



Risk Assessment

Event Name:

Prepared by:

Organisation:

Details

Event Name:	
Event Dates:	
Event Location:	
Site Occupation:	
Risk Assessment prepared by:	

Overview

This Risk Assessment provides a risk management plan in the identification, planning and management of risks associated with the staging of *Event Name*.

Relevant Legislation, Codes and Guidance

- Occupational Health & Safety Act 2004
- Dangerous Goods Act 1985
- Equipment (Public Safety) Act 1994
- Energy Safe Victoria Act 2005
- Occupational Health & Safety Regulations 2007
- Dangerous Goods (Storage & Handling) Regulations 2012
- Dangerous Goods (Explosives) Regulations 2011
- Equipment (Public Safety) Regulations 2007
- Energy Safe Victoria - Major Festivals and Gas Safety
- Code of Practice for the Safe Use of LPGas at Public Festivals. 1 October 2009.

- Public Events Catering Vendors Information Pack 2009
- Gas Safety at Outdoor Events - For Caterers and Food Outlets at Major Festivals
- Electrical Installations and Electrical Equipment at Public Festivals Guidelines
- AS/NZS 3760:2010 - In-Service safety inspection and testing of electrical equipment
- Advice for Managing Major Events Safely – WorkSafe 1st Edition April 2006
- Workplace amenities and work environment – WorkSafe Compliance Code
- Prevention of falls/General Construction – WorkSafe Compliance Code
- Framework for undertaking work near overhead and underground assets – WorkSafe Compliance Code
- Crowd control at venues and festivals – WorkSafe Compliance Code
- Forklift Safety Reducing the Risk – WorkSafe Compliance Code
- Relevant Material Safety Data Sheets (MSDS) & Safe Work Method Statements (SWMS)
- State Environment Protection Policy (Control of Music Noise from Public Premises)
- Council’s Risk Management Framework

Definitions

Risk is defined as the chance of something happening that will have an impact upon objectives. It is measured in terms of likelihood and consequences. The definitions of abbreviations used in Risk Register are as follows:

L	Likelihood of risk occurring where A is almost certain and E is rare
C	Consequence of risk occurring where 1 is negligible and 5 is catastrophic
R	Risk rating from matrix where L is Low, M is Medium, H is High and E is Extreme

Responsible Personnel

Role/title	Name of person	Role/title	Name of person

Measures of Likelihood

Likelihood Level		Definition	Frequency
Almost Certain	A	Expected to occur at most times	Every year
Likely	B	Will probably occur at most times	Once every three years
Possible	C	Might occur at some time	Once every five years
Unlikely	D	Could occur at some time	Once every 10 years
Rare	E	May occur in rare circumstances	Once every 30 years

Measures of Consequence

Consequence Level		Definition
Critical	5	Death or extensive injury, extreme financial loss, cessation of operations, major impact on site
Major	4	Extensive or serious injury, high financial loss, loss of operational capability, considerable impact on site
Moderate	3	Medical treatment required, significant financial loss, site impact requiring external assistance, e.g. emergency services
Minor	2	First aid treatment required, moderate financial loss, site impact immediately contained
Negligible	1	No injury or treatment required, low to no financial loss, minor to no impact to site

Risk Matrix

Likelihood		Consequences				
		Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Critical (5)
Almost Certain	A	Medium	Medium	High	High	Extreme
Likely	B	Low	Medium	Medium	High	Extreme
Possible	C	Low	Low	Medium	High	High
Unlikely	D	Low	Low	Medium	Medium	High
Rare	E	Low	Low	Low	Medium	Medium

Risk Rating

Risk Rating	Definition
Extreme	Intolerable risk, high controls must be implemented before proceeding
High	Generally intolerable risk, high/medium controls must be implemented before proceeding
Medium	Residual risk, tolerable only if further risk reduction is impracticable, high/medium controls should be used
Low	Risk reduction not likely as it is not practicable, low or greater controls should be used

Risk Register

- The first line in Risk Register is an example only
- Not all lines in this Risk Register may be applicable to your event, please remove these lines.

Hazard	Risk Description	L	C	R	Risk Controls	Responsible Personnel
<i>Slips, trips and falls</i>	<ul style="list-style-type: none"> • <i>Physical injury to staff, volunteers, attendees</i> • <i>Damage to property/assets</i> 	<i>A</i>	<i>2</i>	<i>M</i>	<ul style="list-style-type: none"> • <i>Festival site inspection prior to bump in</i> • <i>Cleaning and Waste Management crew circulating throughout festival hours to maintain site</i> • <i>Wet floor signage on hand</i> • <i>Install coloured tape marking edges of steps and stages</i> • <i>Leads and cables to be installed to run overhead or set in cable traps</i> • <i>Staff to be on alert for visible trip hazards</i> • <i>Additional lighting to be utilised if necessary</i> • <i>Holes/uneven surfaces to be covered where possible (drain grills, bollards, etc)</i> 	<i>Site Manager</i> <i>Safety Officer</i> <i>Cleaning Contractors</i> <i>Waste Management Contractors</i> <i>Electrical Contractors</i>
Slips, trips and falls						
Needles, blood, vomit and broken glass						
Hazardous and dangerous goods, cleaning chemicals						
Plant and equipment, e.g. forklift						
Gas cylinders – incorrect use, accident or fault						
Manual handling						
Vehicles on site, including utility vehicles						
Pedestrian access to/from event site						
Working at heights						

Hazard	Risk Description	L	C	R	Risk Controls	Responsible Personnel
Naked flames, heated surfaces						
Extreme weather – wind, storm, rain and hail						
Extreme weather – heat, total fire ban						
Marquees – installed incorrectly, collapse, leak, not anchored						
Electrical – installation, live wire, faulty equipment						
Staff and volunteers – wellbeing and management						
Stage – installation, pack up						
Accessibility						
Gate control including cash handling						
Performers – crowd surge, unauthorised people Back of House						
Alcohol						
Unsafe food handling						
Suspicious person/s at event						
Abusive and/or threatening attendee at event						
Civil Disturbance						
Criminal activity, including armed and dangerous						

Hazard	Risk Description	L	C	R	Risk Controls	Responsible Personnel
Separation of child from parent or guardian						
Evacuation						
Natural Disaster						
Bomb threat and/or blast						
Fire within event site						
Act of terrorism						
Inadequate parking						
No attendees						
Poor contractor management						
Damage or vandalism of ground surface or underground services e.g. gas and water supply						
Vandalism, damage or theft of assets – venue, existing and brought in infrastructure, existing and brought in equipment						
Incorrect information through media						
Promotion of event						
Photographing the public						
Loss of power to festival site						

Hazard	Risk Description	L	C	R	Risk Controls	Responsible Personnel
Poor toilet management						
Poor waste management						
Excessive noise levels						
High profile performers and/or performances						
Fireworks display						
Fairground rides						