

# Event Risk Assessment Template

## How to do a risk assessment

### Find it

List all of the hazards or possible situations associated with the event activity that may expose people to injury, illness or disease. List these hazards in the 'hazards' column of the template

Use experts or experienced people to advise you on your risk assessment.

### Assess it

Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.

Use the **Risk Ranking Matrix** in the template.

### Fix it

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.

Use the **Hierarchy of Control table** to guide you as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.

Code	Consequences	OHS/Health/Injury/Well-being descriptor
1	Minor	No injuries
2	Disruptive	First aid treatment
3	Serious	Medical treatment
4	Critical	Partial disablement or severe injury
5	Catastrophic	Death or permanent disablement

Code	Likelihood	Qualitative descriptor	Probability
5	Almost certain	This hazard is expected to occur in most circumstances	>50%
4	Likely	This hazard will probably occur in most circumstances	25 – 50%
3	Occasional	This hazard might occur at some time	10 – 25%
2	Possible	This hazard could occur at some time	5 – 10%
1	Rare	This hazard may occur only in exceptional circumstances	<5%

Likelihood		Consequence				
		1 Minor	2 Disruptive	3 Serious	4 Critical	5 Catastrophic
5	Almost certain	Moderate	Substantial	High	Extreme	Extreme
4	Likely	Low	Moderate	Substantial	High	Extreme
3	Occasional	Low	Moderate	Moderate	Substantial	High
2	Possible	Low	Low	Moderate	Moderate	Substantial
1	Rare	Low	Low	Low	Low	Moderate

# Risk Assessment Template

Name of Event	
Date of Event	
Location of Event	
Risk Management Team	
Site Supervisor	
Bump in and Bump out	
Site Supervisor	

Hazards	Risk Rating	Control/Actions	Responsibility
Statutory breaches, OHS breaches and fines			
Licensing breaches, public liability claims - injuries and death			
Disturbing the peace			
Badly designed event site			
Cuts/abrasions, lacerations, fractures			
Contaminated raw food products			
Planning and schedule conflicts			
Supply delays			
Inadequate First Aid kits			
Performers legal liability – Injury/death			
Hypothermia			
Drinking in public areas			
Densely crowded areas, crowd anxiety			
Underage drinking, transfer of alcohol			
Staging collapse			
Seating collapse			
Inadequate/ inappropriate staff training			
Inappropriate skills mix			
Insufficient technical skills			

Hazards	Risk Rating	Control/Actions	Responsibility
Criminal activity			
Loss of key staff			
Lack of policies & procedures for staff and managers			
Problems with outside contractors			
Use of prescription or illegal drugs and alcohol			
Fire			
Flooding			
Industrial accidents e.g. generator explosion, LPG gas explosion			
Abusive language			
Breach of contract – contractor’s liability			
Fall injuries			
Leads – Trip hazards			
Loss of key staff			
Weather – adverse weather conditions			
Dehydration – Hot day and crowd doesn’t drink enough			
Snake bite			
Toilets – blockage, breakdown, unclean			
Theft/Burglary			
<b>Consider individual risks associated with your event</b>			

# Template of Risk Action Plan - Treatment

If you have any risks that are considered high or extreme risks you will need to complete a treatment plan. Please fill in an action plan for each risk.

## Risk Action Plan

Item	
Risk	
Location/Function	

Summary (Recommended Response and Impact)

6) Proposed Actions	
7) Resource Requirements	
8) Responsibilities	
9) Timing	
10) Reporting/Monitoring	