

EXAMPLE TEMPLATE: RISK ASSESSMENT

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.

EVENT NAME EXAMPLE ONLY EVENT DATE XXX

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: <ul style="list-style-type: none"> ▪ 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

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	<ul style="list-style-type: none"> ▪ 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 poisoning Allergic reaction	<ul style="list-style-type: none"> ▪ 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 reputation Cancellation of event or reduction in or inability to provide programmed activities	<ul style="list-style-type: none"> ▪ Agreed budget set in advance ▪ Regular review of budget ▪ Contingencies contained in budget 	L		
Emergency and evacuation	Disruption or cancellation of event Injury or fatality Damage to reputation Mass crowd movement Financial impact	<ul style="list-style-type: none"> ▪ 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 requirements Injury/illness Disruption to event Damage to reputation	<ul style="list-style-type: none"> ▪ Develop waste management plan ▪ Request additional bins from Council ▪ Position bins for easy access ▪ Ensure waste removal is arranged ▪ Promote recycling 	L		
Amenities	Health issues Damage to reputation	<ul style="list-style-type: none"> ▪ 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 behaviour Damage to reputation Financial loss	<ul style="list-style-type: none"> ▪ 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		

RISK ASSESSMENT AND MANAGEMENT

EVENT NAME _____ Event date _____

HAZARD	RISK	CONTROL MEASURES	RISK RATING	EMERGENCY RESPONSE	PERSON RESPONSIBLE

Prepared by _____ Position _____ Phone _____ Date _____

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