**Risk Assessment Tool**

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**(s355 WHS Form 005)**

**Committee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event**  **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Date/s:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start/Finish Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Name of organisation holding the event** |  |
| **Location** |  |
| **Crowd Estimate (per day)** |  |
| **Set up and pack down time** |  |
| **Risk assessment date completed** |  |
| **Committee Members present** |  |

**Notes**

UHF Channel to be used during the event:

**Event Coordinator:**  (*name and position)*

**Open Spaces**: Coordinator of Recreation Facilities (RCF) Tel: (02) 6730 2440

**Work Health and Safety:** WHS Coordinator (WHSC) Tel: (02) 6730 2305 Mob: 0429 898 988

**Risk Management:** Manager of Governance, Risk and Corporate Planning (MGRCP) Tel: (02) 6730 2319

**7.1 Risk Assessment Guide**

This template is designed to guide Community Committees of Council and event managers as they identify, assess, evaluate and treat risks they identify while performing their duties.

As an ‘event organiser’ you will need to manage risk to ensure the safety of the event/function for attendees, volunteers and the public.

**How to complete your Event’s Risk Assessment**

**Step 1: Event Overview**

Please use the Risk Assessment tools to complete the Risk Assessment Table. Complete an Event Overview to establish the context of the event and add it to your Event Plan. Remember that events are often evolving and growing and an overview for this year’s event may vary to previous events.

**Step 2: Identifying the Hazards**

Use your Event Plan as a prompt to list all the hazards associated with the event that may expose people to injury, illness or disease, or put your organisation at risk. There will be hazards associated to each event element identified. List these in the Hazards column of the Risk Assessment Table.

**Step 3: Identifying the Risks**

The consequence of a hazard is a risk. Think about what risks might occur if the hazard is not properly managed. When considering if a hazard could become a risk, consider “If this hazard isn’t addressed, there is a risk that…”

List these in the risks column of the Risk Assessment Table. Refer to the Risk Register library at the end of these guidelines to help you consider relevant risks that could be related to your event.

**Step 4: What controls are already in place?**

Think about what controls are already in place and ensure that they are listed in the existing controls column of the Risk Assessment table and add any additional controls that will assist in mitigating the risk that you can think of in the additional controls’ column.

**Step 5: Analysing Risks**

Analysis is necessary to determine just how significant the risk may be. Think about how likely is it that people could be exposed to the hazard and if they were, what would be the consequence.

**Likelihood Scale**

List the rating in the **Likelihood** column of the Risk Assessment Table.

**Consequence Scale**

List the consequence rating in the **Consequence** column of the Risk Assessment Table Template.

**Step 6: Evaluate Risks**

The purpose of evaluating risks is to determine which risks need further treatment and in what priority order.

**Establish a risk rating for each hazard by lining up the likelihood and consequence on the below table.**

|  |  |
| --- | --- |
| **Likelihood** | **Consequence** |
| **Insignificant**  | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost Certain** | **Medium** | **High** | **High** | **Extreme** | **Extreme** |
| **Likely** | **Low** | **Medium** | **High** | **High** | **Extreme** |
| **Possible** | **Low** | **Medium** | **Medium** | **High** | **High** |
| **Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **Rare** | **Low** | **Low** | **Low** | **Low** | **Medium** |

|  |  |  |
| --- | --- | --- |
| **EXTREME** | Immediate action required  | Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable. |
| **HIGH** | Risk Control Measures required  | Risk Control Measures are required to reduce to as low as reasonably practicable. |
| **MEDIUM** | Review Risk Assessment  | Review Risk Assessment to ensure control measures to reduce risk to as low as reasonably practicable. |
| **LOW** | Manage Risk  | Manage Risk by implementing routine procedures and monitoring. |

The risk rating – extreme, high, moderate, low will need to be listed in the **Risk Rating** column of the Risk Assessment Table.

All risks with an initial rating of “Extreme” or “High” will require additional controls. Moderate and low risks may be excluded from the implementation of additional controls at the Event Organiser’s discretion. However, the rationale for not implementing additional controls for these risks should be documented to demonstrate the completeness of evaluation undertaken.

**Additional Control, if required:**

Think about what additional practical things you can do to eliminate or reduce the likelihood of the risk occurring. List the additional controls in the **Additional Controls** column**,** of the Risk Assessment Table Template **if required**.

**Step 7: Treat Risks, Monitor and Supervise**

Risk Treatment options are:

|  |  |
| --- | --- |
| **DECISION** | **Example** |
| **Remove or avoid the risk**  | The Event Organiser is not satisfied with the safety controls of a children’s ride so decides to remove the ride from the event.  |
| **Retain or accept the risk**  | The Event Organiser could accept a children’s ride on the basis that additional controls were put in place. |
| **Treat the risk**  | Apply controls over children’s ride to reduce the likelihood and/or consequences of the risk event occurring. |
| **Transfer or share the risk**  | Share the responsibility with another party such as an insurer/contractor who shares the loss if the risk event were to occur.  |
| **Increase the risk**  | Consciously take on risk to pursue an opportunity and achieve desired outcomes, understanding the risks involved. |

**The following tables are generic and careful consideration should be given to their suitability for the specific risk profile being assessed.**

Determine the Risk Level for each identified risk and enter it in the table below.

**Responsible to Monitor/Supervise** should then be completed to indicate the person responsible for ensuring the controls are implemented.

**Example Risk Assessment Table**

| **Hazard** | **Risks**(There is a risk that…) | **Inherent Risk Rating** | **Existing Controls** | **Likelihood** | **Consequence** | **Risk Rating** | **Additional Controls**(if required) | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Temporary Infrastructure** | Erection of temporary marquee causes an injury to a contractor or member of the public. | **Extreme** | Treat the hazard by cordoning / separating off the area with bollards and hazard tape during construction. Site supervisor/s to monitor the area and ensure that the public are not entering the workspace.Contractors to abide by construction regulations and work in accordance with their Safe Working Method Statements.Ensure enough weighting is applied to prevent wind damage / instability. | Unlikely | Major | **High** |  | Site SupervisorContractor |
| **Vehicles on site** | Delivery vehicles occupying a footpath to unload equipment and the public walking onto the roadway. | **High** | Treat the hazard by reserving a parking bay close to the site or by creating an alternate pedestrian path using bollards and signage. | Possible | Moderate | **Medium** |  | Site Supervisor |
| **Vehicles and Pedestrians** | Vehicles driving on public areas causing damage to the site or a collision with a person. | **High** | There may be a requirement for traffic control in certain circumstances (on or adjacent to a public road) carried out by trained/certified person/s.Treat this hazard by advising the contractors that they will be met on site by the supervisor, and that they are to drive at walking pace with their hazard lights on.Delivery schedule developed and communicated to contractors. Vehicle path designated with traffic cone and signage.Use of spotters for all vehicles. | Possible | Moderate | **Medium** |  | Site Supervisor |
| **Use of portable Electricity** | Power source is overloaded and fails.Unsafe leads or damaged leads causing electrocution / electric shock of people (workers or patrons) | **High** | Treat the hazard by engaging a licensed electrician to provide and make changes to the power supply.Treat (in advance) and ensure that power requirements are identified in the planning phase, adequate supply is provided, and that vendors / contractors have been pre-advised that all leads, and equipment must be tested and tagged.Treat by ensuring electrical equipment is placed out of public access areas, and leads are protected from weather. | Rare | Major | **Medium** | Emergency Management Procedures | Event OrganiserContractor (Electrician) |

**Risk Assessment Table Template**

**Determine the Risk Level for each identified risk and enter it in the table below -***use the sample risk, hazard, and control/s below as a guide* and add extras as needed. The Existing Controls column is providing examples that may / should be implemented if the risk exists (please delete as applicable). The additional controls can be added after review/s and/or consultation discovers further controls.

Note: All risk responsibilities must be delegated appropriately and reviewed.

| ***HAZARD*** | ***RISKS*** | ***INHERENT RISK RATING*** | ***EXISITING CONTROLS*** | ***LIKELIHOOD*** | ***CONSEQUENCE*** | ***RESIDUAL RISK RATING*** | ***ADDITIONAL CONTROLS (if required)*** | ***RESPONSIBILITY*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***SAMPLE HAZARD***  | ***Committee members and volunteers fail to sign on or off during working bees or the event***  | ***M*** | ***At every pre work toolbox meeting, remind participants to use the sign on/off register.***  | ***Rare*** | ***Minor*** | ***L*** |  | ***Committee member to ensure sign on/off by participants***  |
| **Committee Working Bees**  |   |  |   |  |  |  |  |   |
| Toolbox Meetings   | Committee members and volunteers unaware of potential hazards at the beginning of the work period.  |  | ALL committee members present shall participate in prework toolbox meeting and use sign on/off register.  |  |  |  |  |   |
| Electrical Cords    | Injury to persons.Power failure.  |  | Power outlets to be checked by an electrician prior to the event. All cords to be tagged in accordance with AS 3760:2001.  Suspend cords where practicable 2,400mm above ground level.  |  |  |  |  |   |
| Weather extremes  | Cold / heat induced illness for participants with inappropriate clothing. Dehydration, Hypothermia / Hyperthermia.  |  | Site induction highlighting possible risk to committee and volunteers. Adequate water available for participants. Sunscreen to be available for participants. Weather conditions to be monitored for changes i.e., snow, sleet, hail.  |  |  |  |  |   |
| At the end of the day  | Potential non-identification of risks. Consumption of alcohol.  |  | Debrief committee members and volunteers if any issues have arisen during the working bee. Alcohol consumption is not permitted during the working bee. |  |  |  |  |   |
| (additional hazards) |  |  |  |  |  |  |  |  |
| **Weather on the day**  |   |   |   |  |  |   |  |   |
| Wind / storm  | Bodily injury from flying debris / falling objects to participants, volunteers, the public and committee.   |   | Committee to monitor the weather. Evacuation of structures in appropriate sequence for conditions.   |  |  |   |  |   |
|  Dust    | Poor vision, breathing difficulties, equipment failure, spectator and participant discomfort.   |   | Water Cart (as required) watering of dust areas. Evacuation / cancellation if at severe hazard levels. |  |  |   |  |   |
| Rain / Sleet / Snow / Hail  | Slippery surfaces. Injury from hail stones to property and person. |   | Make participants aware of slippery areas if needed with signage and/or verbal instruction.Direct everyone to shelter in advent of hail. |  |  |   |  |   |
| Fire   | Burn injury and loss of life.  |   | Committee aware of access points for emergency services. Evacuation procedures specific to the ground. |  |  |   |  |   |
| Fire Ban  | Potential losses for event.   |   | Committee to have an alternate plan in place for any events requiring fire.Advise all vendors / acts of the ban.  |  |  |   |  |   |
| (additional hazards) |  |  |  |  |  |  |  |  |
| **Emergencies on the day** |   |   |   |  |  |  |  |  |
| External Emergency   | Potential injury to public, volunteers and committee members.   |   | Establish contact with Emergency Services and liaise prior to the event. Ensure adequate communication systems are in place.  |  |  |  |  |  |
| Medical emergency   | Potential injury, medical emergency (heart attack, diabetic incident) to participants, volunteers, the public and committee, vehicles unable to access ground due to crowd or vehicles.  |   | First Aid staff on ground and in contact with committee members.  Emergency services (Ambulance) to be advised of the best access to the ground at time of incident.  |  |  |  |  |  |
| Fire Emergency   | Potential grass fire due to weather conditions.   |   | Committee to notify NSW Fire Brigade – Glen Innes station for fire permit prior to the event.  |  |  |  |   |  |
| (additional hazards) |  |  |  |  |  |  |  |  |
| **Setting Up / Pack Up**  |   |   |   |  |  |   |   |  |
| Designated set up and pack up time  | Moving large objects, equipment, among spectators.   |   | Pre event briefing for volunteers.   |  |  |   |   |  |
| Erection of temporary structures / fencing  | Impaling injury from star pickets.   |   | Placement of plastic protective covers on top of all star-pickets, where used.   |  |  |   |   |  |
| Ground surface   | Injury to spectators and participants.  |   | Fill potholes and level ground surfaces where required.  |  |  |   |   |  |
| Plant and Equipment   | Injury to committee, volunteers, public, participants by moving plant.  |   | Appropriately licensed drivers used to operate plant. Public kept clear of site during plant use.   |  |  |  |  |  |
| Vehicles travelling within the grounds   | Injury to committee, volunteers, public, and participants.   |   | Public parking kept separate from spectators.NO unsupervised traffic in public areas.  |  |  |  |  |  |
| (additional hazards) |  |  |  |  |  |  |  |  |
| **Infrastructure** |   |   |   |  |  |   |   |  |
| Night lighting   | Injury to committee, volunteers, spectators, participants.   |   | Lighting in toilet blocks.   |  |  |   |   |  |
| Toilet blockage   | Inconvenience to committee, volunteers, public, and participants.Potential health risk.  |   | Committee members to liaise with Council staff to unblock system as required. Plumber available if required.  |  |  |   |   |  |
| Broken water lines   | Inconvenience to committee, volunteers, public, and participants. Flooding.  Lack of water for event and catering.  |   | Committee aware of who to contact within Council.  Council staff to be aware of water points and where to turn off and if fittings are available for repairs, plumber available if required.  |  |  |   |   |  |
| Slip, trip, fall, knock   | Bodily injury to committee, volunteers, public, participants.    |   | Serious trip and fall hazards identified and protected. Any holes to be identified in event areas and filled BEFORE commencement of event.  |  |  |  |  |  |
| Noise   | Noise causing aggravation.   |   | If a PA system is to be used, the Announcer to prevent excessive noise on PA.Regular sound checks to be made.  |  |  |  |  |  |
| Parking   | Risk to public moving through parking area.  |   | Parking to be under the control of designated committee members.  |  |  |  |  |  |
| Electrical Cords    | Injury to persons – power failure.   |   | Power outlets to be checked by electrician prior to event. All cords to be tagged in accordance with AS 3760:2001.  Cords are to be suspended where practicable 2,400mm above ground.   |  |  |  |  |  |
| (additional hazards) |  |  |  |  |  |  |  |  |
| **On the day / evening**  |   |   |   |  |  |   |   |
| Gate attendants if used  | Potential injury from vehicles not seeing attendants.   |   | Gate attendants to wear high visibility vests while on gate duty.   |  |  |   |   |  |
| Lost Children  | Trauma to those directly involved.  |   | Check point at the event i.e., information table / tent.Announcement on the PA system.  |  |  |   |   |  |
| Fire Cauldrons   | Potential burns at cauldron ignition. Use of inappropriate fuel. Burns to cauldron attendees. Fire ban.      |   | Fire Permit to be obtained for the event from NSW Fire Brigades (local Station). Cauldron lighter to have been inducted in the potential issues with the use of fire in the cauldron by NSW Rural Fire Service or NSW Fire Brigade. Clearance from NSW Fire Brigade Local Station Officer on the type of fuel appropriate for the cauldron and fire ban status. Attendees of the cauldron to stand down wind of the flames to avoid potential burns.  One (1) cauldron only to be used.    |  |  |   |   |  |
| (additional hazards) |  |  |  |  |  |  |  |  |
| **Catering**  |   |   |   |  |  |   |   |  |
| Caterers become ill or unable to attend event   | Event staffing inadequate.   |   | ALL catering staff have a backup person that can take over. Additional staff on call.   |  |  |   |   |  |
| Electrical Cords    | Injury to persons – power failure.   |   | Power outlets – to be checked by electrician prior to event. All cords to be tagged in accordance with AS 3760:2001.   |  |  |   |   |  |
| Catering at event   | Food poisoning.  Lack of food.  Long waiting periods for food.     |   | Caterers to receive appropriate food handling training. Adequate staffing to handle expected numbers. Clear ways to catering areas.   |  |  |   |   |  |
| Bring your own Alcohol    | Potential injury to public, volunteers, participants, committee members.  |   | Committee to inform participants of responsible consumption of alcohol. Police briefed on potential risk.    |  |  |  |  |  |
| Drunk or rowdy behaviour   | Potential injury to public, volunteers, participants, committee members.  |   | Police briefed on potential risk.  Event designed to minimise potential attractions for such activity.  |  |  |  |  |  |
| Broken glass, litter etc  | Potential cuts and lacerations to hands and feet of volunteers, public, participants.   |   | Eliminate the use of glass where possible and practical. Committee members to arrange litter runs on regular basis with Council staff.  |  |  |  |  |  |
| (additional hazards) |  |  |  |  |  |  |  |  |
| **Media and****Sponsorship**  |   |   |   |  |  |   |   |  |
| No media coverage for the event   | No participants / spectators to the event.  |   | Committee member to be liaison person with the media (local paper) to ensure event promotion occurs.   |  |  |   |   |  |
| Press and media arrival on grounds   | Unable to find venue. Entering unsafe areas.Taking poor photos.   |   | Committee to liaise with press BEFORE the event. Committee to accompany in event areas.  |  |  |   |   |  |
| Sponsors   | Advertising or signage dissatisfaction. Unhappy with coverage or detail on the day. Sponsorship withdrawal.   |   | Good communication well in advance to avoid misunderstanding of sponsor requirements. ALL signage and advertising to be approved before event. List of sponsor’s names supplied to announcer.  |  |  |   |   |  |
| Negative publicity   | Reputation damage to event.  |   | Committee member appointed to liaise with media.   |  |  |  |  |  |
| (additional hazards) |  |  |  |  |  |  |  |  |
| **Committee**  |   |   |   |  |  |   |   |  |
| Committee members become ill or unable to attend event   | Co-ordination of event becomes disrupted.  |   | Alternate person appointed prior to event if practicable. Contingency in place if this occurs on the day.  |  |  |   |   |  |
| Event debriefs      | Not being debriefed within a reasonable time after completion of the event. Not covering essentials in debrief like complaints / improvements, risk management, incidents, successes etc. |   | Event debrief within two (2) weeks of the close of the event. Begin planning for next year’s event. To have clear guidelines for the next event. Create a framework for reviews that include risk management, incidents, successes, complaints / improvements etc. |  |  |   |   |  |
| Resignation of a key committee member     | Failure of future events.   |   | If this is a likely occurrence the committee are to be fully aware of the event and its processes so the event can continue with seamless change to the event. All events to have a procedure written to be followed.  |  |  |   |   |  |
| (add additional hazards) |  |  |  |  |  |  |  |

**OTHER RISKS (left clear for your use with other risks or hazards as identified)**

| ***HAZARD*** | ***RISKS*** | ***INHERENT RISK RATING*** | ***EXISITING CONTROLS*** | ***LIKELIHOOD*** | ***CONSEQUENCE*** | ***RESIDUAL RISK RATING*** | ***ADDITIONAL CONTROLS (if required)*** | ***RESPONSIBILITY*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Committee*** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Risk Register Library**

The following table contains some examples of risks you may encounter because of organising your event. This list is not exhaustive and will depend upon the type and duration of the event.

Populate the risk assessment table with relevant risks and corresponding controls and treatments.

| **No.**  | **Risk**  |
| --- | --- |
| 1  | There is a risk that patrons under the influence of alcohol may lead to unruly crowds and/or drunkenness.  |
| 2  | There is a risk that poor electrical wiring ignites a fire or presents a risk of electrocution to event attendees.  |
| 3  | There is a risk that a fire may burn in a nearby location outside of event precinct but may impact the safe delivery of the event.  |
| 4  | There is a risk that excessively high temperatures could cause severe heat related issues for attendees.  |
| 6  | There is a risk that there are insufficient / ineffective resources (internal to event(s)) to respond to emergency situations.  |
| 7  | There is a risk of poor event specific command and control structure.  |
| 8  | There is a risk that crowd evacuation causes injury/panic (as related to Event precinct).  |
| 9  | There is a risk of the first attack (fire response) failing by Area Wardens (Marshalls).  |
| 10  | There is a risk that emergency vehicles will not be able to access the event site.  |
| 11  | There is a risk that patrons wishing to attend the event are exposed to vehicles and roadways (external to the precinct).  |
| 12  | There is a risk of food poisoning from food outlets engaged for the event period.  |
| 13  | There is a risk that contractors, suppliers, exhibitors, staff and patrons are exposed to an unacceptable level of risk to their health and safety during the build, event and dismantle phases.  |
| 14  | There is a risk that an emergency arises requiring an immediate response impacting on event resources.  |
| 15  | There is a risk that high winds on site will cause infrastructure stability issues and expose people to a risk to their health and safety.  |
| 17  | There is a risk of extreme weather impacts to the bump in/out and/or event. |
| 18  | There is a risk that there will be inadequate amenities for the site.  |
| 19  | There is a risk of a lost child or adult occurring.  |
| 20  | There is a risk of a security issue occurring at the event.  |
| 21  | There is a risk of temporary structures falling.  |
| 22  | There is a risk that installations may involve an element / activity that is potentially unsafe to spectators.  |
| 23  | There is a risk of patrons attending the event being exposed to vehicular impacts adjacent to or inside the overall event precinct.  |
| 24  | There is a risk of a Medical Emergency occurring during the event.  |
| 25  | There is a risk of a gas leak.  |
| 26  | There is a risk of a chemical or biological hazard.  |
| 30  | There is a risk of assault or armed robbery occurring.  |
| 33  | There is a risk that noise created by the event may exceed acceptable levels.  |
| 36  | There is a risk that some activities may involve an element / activity that is potentially unsafe to spectators, such as fireworks being discharge.  |
| 37  | There is a risk that the pyrotechnic display at the event will result in an uncontrolled fire, explosion near people, or dangerous occurrence. |