Risk Assessment

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| --- | --- |
| ***Name and Position of persons who completed this risk assessment:*** | ***Date:*** |

**Event Risk Management Process – Overview**

RISK ASSESSMENT

IDENTIFY HAZARDS

Associated with the activities

IDENTIFY RISKS

Associated with each hazard

ANALYSE RISKS

Decide on the need to treat

TREAT RISKS

Introduce control measures

ESTABLISH THE CONTEXT

Purpose of the Risk Assessment

Stakeholders and Event Management

COMMUNICATE AND CONSULT

MONITOR AND REVIEW

Stakeholders and Event Management

EVALUATE RISKS

Identify existing process

**IDENTIFYING HAZARDS**

Event hazards can be identified in a number of ways (e.g. via thinking about stakeholders, phases of the event or hazard types). The following lists have been provided to help you identify hazards that apply to your event. These lists may not cover all hazards for your event.

**POTENTIAL STAKEHOLDERS PHASES**

|  |  |  |  |
| --- | --- | --- | --- |
| Event staff | First Aid Providers |  | Pre-event planning |
| Patrons | Media (including broadcasters) |  | Bump in / pre-event overlay build |
| Performers | Safety regulators |  | Event |
| Ticketing | Contractors/sub-contractors |  | Post Event bump out / overlay dismantle & venue reinstatement |
| Community groups | Sponsors |  | Post event debrief |
| Venue management | Waste Management |  |  |
| Cleaners | Food |  |  |
| Lighting & Public Address | Beverages |  |  |
| Neighbours | Events occurring at the same time |  |  |
| Government departments or agencies providing funding / management | Police and emergency services |  |  |

**HAZARD TYPES *(use this list for brainstorming)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Security**  • Weapons  • Explosives  • Bomb threats  • Magnetometer and bag checks  • Public perception  • Restricted items  • Cloaking  • Cash handling  • Confiscation  • Controlling entry into venues or event  • Monitoring and communicating on crowd behaviour  • Dealing with aggressive, abusive or violent behaviour (contact & non contact)  • First response in an emergency  • Role in evacuation  • Patrolling outside event boundaries | **The event**  • Track/activity invasion  • Communication equipment  • Asset protection  • Access controls for volunteers  • Entry control  **Legal**  • Overuse of security powers  • Interaction with law  enforcement agencies  • Lack of legal compliance  • Unsolicited acts of violence | **Contractors**  • Co-ordinating contractors  • Communication expectations  • Legal compliance  • Historic standards may not be appropriate  • Job safety analysis  • Sub-contractor  • Casual labour  • Training  • Induction  • Accreditation  • Contracts  • Competence  • Management – no monitoring/  supervision  • Plant and equipment | **Field of play (FOP)/equipment**  • Proximity of audience to FOP  • Officials  • Throwing objects on to FOP  • Sport projectile  • Appropriate activity for venue  • Traffic management  • Safe crossing  • Promotion activities without  consideration of safety issues  • Patron management  • Overloading venue  • Mosh pits  • Appropriateness of signage  • Access to FOP for entertainment  • Weather  • Cameras and equipment  • Emergency egress  • Crowd communication  • Crowd invasion  • Exclusion zones |
| **Patrons**  • Patron demographics  • Security staff numbers and style appropriate  • Inappropriate use of staff  • Alcohol  • Serial pests  • Cultural issues | **Workers**  • First aid  • Food preparation  • Fatigue  • Conditions – excessive heat/cold  • Competency/suitability  • Working alone  • Working in cramped conditions  • Violence/bullying  • Welfare – breaks, sunscreen,  dehydration, etc  • Cultural issues  • Transport (especially after hours and if minors)  Training/induction  • Lack of relevant certification/  Licences  • Background checks of staff needed? (e.g. if working with children) | **Vehicle safety**  • Maintenance  • Security of vehicles  • Vehicle/people segregation  • Speed  • Refuelling  • Parking supervision  • Lack of training  • Permits and certification/licensing  • Outdoor broadcast vehicles  • Working at height  • Electrical safety  • Slips and trips  • Inappropriate use of paths  • Accessibility during emergency  management  • Loading operations – docks  and people | **Materials handling**  • Mechanical handling  • Plant  • Food handling  • Furniture fixture and equipment  • Venue design  • Functionality  • Transport between venues/  locations/storage  • Excess weight and height  • Condition of terrain |

**HAZARD TYPES (cont.)**

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| --- | --- | --- | --- |
| **Plant**  • Training  • Certification  • Supervision  • Maintenance  • Isolation/segregation – people  • Hand tools  • Registered plant, e.g. lifts,  escalators and pressure vessels | **Planning**  • Poor interface with stakeholder  • Lack of confidentiality of security plans  • Possible acts of terrorism  • Emergency management  • Contingency planning  • Surveillance | **Manual handling**  • Excessive weight  • Mechanical aids  • Suppliers’ packaging  • Loading/unloading reefers  • Excited volunteers  • Carrying  • Time lines  • Lack of staff  • Crowd control – security  logistical planning  • Training | **Working at height**  • Scissors lifts  • Safety harness  • Scaffold  • Abseiling  • Winches  • Ladders  • Overhead power lines  • Edge protection  • Camera platforms  • Rigging/lighting |
| **Hazardous Substances/**  **Dangerous Goods**  • Pesticides  • Fuel storage  • Cleaning products  • Water/waste water  • Pyrotechnics  • Fire arms and ammunition  • Asbestos  • Inappropriate labelling  • Poisons  • Acids | **Accessibility**  • Lifts  • Ramps  • Parking  • Public transport  • Signage  • Access to venues  • Egress  • Seating | **Slips and trips**  • Electrical cables  • Uneven ground, loose surfaces  • Weather  • Flooring design/surfaces  • Design of barriers  • Lighting  • Outdoor event  • Queuing systems  • Edge protection  • Climbing for vantage points  • Inappropriate footwear | **Electrical safety**  • Qualification of contractors  • Power supply – no spiking, lack  of continuity  • Overloading systems  • Power tools  • Faulty insulation  • Underground services  • Protection of leads  • Cables/height/pathways  • Location in relation to other equipment |
| **Construction**  • Working at heights  • Temporary structures  • Unauthorised access  • Maintaining public access  • Plant  • Council/building code approval  • Electrical safety  • Slips/trips  • Interface operations  • Weather  • Co-ordinating sub-contractors  • Contractor management | **Fire safety**  • Evacuation plans  • Fire prevention plan  • Dangerous Goods storage  • Knowledge and use of equipment  • Appropriate fire fighting equipment  • Obstruction and security of fire  fighting equipment  • Pyrotechnics  • Warning and communication  system  • Fire ban days  • Policies and procedures |  |  |

**RISK ASSESSMENT**

**Likelihood**

***Table 1: Likelihood Ratings***

|  |  |  |
| --- | --- | --- |
| **Likelihood** | **Category** | **Description** |
| **Almost Certain** | **A** | The event is expected to occur in most circumstances |
| **Likely** | **B** | The event will probably occur in most circumstances |
| **Possible** | **C** | The event should occur at some time |
| **Unlikely** | **D** | The event could occur at some time |
| **Rare** | **E** | The event may occur only in exceptional circumstances |

**Consequence**

***Table 2: Risk Consequence Descriptors***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Consequence** | **Category** | **Business Interruption** | **Environmental** | **Financial** | **Human** | **Public Image & Reputation** |
| **Catastrophic** | **5** | Essential service failure, or key revenue generating service removed | Irreversible damage | Above $5,000,000 | Death(s) / many critical injuries | National and International Concern / exposure |
| **Major** | **4** | Service or provider needs to be replaced | Harm requiring restorative work | Up to $5,000,000 | Single Death/ multiple long term or critical injuries | State wide Concern / exposure |
| **Moderate** | **3** | Temporary, recoverable service failure | Residual pollution requiring cleanup work | Up to $500,000 | Single minor disablement/ multiple temporary disablement | Local community concern |
| **Minor** | **2** | Brief service interruption | Remote, temporary pollution | Up to $100,000 | Injury | Customer complaint |
| **Negligible** | **1** | Negligible impact, brief reduction/loss of service 2-12 hours | Brief, non hazardous, transient pollution | Up to $10,000 | Minor First Aid | Resolved in day-to-day management |

**Risk Matrix**

***Table 3: Level of Risk Matrix***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood**  **Label** | **Consequence Label** | | | | |
| **1** | **2** | **3** | **4** | **5** |
|
| **A** | **Medium** | **Medium** | **High** | **Very High** | **Very High** |
| **B** | **Medium** | **Medium** | **High** | **High** | **Very High** |
| **C** | **Low** | **Medium** | **Medium** | **High** | **High** |
| **D** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **E** | **Low** | **Low** | **Medium** | **Medium** | **Medium** |

**Control Hierarchy**

|  |  |
| --- | --- |
| * **Elimination** | * Avoid the risk by removing the hazard completely. |
| * **Substitution** | * Use less hazardous procedure/substances equipment/process. |
| * **Isolation** | * Separate the process from people by the use of barriers/enclosures or distance. |
| * **Engineering Controls** | * Mechanical/physical changes to equipment/materials/process. |
| * **Administrative Controls** | * Change procedures to reduce exposure to a hazard |
| * **Personal Protective Equipment** | * Gloves, hats, boots, goggles, masks, clothing etc. |

***HAZARDS, CONTROLS AND RISK RATINGS MUST BE REVIEWED FOR EACH EVENT. ADD CONTENT TO SUIT YOUR EVENT***

| Hazard  or  Source | | Risks | Risk  Rating | Required Risk Treatment | Residual Risk  Rating | Additional Risk Treatment  or Action Plan | Responsible to  Monitor / Supervise | Actioned |
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**EVENT SPECIFIC HAZARDS**

| Hazard  or  Source | | Risks | Risk  Rating | Required Risk Treatment | Residual Risk  Rating | Additional Risk Treatment  or Action Plan | Responsible to  Monitor / Supervise | Actioned |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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