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**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 Is Not About***

Ensuring safety Creating a totally risk free environment

Balancing benefits and risks with a Creating piles of paperwork

focus on reducing real risks

Enabling innovation and learning Scaring people by exaggerating or

publicising trivial risks

Ensuring that those who create risks Stopping important recreational and

manage them responsibly learning activities where the risk are

managed

Enabling individuals to understand that Reducing protection of people from

as well as the right to protection they also risks that cause real harm and suffering

have to exercise responsibility

**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 Name ..........................................................

your organisation Email ...........................................................

Work phone ................................................

Mobile .........................................................

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

|  |  |
| --- | --- |
| Name  Email | |
| Work Phone | Mobile |

**EVENT SITE PLAN**

A site plan is a map of the event site which is given to event personnel and patrons, showing information such as venue entry and exit points, amenities, first aid locations, emergency information and contact details. It is invaluable in the event of an emergency, especially for first responders such as security and the emergency services who may not be familiar with the event location.

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**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 |  |
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**SAFETY CHECKLIST FOR EVENTS**

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| **Hazards** | **Applies/**  **Checked** | **Additional Actions Required** |
| **1. Event Access** |  |  |
| Entry/exit areas are clear and accessible |  |  |
| Adequate emergency entry/exits points for emergency services |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |

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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **Hazards** | **Applies/**  **Checked** | **Additional Actions Required** |
| Generators if used are placed in a safe location and are fenced from public |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **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) |  |  |

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| **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) |  |  |
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| **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 |  |  |
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| **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 |  |  |
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| **15. Person Protective Equipment (PPE)** |  |  |
| Correct PPE is provided if required (e.g. gloves, aprons, high visibility vests) |  |  |
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| **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**

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| **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**

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| --- | --- | --- | --- | --- |
| **Task/Issue/Hazard** | **Risk Rating** | **Control Measure** | **Person Responsible** | **Timeframe** |
| *e.g. Insufficient lighting - reduced visibiity, increased risk of injury* | *Score* | *Ensure adequate internal and external lighting available for all activities* | *J Soap* | *Before event is held* |
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**RISK ASSESSMENT - ADDITIONAL EVENT HAZARDS/RISKS**

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| --- | --- | --- | --- | --- |
| **Task/Issue/Hazard** | **Risk Rating** | **Control Measure** | **Person Responsible** | **Timeframe** |
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**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.