

# Event Risk Assessment Template

<b>Event Name</b>		<b>Event Date</b>
<b>Event Location</b>		<b>Expected number of attendees</b>
<b>Event Start Time</b>	<b>Event Finish Time</b>	<b>Event Coordinator</b>

## INSTRUCTIONS

**Step 1** Read through the list of potential hazards / risks and for those that are not relevant place 'Not Applicable' in the Risk Rating and Responsible Person columns.

**Step 2** Consider any other potential hazards / risks to your event and list these at the bottom of the table and include the controls / actions.

**Step 3** Who will be responsible for doing the required actions? Place their name in the Responsible Person column.

**Step 4** The Risk Assessment – For all relevant potential hazards / risks, using the matrix consider the likelihood and consequence of the hazard / risk and complete the 'Risk Rating'.

## EXAMPLE

Hazards / Risks	Controls / Actions	Risk Rating	Responsible Person
<b>EXAMPLE : Animal nursery causes gastro or other similar infectious disease.</b>	Ensure adequate hand washing facilities close by and that there is adequate signage to encouraging the washing of hands.	Not Applicable	Not Applicable
<b>EXAMPLE: Person contracts food poisoning at the event.</b>	Ensure that all food vendors have submitted the Temporary Notification Form and have been provided with a copy of the Food Safety at Outdoor Events Fact Sheets. Attendees are to bring their own food, the only vendor will be an ice cream vehicle.	Low	John Higgins, Manager

Hazard/ Risk <i>(examples provided but not exhaustive)</i>	Risk Cause/ Source		Risk Rating	Responsible Person
Venue wet weather  Hot weather policy	Slippery wet surface  Dehydration, sun stroke	<ul style="list-style-type: none"> <li>Cancel or postpone event if surface is wet and slippery</li> <li>Use of industrial squeegee or broom to clear wet slippery surfaces</li> <li>Organise contingency date</li> <li>Due to it being an outdoor event staff and volunteers should be advised to wear a hat and apply sunscreen. Water will be supplied to all staff</li> <li>Try to offer shade</li> <li>Let all stakeholder know</li> </ul>	Low	
Competitors			Medium	
User Conflict (aggression)	Physical or verbal altercation	<ul style="list-style-type: none"> <li>In briefing outline that aggressive behaviour is inappropriate</li> <li>MC to remind crowd</li> <li>Tell Stakeholders</li> <li>Emergency services contacted in needed.</li> </ul>	Medium	
Injured Participants	Further damage to injury	<ul style="list-style-type: none"> <li>Advise upon entry of any injuries of medical conditions</li> <li>During briefing reiterate advise not to compete if injured</li> <li>Supply additional PPE</li> <li>Staff to advise injured competitors not to participate</li> <li>Program leader discretion to refuse entry of injured patron</li> <li>Program leader to consider further actions if injury is too severe</li> </ul>	Medium	
First aid	Participant injury/illness	<ul style="list-style-type: none"> <li>Ensure all staff have current First Aid/CP Qualifications</li> <li>Ensure first aid kit supplied</li> <li>Ensure appropriate protective equipment is used when treating first aid cases</li> <li>staff will take the lead when initially responding to incident and then will liaise with First Aid contractor where necessary.</li> <li>Fill out reports for all injuries</li> <li>Follow protocol</li> </ul>	Medium	

Major injury or incident	Participant injury/illness	<ul style="list-style-type: none"> <li>Ensure all staff have current First Aid/CPR Qualification</li> <li>Ensure staff are trained in emergency response scenarios for related injuries</li> <li>Ensure adequate and tailored first aid supplies in kit</li> <li>Refer to emergency procedure document</li> <li>Report on incidents via form</li> </ul>	Medium	
Venue general	Injuries to the participants (falls)	<ul style="list-style-type: none"> <li>Complete a venue check list before commencing event</li> <li>Audit park before event for appropriate facilitation</li> <li>MC brief to cover in competitor briefing</li> <li>Check park throughout the day</li> </ul>	Medium	
Venue general	<p>Access to locked areas (emergency services)</p> <p>Access over community land</p>	<ul style="list-style-type: none"> <li>Emergency access to all areas</li> <li>General facility clean will be done</li> <li>Clean signage will be displayed for both participants and general public</li> <li>Required application over community land has been completed</li> <li>Signage is clear indicating community event. Clear direction is given to contractors requiring set-up (including time of arrival, designated set-up area, parking of vehicle and pack down)</li> </ul>	n/a	
Event crowd control	<p>Injury caused by inappropriate choice of viewing area</p> <p>Poor crowd behaviour resulting physical altercations</p>	<ul style="list-style-type: none"> <li>Ensure adequate staff at all events</li> <li>Ensure that spectators are confined to appropriate viewing areas</li> <li>When necessary supply safety fencing</li> <li>Crowd Controller (if employed) to respond to incidents</li> <li>This behaviour may include consumption of alcohol and other drugs.</li> </ul>	Medium	
Event security	Potential conflict and or inappropriate behaviour.	<ul style="list-style-type: none"> <li>MC to advise patrons and spectators of event safety</li> <li>Mobile phone with police and emergency services numbers must be on staff member at all times</li> <li>When necessary supply safety fencing</li> </ul>	Medium	
General use of facility	Collision	<ul style="list-style-type: none"> <li>Restrict number of users on the course to a safe level</li> <li>Advise riders to be aware of their surroundings during briefing</li> <li>MC to manage public announcements regarding safe sharing of space during free time</li> </ul>	Medium	
Use of equipment Marquee	Blow away and hit a person or object	<ul style="list-style-type: none"> <li>Two people to set up marquee one person anchoring at all times</li> </ul>		

		<ul style="list-style-type: none"> <li>Secure purpose built weights and sandbags to marquee legs</li> </ul>	Low	
Use of equipment: Generator	Burn or fire hazard	<ul style="list-style-type: none"> <li>Service annually</li> <li>Block from public access by making the hazard obvious (place cone or flag next to it)</li> <li>Quick access to chemical fire extinguisher on sight (stored in marquee)</li> </ul>	Medium	
Use of equipment Power leads	Electrical shock or trip hazard	<ul style="list-style-type: none"> <li>Leads are test and tagged annually</li> <li>Use heavy-duty safety switch between power source and electrical equipment, and circuit breaker.</li> <li>Mark and cover all trip hazards with tape or cord covers</li> <li>Avoid leaving cords on the ground</li> </ul>	Medium	
Storage of generator fuel	Fire or explosion	<ul style="list-style-type: none"> <li>Store in secure containers and create with hazardous signage</li> <li>Quick access to chemical fire extinguisher on sight (stored in marquee)</li> <li>Keep out of reach of public</li> <li>Keep out of the sun and away from heat sources</li> </ul>	Medium	
Cooking and provision of food, Storage of gas bottle	Food poisoning	<ul style="list-style-type: none"> <li>External group to complete application for temporary food business through council</li> <li>Staff from external group are to adhere to safe food handling standards, including wearing of gloves, access to water to wash hands</li> <li>Clear explanation of what food is being served</li> <li>Store gas bottle in secure area, gas bottle is checked for any leaks</li> <li>BBQ is manned at all times by external group staff</li> <li>Ensure generator and fuels are stored outside of food area.</li> </ul>	Medium	
Staff have appropriate Working with Children clearances	Allegation made towards staff member, volunteer	<ul style="list-style-type: none"> <li>All staff to have appropriate clearance checks in working with young people</li> </ul>	Medium	
Damage to site (graffiti) prior to event resulting in poor presentation of facility	Defacing of area, negative image of Council	<ul style="list-style-type: none"> <li>Council may choose to employ a Security guard is between (9pm – 9am) to oversee the site in order to minimise any damage that may occur</li> <li>Exclude damaged areas from comp. Inform participants of excluded zone during briefing.</li> </ul>	Medium	

Pets	Cause injury or distress	<ul style="list-style-type: none"> <li>▪ All pets of leads</li> <li>▪ MC to tell crowd that pet must be tired up.</li> <li>▪ Staff to remind crowd as needed.</li> </ul>	Medium	
Noise	Lead to complaints to council	<ul style="list-style-type: none"> <li>▪ If houses are close to competition area, inform residents (via council).</li> <li>▪ Point speakers away from houses and keep volume low.</li> </ul>	Low	
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