

# Event Risk Assessment Example

No matter the nature or size of your event, it will have risks. It is your responsibility as the event organiser, to identify and manage these risks by anticipating, understanding and making sensible decisions on how to manage and control risks. In order to know what risks need to be managed, a risk assessment needs to be undertaken.

## Why does an event need to manage risks?

Event sites and activities are considered to be places of work and there is industry legislation, regulations, standards and guidelines that event organisers need to be aware of and comply with. There are high penalties for non-compliance and the risk of an event being shut down for safety reasons by Council or SafeWork SA.

## What is a risk assessment?

A risk assessment is the process of considering the **likelihood** (or probability) of a hazard occurring that could affect an individual or item and what is the **consequence** (the impact) the hazard could have. This is done by using a basic formula in the below **risk matrix** providing a rating of extreme, high, medium or low.

### RISK MATRIX

		LIKELIHOOD				
		Rare	Unlikely	Possible	Likely	Almost Certain
	Catastrophic	Medium	High	High	Extreme	Extreme
	Major	Medium	Medium	High	High	Extreme
	Moderate	Low	Medium	Medium	High	High
	Minor	Low	Low	Medium	Medium	High
	Insignificant	Low	Low	Low	Medium	Medium

### Likelihood Definitions

Rare	No known or recorded incidents in occurrence; Remote chance of occurrence; May only occur in exceptional circumstances.
Unlikely	Very few known incidents of occurrence. Has not yet occurred, but it could occur in the future.
Possible	Hazards or incidents including injury have occurred infrequently in the past.
Likely	It is considered that it is likely the hazard could occur.
Almost Certain	It is expected that the hazard could occur in most circumstances; There is a high probability of the hazard

### Consequence Definitions

Insignificant	Minor injury, with person(s) requiring first aid treatment; Person(s) could continue as normal after treatment; Minimum impact to reputation.
Minor	Injury to person(s) resulting in significant first aid and/or medical treatment is required; Minor isolated concerns raised by stakeholders or others at the event.
Moderate	Injured person(s) requires hospitalisation, time off work, possible rehabilitation; Local media coverage and community concern.
Major	Serious health impacts on single or multiple persons or permanent disability from injury; Requires prolonged hospitalisation; National media coverage; Local media frenzy; Social media topical discussion.
Catastrophic	Single or multiple deaths; National media coverage; Social media outrage / overdrive.

# How to do a risk assessment

## STEP 1 – LET'S FIND THE HAZARDS

List all the hazards you can think of that could be associated with the event that may expose people to injury, illness or disease. The Event Risk Assessment Template has been populated with common hazards to make the process easier and provide an example of the process. List any new hazards in the 'hazards' column of the template, delete any already there you don't need or change the wording if you want. You can get expert advice from experienced people to assist with your assessment.

## STEP 2 – LET'S ASSESS THE HAZARDS

Think about how likely is it that people could be exposed to the hazard and if they were, what would be the consequence. Line up the likelihood and consequence on the risk matrix and it provides a risk rating.

## STEP 3 – WHAT CAN YOU DO TO FIX THE HAZARDS?

Think about what practical things you can do to eliminate or reduce the likelihood of the hazard occurring. These changes could reduce the risks if they are effectively put in place and if required could assist you comply with any legislation or regulations.

The **hierarchy of control** system can help minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations and can assist you with the type of controls (actions) you need to put in place to manage the hazards.

Hierarchy of Controls	
<b>Elimination</b> Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. If this is not practical, then substitute.
<b>Substitution</b> Substitute the hazard	Use a less hazardous process such as a less noisy machine or a less noisy work process. If this is not practical, then engineer.
<b>Engineering</b> Change the equipment	Introduce enclosures and barriers around or between the hazard so people cannot get close or touch or improve maintenance procedures. If this is not practical, then isolate.
<b>Isolation</b>	Separate or isolate the hazard or equipment from people by relocating it or by changing the operation. If this is not practical, then administer.
<b>Administrative</b>	Design and communicate written or verbal procedures that prevent the hazard from occurring such as large warning notices. If this is not practical, then PPE.
<b>Personal Protective Equipment (PPE)</b>	Provide PPE appropriate to the risk. Provide training information and supervision to ensure PPE such as hearing protection is fitted, used and maintained appropriately. Equipment should protect the person exposed to the hazard.

## EXAMPLE RISK ASSESSMENT TEMPLATE

The example Event Risk Assessment Template document includes common hazards and controls that are typical of an event. Suggested solutions to reduce or remove the risks have also been included – are you doing these? If not, you need to consider them. Each event is different and will pose its own risks so it is important that you think beyond this template and its examples and consider and include what other risks may be associated with your event and how you will manage these risks (controls you can implement).

Organising an event needs help, so who will be responsible for making sure the control / actions will be put in place. The responsibility doesn't have to be the same person but does need to be someone who is capable and has the ability to do what is required.