

RISK ASSESSMENT**EVENT NAME:**

Event Name

Date of Assessment:

Date of Assessment, Who attended

EVENT DATE:

Event Date, Year

Date of Reassessment, Who attended

CONTACT:

Event Organiser

EXAMPLE

RISK CATEGORY	SPECIFIC ACTIVITY	LEVEL OF RISK	CONTROL MEASURES	RESPONSIBLE OFFICER
Planning				
	Misunderstanding roles/responsibilities	L	Discussion and understanding roles/ appropriate supervision/workplans and event planning documentation prepared.	
	Succession planning/problems with leave planning due to late change of venue	L	Planning duties allocated in conjunction with experience and leave commitments/ documented procedures	
	Understaffed on the day of the event	L	Very clear planning measures to insure all aspects of the event are well planned. Position descriptions for each person created. Back up staff/volunteers on call for the event. Re-positioning of the staff/volunteers present at the event, flexible rostering.	
	Risk assessment/ management inappropriate	L	Identify appropriate risks through experiences and similar past events. <i>Identify all potential risks that could take place on the day, involving as many people as possible in the process.</i>	
Information				
	Inaccurate/untimely	L	Appropriate briefings/ supervision. Key information distributed to staff/volunteers – Event Management Plan, Site Map, Contacts List, Emergency Management Information, Incident report form etc.	
	Late changes to program	H	Contingency planning	
	Inadequate or inappropriate flow to external agencies	M	Appropriate dissemination to accurate contacts list Notify emergency services – Police, CFA and Metro Ambulance.	
Crowd management/ security				
	Disorderly	M	Visible event staff/ security /marshal presence Early intervention Event Management Plan followed. If unable to control the disorderly person Police called 000.	
	Uncontrollable	M	Visible security and marshal presence Early intervention /extra resources Vic Police notified of event If unable to control the person Police called 000.	

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	Lost Child	M	<ul style="list-style-type: none"> Calm the child, check the time. Ask the child's name and their parent/guardian's name. Find out where and when the child was when they realised they were lost. Briefly examine the nearby area. Wherever possible, the person finding the child should stay with the child until the situation is solved, and preferably remain close to the area until found. Event Co-ordinator to assess if the child is to be taken to the main stage and make an announcement over the PA (child to go onto the stage if required to be identified). If the child is not met within 20 minutes at the place the child has been found, contact the Team Leader Event, who will then decide when it is appropriate to contact the Police. 	
	Evacuation	L	<p>Evacuation Plan in overall event operating procedures/ appropriate briefings to all staff and volunteers involved in the event/ understanding roles and responsibilities</p> <p>Follow the Building's Evacuation Plan. All staff/volunteers to have a hard copy on hand during the event.</p> <p>Evacuation Points identified and clear marked on the Site Map.</p> <p>All entry and exit points clearly marked on the Site Map.</p> <p>Show the identified emergency access routes to the Evacuation Points.</p>	
	Traffic disruption	M	<p>Planned traffic flow as predetermined by parking allocation</p> <p>Event staff to direct traffic if necessary</p>	
	Bomb threat	H	<p>Visible community protection presence/ Victoria Police notified of event/ evacuation procedures</p>	
Resources				
	Contacts list inaccurate	L	<p>Quality assurance to ensure accuracy/ mobile back-ups</p> <p>Two people to check the contacts list to minimise errors.</p>	
	Lack of PA	L	<p>Accurate communication and pre-event planning</p>	
	PA failure	H	<p>Operator on-site/ alternate communications second PA on site</p>	

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	Late change to MC notes or overall Running Order	L	Appropriate pre-event briefing. Information up-dated and communicated to all staff/volunteers and Performing Artists.	
	Absence of rostered staff/ insufficient staff numbers	M/ I	Staff on-call/ flexible positioning	
	Insufficient supervision	L	Roster of appropriate levels/ briefing of personnel/ pre-event briefing	
Weather				
	Inclement weather (thunder/ high winds/electrical storm etc)	E	Sufficient event site. Move location to xxxx (indoor location) XXX strategies in place to deal with the weather conditions. Tracking the Bureau Of Meteorology (BOM) website for up to date weather conditions. Monitor wind conditions and speed. Continually monitor any temporary structures such as marquees, jumping castles etc. Dismantle when it becomes unsafe for patrons. Follow event evacuation procedures.	
	Code Red Fire Day declared	L	Visit the CFA website to view the Code Red Day recommendations at: www.cfa.vic.gov.au . If you do not have access to the internet please call the CFA Southern Metropolitan Region on (03) 9767 1800 for information.	
	Declared HeatWave	L	Check Council's Website and the Department of Human Services website.	
	Lack sunscreen	L	Sufficient supply through planning. Free sunscreen provided to patrons.	
Uniform				
	Inappropriate staff/volunteer attire	L	Appropriate briefing/ supervision/ vigilance by supervisor. Advise of correct event attire at staff briefing. Closed toe shoes required for all staff. Event uniform to be worn on the day.	
	Lack orange safety vests	H	Sufficient supply through planning	
	Lack of event equipment	L	Sufficient supply through planning e.g. radio's, event pack/folder, mobile phone etc	
Medical				

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	Medical injury (non critical)	M	First aid provider on-site/ accident reporting. First Aid provider will be located in XXXX position as a permanent station, first aid officers will not move throughout the event site. First Aid officer mobile number provided to all event staff/volunteers. Incident report form completed during the time of the incident. Follow up contact made with the injured person to ensure their condition improves.	
	Medical emergency (critical)	H	First aid provider on site. Metro ambulance notified of event First Aid provider will be located in XXXX position as a permanent station, first aid officers will not move throughout the event site. First Aid officer mobile number provided to all event staff/volunteers. Incident report form completed during the time of the incident. Follow up contact made with the injured person to ensure their condition improves. Notify Worksafe or any major medical emergencies. Notify your Insurance Company of the medical emergency.	
Fire				
	Fire	H	Event Management Plan followed. Call 000 immediately. Evacuation Plan followed. CFA notified of event Pre-event briefing for all staff/volunteers Fire extinguishers located in XXX	
Accidents				
	Minor structural	H	Ensure operators and equipment installed and operated to Australian Standards. A copy of the Public Liability Insurance has been obtained.	
	Major structural	H	Ensure operators and equipment installed and operated to Australian standards. A copy of the Public Liability Insurance has been obtained.	
Emergency vehicles				
	Access/egress	L	Refer the Event Management Plan Event staff at access and egress points Clear paths of access identified for emergency vehicles Any hazards identified on a, 'safety check walk through' and eliminated.	

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OH&S				
	Fatigue/ slips/falls/trips (medical injury)	L	Monitor the event site, and hazards e.g. spilt liquid removed immediately	
	Food poisoning during the event	L	All food vans and food vendors have the appropriate Food Permits and Registrations in place. Public Liability Insurance collected from all food vendors.	
	Food/water	L	Notify personnel's of meal arrangements and drinks access Drinking water available for all patrons and event staff Drinking fountain and wash basins located XXX	
Alcohol Management				
	Intoxicated guests		Refer to the Liquor Management Plan. Staff to monitor throughout the night, slow the service down if guests becoming intoxicated. Liquor Licence obtained and followed. All service staff have Responsible Service of Alcohol Certificates	
	Guests driving home under the influence of alcohol		Event staff to assist at the end of the night to call taxi's to help guests to get home. Shuttle bus service provided.	