

EVENT RISK ASSESSMENT (EXAMPLE)

EVENT NAME: Event Guide EXAMPLE		EVENT LOCATION: Huon Valley	
EVENT DATE: 22/11/2024	EVENT START TIME: 8am	EVENT FINISH TIME: 5pm	
DATE PREPARED: 19/11/2024	EXPECTED NUMBER OF ATTENDEES: 150		
RESPONSIBLE PERSON: <small>NAME:</small> John Wayne	<small>SIGN:</small> 	EVENT ORGANISER: <small>NAME:</small> Mary Donaldson	<small>SIGN:</small> 
By signing and approving this document the responsible person has reviewed this Risk Assessment and all reasonably practicable controls available have been put in place for this event.			

RISK MATRIX

User selects one CONSEQUENCE and one LIKELIHOOD (result is determined automatically)

		CONSEQUENCES				
		UNLIKELY	LOW	MODERATE	SIGNIFICANT	HIGH
LIKELIHOOD	HIGH	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	SIGNIFICANT	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	MODERATE	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	LOW	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	UNLIKLEY	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

DESCRIPTION OF HAZARD <i>List all the hazards or possible situations associated with the event that may expose people to injury, illness or disease.</i>	RISK/IMPACT <i>What is the risk that may occur because of the hazard?</i>	RISK RATING <i>(with generic controls in place)</i>	CONTROL AND ACTION MEASURES <i>What measures will you put into place to reduce the hazard from occurring?</i>	RESIDUAL RISK RATING <i>(with control and action measures in place)</i>
Missing/Lost Person	<ul style="list-style-type: none"> ○ Trauma to those directly involved ○ Distress of patrons and stall holders 	9	<ul style="list-style-type: none"> ○ Lost or missing person checkpoints are clearly marked ○ Potential lock down of the event ○ Ensure the Missing / Lost Person procedure is available for all volunteers and staff to access during event and at checkpoints. 	2
First Aid Emergency - Requiring ambulance transport	<ul style="list-style-type: none"> ○ Ambulance gaining access to patient and or grounds. 	6	<ul style="list-style-type: none"> ○ Implement emergency management plan ○ Designated points of access for emergency vehicles and ensure they are kept clear. 	4
Vehicles driving on public areas	<ul style="list-style-type: none"> ○ Causes damage to site or a collision with a person 	12	<ul style="list-style-type: none"> ○ Vehicle path designated with signage ○ Advise contractors ○ Create an alternative pedestrian access ○ Block entry and exit points where necessary with physical infrastructure such as cars, gates, bollards. 	6

Slips, trips and falls	<ul style="list-style-type: none"> ○ Injury to patron due to slips, trips or a fall 	9	<ul style="list-style-type: none"> ○ Remove any hazards identified ○ Restrict patrons to areas they do not need to access. ○ Use barriers to block areas off areas ○ Cover any cables that may be on the ground 	1
Extreme weather conditions	<ul style="list-style-type: none"> ○ Dehydration due to heat ○ Cold due to exposure to low temperatures ○ Wind gusts blowing objects 	12	<ul style="list-style-type: none"> ○ Promotion of sun smart i.e water, sun cream, hats etc. ○ Promotion of appropriate clothing ○ Provide access to sun cream and access to free water for patrons. ○ Secure all loose items. 	6
Marquee not secured properly	<ul style="list-style-type: none"> ○ Blowing over and hitting someone if a sudden puff of wind occurs 	16	<ul style="list-style-type: none"> ○ Ensure all marquees are secured with appropriate weights 	6
Free standing displays (i.e signs from stallholders)	<ul style="list-style-type: none"> ○ Tipping, blown or knocked over and hitting people 	6	<ul style="list-style-type: none"> ○ Ensure all loose items are tied down and/or secured to a fixture. 	2

<p>Person contracts food poisoning at the event</p>	<ul style="list-style-type: none"> ○ Patrons ill at the event 	<p>10</p>	<ul style="list-style-type: none"> ○ Ensure that all food vendors an approved food permit from council. ○ Monitor safe food handling practices are being followed. Provide sanitizer for patrons. ○ Reliable access to power for refrigeration. 	<p>2</p>
<p>Bins overflowing and litter on the ground</p>	<ul style="list-style-type: none"> ○ Litter on the ground ○ Looks untidy ○ Complaints from patrons ○ Environmental Hazard 	<p>6</p>	<ul style="list-style-type: none"> ○ Monitor the bins and the cleaners during the event. ○ Ensure there are adequate bins available in visible locations through event site. 	<p>1</p>

