Event Risk Assessment Template

Event Name	Event Date

Event Location	Expected number of attendees

Event Start Time	Event Finish Time	Event Coordinator

INSTRUCTIONS

Step 1 Read through the list of potential hazards / risks and for those that are not relevant place 'Not Applicable' in the Risk Rating and Responsible Person columns.

Step 2 Consider any other potential hazards / risks to your event and list these at the bottom of the table and include the controls / actions.

Step 3 Who will be responsible for doing the required actions? Place their name in the Responsible Person column.

Step 4 The Risk Assessment – For all relevant potential hazards / risks, using the matrix consider the likelihood and consequence of the hazard / risk and complete the 'Risk Rating'.

EXAMPLE

Hazards / Risks	Controls / Actions	Risk Rating	Responsible Person
EXAMPLE : Animal nursery causes gastro or other similar infectious disease.	Ensure adequate hand washing facilities close by and that there is adequate signage to encouraging the washing of hands.	Not Applicable	Not Applicable
EXAMPLE: Person contracts food poisoning at the event.	Ensure that all food vendors have submitted the Temporary Notification Form and have been provided with a copy of the Food Safety at Outdoor Events Fact Sheets. Attendees are to bring their own food, the only vendor will be an ice cream vehicle.	Low	John Higgins, Manager

Hazards / Risks	Controls / Actions	Risk Rating	Responsible Person
Slips, trips and falls due to uneven ground or event infrastructure.	Clearly tape off any areas of uneven ground or infrastructure. Ensure that all marquee weights and ropes are clearly visible and that there are no obstructions in pedestrian / public walkways.		
Manual handling injury to staff during the set up and pack down of the event.	Staff are to be supplied with appropriate personal protective equipment such as sack trucks and trolleys for moving heavy equipment. Staff should be aware of correct manual handling techniques and if required are to receive instruction.		
Erection of temporary marquee causes an injury to contractor or member of the public.	Cordon off the area temporarily with bollards and hazard tape and monitor the area to ensure that public are not entering the work space. Contractors are to abide by and work in accordance with SafeWork SA standards.		
Delivery vehicles occupying the footpath to unload equipment causing the public to walk onto the road. Deliveries cause disruption or delay start of the event.	Reserve a parking bay close to the site or create a temporary alternative pedestrian path using bollards and signage. Ensure delivery drivers/contractors are briefed on the event, are aware of expectations, that you have a mobile contact number and clear delivery times are agreed.		
Vehicles driving on public areas / Council land causing damage to the site or a collision with a person.	Advise and meet contractors on site and ensure they drive at a walking pace with hazards lights on. Develop and communicate a delivery schedule with contractors. Determine the best place for a vehicle path and visually sight this with witches hats, tape, bollards. If the vehicle / goods are heavy consider using rubber matting, ply boards or terra track to assist in the deposit of heavy equipment.		
Overcrowding of site due to higher attendance than anticipated.	Ensure that security staff are briefed to monitor crowd numbers and prevent people from entering the event site if it is deemed as overcrowded. Bunting / hazard tape should be on hand to use as a temporary barrier and if possible consideration could be given to closing off entry points.		
Power source is overloaded and fails. Unsafe electrical leads or damaged leads causing electrocution, fire or damage to equipment.	Use a licensed electrician to ensure that all legislative requirements are met during site set up and during the event. Ensure that power requirements are considered during the planning phase and that vendors / contractors have been pre advised that all leads and equipment must be tested and tagged.		

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Gas bottle leak or explosion.	Advise contractors and vendors of the SafeWork SA standards for the storage and handling of LP Gas. Undertake a site / event inspection.		
Member of the public is injured by accessing / climbing on equipment such as machinery or generators.	Make these areas inaccessible to the public by using barriers, hazard tape, bollards and warning signs to notify the public of the dangers. Keep any equipment locked.		
Noise complaints.	Do a pre assessment of what could generate noise and have an action plan on what to do if there is a complaint with relates to the Environmental Protection Act.		
Bins are overflowing and litter is on the ground, or insufficient bins are provided or not appropriately located.	Consider waste management as part of the planning phrase, consider the number of bins required, location of bins and frequency of emptying. Consider the need to hire contractors to undertake this or have allocated staff.		
There are not enough public toilets causing queues and complaints.	Consider the number of toilets required and available based on expected number of attendees at the planning phase.		
Public or staff receive sunburn, heat stroke or dehydration.	Consider extreme weather, develop a plan and an alternative contingency plan such as indoor location. Provide free sunscreen and ensure sufficient shade is available. Monitor temperatures. Do a pre event assessment of the amount of free drinking water available on or close to the site. Consider hiring a drinking fountain or water supply, give bottled water away for free or ensure sufficient vendors will sell bottled water and will have adequate supplies.		
Temporary infrastructure including marquees, stages and inflatable rides do not meet safety needs or become unstable in adverse weather (such as high winds) with the possibility of injury.	Ensure that all light weight equipment is adequately weighted or harnessed. Check with providers or that providers (if installing) have adequately weighted the equipment in accordance with SafeWork SA guidelines. Temporary infrastructure should meet safety standards such as handrails or steps. Suppliers / contractors should be able to provide required certificates and insurances. Check the wind speed prior to the event and during the event.		
Animal nursery causes gastro or other similar infectious disease.	Ensure that the contractor has provided (and if not event organiser to provide) adequate hand washing facilities close by and that there is adequate signage encouraging the washing of hands.		

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A mechanical ride causes a person to be injured	Ensure that contractors can provide the required certificates and insurances. Shut down any rides deemed unsafe and do not permit operation of any rides without sighting relevant documentation.		
Person contracts food poisoning at the event	Ensure that all food vendors have submitted the Temporary Notification Form and have been provided with a copy of the Food Safety at Outdoor events Fact Sheets.		
Child, dependant or aged person is separated from their guardian or carer	Set up a meeting point with clear signage. Have a plan on what to do should a person be reported as missing.		
Crowd crush injury during emergency site evacuation	Develop and communicate an Emergency and Evacuation Plan.		
Person on site receives an injury	Ensure there are adequate qualified first aiders on site at all times during the event. Identify an emergency vehicle path access path and ensure it stays clear of all equipment, infrastructure and objects during the event.		
Fire on site causes damage to equipment / harm to attendees	Ensure that there are adequate and appropriate firefighting equipment on site and that staff are trained to use them. Identify an emergency vehicle access path and ensure it stays clear of all equipment, infrastructure and objects during the event.		
Inappropriate behaviour from intoxicated person	Determine whether the event is to be alcohol free. If alcohol is to be sold ensure security have responsible service of alcohol licences and that requirements of any sale of alcohol licence conditions are met prior to the event.		

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