



## **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 it to the Council at least 3 weeks prior to your event.**

## EVENT RISK ASSESSMENT

### Introduction

The Council has an obligation to provide a safe and healthy environment for all people who attend Council facilities for events. Safety at events is the responsibility of the individual or group organising the event and requires the application of a risk management approach. This risk assessment document is designed to help event organisers identify hazards and risks associated with their event, and to implement 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**

<b>Is About</b>	<b>Is Not About</b>
<ul style="list-style-type: none"><li>• Ensuring safety by identifying, assessing, and controlling all hazards</li></ul>	<ul style="list-style-type: none"><li>• Creating a totally risk-free environment</li></ul>
<ul style="list-style-type: none"><li>• Balancing benefits and risks with a focus on reducing real risks.</li></ul>	<ul style="list-style-type: none"><li>• Creating useless piles of paperwork</li></ul>
<ul style="list-style-type: none"><li>• Enabling innovation and learning</li></ul>	<ul style="list-style-type: none"><li>• Scaring people by exaggerating or publicising trivial risks</li></ul>
<ul style="list-style-type: none"><li>• Ensuring that those who create risks manage them responsibly</li></ul>	<ul style="list-style-type: none"><li>• Stopping important recreational and learning activities where the risk is managed.</li></ul>
<ul style="list-style-type: none"><li>• Enabling individuals to understand that as well as the right to protection they also must exercise responsibility</li></ul>	<ul style="list-style-type: none"><li>• Reducing protection of people from risks that cause real harm and suffering</li></ul>

## 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? \_\_\_\_\_

What are the estimated patron numbers? \_\_\_\_\_

Is the public invited to attend? Yes/ No

Will official invites or ticketing be used? Yes / No

Will patrons be charged to attend? Yes / No

    If so, how much per head? \_\_\_\_\_

Will alcohol be sold at the event? Yes / No

Will food be sold at the event? Yes / No

Details of main point of contact representing your organisation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ***Who is the person completing this risk assessment?***

Name:	
Email:	
Work Phone:	Mobile:



## EMERGENCY CONTACT LISTS

<b>Service</b>	<b>Phone Number</b>
Ambulance	000
Police	000
Electricity Provider	132461
Fire Service	000
State Emergency Service	132 500
Narromine Shire Council	02 6889 9999

## KEY EVENT CONTACTS

<b>Name</b>	<b>Role</b>	<b>Responsibility</b>	<b>Contact Details</b>

## **RISK ASSESSMENT - ADDITIONAL EVENT HAZARDS/RISKS**

All events require assessment, control, and monitoring of risks. When completing your risk assessment, consult with the people who are involved in organising and 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. Also, look for hazards (other than those on the Event Safety Risk Assessment) 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 is available.

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

## RISK ASSESSMENT - EVENT HAZARD/RISK MATRIX

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	<b>Certain to occur.</b> Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	<b>Very Likely</b> Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme
	<b>Possible</b> May occur occasionally	Low	Medium	Medium	Extreme	Extreme
	<b>Unlikely</b> Could happen at some time	Low	Low	Medium	High	High
	<b>Rare</b> 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					

**EVENT RISK ASSESSMENT**

Risk \ Hazard	Control Measure	Applies (Yes, No, N/A)	Additional Control Measures	Risk Rating (Extreme, High, Medium, Low)
<b>Event Access</b>	Entry/exit areas are clear and accessible.			
	Adequate emergency entry/exits points for emergency services.			
<b>Traffic Flow</b>	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			



<b>Amenities</b>	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			
<b>Event Signage</b>	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			
<b>Event Emergency Procedures</b>	Emergency response plan documented and in place			
	Emergency response personnel trained to carry out plans for event emergency.			
	Current site maps available to all staff/volunteers, emergency services and other relevant parties			

<b>Fire Prevention</b>	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			
<b>First Aid</b>	First aid stations suitably located, clearly signposted and accessible.			
	First aid facilities suitable for type of event			
	Effective means of communication provided between event personnel and first aid facilities or personnel.			
<b>Electrical Power</b>	No double adaptors or piggyback plugs used.			
	All portable electrical equipment including power leads and power boards have been inspected, tested, and tagged.			
	Adequate protection of public from electric shock and trip hazards			

	All electrical leads and electrical equipment should be placed in safe locations.			
	All leads, plugs etc. are protected from weather, water, or other liquids.			
	Generators, if used, are placed in a safe location, and are fenced from the public.			
<b>Permits, Licensing and Registrations</b>	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.			
	Are 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 the event.			
	Emergency Services advised of event.			
<b>Marquees, Vans, and Other Temporary Structures</b>	Marquees, tents, food vans or other structures are erected/pulled down safely, sited securely and do not encroach on thoroughfares			
<b>Noise</b>	The event will include amplified music, speeches etc. - if yes what control measures will be used to minimise disruption to nearby residents.			
	Residents in proximity notified of the event.			
<b>Working at Height</b>	Permission is obtained from the Council to erect banners or other large display items.			
	Ladders are to be well maintained and suitable for work undertaken and weight (industrial rated)			
	Assistance of a second person is provided where required (e.g., holding ladder for stability, carrying etc.)			
	The right type of equipment is used for height access jobs (ladder, cherry picker etc.)			

<b>Manual Handling</b>	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 an area using vehicles or mechanical aids.			
<b>Weather Conditions</b>	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.			
<b>Person Protective Equipment (PPE)</b>	Correct PPE is provided if required (e.g., gloves, aprons, high visibility vests)			
<b>Security</b>	Appropriate levels of security arranged			
	Cash handling safety procedures made.			
	Crowd control measures used.			
	Adequate lighting provided including car parking areas.			



## **ADDITIONAL INFORMATION**

### **Traffic Management**

If your event impacts on any road transport, you will need to notify the 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 the Council's Infrastructure and Engineering Services Department on 6889 9999 for further information.

### **Insurance Requirements**

The 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 the Council's 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 and Gaming. Further information can be found on the website at [www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.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.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

### **Amusement Rides**

The 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.