# Event Safety Risk Assessment

1. Event activity or task involved in event
2. Identify the hazard and who/what might be harmed (add more rows if needed).
3. Evaluate the risk/s
4. Control the risk/s using the hierarchy of controls and risk level with control
5. Record and implement your control measures

| Event Name: | | Location: | | Date of Assessment: | |
|---|---|---|---|---|---|
| Assessment completed by: | | Event Coordinator: | | | |
| Signature: | | Reviewed by and date: | | | |

| Step 1 – Event Activity | Step 2 – Identify Hazards | Step 3 – Evaluate the risk | Step 4 - Control the risk | | Step 5 - Implementation | | |
|---|---|---|---|---|---|---|---|
| Activity or task involved in the event | Identify the hazard and describe how it could cause harm | Risk level without controls | Controls required, using the hierarchy of controls | Risk level with controls | Person responsible | Due Date | Date Completed |
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## Risk Matrix

| Risk Matrix | Consequences | | | | |
|---|---|---|---|---|---|
| | **Negligible** No injuries or not requiring first aid | **Minor** First aid needed | **Moderate** Medical treatment | **Major** Serious injury | **Severe** Death or permanent disability |
| **Certain to occur** Expected to occur in most circumstances | Medium | High | High | Extreme | Extreme |
| **Very Likely** Will probably occur in most circumstances | Medium | Medium | High | Extreme | Extreme |
| **Possible** May occur occasionally | Low | Medium | Medium | High | Extreme |
| **Unlikely** Could happen at some time | Low | Low | Medium | Medium | High |
| **Rare** May happen only in exceptional circumstances | Low | Low | Low | Medium | High |

(Likelihood — row axis label)

To use the Risk Matrix to estimate a Risk Rating:

1. Estimate the most likely potential severity of the consequences
2. Estimate the likelihood that the hazard could cause that consequence
3. Find the cell of the matrix where the row corresponding with the likelihood intersects with the column corresponding to the consequence, read the risk level written in that cell, and record it in the Risk Rating column.
4. Ensure all risks are controlled as per the below Risk Tolerance table.

| Current Risk Level | Risk Tolerance | Risk Review Period |
|---|---|---|
| Extreme | *Immediate action required – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable, using level 1 or 2 controls* | *N/A* |
| High | *Activity may proceed if a SWMS or SWI/ SOP is in place, however further risk control measures must be considered for future work, in order to reduce risks to as low as reasonably practicable* | *1 year* |
| Medium | *Further risk control measures should be considered, in order to reduce risk to as low as reasonably practicable* | *2 years* |
| Low | *Maintain effectiveness of current controls* | *2 years* |

# Examples of Event Hazards

## Security

Bomb threats

Cash handling

Crowd safety

## People

Security workers numbers

Patron demographics

Inappropriate use of workers

Alcohol and drugs

Child protection

Public safety

Training/induction

Lack of relevant certification/licence

Background checks of workers

## Plant

Training

Certification

Supervision

Maintenance

Isolation/segregation – people

## Hazardous Substances/ Dangerous Goods

Fuel storage

Cleaning products

Water/waste water

Pyrotechnics

Fire arms and ammunition

Inappropriate labelling

Poisons

## The event

Communication equipment

Asset protection

Entry control

## Planning

Risk specific plans

Safe Work notification re fireworks

Possible acts of terrorism

Emergency management

Contingency planning

## Accessibility

Ramps

Disabled parking

Public transport

Signage

Access to venues

Egress

Seating

Disabled facilities

## Materials handling

Mechanical handling

Food handling

Furniture fixture and equipment

Transport between venues/ locations/storage

Excess weight and height

Condition of terrain

## Contractors

Co-ordinating contractors

Communication

Legal compliance

Job safety analysis

Training

Accreditation

Contracts

## 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

Inappropriate use of paths

Accessibility during emergency management

Loading operations – docks and people

## Workers

First aid

Food preparation

Fatigue

Conditions – excessive heat/cold

Competency/suitability

Violence/bullying

Welfare-breaks, sunscreen, etc

Cultural issues

Transport

### Working at height

Safety harness

Scaffold

Winches

Ladders

Overhead power lines

Edge protection

Camera platforms

Rigging/lighting

### Slips and trips

Electrical cables

Uneven ground, loose surfaces

Weather

Flooring design/surfaces

Design of barriers

Lighting

Spilt cooking oil and food

Queuing systems

Edge protection

Climbing for vantage points

Inappropriate footwear

### Electrical safety

Qualification of contractors

Power supply

Insufficient RCDs

Overloading systems

Temporary switchboards unlocked

Power tools

Faulty insulation

Underground services

Protection of leads

Cables/height/pathways

Location in relation to other equipment

### Construction

Temporary structures

Unauthorised access

Maintaining public access

Plant

Council/building code approval

Electrical safety

Slips/trips

Interface operations

Weather

### Fire safety

Evacuation plans

Fire prevention plan

Dangerous Goods storage

Knowledge and use of equipment

Appropriate firefighting equipment

Obstruction and security of firefighting equipment

Pyrotechnics

Warning and communication system

Fire ban days

### Manual handling

Excessive weight

Mechanical aids

Suppliers' packaging

Handling animals

Unrealistic timeframes

Lack of workers

Crowd control – security

Training

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