

## Developing a Risk Assessment for your Event

All events involve a degree of risk. The purpose of a Risk Assessment is to ensure that risks and uncertainties are appropriately identified and managed, supporting the safe and successful delivery of the event. A Risk Assessment assists event managers to identify potential hazards, assess the likelihood and consequences of loss or injury, and implement suitable control measures to minimise identified risks.

### Preparing a Risk Assessment will assist you to:

- Proactively identify, assess and manage risks associated with the event or activity, ensuring resources are allocated to areas of greatest need
- Demonstrate a systematic and documented due-diligence approach to risk management, which may assist in the defence of any legal claims arising from the conduct of the event or activity
- Enhance the safety of participants, staff, contractors and the general public
- Support compliance with relevant legislation, standards and permit conditions
- Reduce the likelihood of incidents, disruptions or unforeseen impacts that may affect the successful delivery of the event

### When do I have to prepare a Risk Assessment?

Any events held on Council land require a completed Risk Assessment to be provided with their application form

### What risk should my Risk Assessment address?

A Risk Assessment should address any potential risk that may arise before, during or after the event or activity and could reasonably result in injury, damage, loss or disruption. This includes risks to event patrons, staff, volunteers, contractors, infrastructure, the environment and surrounding community.

### How do I prepare a Risk Assessment?

A sample Risk Assessment, a blank Risk Assessment and Risk Matrix are available on Council's website.

Should you require further assistance, please contact the Property Services team on 4221 6111 or email [council@shellharbour.nsw.gov.au](mailto:council@shellharbour.nsw.gov.au)