**THE SUCCESS OF AN EVENT IS MEASURED IN MANY WAYS AND SAFETY IS ONE OF THEM**

A risk assessment is designed to:

* Consider all foreseeable hazards and detail the controls used to eliminate or reduce the risk of those hazards; and
* Detail how an emergency during the event will be handled.

The template has been developed as a basic event risk assessment to ensure that controls are in place to eliminate or minimise risks at an event. Samples of risks to include are shown but may not be relevant to all events. Please use the template and tables provided to complete a risk assessment for your event. The risk assessment will be required to be onsite at the event and provided to council upon request.

Further information can be found at the SafeWork SA website.

Event Safety: <https://www.safework.sa.gov.au/industry/recreation-and-events/event-safety>

*Samples of Risks/Hazards*

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| --- | --- | --- | --- | --- | --- |
| **Risk Description**  **Task or Issue/Hazard**  (What can go wrong) | **Likelihood** | **Consequence** | **Rating** | **Risk Control Measures**  (What can you do to prevent and/or manage it) | **Person/s affected/location**  (Who or what may be affected) |
| Crowd Management, Crushing / Overcrowding | D - Unlikely | 3 - Moderate | M - Moderate | Review site plan in respect to crowd movement.  Staff to monitor crowd movement and behaviour. Relevant parties notified for action. | Staff, Location of Event, Police, St. John, SA Ambulance. |
| Children – Lost / Abducted / Suspicious behaviour around children | C - Possible | 5 - Catastrophic | E - Extreme Risk | Event staff briefed on incident reporting. All concerns to be reported to Event Organiser. Police notified for action. | Event Team, Police |
| Food Vendors / Exhibitors, Food Poisoning | D - Unlikely | 3 - Moderate | M - Moderate | Event Team briefed on incident reporting. Incidents to be reported to Event Organiser. Food Vendors subject to regulations and inspections. | Food Vendors, St. John, SA Ambulance |
| Inclement Weather / Heat, Sun Exposure, Dehydration | D - Unlikely | 2 - Minor | L - Low Risk | Monitor forecasts / conditions. Postpone event if weather extreme. Emergency Services engaged if required. Provide bottled water and sunscreen | BOM, Police, MFS, SES, St. John, SA Ambulance |
| Volunteer Management | C - Possible | 3 - Moderate | H - High Risk | Volunteer responsibilities and safety procedures outlined prior to event. Sign up sheet completed. | Event Organisers, Volunteers |
| Fire – General, Explosion, Electrical | E - Rare | 5 - Catastrophic | H - High Risk | Ensure emergency procedures are in place, event staff briefed, appropriate equipment available and display a tag and test date. | Event Organisers, Police, MFS, St. John, SA Ambulance |

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| --- | --- | --- | --- | --- | --- | --- |
| Event Name: |  | | | | | |
| Date of Event (including bump in/out): | | | |  | | |
| Location of Event: | |  | | | | |
| Description of Event: | |  | | | | |
| Event Organiser: | |  | | | | |
| Contact Details: | |  | | | | |
| Number of Volunteers: | | |  | | Number of Third-Party Providers: |  |
| Risk Assessment Created By: | | |  | | Date Created: |  |
| Public Liability Insurance: | | |  | | Site Plan: |  |

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| **Risk Description**  **Task or Issue/Hazard** | **Likelihood** | **Consequence** | **Risk Rating** | **Person/s affected/location** | **Risk Control Measures** |
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*Risk assessment tables*

**Likelihood**

How likely is it to occur?

|  |  |  |
| --- | --- | --- |
| Level | Likelihood | Description |
| A | Almost Certain | Is expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Possible | Might occur at some time |
| D | Unlikely | Could occur at some time |
| E | Rare | May occur but only in exceptional circumstances |

**Consequence**

What is likely to be the impact?

|  |  |  |
| --- | --- | --- |
| Level | Consequence | Description |
| 1 | Insignificant | * No injuries * Low financial loss |
| 2 | Minor | * First aid treatment * On-site release of chemical immediately contained * Temporary halt of event * Medium financial loss |
| 3 | Moderate | * Medical treatment required * On-site release of chemical contained with outside assistance * Temporary halt of event requiring outside assistance (e.g. specialised maintenance, fire, police) * High financial loss |
| 4 | Major | * Extensive injuries * Loss of production capability * Off-site release of chemical with no detrimental effects * Halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance, SafeWork SA) * Major financial loss |
| 5 | Catastrophe | * Death * Toxic release off-site with detrimental effect * Halt of event with investigation and potential prosecution (e.g. fire, police, ambulance, SafeWork SA) * Catastrophic financial loss |

*Risk assessment matrix*

**Risk Rating –** The risk matrix determines a ‘risk rating’, based on the likelihood and consequence of risk.

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| --- | --- | --- | --- | --- | --- |
| CONSEQUENCE | | | | | |
| LIKELIHOOD | Insignificant (1) | Minor (2) | Moderate (3) | Major(4) | Catastrophic(5) |
| A (Almost Certain) | H | H | E | E | E |
| B (Likely) | M | H | H | E | E |
| C (Possible) | L | M | H | E | E |
| D (Unlikely) | L | L | M | H | E |
| E (Rare) | L | L | M | H | H |

**Ratings**

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| --- |
| E = Extreme Risk: immediate action required |
| H = High Risk: senior management attention needed |
| M = Moderate risk: management responsibility must be specific |
| L = Low risk: manage by routine procedure |