**** EXAMPLE TEMPLATE: **RISK ASSESSMENT**

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| **This risk assessment is provided as an example only to demonstrate possible scenarios which may be applicable. Activities may vary considerably dependant on the nature of the particular event and therefore all events should be individually assessed to address associated risks associated and relevant control measures. Accordingly, additional or alternate risks and control measures may be applicable for your event.** |
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| **EVENT NAME \_\_\_\_\_EXAMPLE ONLY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EVENT DATE \_\_\_\_XXX\_\_\_\_\_\_** |

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| **HAZARD** | **RISK** | **CONTROL MEASURES** | **RISK RATING** | **EMERGENCY RESPONSE** | **PERSON RESPONSIBLE** |
| List the individual tasks or activities. For risk assessments on Council assets - list the Council asset involved. | Identify the range of potential risks associated with each task/activity. What can happen? How can it happen?  | What have you put in place to lessen the risk? Identify suitable control measures for each identified Risk taking into consideration the Risk Rating | Extreme/High/Medium/ Low refer to Risk Matrix below | How will you respond if it does happen?Larger scale and higher risk events should have an Emergency Management Plan (see example template for use under Planning an Event on this website) | Name of the person responsible for implementing controls |
| Exposure to COVID-19  | Infection to patrons and general public | Maintain hygiene controls:* Sanitiser stations
* Social distancing measures implemented through barriers, signage and instruction and enforced by COVID Marshall
* Attendance recording – registration through QR Code and hard copy record sheets (adequate pens and used container – sanitise pens after use)
* Mask wearing where necessary
* Refusal of entry or removal of suspected cases
* Regular and thorough cleaning of surfaces at risk of transmission
* Strict controls over food sales methods and spaces
 | L | Assess situation. If needed contact 000 | Organiser/COVID Marshall |

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| **RISK ASSESSMENT AND MANAGEMENT (example continued)** |
| **HAZARD** | **RISK** | **CONTROL MEASURES** | **RISK RATING** | **EMERGENCY RESPONSE** | **PERSON RESPONSIBLE** |
| Workplace health and safety preparation, setup, pack up | Manual handling injuries Slips/trips/falls | * Provide workers with suitable equipment, shelter and clothing, for example high visibility
* Provide protective equipment where necessary
* Use suitable lifting technique for example two persons, lifting devices
* Restrict access during set up/pack up
* Ensure workers are provided with sufficient breaks, food and water
* Workers/Volunteers/Contractors to undergo induction
 | L | Refer to attached Emergency Management Plan Assess situation. If needed contact 000. |  |
| Food preparation and service  | Injury from sharps and burns.Food poisoningAllergic reaction | * Appoint qualified first aid officer to be onsite
* Have first aid kit available
* Food providers to comply with safe food handling procedures as required by Food Standards Australia
* Store and use sharps appropriately
* Place urns and hot items in suitable area to avoid burns
 | L | Refer to attached Emergency Management Plan Assess situation. If needed contact 000 |  |
| Budget blow-out | Damage to reputationCancellation of event or reduction in or inability to provide programmed activities  | * Agreed budget set in advance
* Regular review of budget
* Contingencies contained in budget
 | L |  |  |
| Emergency and evacuation  | Disruption or cancellation of eventInjury or fatalityDamage to reputationMass crowd movementFinancial impact | * Prepare site plan including access points
* Establish emergency procedures prior to the event
* Prepare or obtain copy of evacuation plan
* Advise staff/volunteers of emergency procedures
* Have trained first aid attendant on site
* Have first aid kit available on site
* Have fire extinguishing equipment available on site, particularly near hazardous
 | L | Refer to attached Emergency Management Plan Assess situation. If needed contact 000 |  |
| **RISK ASSESSMENT AND MANAGEMENT (example continued)** |
| **HAZARD** | **RISK** | * **CONTROL MEASURES**
 | **RISK RATING** | **EMERGENCY RESPONSE** | **PERSON RESPONSIBLE** |
| Waste management | Breach of food safety requirementsInjury/illnessDisruption to eventDamage to reputation | * Develop waste management plan
* Request additional bins from Council
* Position bins for easy access
* Ensure waste removal is arranged
* Promote recycling
 | L |  |  |
| Amenities | Health issuesDamage to reputation | * Estimate patronage numbers prior to event to ensure sufficient amenities available
* Conduct site inspection and ensure facilities are working prior to event
* Appoint an attendant to monitor, clean and restock facilities
 | L |  |  |
| Provision of alcohol | Inappropriate behaviourDamage to reputationFinancial loss | * Liquor licence obtained
* Water and food available for patrons
* Security staff employed
* All staff serving alcohol to have RSA
* Display signs required by liquor licence
 | L |  |  |

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| **RISK ASSESSMENT AND MANAGEMENT** |
| **EVENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **HAZARD** | **RISK** | **CONTROL MEASURES** | **RISK RATING** | **EMERGENCY RESPONSE** | **PERSON RESPONSIBLE** |
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| **Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Risk****Assessment****Matrix** | **Consequences** |
| **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Likelihood** | **Almost certain**Expected to occur during the staging of event | **Medium 8** | **High 16** | **High 20** | **Extreme 23** | **Extreme 25** |
| **Likely**Will most likely occur during the event and will occur during a year | **Medium 7** | **Medium 12** | **High 17** | **High 21** | **Extreme 25** |
| **Possible**The incident may occur during the event or once in a year | **Low 5** | **Medium 10** | **High 15** | **High 8** | **High 22** |
| **Unlikely**The incident occurs one in five years | **Low 2** | **Low 4** | **Medium 11** | **Medium 13** | **High 19** |
| **Rare**The incident occurs one in ten years | **Low 1** | **Low 3** | **Medium 6** | **Medium 9** | **High 18** |