

Event Risk Assessment Template

How to do a risk assessment

Identify 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

Assess it - Use the **Risk Ranking Matrix** to 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.

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 table** to guide you as to what type of controls you could put in place to minimise, manage or eliminate the hazards once you have assessed their risk level.

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	Possible	This hazard might occur at some time	10 – 25%
2	Unlikely	This hazard could occur at some time	5 – 10%
1	Rare	This hazard may occur only in exceptional circumstances	<5%

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

Hierarchy of control table

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	Possible	Low	Moderate	Moderate	Substantial	High
2	Unlikely	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	

Only complete if the hazard is applicable to your event

Hazards	Risk Rating	Control/Actions	Responsibility
Management			
Poorly designed event site			
Planning and scheduling conflicts			
Supply delays			
Inadequate/inappropriate staff training			
Loss of key staff			
Lack of policies/procedures for staff			
Problems with contractors			
Safety			
Performers/contractors legal liability			
Public liability claims			
Statutory breaches			
Unsafe food			
Overcrowding			
Structure collapse or blown over			
Inadequate first aid			
Criminal activity			
Illegal drugs or drinking in public areas			
Fire			
Adverse weather			
Fall injuries			
Trip hazards			
Theft/Burglary			

Risk Assessment Template (continue)

Hazards	Risk Rating	Control/Actions	Responsibility
Amenity			
Littering			
Disturbing near by residents/ businesses			
Toilets – blockage, breakdown, unclean			
Abusive language			
Consider individual risks associated with your event			

Additional notes

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	