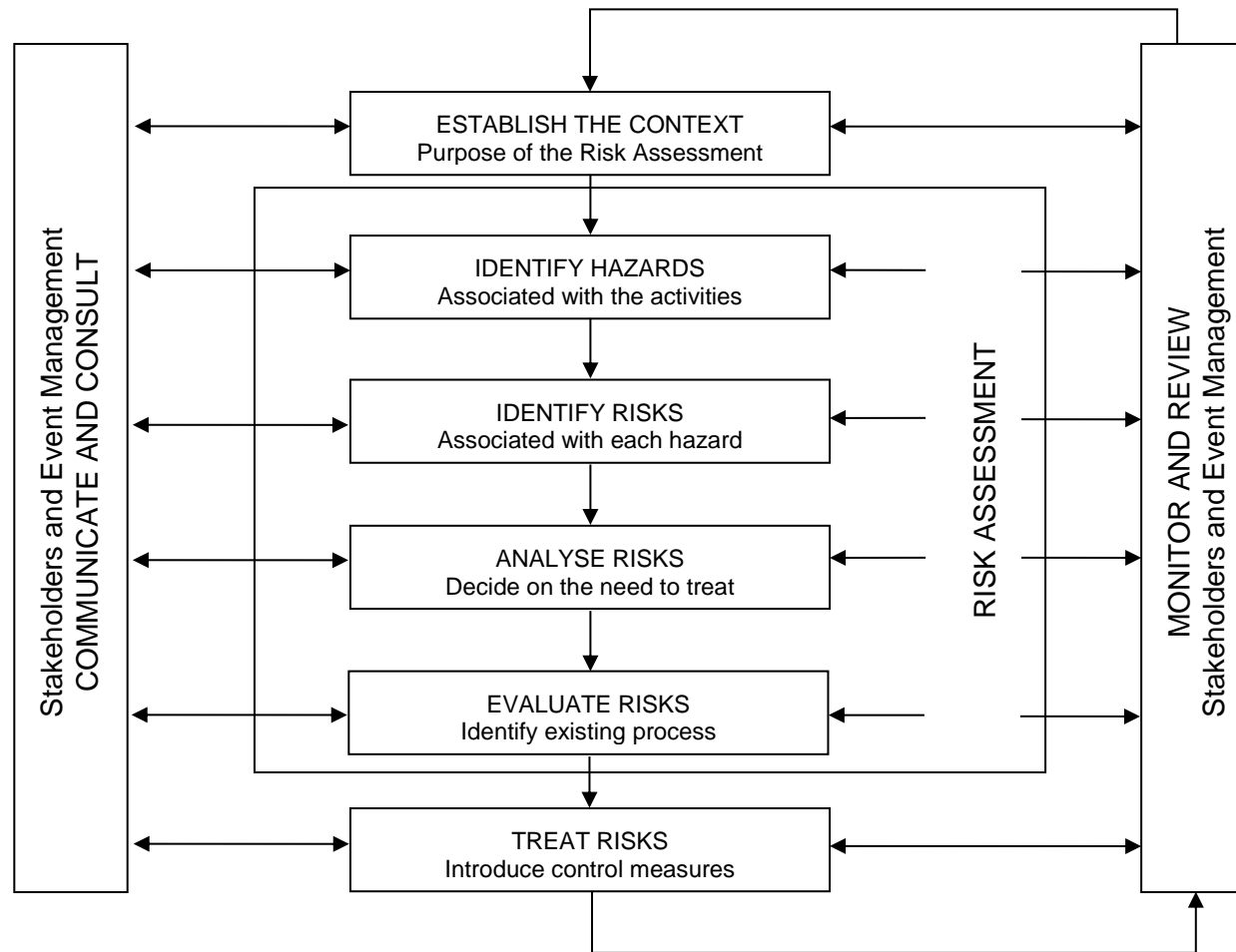


EXAMPLE Risk Assessment

Name and Position of persons who completed this risk assessment:

Date:

Event Risk Management Process – Overview



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

Event staff	First Aid Providers
Patrons	Media (including broadcasters)
Performers	Safety regulators
Ticketing	Contractors/sub-contractors
Community groups	Sponsors
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

PHASES

Pre-event planning
Bump in / pre-event overlay build
Event
Post Event bump out / overlay dismantle & venue reinstatement
Post event debrief

HAZARD TYPES (use this list for brainstorming)

<p>Security</p> <ul style="list-style-type: none"> • 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 	<p>The event</p> <ul style="list-style-type: none"> • Track/activity invasion • Communication equipment • Asset protection • Access controls for volunteers • Entry control <p>Legal</p> <ul style="list-style-type: none"> • Overuse of security powers • Interaction with law enforcement agencies • Lack of legal compliance • Unsolicited acts of violence 	<p>Contractors</p> <ul style="list-style-type: none"> • 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 	<p>Field of play (FOP)/equipment</p> <ul style="list-style-type: none"> • 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
<p>Patrons</p> <ul style="list-style-type: none"> • Patron demographics • Security staff numbers and style appropriate • Inappropriate use of staff • Alcohol • Serial pests • Cultural issues 	<p>Workers</p> <ul style="list-style-type: none"> • 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) 	<p>Vehicle safety</p> <ul style="list-style-type: none"> • 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 	<p>Materials handling</p> <ul style="list-style-type: none"> • 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.)

<p>Plant</p> <ul style="list-style-type: none"> • Training • Certification • Supervision • Maintenance • Isolation/segregation – people • Hand tools • Registered plant, e.g. lifts, escalators and pressure vessels 	<p>Planning</p> <ul style="list-style-type: none"> • Poor interface with stakeholder • Lack of confidentiality of security plans • Possible acts of terrorism • Emergency management • Contingency planning • Surveillance 	<p>Manual handling</p> <ul style="list-style-type: none"> • Excessive weight • Mechanical aids • Suppliers’ packaging • Loading/unloading reefers • Excited volunteers • Carrying • Time lines • Lack of staff • Crowd control – security logistical planning • Training 	<p>Working at height</p> <ul style="list-style-type: none"> • Scissors lifts • Safety harness • Scaffold • Abseiling • Winches • Ladders • Overhead power lines • Edge protection • Camera platforms • Rigging/lighting
<p>Hazardous Substances/ Dangerous Goods</p> <ul style="list-style-type: none"> • Pesticides • Fuel storage • Cleaning products • Water/waste water • Pyrotechnics • Fire arms and ammunition • Asbestos • Inappropriate labelling • Poisons • Acids 	<p>Accessibility</p> <ul style="list-style-type: none"> • Lifts • Ramps • Parking • Public transport • Signage • Access to venues • Egress • Seating 	<p>Slips and trips</p> <ul style="list-style-type: none"> • 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 	<p>Electrical safety</p> <ul style="list-style-type: none"> • 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
<p>Construction</p> <ul style="list-style-type: none"> • 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 	<p>Fire safety</p> <ul style="list-style-type: none"> • 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.

SAMPLE ONLY – HAZARDS, CONTROLS AND RISK RATINGS MUST BE REVIEWED FOR EACH EVENT. DELETE/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
01	Misunderstanding of responsibilities between parties	Safety measures not put in place or conflicting (e.g. supply of electricity, traffic management) A5 Very High	<p>Communicate with all stakeholders via contracts, planning meetings, inductions etc.</p> <p>Define phases of the event and who has control at each phase:</p> <ul style="list-style-type: none"> - Pre-event planning - Bump in / pre-event overlay build - Event - Post Event bump out / overlay dismantle & venue reinstatement - Post event debrief <p>Monitor safety during the event (e.g. inspections, progress meetings, walk the site, security feedback, first aid incidents, weather conditions, crowd behaviour).</p> <p>Include safety requirements in contracts and hire agreements.</p>	E1 Low			
02	Persons unfamiliar with the venue, event or co-workers	Hazards not known Slower reaction in an emergency B4 Very High	<p>Check with venue manager for known hazards and any past incidents.</p> <p>Check with people who have held the event in the past (as applicable) and/or past event debriefs.</p> <p>Communicate safety procedures to all stakeholders, including emergency procedures.</p> <p>Establish coordination / communication systems (e.g. meetings, email/sms groups, names and photos of key people on noticeboards).</p> <p>Provide identifying badges or clothes for workers.</p> <p>Monitor safety during the event (e.g. inspections, progress meetings, walk the site, security feedback, first aid incidents, weather forecast).</p> <p>Include key risks and rules/requirements in contracts and hire agreements.</p> <p>Conduct an event debrief for future use.</p> <p>Conduct training for employees, volunteers and contractors (Induction, Venue specific, Task specific,</p>	E1 Low			

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
			Emergency Procedures).				
03	Interaction with adjacent businesses or events	Traffic management Fire, noise, fumes C4 High	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.				
04	Persons become complacent in bump out phase	Mental and physical fatigue Time pressures to return venue to pre-event state Bump out occurs at same time crowd is exiting Many stakeholders recovering equipment simultaneously No close supervision of contractors and staff No post event penalties for contractors operating in an unsafe manner	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.	E1 Low			

	Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
05	Structures, fences, stacked materials, etc collapsing	Collapse of structures Crushing injury to public or participants	B4 High	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.	E1 Low		Manager Supervisor Staff	
06	Cooking, candles, naked flame, hot surfaces	Burn injury and loss	C2 Medium	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.	E1 Low		Manager Supervisor Staff	

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
07	Slip, Trip, Fall and Knock	B2 Medium	<p>Crowd Managers and staff trained in recognition and prevention.</p> <p>Serious trip and fall hazards identified prior to event and removed or treated to prevent injury.</p> <p>Staff site safety induction.</p> <p>Cables flown overhead where possible.</p> <p>Rubber mats and cable traps over cables.</p> <p>Barriers placed around protruding equipment.</p> <p>Barriers across stage fronts during work phases.</p> <p>Pits fenced during work phases.</p> <p>Changes in height and edges highlighted or barricaded.</p> <p>Slippery surfaces treated or isolated.</p> <p>Additional lighting in dark areas.</p> <p>Spills and etc isolated then cleaned by crews as soon as reported.</p>	E1 Low		Manager Supervisor Staff	
08	Weather	C4 High	<p>Determine extent to which event could be exposed to weather (e.g. if outdoors in bushland setting).</p> <p>Set up electrical equipment so it is not exposed to rain or flooding.</p> <p>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).</p> <p>Monitor weather forecast and determine beforehand action if certain weather events occur or are likely.</p> <p>Provide shelter from sun and rain.</p> <p>Provide drinking water for patrons and workers.</p> <p>Provide weather appropriate clothing for workers.</p> <p>Hold the event at a time that will minimise risk of weather impact .</p> <p>Communicate weather related precautions patrons should consider (e.g. bring a hat, sunburn cream, poncho).</p> <p>Consider selling / providing to patrons at the event.</p>	E1 Low			

Hazard or Source		Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
09	Traffic Management	Impact between pedestrian and vehicle or 2 vehicles	B4 High	Develop traffic management plan. Include: <ul style="list-style-type: none"> - 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 	E1 Low			
10	Crowd Control	Overcrowding Crushing (people pressed against object) Incidents outside event boundaries	B4 High	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.	E1 Low			
11	Alcohol & Illicit Drugs	Intoxication Alcohol served to minors Negative effects including dehydration, potential medical concerns or crowd disturbances or violence	B4 High	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.	E1 Low			

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
12	Live electrical wires or faulty equipment	Electrocution hazard to patrons or performers Unauthorised persons access electrical fittings Contact with overhead wires D4 Medium	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).	E1 Low		Manager Electrician Supervisor Staff	

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
13	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 signs Poor location of fencing or barricades	<p>B5 Very High</p> <p>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.</p> <p>More Information: (e.g. include in contracts that rides must comply with these standards) <i>Australian Standard: Electrical Installations – Shows and Carnivals (AS 3002-2008)</i> <i>Australian Standard: Amusement Rides and Devices – In-service Inspection (AS 3533.3-2003)</i> <i>Australian Standard: Amusement Rides and Devices – Operation and Maintenance (AS 3533.2-2009)</i> <i>Australian Standard: Amusement Rides and Devices – Operation and Maintenance – Logbook (Refer appendix of AS 3533.2-2009)</i> <i>AS 3533.4.1-2007 Amusement rides and devices - Specific requirements - Land-borne inflatable devices</i> <i>AS 3533.4.3-2007 Amusement rides and devices - Specific requirements - Roller coasters</i> <i>AS 3533.4.4-2011 Amusement rides and devices - Specific requirements - Concession go-karts</i></p>	E1 Low			
14	Manual Handling	Sprains, strains, etc	<p>B4 High</p> <p>Minimise movement of material Provide loading/unloading areas as close to final location of material as possible Provide mechanical aides (e.g. forklift, trolley) Provide sufficient people and time to carry out tasks.</p>	E1 Low			

	Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
15	Contact with biological hazards	Clean up body fluids Sharps Insects Dogs / cats Snakes	C4 High	<p>Develop procedures for cleaning up body fluids and provide equipment and training.</p> <p>Provide sharps containers (fixed for patrons as appropriate and portable for workers with tongs and PPE).</p> <p>Provide insect repellent and where practicable screens on windows.</p> <p>Do not approach cats, dogs or other animals. Provide contact numbers for animal handlers.</p> <p>Communicate to patrons rules for animals (e.g. no dogs / dogs on leads only, etc).</p> <p>If animals are part of the event, develop specific procedures.</p> <p>Keep grass mown and exercise caution when accessing infrequently used areas. Provide appropriate footwear and clothing.</p> <p>Manage waste to discourage vermin.</p>	E1 Low			
16	Hazardous Chemicals	Fire / explosion Harm to persons	D5 High	<p>Minimise hazardous chemicals.</p> <p>Ensure pyrotechnics and operators have appropriate licences.</p> <p>Label all chemicals.</p> <p>Keep chemicals away from patrons (e.g. in locked area or area off limits to patrons).</p> <p>Provide MSDS for chemicals.</p> <p>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.</p> <p>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.</p> <p>Place requirements in contracts and hire agreements.</p> <p><i>Refer also LPG cylinders.</i></p>	E1 Low			

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
17	Use of equipment and plant	Injuries due to inappropriate guarding Impact with pedestrians or other plant Noise Fumes Hot surfaces C4 High	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.	E1 Low			
18	Work at height	Impact with power lines Falls of people or objects onto people below C4 High	Identify and communicate locations of overhead wires. Comply with electrical supplier requirements (e.g. no go zones, spotter, etc). Work at ground level where practicable Provide (in order of 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 equipment Separate overhead work from pedestrians Use tool belts, platform kick plates or other methods to prevent objects falling on people. Contracts and hire agreements to include above safety requirements.	E1 Low			

Hazard or Source		Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
19	Trenching & Excavation	Fall into holes Collapse of trench	C4 High	<p>Minimise trenching & excavation.</p> <p>Undertake where possible when others particularly patrons are not present.</p> <p>Restrict access to excavations.</p> <p>Develop contingency plan if there is adverse weather.</p> <p>Comply with regulatory requirements (e.g. refer WorkSafe Victoria Trenching Code of Practice).</p> <p>Contracts and hire agreements to include above safety requirements.</p>	E1 Low			
20	Stress	Physical symptoms such as headaches, stomach aches, shoulder pain Mental distress Trauma Distraction leading to incidents	C4 High	<p>Allocate appropriate resources.</p> <p>Establish an event plan so potential time/resource issues can be identified prior to the event and managed.</p> <p>Clearly communicate responsibilities and accountabilities in job descriptions, work practices, contracts and induction training.</p> <p>Check personnel have appropriate skills and training.</p> <p>Roster to cover out of hours work and meal breaks.</p> <p>Provide facilities for workers (e.g. toilets, meal area, location to lock personal belongings).</p> <p>Establish and implement effective communication processes (e.g. coordination meetings).</p> <p>Establish a system for reporting incidents/issues and responding in a timely manner.</p> <p>Provide counselling after traumatic incidents.</p>				
21	Working in Isolated Area	Susceptible to aggression Time to access assistance may exacerbate any injury	C4 High	<p>Avoid working alone or in an isolated area.</p> <p>During event planning identify potential isolated areas and/or people working alone.</p> <p>Restrict access to isolated areas as relevant.</p> <p>Provide adequate lighting.</p> <p>Provide communication system (e.g. mobile phone and call in procedure).</p> <p>Include workers in isolated areas in emergency plans.</p> <p>Check workers in isolated areas have appropriate skills and experience and do not require constant visual supervision.</p>				

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
22	Venue Management	Lack of agreement Unsatisfactory facilities or services	C4 HIGH	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.				
23	Permits and Approvals	Lack of permission to proceed with event	D5 HIGH	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.				
24	Evacuation areas	Insufficient safe areas / evacuation zones	D4 MED	Site Manager to provide evacuation map to all Volunteers and Council Staff. Sufficient space identified and no infrastructure planned for the space.				
25	Car parking	Inadequate parking space	B3 HIGH	Adequate provision reserved for car parking Car parking managed by experienced external organisation – Rotary Club Gravel in muddy areas – assess during bump in				
26	Talent, performers	Damage to council reputation through rudeness and inappropriate behaviour	D3 MED	Provide performers with arrival information Engage reputable performers				
27	Alcohol	Negative consequences of intoxicated behaviour	A4 VERY HIGH	Reputable Security Company patrolling event for inappropriate behaviour. Liquor in public place permit obtained. Police and council made aware of BYO Patrons 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)				

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
28	Food	Food poisoning. Lack of food available	D2 LOW	Vendors to prove compliance with regulations if required Sufficient qty of vendors sourced			
29	Noise	Disruption from sound of entertainment	E2 LOW	Communicate maximum sound permitted to PA operator, as directed by venue Constant review by Council staff and feedback provided to Sound Engineer.			
30	Signage	Ineffective signage	E1 LOW	Allow sufficient time for planning, proofing and production of signage Use of reputable and certified company for printing and installation All signage is secured and weighted.			
31	Children's Activities/ Workshops	Inappropriate or dangerous activity	D5 HIGH	Activities run by professional organisation/staff Parents informed they must supervise their own children at all times			
32	Children	Lost or missing children	C4 HIGH	ID Wristbands at front entrance Clearly marked Information Tent for lost children Staff and volunteers briefed on lost children response plan Security and staff briefed to identify when children may be in a high risk situation			
33	VIP guests	Negative perception by stakeholders	D2 LOW	Clear communication to guests prior to event – arrival information Staff and volunteers briefed to assist VIPs			
34	People with disabilities	Lack of access to amenities and other event services.	E2 LOW	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.			
35	Staff and Volunteers	Ineffective human resources	E3 MED	Clear job descriptions and event guidelines. Briefing sessions prior to event for all staff. Staff and Volunteer Coordinator onsite.			

Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
36	Communications	Lack of effective communication onsite.	B3 HIGH	Adherence to communication structure onsite Use of two-ways and mobile phones Staff and volunteer briefing prior to event – not to speak to media			
37	Security	Ineffective, unprofessional personnel	D3 MED	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.			
38	Medical	Ineffective, unprofessional personnel or service	D4 MED	Book first aid staff prior to event Egress 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			
39	Event infrastructure	Unstable installation and assembly	E4 MED	Use of reputable and certified company for hire and installation. Ensure adequate set up time for quality testing. On site Meeting prior to event			
40	Marquees & Temporary Structures	Unstable installation and assembly	C3 HIGH	Provide all stallholders with structure guidelines prior to event Ensure sufficient bump-in/out time for structures			
41	Amenities	Insufficient amenities	E3 MED	Supply of sufficient number of toilets for expected number of patrons Clearly signed amenities and information about nearby alternative toilets. Cleaner contracted to clean and maintain toilets. Accessible toilets provided for people with limited mobility.			
42	Small equipment and furniture	Falling or collapsing and causing damage	D2 LOW	All umbrellas and other tall/large equipment and furniture to be adequately weighted and pinned for stability Check weather forecast – high winds			
43	Waste	Insufficient waste disposal provisions	E2 LOW	Adequate qty of bins placed throughout event Dedicated cleaning staff allocated to monitor and clear bins			

Hazard or Source		Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise	Actioned
44	Water	Limited or no access to water	D3 MED	Hydration station in central position amongst vendors (linked to mains) Individual water stations at each vendor				
45	Power	Limited or no access to power	D4 MED	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.				
46	Broken Glass, Litter	Cuts and Abrasions	C2 MED	Dedicated cleaning staff scheduled for event. Sufficient bins available for glass. Appropriate equipment used by competent cleaners for disposal of glass.				
47	Inappropriately laid cables	Physical Injury	D2 LOW	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.				
48	Vehicles and bicycles onsite	Physical Injury	E3 MED	Vehicle movement onsite procedure Monitored entry point One-way circuit for vehicle movement				
49	Emergency Services	Limited access to/from site	E5 HIGH	Consultation during coordination of event Notification to all emergency services Emergency response plan Security, St Johns', Traffic Management and Police notified				