



EVENTS RISK ASSESSMENT TEMPLATE

A GUIDE TO DEVELOPING A RISK ASSESSMENT FOR YOUR EVENT

Risk Assessments are primarily designed to do two things:

1. **Identify potential hazards** on your event site or associated with the staging of your event
2. Help you take appropriate steps/measures to **minimise or remove the risk** prior to your event taking place

THE NEED FOR AN EVENT RISK ASSESSMENT

The management of risks associated to participants and the public for your event is one area of your event's planning and preparation that is critical in not only gaining approval for your event to proceed, but also in ensuring your event occurs safely, without incident.

As the event organiser, it is your responsibility to manage this process prior to your event, during and post event.

The development of control actions within your event's Risk Assessment ensures that all activities associated to your event are as safe as possible for staff, contractors, volunteers and the public.

The Borough of Queenscliffe will only approve events that have reasonably assessed the event's risks and have developed appropriate control actions to either remove or minimise these risks. All event managers must demonstrate how they will manage their event responsibly and safely at all times.

GETTING STARTED

This document contains information on how to create a Risk Assessment for your event while also highlighting a number of areas that should be included in your assessment. Numerous hazards have been identified in the Example included.

The final part of this document contains the Borough's Event Risk Assessment Template which includes a number of risks that should be assessed for all events.

USING THE BOROUGH'S TEMPLATE

The Borough has developed an Event Risk Assessment Template as a guide. Event organisers may choose to use a template of their own design, which is acceptable, as long as the data captured is equivalent to that in the Borough's Event Risk Assessment Template.

THE RISK ASSESSMENT PROCESS

1. Identify the event / understand the risk assessment process.
2. Identify all activities and hazards associated with your event.
List these in your risk assessment template.
3. Assess the risk(s) associated with each identified hazard.
4. Determine the best control actions.
Identify control actions to minimise or remove the identified hazard.
5. The responsible person associated with the management for your event must sign off acceptance of the risk assessment. The responsible person is to ensure the corrective actions are actionable. The responsible person must sign off that each corrective action is completed at your event.
6. A copy of the risk assessment must be sent to the Community Development Coordinator at the Borough and kept on site at the event for use during the set-up, conduct and pack-up of your event.

MEASURES TO ASSIST THE MANAGEMENT OF RISKS

THE FOLLOWING HAS BEEN TAILORED FOR THE MANAGEMENT OF RISKS AT EVENTS

HIERARCHY OF CONTROL

The following table may assist you in determining the appropriate measures to manage the risks associated for your event.

Elimination of the risk is always the best solution. Reliance on Personal Protective Equipment (PPE) should be the last resort measure.

Elimination	Removal of the hazard / discontinuing the process. <i>For example: inappropriate use of generators in food vans where fuel could leak onto the ground could be <u>eliminated</u> by providing food vendors with power from the event site via a different source.</i>
Substitution	Using a less-hazardous process, chemicals etc. <i>For example: use of fire as a heat source for winter events could be <u>substituted</u> by portable heaters or for summer events, use of market umbrellas to provide shade could be <u>substituted</u> by providing appropriately secured marquees.</i>
Engineering	Changing the physical characteristics of the equipment, venue or environment. <i>For example: design modification or installation of guarding provides an <u>engineering</u> solution.</i>
Isolation	Isolating the plant and using remote controls etc. <i>For example: building a fence around a generator to prevent unauthorised access <u>isolates</u> the hazard.</i>
Administrative	Procedures or instructions and signage that apply a safe system of work. <i>For example: performers at an event should be provided with <u>administrative</u> instructions on where to park and how to access the event site at a specified time to ensure they are ready to perform as scheduled.</i>
Personal Protective Equipment (PPE)	Equipment that protects the user and public – a short term control measure and the least preferred method of control. <i>For example: waste management providers on the event site should wear appropriate <u>protection</u> clothing including rubber gloves. Similarly, traffic controllers should wear high visibility safety vests for <u>PPE</u>.</i>

EXAMPLES – A SUMMARY:

The following summary of examples of common risks and their controls may assist you in determining the appropriate control actions to manage the risks associated to your event.

BUMP IN / BUMP OUT

Hazards to consider during the Bump In / Out:

- > Construction of marquees and set up of equipment – *falling from heights, inappropriate systems for installation*
- > Vehicles moving on site – *collision with people on the site, too fast*
- > Personnel and contractor management – *lack of a site manager, insufficient training*

Accidents during the Bump In / Out period will be reduced by the following control actions:

- > Only qualified and experienced contractors carry out the construction and erection of structures and equipment. Contractors to abide by the Victorian Construction Regulations and work in accordance with Safe Working Method Statements.
- > All equipment installed in accordance with the manufacturer's guidelines – where applicable
- > Produce a construction schedule to ensure that the bump in / out proceeds in a logical and safe manner
- > Have a fully qualified first aider on site during the key bump in / out periods
- > Restrict access to all work areas to essential personnel only and excluding the general public

EVENT ACTIVITIES

Hazards to consider related to an event's activities:

- > Define the event site – *site not restricted to public access, worksite not defined*
- > The need for a site manager – *no one on site knows how to respond to issues as they arise*
- > Noise – *noise created by the event is loud and impacts nearby businesses and residences*
- > Permits and approvals to trade – *contractors and food vendors do not have appropriate trading permits*

Control actions related to your event's activities could include:

- > Develop an asset protection plan related to the event site and the areas surrounding the event site
- > Install fencing or barriers to restrict access into non-public areas of the event
- > Empower event personnel to respond to issues that may arise during the event
- > Develop a noise management plan. Ensure that sound levels do not exceed EPA regulations and advise nearby residences and businesses of the event – and the possibility of additional noise
- > Caterers working at the event must be registered with the Borough prior to being allowed to operate at the event

PUBLIC WELFARE

Hazards to consider related to public welfare:

- > Extreme weather and heat – *people dehydrated, passing out*
- > Monitoring entry and site – *gatecrashers, unruly and unauthorised access, no ticket, abusive*
- > Lost children – *parents uncertain on process to find lost children, kidnapping*
- > On site services – *not enough toilets, poor directory signage/information*
- > Evacuation – *unorganised, people leaving the event site in a 'panic' fashion, injuries by crowd crushing*

Control actions related to public welfare could include:

- > Develop an extreme weather policy - heat policy, wet weather policy
- > Provide free drinking water at the event
- > Develop a crowd management plan or security plan
- > Rural Ambulance Victoria (or similar) providing first aid cover during the event
- > Security personnel being present on the site for the duration of all major activities to ensure the safety of the general public
- > The establishment of a Lost and Found for children
- > Set-up a PA system to make regular crowd announcements – ranging from waste to toilet locations, safety and general event information
- > The event site being managed in accordance to the stipulations of permits such as an Occupancy Permit
- > Develop an evacuation plan to clear the event site in an emergency situation

ASSET MANAGEMENT

Hazards to consider related to asset management:

- > Traffic movement on site – *vehicles moving freely on site, vehicle access paths not defined, person hit by moving vehicle*
- > Knowing the site – *hitting underground services during set up, unique features – eg bat colony lives on site*

Control actions related to asset management (event site) should include:

- > Develop an asset protection plan.
- > All site traffic being controlled by security personnel to ensure that such traffic does not damage the site or place the general public at any risk
- > Undertake a full assessment of the site immediately before the event to repair or remove any hazards that exist and mark all services including underground cables and sprinklers

PARKING

Hazards to consider related to parking:

- > Parking spaces – *limited event parking, street congestion, people hit by moving vehicles, confusion on where to go/park*
- > Disabled parking – *no disabled parking, disabled parking too distant from the event entry, spaces unmarked, used by unauthorised vehicles/people*
- > Public transport – *no public drop off / collection point, people walking in front of cars, jay-walking to cross roads*

Control actions related to parking could include:

- > Develop an appropriate parking plan
- > Ensuring sufficient vehicle parking is allocated or nominated for the event
- > Ensuring sufficient vehicle parking for people with disabilities
- > Considering public transport needs and parking for buses

WASTE MANAGEMENT

Hazards to consider related to waste management:

- > Bins and skips – *overflowing waste, insufficient quantity of bins, dirtying of site*
- > Waste staffing – *not enough staff, staff not attentive to waste needs, bins not emptied, toilets not cleaned, tables not wiped*
- > Toilet staffing – *toilets overflowing, smell, health problems*
- > Environment and waste management – *no recycling, wastage, negative public perception*

Control actions related to environmental impacts of the event on the site should include:

- > Develop a waste management plan
- > Supply of a suitable quantity of bins and skips to accommodate any waste
- > Use an experienced waste collection company during and after the event to ensure the site is returned to its original condition
- > Use an experienced toilet contractor who will dispose of all sewerage in an appropriate manner away from the site
- > Adopting a Waste Wise strategy to reduce the amount of refuse sent to landfill

POWER

Hazards to consider related to power:

- > Installations – *not provided by qualified contractors, electrocution, shorting out - possible fire risk*
- > Public access – *cables and equipment in public spaces, electrocution, burns, trip hazards*
- > Generators – *no mechanism to lock off from the public, electrocution, burns, loss of limbs from moving mechanics*
- > Fitting equipment – *installation not provided by qualified contractors, electrocution, shorting out - possible fire risk*

Control actions for power and electrical accidents should include:

- > Ensure all electrical installations are provided by suitably qualified and experienced personnel
- > Place all electrical equipment away from public areas
- > Cover all cable runs or ensuring that they are not in exposed areas
- > Ensure all equipment is trip protected
- > Ensure that all generators are fenced in and locked and all distribution boxes will be in areas that cannot be accessed by the general public
- > Ensure all metal structures and generators have earth rods fitted

WEATHER PLANNING

Hazards to consider related to weather planning:

- > Weather challenges – *people passing out, exhaustion, infrastructure being blown over/away, severe weather conditions*
- > Outdoor events – *little to no shade, people getting sunburnt, people passing out, exhaustion, no first aid*
- > Access to water – *not enough water, dehydration, people passing out*

Control actions related to weather should include:

- > Develop an extreme weather policy and plan – heat policy, wet weather policy (linked to Public Welfare)
- > Having an extreme weather event contingency – cancellation, postponement or a change of venue
- > Ensuring undercover areas for outdoor events or shade
- > Ensuring free drinking water is available on site

FIRE MANAGEMENT

Hazards to consider related to fire management:

- > Staff training – *event staff not trained to use fire extinguishers, unsure of locations of fire preventative equipment*
- > Site awareness – *one type of fire fighting equipment arranged, fire prone areas not identified,*
- > Use of fuels – *Petrol spills on the lawn, fume inhalation, poisoning*
- > Contractor management – *food vendors facilities not checked pre event, equipment not tagged and tested*

Control actions for fire management could include:

- > Develop a fire management risk reduction plan
- > Provide training to all key personnel in the use of fire extinguishers
- > Provide adequate fire-fighting equipment around the site - particularly near hazardous areas
- > Only permit the use of diesel generators and other similar equipment at the event
- > Ensuring all event caterers use appropriate gas bottles and that all fire extinguishers inside their units are tested

ACCESSIBILITY

Hazards to consider related to accessibility:

- > Site access – *no disabled carparking, no seating space for people in wheelchairs, no wheelchair access in dining area*
- > Toilets – *difficult to access for people with disabilities, steps narrow and steep into toilet truck, hard to access on site*
- > Touring around the site – *narrow pathways, uneven flooring, stairs to certain areas*

Control actions for accessibility issues could include:

- > Develop your event with the intention that it is accessible for everyone
- > Ensure parking availability, seating availability and dining arrangements are considered for people with disabilities
- > Ensure there are accessible toilet facilities for people with disabilities or people with prams
- > Ensure access ramps with guard rails are available for event areas otherwise accessed via stairs
- > Ensure pathways, corridors and roads cater for people in wheel-chairs or people with prams

SAMPLE 'HAZARDS' AND 'CONTROL ACTIONS' FOR THE EVENT

SAMPLE: Hazards and possible control actions which should be detailed in your Event's Risk Assessment Please note that some of the control actions you develop to manage an identified hazard may require additional activities to be detailed in your Risk Assessment.					
Activity	Hazard(s) identified	Controls / Actions	Person responsible	Monitored by? (date, time)	Notes (taken during event)
Contingency event site					
	Event site unavailable as a result of drought conditions.	Nominate a contingency event site, confirm ability to have the event at this site. Amend public communications and erect signage.	Event Manager (Name – Mobile)	Event Manager (Name – Mobile)	
Bump In / Bump Out					
	Vehicles moving on site – collision with people on the site.	The area will be decaled a work-site. A construction and vehicle access schedule will be produced. Access will be restricted for all work areas to essential personnel only and exclude the general public. Vehicles travel no faster the 5km per hour with hazard lights on. Where possible and guided onto the site.	Nominated driver (of vehicle/s) Event Manager (Name – Mobile)	Event Manager (Name – Mobile)	
Waste Management					
	Insufficient quantity of bins on site – site dirty and littler scattered.	More effectively estimate the number of bins and skips required to accommodate any waste produced at the event. Have a contingency back up if more bins are required. Use an experienced waste collection company to ensure that the site is returned to its original condition.	Waste Contractor (Name – Mobile) Event Manager (Name – Mobile)	Site Manager (Name – Mobile)	
	Not enough waste management staff collecting litter and cleaning.	Ensure enough staff are confirmed to manage waste collection at the event.			
Power					
	Installing power – electrocution	Ensuring all electrical installations are provided by suitably qualified and experienced personnel. Placing all electrical equipment away from public areas.	Electrician (Name – Mobile) Event Manager (Name – Mobile)	Electrician (Name – Mobile)	

Note:

1. The number of Hazards identified per Activity is limitless. Identify as many as you can.
2. Each of the above Activities should be included in your Risk Assessment. Additional Activities can be identified as required based on your event's needs.

EVENTS RISK ASSESSMENT TEMPLATE

Please use the following template to develop your event's Risk Assessment.

SECTION 1 : Event Summary

Name of the event?

Event Organiser

Date prepared?

Assessment Team >
(include full name and title) >

Responsible Person?
(at event)

SECTION 2 : Event Risk Assessment

Please note that some of the control actions you develop to manage an identified hazard may require additional activities to be detailed in your Risk Assessment.

Activity	Hazard(s) identified	Controls / Actions	Person responsible	Monitored by? (date, time)	Notes (taken during event)
Contingency event site					
Bump In / Bump Out					
Event Activities					
Public Welfare					
Parking					

Activity	Hazard(s) identified	Controls / Actions	Person responsible	Monitored by? (date, time)	Notes (taken during event)
Waste Management					
Power					
Weather					
Accessibility					
Event Staff					
Event Specific Risks (add as many extra lines as relevant to your event's risk assessment needs)					