EXAMPLE Risk Assessment

|  |  |
| --- | --- |
| ***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 lawenforcement 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 withoutconsideration 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 emergencymanagement• Loading operations – docksand 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.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 – securitylogistical 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, lackof 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 firefighting equipment• Pyrotechnics• Warning and communicationsystem• 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.
 |

***SAMPLE ONLY – HAZARDS, CONTROLS AND RISK RATINGS MUST BE REVIEWED FOR EACH EVENT. DELETE/ADD CONTENT TO SUIT YOUR EVENT***

| HazardorSource | Risks | RiskRating | Required Risk Treatment | Residual RiskRating | Additional Risk Treatmentor Action Plan | Responsible toMonitor / Supervise |  Actioned |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Misunderstand-ing of responsibilities between parties  | Safety measures not put in place or conflicting (e.g. supply of electricity, traffic management) | A5Very High | Communicate with all stakeholders via contracts, planning meetings, inductions etc. Define phases of the event and who has control at each phase:- Pre-event planning- Bump in / pre-event overlay build- Event- Post Event bump out / overlay dismantle & venue reinstatement- Post event debriefMonitor safety during the event (e.g. inspections, progress meetings, walk the site, security feedback, first aid incidents, weather conditions, crowd behavoiur).Include safety requirements in contracts and hire agreements. | E1Low |  |  |  |
|  | Persons unfamiliar with the venue, event or co-workers | Hazards not knownSlower reaction in an emergency | B4Very High | Check with venue manager for known hazards and any past incidents.Check with people who have held the event in the past (as applicable) and/or past event debriefs.Communicate safety procedures to all stakeholders, including emergency procedures.Establish coordination / communication systems (e.g. meetings, email/sms groups, names and photos of key people on noticeboards).Provide identifying badges or clothes for workers.Monitor safety during the event (e.g. inspections, progress meetings, walk the site, security feedback, first aid incidents, weather forecast).Include key risks and rules/requirements in contracts and hire agreements.Conduct an event debrief for future use.Conduct training for employees, volunteers and contractors (Induction, Venue specific, Task specific, Emergency Procedures). | E1Low |  |  |  |
|  | Interaction with adjacent businesses or events | Traffic managementFire, noise, fumes | C4High | Check for other events that may impact on this event at planning stage (e.g. railway or roadworks that will impact on access).Clarify whether the event will have exclusive/non exclusive use of the venue. If non exclusive, coordinate with other users.Consider how neighbouring businesses / activities impact on this event. |  |  |  |  |
|  | Persons become complacent in bump out phase  | Mental and physical fatigueTime pressures to return venue to pre-event stateBump out occurs at same time crowd is exitingMany stakeholders recovering equipment simulataneouslyNo close supervision of contractors and staffNo post event penalties for contractors operating in an unsafe manner | C4High | Roster personnel to manage fatigue.Roster personnel to supervise bump out phase.Establish realistic timeframes to return the venue to pre-event state in consultation with venue manager and other stakeholders. Plan timing and traffic management of bump out and retrieval of equipment so it does not conflict with exiting crowds.Specify in contracts requirements for bump out and include performance monitoring and penalties.  | E1Low |  |  |  |
|  | Structures, fences, stacked materials, etc collapsing | Collapse of structuresCrushing injury to public or participants | B4High | Structures constructed by staff or contractors with relevant qualifications.Structures erected according to Job Safety Analysis and building regulations.Use of materials with manufacturer’s specifications.Building control group requirements for occupancy of temporary structures.Stacked materials held by suitable racking systems and devices to prevent collapse.Quantities of materials and fencing to be stacked flat to prevent collapse.Managers and staff monitor all structures.All buildings and structures to have safe capacity posted at entry and adhered to. | E1Low |  | ManagerSupervisorStaff |  |
|  | Cooking, candles, naked flame, hot surfaces | Burn injury and loss | C2Medium | Stalls, food vendors and power supplies having dry chemical extinguishers and blankets at all risk areas.Access routes for emergency vehicles to be made available through event areas free of infrastructure with 6 metres of clearance.BBQs to be guarded and out of public reach and fire contained so it can’t blow onto public.All drapes, props and cloths to be fire rated and treated with retardant and labels attached indicating treatment and date.Candles/naked flame to be placed in suitable holders and clear of flammable materials.Candles/naked flame to be away from clothing of patrons.All hot surfaces and naked flame to be out of reach of public.Performers and participants using naked flame to be thoroughly trained and to be dressed in cotton clothing.Crowd Marshals briefed in guiding Emergency vehicles to the scene and evacuation of patrons from affected areas. | E1Low |  | ManagerSupervisorStaff |  |
|  | Slip, Trip, Fall and Knock | Bodily injury to public or participants | B2Medium | Crowd Managers and staff trained in recognition and prevention.Serious trip and fall hazards identified prior to event and removed or treated to prevent injury.Staff site safety induction.Cables flown overhead where possible.Rubber mats and cable traps over cables.Barriers placed around protruding equipment.Barriers across stage fronts during work phases.Pits fenced during work phases.Changes in height and edges highlighted or barricaded.Slippery surfaces treated or isolated.Additional lighting in dark areas.Spills and etc isolated then cleaned by crews as soon as reported. | E1Low |  | ManagerSupervisorStaff |  |
|  | Weather | Heat stressFloodingFireHigh WindLightning | C4High | Determine extent to which event could be exposed to weather (e.g. if outdoors in bushland setting).Set up electrical equipment so it is not exposed to rain or flooding.Determine contingency plans if there is a fire ban (e.g. cancel with appropriate communication, alter event (e.g. go indoors, do not use BBQs) , continue with written permission from fire authority).Monitor weather forecast and determine beforehand action if certain weather events occur or are likely.Provide shelter from sun and rain.Provide drinking water for patrons and workers.Provide weather appropriate clothing for workers.Hold the event at a time that will minimise risk of weather impact .Communicate weather related precautions patrons should consider (e.g. bring a hat, sunburn cream, poncho). Consider selling / providing to patrons at the event. | E1Low |  |  |  |
|  | Traffic Management | Impact between pedestrian and vehicle or 2 vehicles | B4High | Develop traffic management plan. Include: - Segregation of exiting pedestrians and bump out traffic- No go zones for certain locations or phases (e.g. no heavy equipment movement during event)- Liaison with public road authorities (e.g. VicRoads, Police)- Signage & Barriers- Parking and/or public transport options- Vehicle access accreditation- Staffing- Monitoring of conditions during the event- Communication | E1Low |  |  |  |
|  | Crowd Control | OvercrowdingCrushing (people pressed against object)Incidents outside event boundaries | B4High | Appropriate layout and space allocation.Allocated entry & exit routes.Provide equitable and clear queuing system.Control entry and exit points. Communicate any entry criteria to patrons & security workers.Provide timely information to patrons (e.g. signs, PA).Provide sufficient workers to manage crowds.Provide barriers between different type ticket holders as applicable.Develop guidelines for security personnel operating outside the event boundary. | E1Low |  |  |  |
|  | Alcohol & Illicit Drugs | IntoxicationAlcohol served to minorsNegative effects including dehydration, potential medical concerns or crowd disturbances or violence | B4High | All service staff are RSA qualified.Plastic cups used in large-scale public events to lessen risk of injury and ensure compliance with liquor licensing.Safety notice in program about appropriate use of alcohol and attitudes to drink-driving. Reputable Security Company patrolling event for service compliance and inappropriate behaviour.Set up event site to avoid secluded areas where illicit drugs can be exchanged / consumed.Train personnel in recognising signs of illicit drug consumption and most appropriate response. | E1Low |  |  |  |
|  | Live electrical wires or faulty equipment | Electrocution hazard to patrons or performersUnauthorised persons access electrical fittingsContact with overhead wires | D4Medium | Identify and communicate locations of overhead wires. Comply with electrical supplier requirements (e.g. no go zones, spotter, etc).All installations to be carried out by qualified electrical contractors.All leads and appliances to be tagged and tested.Earth leakage protection to be fitted and tested.All electric’s to be installed in accordance with appropriate regulations.Switchboards are to be identified with signage “Danger – High Voltage”.Temporary installations to run overhead where possible.Place installations to reduce risk of tampering (e.g. in locked cabinets).Regular inspections by Area Wardens.Identify and communicate locations of overhead wires. Comply with electrical supplier requirements (e.g. no go zones, spotter, etc). | E1Low |  | ManagerElectricianSupervisorStaff |  |
|  | Amusement Rides | Clearance between rides, fixed structures and vegetation;Stability of the ride - firmness and slope of the ground and blocking of the ride;Poor maintenance;Poor training and operational procedures;Missing labels or warning signsPoor location of fencing or barricades | B5Very High  | Provide adequate space for rides.Check ground is appropriate.Place in contract / hire agreement and confirm:- The ride has been maintained and set-up in accordance with the manufacturer’s instructions;- Check areas not readily visible to ensure proper maintenance has been undertaken;- Issues identified in the engineering assessment have been addressed; - All operators and supervisors have been trained; and - Adequate levels of supervision are available at all times.***More Information:****(e.g. include in contracts that rides must comply with these standards)**Australian Standard: Electrical Installations – Shows and Carnivals (AS 3002-2008)**Australian Standard: Amusement Rides and Devices – In-service Inspection (AS 3533.3-2003)**Australian Standard: Amusement Rides and Devices – Operation and Maintenance (AS 3533.2-2009)**Australian Standard: Amusement Rides and Devices – Operation and Maintenance – Logbook**(Refer appendix of AS 3533.2-2009)**AS 3533.4.1-2007 Amusement rides and devices - Specific requirements - Land-borne inflatable devices* *AS 3533.4.3-2007 Amusement rides and devices - Specific requirements - Roller coasters* *AS 3533.4.4-2011 Amusement rides and devices - Specific requirements - Concession go-karts*  | E1Low |  |  |  |
|  | Manual Handling  | Sprains, strains, etc | B4High | Minimise movement of materialProvide loading/unloading areas as close to final location of material as possibleProvide mechanical aides (e.g. forklift, trolley)Provide sufficient people and time to carry out tasks. | E1Low |  |  |  |
|  | Contact with biological hazards | Clean up body fluidsSharpsInsectsDogs / catsSnakes | C4High | Develop procedures for cleaning up body fluids and provide equipment and training.Provide sharps containers (fixed for patrons as appropriate and portable for workers with tongs and PPE).Provide insect repellent and where practicable screens on windows.Do not approach cats, dogs or other animals. Provide contact numbers for animal handlers.Communicate to patrons rules for animals (e.g. no dogs / dogs on leads only, etc).If animals are part of the event, develop specific procedures.Keep grass mown and exercise caution when accessing infrequently used areas. Provide appropriate footwear and clothing.Manage waste to discourage vermin. | E1Low |  |  |  |
|  | Hazardous Chemicals | Fire / explosionHarm to persons  | D5High | Minimise hazardous chemicals.Ensure pyrotechnics and operators have appropriate licences.Label all chemicals.Keep chemicals away from patrons (e.g. in locked area or area off limits to patrons).Provide MSDS for chemicals.Comply with Vic Dangerous Goods Interim (Storage & Handling) Interim Regulations 2011. Note individual contractors may have Dangerous Goods that in total add up to placarding or manifest quantities. Check also incompatible chemicals provided by individual contractors are segregated. Check Venue Asbestos Register (if applicable) and review work that may disturb asbestos (e.g. drilling into eaves made of asbestos containing materials). Manage Asbestos in accordance with Vic OHS Regulations 2007 Part 8.Place requirements in contracts and hire agreements.*Refer also LPG cylinders*. | E1Low |  |  |  |
|  | Use of equipment and plant | Injuries due to inappropriate guardingImpact with pedestrians or other plantNoiseFumesHot surfaces | C4High | Equipment to be guarded and have emergency stops as per Australian Standards.Equipment to be inspected and maintained as per manufacturer’s requirements and regulatory requirements.Relevant workers to receive training and hold licences to operate.Inspect equipment.Choose equipment to minimise noise & fumes.Place barrier around hot surfaces.Restrict movement of equipment as per traffic management plan.Contracts and hire agreements to include above safety requirements. | E1Low |  |  |  |
|  | Work at height | Impact with power linesFalls of people or objects onto people below | C4High | Identify and communicate locations of overhead wires. Comply with electrical supplier requirements (e.g. no go zones, spotter, etc).Work at ground level where practicableProvide (in order or desirability):- Fixed platform- Scaffold- Elevating work platform- Harness with anchor points / horizontal line- Rope access system (qualified specialist operators only)- Ladder with platform (short duration low risk tasks only) Check licences/ training for operators and equipmentSeparate overhead work from pedestriansUse tool belts, platform kick plates or other methods to prevent objects falling on people.Contracts and hire agreements to include above safety requirements. | E1Low |  |  |  |
|  | Trenching & Excavation | Fall into holesCollapse of trench | C4High | Minimise trenching & excavation.Undertake where possible when others particularly patrons are not present.Restrict access to excavations.Develop contingency plan if there is adverse weather.Comply with regulatory requirements (e.g. refer WorkSafe Victoria Trenching Code of Practice).Contracts and hire agreements to include above safety requirements. | E1Low |  |  |  |
|  | Stress  | Physical symptoms such as headaches, stomach aches, shoulder painMental distressTraumaDistraction leading to incidents | C4High | Allocate appropriate resources.Establish an event plan so potential time/resource issues can be identified prior to the event and managed.Clearly communicate responsibilities and accountabilities in job descriptions, work practices, contracts and induction training. Check personnel have appropriate skills and training.Roster to cover out of hours work and meal breaks.Provide facilities for workers (e.g. toilets, meal area, location to lock personal belongings).Establish and implement effective communication processes (e.g. coordination meetings).Establish a system for reporting incidents/issues and responding in a timely manner.Provide counselling after traumatic incidents. |  |  |  |  |
|  | Working in Isolated Area | Susceptible to aggressionTime to access assistance may exacerbate any injury | C4High | Avoid working alone or in an isolated area.During event planning identify potential isolated areas and/or people working alone.Restrict access to isolated areas as relevant.Provide adequate lighting.Provide communication system (e.g. mobile phone and call in procedure).Include workers in isolated areas in emergency plans. Check workers in isolated areas have appropriate skills and experience and do not require constant visual supervision. |  |  |  |  |

**EVENT SPECIFIC HAZARDS**

| HazardorSource | Risks | RiskRating | Required Risk Treatment | Residual RiskRating | Additional Risk Treatmentor Action Plan | Responsible toMonitor / Supervise | Actioned |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Venue Management | Lack of agreementUnsatisfactory facilities or services | C4HIGH | Documentation of use of facilities, roles and extent of authority between council staff and contractors.Site Manager obtains contact details of volunteers, contractors and council staff on duty during event.Site Manager familiar with site prior to event.  |  |  |  |  |
|  | Permits and Approvals | Lack of permission to proceed with event | D5HIGH | Application process commences with sufficient lead time to allow for delay.Consultation with authorities early in event development to inform format and activity.Permits copied and held with Event Coordinator and Site Manager. |  |  |  |  |
|  | Evacuation areas | Insufficient safe areas / evacuation zones | D4MED | Site Manager to provide evacuation map to all Volunteers and Council Staff.Sufficient space identified and no infrastructure planned for the space. |  |  |  |  |
|  | Car parking  | Inadequate parking space | B3HIGH | Adequate provision reserved for car parking Car parking managed by experienced external organisation – Rotary ClubGravel in muddy areas – assess during bump in  |  |  |  |  |
|  | Talent, performers | Damage to council reputation through rudeness and inappropriate behaviour | D3MED | Provide performers with arrival informationEngage reputable performers  |  |  |  |  |
|  | Alcohol | Negative consequences of intoxicated behaviour | A4VERYHIGH | Reputable Security Company patrolling event for inappropriate behaviour.Liquor in public place permit obtained.Police and council made aware of BYOPatrons not allowed to bring an ‘unreasonable’ amount of alcohol All bags are subject to search at the entrance Security and staff will patrol seating areas (briefed to monitor crowd for intoxicated behaviour) |  |  |  |  |
|  | Food  | Food poisoning.Lack of food available | D2LOW | Vendors to prove compliance with regulations if requiredSufficient qty of vendors sourced |  |  |  |  |
|  | Noise | Disruption from sound of entertainment | E2LOW | Communicate maximum sound permitted to PA operator, as directed by venue Constant review by Council staff and feedback provided to Sound Engineer. |  |  |  |  |
|  | Signage | Ineffective signage | E1LOW | Allow sufficient time for planning, proofing and production of signageUse of reputable and certified company for printing and installation All signage is secured and weighted. |  |  |  |  |
|  | Children’s Activities/Workshops | Inappropriate or dangerous activity  | D5HIGH | Activities run by professional organisation/staffParents informed they must supervise their own children at all times |  |  |  |  |
|  | Children | Lost or missing children  | C4HIGH | ID Wristbands at front entranceClearly marked Information Tent for lost childrenStaff and volunteers briefed on lost children response planSecurity and staff briefed to identify when children may be in a high risk situation |  |  |  |  |
|  | VIP guests  | Negative perception by stakeholders | D2LOW | Clear communication to guests prior to event – arrival informationStaff and volunteers briefed to assist VIPs |  |  |  |  |
|  | People with disabilities | Lack of access to amenities and other event services. | E2LOW | Conduct venue audit for accessible amenities/ facilities map.Communicate disability access/ facilities through signage and event collateral.Ensure disabled patrons are catered for in the emergency response plan. Accessible toilets provided and additional accessible parking. |  |  |  |  |
|  | Staff and Volunteers | Ineffective human resources  | E3MED | Clear job descriptions and event guidelines.Briefing sessions prior to event for all staff.Staff and Volunteer Coordinator onsite. |  |  |  |  |
|  | Communications | Lack of effective communication onsite. | B3HIGH | Adherence to communication structure onsiteUse of two-ways and mobile phones Staff and volunteer briefing prior to event – not to speak to media  |  |  |  |  |
|  |  Security  | Ineffective, unprofessional personnel | D3MED | Use of reputable and licensed company.Security personnel fully briefed and liaising with Site Manager.Security staff receives event information and onsite induction.Security personnel clearly identifiable. |  |  |  |  |
|  | Medical  | Ineffective, unprofessional personnel or service | D4MED | Book first aid staff prior to eventEgress maintained for first aid vehicle and emergency vehicle to access first aid treatment space.First Aid positioned in signed, accessible and central location onsite.First Aid kit with event team during bump in and out  |  |  |  |  |
|  | Event infrastructure | Unstable installation and assembly | E4MED | Use of reputable and certified company for hire and installation.Ensure adequate set up time for quality testing.On site Meeting prior to event |  |  |  |  |
|  | Marquees & Temporary Structures | Unstable installation and assembly  | C3HIGH | Provide all stallholders with structure guidelines prior to eventEnsure sufficient bump-in/out time for structures |  |  |  |  |
|  | Amenities | Insufficient amenities | E3MED | Supply of sufficient number of toilets for expected number of patronsClearly signed amenities and information about nearby alternative toilets.Cleaner contracted to clean and maintain toilets.Accessible toilets provided for people with limited mobility. |  |  |  |  |
|  | Small equipment and furniture | Falling or collapsing and causing damage | D2LOW | All umbrellas and other tall/large equipment and furniture to be adequately weighted and pinned for stability Check weather forecast – high winds |  |  |  |  |
|  | Waste | Insufficient waste disposal provisions | E2LOW | Adequate qty of bins placed throughout eventDedicated cleaning staff allocated to monitor and clear bins |  |  |  |  |
|  | Water  | Limited or no access to water | D3MED | Hydration station in central position amongst vendors (linked to mains)Individual water stations at each vendor |  |  |  |  |
|  | Power  | Limited or no access to power | D4MED | Use reputable and certified power sources.Position generators where they will not disrupt the event.Power and provisions for emergency power and lighting.Conduct venue audit with sufficient time to make alternate arrangements. |  |  |  |  |
|  | Broken Glass, Litter | Cuts and Abrasions  | C2MED | Dedicated cleaning staff scheduled for event.Sufficient bins available for glass.Appropriate equipment used by competent cleaners for disposal of glass. |  |  |  |  |
|  | Inappropriately laid cables | Physical Injury  | D2LOW | All cables covered/ flown overhead to avoid trips. As a minimum all cables are to be secured with cable trays/ cable ties or duct tape and kept away from pedestrian and vehicular traffic.Cables placed away from access points and stairways.Site manager/ Safety Manager monitor cable set-up during bump-in.All cables and connections adequately protected from water ingress. Level 2 First Aid available. |  |  |  |  |
|  | Vehicles and bicycles onsite | Physical Injury  | E3MED | Vehicle movement onsite procedureMonitored entry pointOne-way circuit for vehicle movement |  |  |  |  |
|  | Emergency Services | Limited access to/from site | E5HIGH | Consultation during coordination of eventNotification to all emergency services Emergency response planSecurity, St Johns’, Traffic Management and Police notified |  |  |  |  |