
16	Events - Special guest appearances	The appearance of special guests could cause a crowd crush resulting in injuries to the public	Possible (C)	Minor (2)	Moderate	1. Ensure the crowd is behind the crowd control barriers. 2. Security to assist with crowd control and management
17	Events - Rubbish not removed from event site	Failure to ensure site is free of rubbish may lead to personal injury	Possible (C)	Minor (2)	Moderate	1. Organisers to complete a final inspection and ensure that cleaners and contractors have completed all rubbish removal at the end of the event. 2. Provide adequate waste disposal facilities.
18	Events - Inclement weather	Inclement weather could cause electrical equipment to become faulty and may cause electrocution	Possible (C)	Minor (2)	Moderate	1. Ensure that all electrical equipment is covered and not susceptible to weather conditions

## Risk Assessment Example

19	Events - Insufficient lighting at event	Insufficient lighting of facility/venue may lead to trips and fall injuries	Possible (C)	Minor (2)	Moderate	1. Event finishes at 9pm, which limits the amount of time the event is in darkness. 3. Stage, stallholder and ride lighting helps to improve Visibility.
20	Events - Uneven surface at event venue	Uneven surface level of the venue may lead to trips and falls	Possible (C)	Minor (2)	Moderate	1. Organisers to inspect site before the event
22	Events - Minor (2) attendance at event	Negative promotion or limited promotion could lead to reduced crowd numbers	Possible (C)	Minor (2)	Moderate	1. Prepare and effective advertising campaign 2. Distribute positive stories to the media
23	Events - Portable toilet hygiene	Hygiene issues could develop if there are inadequate toilets for a large crowd	Possible (C)	Minor (2)	Moderate	1. Hire an adequate amount of portaloos for the event. 2. Inspect Portaloos routinely to ensure hygiene is being maintained.
24	Events - Manual Handling setting up events	Muscle/tendon strain	Possible (C)	Minor (2)	Moderate	1. Use Lifting Aids i.e. forklift, loader, trolley 2. Two person lift. Team lifting. 3. Rotate Tasks 4. Plan lift. Assess load size, examine load for staples or sharp edges, check path clear of obstructions, keep feet apart for balance, bend the knees, keep back straight, keep load close to the body and lift smoothly without jerking. 5. Avoid reaching or holding above head height. 6. Move feet, avoid twisting when carrying and avoid sideways bending 7. Stack or store between waist and shoulder height. 8. Reduce the size of bundles or boxes.

## Risk Assessment Example

						<ul style="list-style-type: none"> <li>9. Vary heavy tasks with lighter work.</li> <li>10. Manual handling training.</li> <li>11. Examine the load for staples, sharp edges etc.</li> </ul>
25	Events - Overflowing rubbish bins	Overflowing bins at an event could become an environmental hazard.	Possible (C)	Minor (2)	Moderate	<ul style="list-style-type: none"> <li>1. Provide an adequate number of bins</li> </ul>
26	Events - Setting up of stages, displays and stalls	Possible (C) trip fall injuries when setting up stages, displays and stalls	Possible (C)	Minor (2)	Moderate	<ul style="list-style-type: none"> <li>1. Ensure that companies setting up stages are appropriately qualified</li> <li>2. Ensure that companies setting up stages have appropriate insurances</li> <li>4. Ensure that companies setting up stages are appropriately qualified</li> <li>5. Ensure that companies setting up stages have appropriate insurances</li> </ul>
27	Events - Unqualified person packing up PA Equipment	Inadequately qualified person packing up PA equipment could lead to injury	Possible (C)	Minor (2)	Moderate	<ul style="list-style-type: none"> <li>1. Sound and Electrical equipment to be packed up by qualified PA operator only</li> </ul>
28	Events - Unmarked Tent Ropes	Unmarked tent ropes may lead to trip fall injuries	Possible (C)	Minor (2)	Moderate	<ul style="list-style-type: none"> <li>1. Tent ropes must be tagged with appropriate signage</li> </ul>
29	Events - Hire companies not arriving at scheduled time	Hire companies do not arrive or arrive later than scheduled time may cause problems for organisers	Possible (C)	Minor (2)	Moderate	<ul style="list-style-type: none"> <li>1. Ensure appropriate communication with hire companies before the event so that they know times and dates.</li> </ul>
30	Events - Drunk and disorderly patrons	Persons under the influence of alcohol/drugs may disrupt or cause harm.	Possible (C)	Minor (2)	Moderate	<ul style="list-style-type: none"> <li>1. Request additional patrols from police.</li> <li>2. Ensure security for event</li> <li>3. Ensure event is an alcohol free zone.</li> </ul>

## Risk Assessment Example

31	Events - Food outlets - lack of safe food handling procedures	Lack of safe food handling procedures could lead to food poisoning among the public.	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Ensure all food outlets are aware of the safe food handling act</li> <li>2. Ensure that each outlet is given a list of guidelines need to folMinor (2).</li> </ol>
32	Events - Power Failure	Power failure to onsite electricity could force cancellation of event.	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Ensure that a backup power source such as a generator is available.</li> </ol>
33	Events - Movie Screen incident	Movie screen may be faulty and fall on the crowd causing injuries.	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Ensure that the screen is anchored down correctly.</li> </ol>
34	Events - Pedestrians	Collision between pedestrians and vehicles in car park could lead to injury	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Clear signage and parking instruction to be available to patrons wishing to park on the airport grounds.</li> <li>2. OverfMinor (2) carpark areas are clearly defined.</li> <li>3. Develop a traffic control plan for the car park.</li> </ol>
35	Events - Setting up of tents and marquees	Possible (C) injuries when setting up tents and marquees	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Ensure that persons setting up tents and marquees are aware of correct manual handling procedures.</li> </ol>
36	Events - Setting up of tents and marquees	Possible (C) injuries when setting up tents and marquees	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Ensure that persons setting up tents and marquees are aware of correct manual handling procedures.</li> </ol>
37	Events - Event controllers	Failure to provide adequate number of event controllers leads to potential injuries.	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Provide sufficient numbers of event controllers and allocated to precincts.</li> </ol>
38	Events - Lost Children	Parents lose children and become stressed	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Set up a "lost children" tent.</li> <li>2. Advise of any lost children over the PA.</li> </ol>

## Risk Assessment Example

		when they cannot be found.				
39	Events - Contact with Chemicals	Injuries to public due to contact with chemicals.	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Ensure participants are instructed on chemical safety.</li> <li>2. Ensure participants wear appropriate safety equipment when handling chemicals.</li> </ol>
40	Events - Members of the public hit by moving vehicles	members of the public injured when hit by moving traffic	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Ensure pedestrian zones barricaded</li> <li>2. Ensure that there are designated drop off/pick up areas</li> <li>3. Ensure all vehicles on display are on display before public on site and removed after public have left.</li> </ol>
43	Events - Burns from cooking equipment	Injuries to participants due to contact with hot surfaces.	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Clear safety procedures given to participants prior to demonstration.</li> </ol>
44	Events - Injuries sustained from knives or other sharp cooking equipment	Participant may sustain cuts or abrasions from knife/sharp cooking equipment.	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>1. Clear safety procedures outlined to participants prior to activity commences.</li> </ol>
45	Events - Slips due to liquid on floor	Participants may sustain an injury as a result of slipping/fall due to liquid spilt on floor during demonstration.	Possible (C)	Minor (2)	Moderate	<ol style="list-style-type: none"> <li>2. Participant to notify other persons or hazard in order to avoid spill.</li> <li>3. User to immediately mop and dry spill area.</li> </ol>

## Risk Assessment Example

46	Event - Protest/community disruption	Leads to disruption of event and effects Council's reputation negatively	Possible (C)	Minor (2)	Moderate	1. Monitor situation and if the peaceful protest escalates notify the Police
49	Events - Elderly Persons	Elderly persons may have a medical condition while attending the event.	Possible (C)	Minor (2)	Moderate	1. Have First Aid Available
50	Events - Tables - unstable or faulty	Unstable or faulty tables could lead to injury	Possible (C)	Minor (2)	Moderate	1. Ensure user checks all tables before event
51	Events – Act of Terrorism	Leads to death or serious injury	Possible (C)	Minor (2)	Moderate	1. Refer to the ANZCTC Crowded Places Self-Assessment Tool
52	Events - Truck Stage	Dancers may fall of the truck stage	Possible (C)	Minor (2)	Moderate	1. Ensure that only a small amount of people are on the truck and install stairs to assist with access onto the stage