

Developing a Risk Assessment for your Event

There are always risks associated with an event. The purpose of a Risk Assessment is to ensure that risk and uncertainty are properly managed so that your event is a success and no unpleasant surprises are encountered. It enables you as event managers to identify possible risks, the losses or injuries that they could cause and the most appropriate means of controlling the risks you have identified.

Preparing a Risk Assessment will assist you to:

- Better manage the risk which your event or activity may present, by directing resources to where they are most needed
- Assist in the legal defence of any claims that may arise from the conduct of that event or activity, by demonstrating a documented due diligence approach to managing the event, and
- Sleep better the night before, knowing that you have all contingencies covered.

Q1. When do I have to prepare a Risk Assessment?

A1. An event that will be held on Council owned land requires a Risk Assessment.

Q2. What risk should my Risk Assessment address?

A2. Risks to the public, volunteers or staff, Council assets and the environment

Q3. How do I prepare a Risk Assessment?

A3. A sample Risk Assessment, a blank Risk Assessment and Risk Matrix are attached for your information and use.

Should you require further assistance, please contact Council's Risk Management Officer on 02 42216061 or email records@shellharbour.nsw.gov.au.

RISK ASSESSMENT

Event _____	Date of event _____
Location _____	
Date of assessment _____	
Name of person conducting assessment _____	

Nature eg People, Assets, Reputation	The Hazard What could go wrong?	Severity/ Consequence How bad could it be?	Frequency or Likelihood How often could it happen?	Level of Risk See risk matrix	Control Risk What will be done to control the risk?

RISK MATRIX

FREQUENCY OR LIKELIHOOD	SEVERITY/CONSEQUENCES				
	Catastrophic 5	Major 4	Moderate 3	Minor 2	Insignificant 1
A Almost Certain	E	E	H	H	M
B Likely	E	E	H	M	M
C Possible	E	H	M	M	L
D Unlikely	H	H	M	L	I
E Rare	H	M	L	I	I

Level of Risk

- E Extreme risk** Immediate action required
- H High risk** Senior management attention needed
- M Moderate risk** Management responsibility must be specified
- L Low risk** Manage by routine procedures and monitoring
- I Insignificant risk** Continue current controls and procedures

Severity / Consequences

- 5** Person could be killed or suffer permanent disability
- 4** Person could sustain long-term partial disability/illness
- 3** Person could be very seriously injured ie broken arm/leg/wrist
- 2** Person could sustain a strain
- 1** Person could suffer a minor injury such as cuts/abrasions – first aid

Frequency / Likelihood

- A** Could happen at any time
- B** Will probably happen in most circumstances
- C** May occur at some time
- D** Could happen but unlikely
- E** May occur in exceptional circumstances

RISK ASSESSMENT

Event: Carols by Candlelight **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, Event Manager

Nature eg People, Assets, Reputation	The Hazard What could go wrong?	Severity/Consequence How bad could it be?	Frequency or Likelihood How often could it happen?	Level of Risk See risk matrix	Control Risk What will be done to control the risk?
Public	Uneven surface level of venue may lead to trips/falls	3	C	Moderate	Naturally occurring in land, mow at low height so visibility is high. Have St John Ambulance at event to treat any injuries.
Council	Permission not granted to use land on which Carols is being held	5	D	High	Obtain relevant permission (early) from land owner, Landcom
Public	People may fall down open drains on site	3	B	High	Mark and surround open drains with Para webbing
Public	Insufficient lighting of the facility/venue may lead to trip/fall injuries	3	C	Moderate	Timing of Carols brought forward so that event time in darkness is limited, St John ambulance on-site; stage lighting also lights event site

Staff/Council/Public	Hire companies do not arrive, or arrive later than scheduled	5	C	Extreme	Ensure appropriate communication with hire companies before the event
Staff	Manual handing of equipment (star pickets), marquees, tent pegs, decorations, chairs, rope, trestle tables, mirror	3	C	Moderate	Chairs to be stacked no more than 5 high when manual handling. Staff to be made aware of correct lifting procedures.
Staff/Public	Trip fall injuries when setting up stages, displays and stalls	3	C	Moderate	Ensure that companies setting up stages are appropriately qualified, employ correct manual handling procedures and have relevant insurance coverage. Have St John Ambulance at event to treat any injuries.
Staff/public/performers	Leads not tagged and taped down could lead to injury. Poorly maintained electrical leads resulting in electrocution.	5	C	Extreme	Ensure all leads are taped down and carpet ends/joins are not sticking up. Have St John Ambulance at event to treat any injuries. Ensure all leads are checked and tagged and are in correct working order.
Public	Unmarked marquee ropes may lead to trips/falls	3	C	Moderate	Tag marquee ropes with signs. Have St John Ambulance at event to treat any injuries.

Public/staff/reputation	Persons under the influence of alcohol/drugs may disrupt or cause harm as a result of fighting, etc.	4	C	High	Inform Police of event timing and organisation. Request for additional patrols of area. Make events an Alcohol Free Zone.
Public	Appearance of Ronald McDonald & other celebrities may cause crowd crush	4	B	Extreme	Ensure Ronald & celebrities are behind crowd control barriers; get security to assist in crowd management.
Public	"Undesirables" may enter site and cause disharmony	3	B	High	Finish event at 8.30pm before it gets too dark; security, police & youth workers on site.
Public	Inclement weather	4	C	High	Ensure stage is covered. Have backup date.
Public	Candles may cause injury to spectators and/or cause grass fires	3	B	High	Ensure candles sold have appropriate candle holders; Fire Service & St Johns on site; MC to make safety announcements; ensure grass clippings are removed from site; security to monitor
Public	Fireworks may hit person in crowd	4	B	Extreme	Detonation site located 600m away from crowd & main event site. Barricade fire detonation site; security present at detonation site; RFS on stand-by at site; St John ambulance
Public	Santa's arrival in vehicle may come into contact with crowd and cause injuries	5	B	Extreme	Use crowd controls to section an arrival path for Santa; security to direct Santa

Example

Choir	Chairs – unstable or faulty may lead to personal injury	3	C	Moderate	All chairs supplied by hire – check on arrival to ensure none are faulty. Have St John Ambulance at event to treat any injuries.
Council/Stallholders	Attendance – a small crowd may lead to financial loss	4/5	A/B	Extreme	Ensure that the event is well-publicised and advertised
Council/Stallholders	Promotion – negative or limited promotion could lead to reduced crowd numbers	4	B	Extreme	Prepare an effective advertising campaign. Distribute positive stories to the media.
Stallholders/Public/Council	Food outlets – lack of safe food handling procedures could lead to food poisoning	4	C	High	Ensure that all food outlets are aware of the Safe Food Handling Act. Give each outlet a list of guidelines they need to follow.
Council/Entertainers	Generator failure would lead to no sound for on-stage entertainment	5	C	Extreme	Ensure sound providers have access to a back-up generator
Public/Council	Inappropriate exposure to children from unauthorised entertainers.	5	C	Extreme	Ensure entertainers have Working With Children Checks
Public	Hygiene – no existing toilets for the large crowd	3/4	A	Extreme/High	Hire in adequate amount of porta loos (refer to dept health guidelines)
Public/reputation/environment	Overflowing bins	3	B	High	Provide adequate number of bins and persons responsible for maintaining the cleanliness of the events.
Public/staff	Theft/vandalism in car parks	3	B	High	Inform Police of event timing and organisation. Request for additional patrols of area.

Public	Fireworks left behind may detonate on unsuspecting person	5	B	Extreme	Fireworks company to ensure fireworks detonation site is completely cleared; check by Council workers
Public/Staff	Objects left behind could cause danger (i.e. tent pegs)	3	C	Moderate	Remove all hazardous materials from site
Staff	Inadequately qualified persons packing up PA leads to injury to worker.	5	D	High	Sound and electrical equipment to be packed up by PA operator only.
Staff	"Undesirables" hanging around event site could harass event staff	3	C	Moderate	Security to remain on site until pack down is complete. Police to be notified of staff movements.
Public/reputation/environment	Failure to ensure site is free of plant, equipment & rubbish leads to personal injury.	3	B	High	Final inspection. Ensure cleaners & contractors carry out completion duties at end of event.

Example