



EVENT RISK ASSESSMENT

FOR SMALL TO MEDIUM SIZED COMMUNITY EVENTS

(Where Council is the venue owner, but not a participant or the event organiser)

Please complete this document and provide to Council at least 3 weeks prior to your event.

EVENT RISK ASSESSMENT

Introduction

Council has an obligation to provide a safe and healthy environment for all visitors who attend our facilities for events. Safety at events is the responsibility of the individual or group organising the event, and requires a risk management approach to be applied. This risk assessment document is designed to help event organisers identify hazards and risks associated with their event, and to identify suitable controls to address those hazards and risks. Event organisers may also need to complete further documentation such as licence agreements, before the event can proceed.

Risk Management

Is About

Ensuring safety

Balancing benefits and risks with a focus on reducing real risks

Enabling innovation and learning

Ensuring that those who create risks manage them responsibly

Enabling individuals to understand that as well as the right to protection they also have to exercise responsibility

Is Not About

Creating a totally risk free environment

Creating piles of paperwork

Scaring people by exaggerating or publicising trivial risks

Stopping important recreational and learning activities where the risk are managed

Reducing protection of people from risks that cause real harm and suffering

EVENT SUMMARY

What is the name of the event?

Who owns the Venue?

What is the Address:

The event will run from this date

to this date

Duration of event (number of hours)

Who is organising the event?

What type of event is it?

Who is the target audience? 18 years of age and over
12 - 18 years of age
Under 12 years of age

What are the estimated patron numbers?

Is the general public invited to attend?

Will official invites or ticketing be used?

Will patrons be charged to attend?

 If so how much per head?

Will alcohol be sold at the event?

Will food be sold at the event?

Details of main point of contact representing your organisation Name

Email

Work phone

Mobile

Who is the person completing this risk assessment?

Name	
Email	
Work Phone	Mobile

EMERGENCY CONTACT LISTS

Service	Phone Number
Ambulance	000
Police	000
Electricity Provider	
Fire Service	000
State Emergency Service	132 500
Narromine Shire Council	6889 9999

KEY EVENT CONTACTS

Name	Role	Responsibility	Contact Details
	Event Manager	Overall responsibility for event	
	Health & Safety	Risk assessments, legal compliance, fire points, site inspections	

SAFETY CHECKLIST FOR EVENTS

Hazards	Applies/ Checked	Additional Actions Required
1. Event Access		
Entry/exit areas are clear and accessible		
Adequate emergency entry/exits points for emergency services		
2. Traffic Flow		
Clearly defined areas/paths for traffic - separated from pedestrian traffic		
Provision of safe passage for emergency vehicles through pedestrian traffic		
Controlled traffic flow and adequate signage provided		
Traffic management staff/volunteers wear high visibility vests		
Adequate parking areas for expected vehicle numbers attending event		
Adequate parking supervision		
3. Amenities		
Adequate toilets and hand washing facilities		
Availability of drinking water for staff and attendees		
Adequate facilities for food catering preparation and clean up		
Adequate shade from sun		
Adequate number of waste bins organised		
Removal of waste during/after event		
4. Event Signage		
Adequate signage for entries, exits, toilet facilities, waste bins etc		
Adequate signage for hazardous/restricted areas		
Clearly signed first aid facilities and fire extinguisher locations		

Hazards	Applies/ Checked	Additional Actions Required
5. Event Emergency Procedures		
Emergency response plan documented and in place		
Emergency response personnel trained to carry out plan for event emergency		
Current site maps available to all staff/volunteers, emergency services and other relevant parties		
6. Fire Prevention		
Suitable fire extinguishers/fire blankets in appropriate areas, tested and in date		
All staff/volunteers aware of the fire evacuation procedures for planned event		
Control over the use of flammable liquids LPG i.e. in catering and demonstrations		
7. First Aid		
First aid stations suitably located, clearly signed and accessible		
First aid facilities suitable for type of event		
Effective means of communication provided between event personnel and first aid facilities or personnel		
8. Electrical Power		
No double adaptors or piggy back plugs used		
All portable electrical equipment including power leads, power boards have been inspected, tested and tagged		
Adequate protection of public from electric shock and trip hazards		
All electrical leads and electrical equipment placed in safe locations		
All leads, plugs etc are protected from weather, water or other liquids		

Hazards	Applies/ Checked	Additional Actions Required
Generators if used are placed in a safe location and are fenced from public		
9. Permits, Licensing and Registrations		
Fireworks - no fireworks will be permitted unless special permission sought from Council and approval provided by SafeWork NSW		
Alcohol - liquor licence application made if selling alcohol		
What non alcohol options made available to attendees		
Food - adequate hand washing stations		
High risk foods stored below 5 degrees C		
Cooked food kept above 60 degrees C		
Tongs and disposable gloves used when handling food		
Police advised of event		
Emergency Services advised of event		
10. Marquees, Vans and Other Temporary Structures		
Marquees, tents, food vans or other structures are erected/pulled down safely, sited securely and do not encroach on thoroughfares		
11. Noise		
The event will include amplified music, speeches etc - if yes what control measures will be used to minimise disruption to nearby residents		
Residents in close proximity notified of event		
12. Working at Heights		
Permission is obtained from Council to erect banners or other large display items		
Ladders are well maintained and suitable for work undertaken and weight (industrial rated)		

Hazards	Applies/ Checked	Additional Actions Required
Assistance of second person is provided where required (e.g. holding ladder for stability, carrying etc)		
Right type of equipment is used for height access jobs (ladder, cherry picker etc)		
13. Manual Handling		
All staff/volunteers are trained to assess each task and use safe techniques when lifting or carrying		
Loads are delivered as close as possible to area using vehicle or mechanical aids		
14. Weather Conditions		
Current BOM information is checked for adverse weather conditions		
Weather conditions are planned for and monitored, e.g. non slip mats, shade, sunscreen, drinking water		
Winds speeds monitored and inflatable structures cease operation when wind speed reaches 40km per hour		
15. Person Protective Equipment (PPE)		
Correct PPE is provided if required (e.g. gloves, aprons, high visibility vests)		
16. Security		
Appropriate levels of security arranged		
Cash handling safety procedures made		
Crowd control measures used		
Adequate lighting provided including car parking areas		

RISK ASSESSMENT - ADDITIONAL EVENT HAZARDS/RISKS

All events require assessment, control and monitoring of risks. When conducting a risk assessment, include the people who are actually involved in undertaking the event.

Identify the Hazards

This is the process of recognising hazards associated with the event and identifying the subsequent risks to those people involved or likely to be exposed. Look for hazards (other than those on the Event Safety Checklist) by considering them in groups (Human, Natural or Built Environment, Activity, Technological/Mechanical).

Risk Assessment

A risk assessment determines the risk and an appropriate rating. Allocating a risk rating ensures event organisers can prioritise risks in order of likely severity to ensure that all risks are dealt with systematically by eliminating or minimising them.

To determine a risk rating consider:

The consequence - what will happen, the extent of harm; and

The likelihood - chances or possibility of it occurring given the current controls in place

Controlling the Risk

Work out which method is to be used to control the risk:

Elimination - remove the hazard entirely through new design or implementing a new process

Substitution - by replacing hazardous materials or methods with less hazardous alternatives

Engineering - by isolating, enclosing or containing the hazard through design improvements

Administrative - by ensuring safe operating procedures are in place and effective training, induction and monitoring is available

PPE - by making sure that appropriate safety equipment such as gloves, hats, sunscreen are available

Remember that additional risks should be assessed during the entire event, from set up to dismantling, not just the event itself.

RISK ASSESSMENT - ADDITIONAL EVENT HAZARDS/RISKS

Risk Assessment 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.
Likelihood	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	Extreme	Extreme
	Unlikely Could happen at some time	Low	Low	Medium	High	High
	Rare May happen only in exceptional circumstances	Low	Low	Medium	Medium	Medium
Risk Level		Recommended Actions				
Extreme		Immediate action required – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable using the hierarchy of controls				
High		Risk control measures required to reduce risks to as low as reasonably practicable using the hierarchy of controls				
Medium		Review risk assessment and ensure control measures to reduce risk to as low as reasonably practicable using the hierarchy of controls				
Low		Manage risks by routine procedures and monitor				

RISK ASSESSMENT - ADDITIONAL EVENT HAZARDS/RISKS

Task/Issue/Hazard	Risk Rating	Control Measure	Person Responsible	Timeframe

ADDITIONAL INFORMATION

Traffic Management

If your event impacts on any road transport, you will need to notify Council and may be required to develop a traffic management plan. This plan will outline your objectives and strategies for managing proposed road closures, as well as the impacts your event might have on other road users. Please contact Council's Infrastructure and Engineering Services Department on 6889 9999 for further information.

Insurance Requirements

Council does hold Casual Hirer's Insurance. This only covers a person or groups of persons (not being a sporting body, club, association, corporation or incorporated body) who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.

All other users must provide to Council a copy of their public liability insurance cover and where necessary must include goods sold/products liability. The recommended minimum indemnity limit is \$20 million. If applicable a copy of Workers Compensation cover must also be provided to Council prior to the event.

Camping

Generally Council does not permit camping on Council property. Should an event organiser require camping, they must seek written permission from Council. Contact Council's Community and Regulatory Services Department on 6889 9999 for further information.

Alcohol

If any event organiser intends to sell alcohol at the event, a liquor licence will need to be applied for from NSW Office of Liquor Gaming and Racing. Further information can be found on the website at www.olgr.nsw.gov.au

Fireworks

Under State legislation, fireworks may only be included at your event if they are provided and operated by a pyro-technician who is licensed by SafeWork NSW. For further information visit www.workcover.nsw.gov.au

Amusement Rides

Council is required to give approval for the installation and operation of any amusement rides.

Emergency Management

If your event is large or complex, a number of emergency services may need to be present. You may also need to develop an emergency response plan in consultation with the Police, Ambulance Service and Fire Brigade. If so, you must provide a copy of the plan to the police, emergency services personnel and Council.

Contingency Plan

There are some things that event organisers may be unable to control and will need to plan carefully in case they occur. Some of these things included but are not limited to weather; unexpected number of participants (too many/too few); fire; missing equipment (e.g. chairs that do not arrive); medical emergencies (e.g. heart attack); missing child; staff member with illness or injury so they are unable to work. Include these in the Risk Assessment - Additional Event Hazards.