

## (RM-FO-334) Council Event Risk Assessment

Event/Activity: \_\_\_\_\_ Date of Risk Assessment: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Description of immediate environment (e.g. bushland setting): \_\_\_\_\_

Is this a Council Event? Yes ☐ No ☐ Is this a Community Event? Yes ☐ No ☐

Activity/task	What can happen? There is a risk that.....	Risk Score (refer to Matrix attached)	What controls can be implemented to manage situation	Adjusted Risk Score with new controls	Person or Department responsible for implementing control	How will it be monitored
<i>Example (Please Delete).</i>  <i>Setting up event</i>	<i>Slip, trip, fall</i>	<i>Moderate</i>	<ul style="list-style-type: none"> <li>• Enclosed footwear</li> <li>• Assess ground for dips and barricade off</li> <li>• Work on an even surface where possible</li> <li>• Maintain a clean and tidy workplace</li> <li>• Observation and awareness of surrounding hazards</li> <li>• Toolbox talk with all persons</li> </ul>	<i>Low</i>	<i>Event Coordinator</i>	<i>Incident Report Form (WHS-FO-036)</i>
<i>Example. (Please Delete)</i> <i>Crowd control</i>	<i>Fights, overcrowding</i>	<i>Moderate</i>	<ul style="list-style-type: none"> <li>• Security</li> <li>• Limit the number of tickets available</li> <li>• Install barriers / barricades</li> </ul>	<i>Low</i>	<i>Event Coordinator</i>	<i>Tickets sold, communication with security staff</i>



**FORM**

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**Risk is measured in terms of consequence and likelihood**

**STEP 1: Identify the activity / task that presents a risk** (review the generic risks and associated controls)

**STEP 2: Document what can happen**

**STEP 3: Determine the Consequence**

Severity	Description
Catastrophic	<ul style="list-style-type: none"> <li>Death or permanent disability / illness</li> <li>\$1 million to &gt; \$10 million</li> <li>Severe property and business loss e.g. explosion</li> <li>Severe environmental damage</li> <li>Serious public or media outcry (International coverage)</li> <li>Major breach of regulation, Major litigation and/or potential culpability/ manslaughter implications</li> </ul>
Major	<ul style="list-style-type: none"> <li>Long term illness or serious injury</li> <li>\$100,000 to \$1 million</li> <li>Major loss of business capability for several days</li> <li>Major property or environmental damage (contaminated release with no detrimental effects)</li> <li>Significant adverse national/media/public attention</li> <li>Serious breach of regulation with investigation or report to authority with prosecution and/or moderate fine possible</li> </ul>
Moderate	<ul style="list-style-type: none"> <li>Medical treatment or several days off work</li> <li>\$12,000 to \$100,000</li> <li>Loss of business capability for one day</li> <li>Property damage</li> <li>Onsite contaminant release contained with outside assistance</li> <li>Attention from media and heightened concern by local community</li> <li>Minor legal issues, non compliance and breaches or regulation</li> </ul>
Minor	<ul style="list-style-type: none"> <li>First aid treatment</li> <li>Up to \$12,000</li> <li>Negligible loss to business capability</li> <li>Minor property damage</li> <li>On-site contamination release immediately contained</li> <li>Minor adverse local public or media attention or complaints</li> <li>Minor legal issues, non compliance and breaches or regulation</li> </ul>
Insignificant	<ul style="list-style-type: none"> <li>No injuries</li> <li>Low financial loss &gt;\$2,000</li> <li>Negligible loss of business capability</li> </ul>

**Step 4: Determine the level of possibility that Council could be exposed to risk – The Likelihood**

Probability	Description
Almost Certain	Expected to occur in most circumstances. 95-100% of instances where risk is present OR significant past history, and considered most likely in these circumstances
Likely	Probable. Likely to occur in most circumstances. 75-95% of instances where risk is present OR some past history, and considered quite likely in these circumstances
Possible	Possible. About 50% chance that the risk will eventuate OR some past history, and considered possible in these circumstances
Unlikely	Not likely to eventuate. About 5-25% chance that the event will occur in situations where risk is present OR limited past history, but possible in some circumstances or occasionally
Rare	May occur only in exceptional circumstances less than 5% of instances where risk is present OR No past history, and considered unlikely to occur it ever

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### Step 5: Risk Assessment Grid

Match up the consequence (step 1) and likelihood (step 2) in the grid below to get your Risk Score

- Down from the determined likelihood
- Across from the determined consequence

Consequences (How bad?)	Likelihood (How often?)				
	Almost Certain	Likely	Possible	Unlikely	Rare
Catastrophic	Extreme	Extreme	Extreme	High	High
Major	High	High	High	High	Moderate
Moderate	High	Moderate	Moderate	Low	Low
Minor	Moderate	Moderate	Low	Low	Low
Insignificant	Moderate	Low	Low	Low	Low

RISK SCORE	DESCRIPTION
Extreme	Immediate Action Required
High	Action Required within 2 Weeks
Moderate	Action is required within 1 month
Low	If action is required, it must be taken within 6 months. If no action is required, monitor the hazard

### Generic Risks and Associated Controls

The following table is a list of "suggested" and "possible" risks and controls that may be associated with a particular activity.

Every event is different and carries its own specific risks and, as such, the Risk Assessment should be conducted appropriately using Council Event Risk Assessment form (RM-FO-334).

This list should be referred to only to check that you have not left anything out.

### Questions to Ask Yourself

When referring to this list, remember to ask yourself the following questions:

1. What other things can happen that are specific to the site/location?
2. Have you considered all aspects of the activity?
3. If resources do not allow for these suggested controls, what can you do to minimise risk effectively?

Remember to use this list of "suggested" or "possible" risks as a reference only, and not as your Risk Assessment.

Above all, use common sense and conduct your Risk Assessment responsibly.

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### Generic Risks and Associated Controls

	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
1	<b>Animals/Bikes/Skaters/etc</b>	<ul style="list-style-type: none"> <li>• Dogs</li> <li>• Scooters/skateboards/bikes/rollerblades/etc.</li> </ul>	<ul style="list-style-type: none"> <li>• No dogs</li> <li>• No riding bikes/blades/scooters/etc. – walk them</li> <li>• Signage at gate</li> <li>• MC brief</li> </ul>
2	<b>Children</b>	<ul style="list-style-type: none"> <li>• Lost children</li> <li>• Drop-off and pick-up congestion</li> <li>• Injury to children from vehicle</li> <li>• Supervision (lack of)</li> <li>• Inappropriate behaviour</li> <li>• Clumsiness</li> </ul>	<ul style="list-style-type: none"> <li>• Lost child procedure – communicate to parents</li> <li>• Public address system</li> <li>• On-site radio communication</li> <li>• Police oversee traffic management</li> <li>• Child to adult supervision ratio</li> <li>• Liability waivers</li> <li>• Prohibited employment declaration forms</li> </ul>
3	<b>Crowd</b>	<ul style="list-style-type: none"> <li>• Excessive crowd</li> </ul>	<ul style="list-style-type: none"> <li>• Food and drink update</li> <li>• Marshals at stage</li> <li>• Police monitor</li> <li>• Private security</li> <li>• "Caution Slow" signs on main roads</li> </ul>
4	<b>Fire/Medical</b>	<ul style="list-style-type: none"> <li>• Stage</li> <li>• Food stall</li> <li>• Bins</li> <li>• Vehicles</li> <li>• Houses</li> <li>• Café</li> <li>• Toilets</li> <li>• Crowds</li> <li>• Hay bales</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Brigade</li> <li>• St John's Ambulance</li> <li>• Fire extinguishers</li> <li>• Fire blankets</li> <li>• Site supervision</li> </ul>

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	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
5	<b>Infrastructure-Shared Risks</b>	<ul style="list-style-type: none"> <li>• Non-delivery of specified items at specified times</li> <li>• Defective equipment supplied to event</li> <li>• Insufficient equipment ordered</li> <li>• Theft of supplied equipment</li> <li>• Incorrect/unsafe operation of supplied equipment</li> <li>• Insufficient redundancy rates of staff/volunteers with equipment use knowledge</li> <li>• Breakage of or damage to supplied equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Review of all suppliers' insurance arrangements</li> <li>• Clarification of insurance arrangements for supplied equipment</li> <li>• Complete list of equipment, contacts and contracts on-site</li> <li>• Use of reputable suppliers</li> <li>• Regular contact and liaison with suppliers</li> <li>• Sign in/sign out sheets for movable equipment</li> <li>• Verbal briefings to staff/volunteers on equipment use</li> <li>• Event Operations Manual contains equipment details</li> <li>• Obtain safe use guidelines from all suppliers for all equipment</li> <li>• Brief more staff and volunteers on correct and safe use of all equipment pre-event</li> <li>• Distribute to all volunteers and staff the safe use guidelines for all equipment pre-event</li> <li>• Appoint one safety officer to oversee the distribution and use of equipment</li> <li>• Ensure any equipment that requires qualified operators has them</li> </ul>
6	<b>Lost People</b>	<ul style="list-style-type: none"> <li>• Children</li> <li>• Parents</li> <li>• Mentally infirm</li> </ul>	<ul style="list-style-type: none"> <li>• Audio booth as meeting place</li> <li>• Public address system</li> <li>• Sign at audio booth for lost parents</li> </ul>
7	<b>Marshals (if applicable)</b>	<ul style="list-style-type: none"> <li>• Marshals not showing up at event</li> <li>• Marshals not aware of event content and procedure</li> <li>• Marshals not clearly visible to event participants</li> <li>• Marshals unable to communicate with event organisers</li> <li>• Marshals potentially conflict with participants and spectators</li> <li>• Marshals' physical risks</li> <li>• Crowd to marshal ratio too large</li> </ul>	<ul style="list-style-type: none"> <li>• Marshals given Event Operations Manual at event</li> <li>• Marshals meet on-site at event for verbal briefing</li> <li>• Current insurances known by organisers</li> <li>• Marshals given separate radio frequency that can be used to talk together or with organisers</li> <li>• Marshals asked to wear their own organisation's shirts or event-supplied shirts</li> <li>• Register of marshals including personal details and a roll to mark off on the day</li> <li>• Public address announcements to participants and spectators advising marshals on-site and to see them if problems arise</li> </ul>

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	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
8	<b>Other</b>	<ul style="list-style-type: none"> <li>Watering system on grounds</li> <li>Evacuation</li> </ul>	<ul style="list-style-type: none"> <li>Check watering system is off</li> <li>Have access to watering system controls</li> <li>Plan of exit – marshals, map</li> </ul>
9	<b>Paid Entertainers</b>	<ul style="list-style-type: none"> <li>Entertainers not showing up at event</li> <li>Entertainers making political, religious or non-family orientated statements</li> <li>Entertainers injure/kill themselves</li> <li>Entertainers injure/kill event participants</li> </ul>	<ul style="list-style-type: none"> <li>All paid entertainers asked for current insurance</li> <li>All paid entertainers researched for background</li> <li>Review of paid entertainers' contracts</li> <li>Stage Manager to ask for no "unacceptable" statements to be made, i.e. "x" is a family event and not an opportunity to individually grandstand</li> </ul>
10	<b>Power</b>	<ul style="list-style-type: none"> <li>Electrical failure</li> <li>Electrocution</li> <li>Trip hazard</li> </ul>	<ul style="list-style-type: none"> <li>Loud hailers</li> <li>Check for availability of generator power</li> <li>Electrician on-site?</li> <li>All leads tagged and weatherproofed</li> <li>All leads away from event participants areas or securely taped down</li> </ul>
11	<b>Spectators</b>	<ul style="list-style-type: none"> <li>Severe weather</li> <li>Condition of roadway/footpath/park</li> <li>Inappropriate behaviour</li> <li>Traffic/parking</li> <li>Cultural/religious beliefs</li> <li>Excessive crowd size</li> <li>Exhaustion/fatigue</li> </ul>	<ul style="list-style-type: none"> <li>Risk Management Plans?</li> <li>Cancellation Plan</li> <li>Public address system</li> <li>Marshals and security staff</li> <li>Survey of roadway, etc. (thoroughfare)</li> <li>Promotion (parking, timing)</li> <li>Hotline/website</li> <li>No material distributed of political/distasteful or religious nature</li> <li>Operations Manual given to managing parties (Committee, marshals, emergency services)</li> <li>Shelter and refreshments available</li> </ul>

# FORM

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12	<b>Stage</b>	<ul style="list-style-type: none"> <li>Fall from height</li> <li>Electrical hazards</li> <li>Noise</li> <li>Uneven/slippy stage surface</li> <li>Severe weather</li> <li>Public access</li> <li>Power</li> <li>Collapse</li> <li>Cables</li> <li>Audio feedback</li> <li>Crowd at stage</li> <li>Entertainers not front</li> </ul>	<ul style="list-style-type: none"> <li>Stage stairs and deck secure from non-entertainers</li> <li>All entertainers briefed by Stage Manager about the risks of stage height and edge</li> <li>Stage Manager inspects stage surface regularly</li> <li>Audio contractor qualified to correctly install electrical connections</li> <li>Stage Manager to monitor noise levels regularly</li> <li>Cover over stage to mitigate light rain or direct sunlight</li> <li>Barriers at stage</li> <li>Crowd barrier in front of stage</li> <li>Marshals at stage</li> </ul>
13	<b>Traffic</b>	<ul style="list-style-type: none"> <li>Parking full</li> <li>Car queue</li> <li>Breakdown en route</li> <li>Pedestrian/cars</li> <li>Car accident</li> </ul>	<ul style="list-style-type: none"> <li>Bus route</li> <li>Police</li> <li>Marshals</li> <li>Designated parking</li> <li>Barriers</li> <li>First aid/fire</li> </ul>
14	<b>Waste/Toilets</b>	<ul style="list-style-type: none"> <li>Bins overflow</li> <li>Toilets overuse</li> </ul>	<ul style="list-style-type: none"> <li>Extra bins</li> <li>Extra Portaloos</li> <li>Bin storage area</li> <li>Marshals to monitor bins</li> <li>Marshals to monitor toilets</li> <li>Standby toilet service</li> </ul>
15	<b>Weather</b>	<ul style="list-style-type: none"> <li>Light rain – Plan A</li> <li>Heavy rain – possibly cancel</li> <li>Storm</li> <li>Hot weather</li> </ul>	<ul style="list-style-type: none"> <li>Phone register for cancellation</li> <li>Hotline</li> <li>Site supervisor</li> <li>Sunscreen</li> <li>Drink stands – water must be available ("bubblers") at no charge</li> </ul>