|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF THE EVENT | <Insert name > | LOCATION(S) | <Insert location(s)> |
| Responsible Officer: | <Insert name> | **DATE:** | dd mm yyyy |

Risk is assessed based on the best available information. A risk assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimisation.

**A list of risks has been provided in the template below. For the risks relevant to your event, you’ll need to provide a list of controls implement to minimise or eliminate these risks.**

***NOTE:* *THESE EXAMPLES ARE NOT EXHAUSTIVE AND WILL NEED TO BE TAILORED TO YOUR EVENT.***

**event Risk register**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Hazard | Risk Description (consequence) | controls | RISK RATING | actioned by |
|  | <Insert source of consequence> | <describe what could happen> | * <Insert control, one per dot point> * <Insert control> * <Insert control> | <**After Controls** - Use Risk Reference in table> | <Insert name of person(s) responsible for implementing action> |
| *Example* | *Slips, trips and falls* | * *Physical injury to staff, volunteers, attendees* * *Damage to property/assets* | * *Festival site inspection prior to bump in* * *Cleaning and waste management crew circulating throughout festival hours to maintain site* * *Wet floor signage on hand* * *Install coloured tape marking edges of steps and stages* * *Leads and cables to be installed to run overhead or set in cable traps* * *Staff to be on alert for visible trip hazards* * *Additional lighting to be utilised if necessary* * *Holes/uneven surfaces to be covered where possible (drain grills, bollards, etc)* | *Low* | *Site manager*  *Safety officer*  *Cleaning contractors*  *Waste management contractors*  *Electrical contractors* |
| 1 | Adverse **weather** effects the event including:   * Extreme Heat * Wind * Rain * Electrical Storm * Heat * Smoke / Haze | * Adverse weather causes injury or illness to staff, contractors or attendees * Event forced to stop due to weather such as extreme heat, rain, lightening | * BOM |  |  |
| 2 | Electrical cords or other obstacles not secured appropriately creating **trip hazards** | * Staff or contractors’ trip on hazard causing injury * Members of the public trip on hazard causing injury |  |  |  |
| 3 | Live **electrical** wires or faulty electrical equipment | * Electrocution to patrons, performers and members of the public |  |  |  |
| 4 | **LPG Cylinders**, heaters and appliances | * Injury to public, staff and contractors * Explosion danger and potential burn |  |  |  |
| 5 | **Broken glass,** litter etc | * Potential cuts and lacerations to hands & feet of staff, contractors and members of public |  |  |  |
| 6 | **Food Poisoning** | * Illness or injury to staff, contractors and members of the public. |  |  |  |
| 7 | **Infrastructure** eg jumping castle, marquees | * Injury to public, staff and contractors * Dropping, falling, collapsing and blowing away |  |  |  |
| 8 | **Vehicle accident** onsite and motor vehicles within event space | * Injury to public, staff and contractors * Damage to vehicle and assets |  |  |  |
| 9 | Excessive **noise** | * Noise induced hearing loss to staff, contractors and members of the public * Unpleasant business owners, residents and community members |  |  |  |
| 10 | **Armed or dangerous intruder** | * Bodily injury and trauma to staff, contractors and members of the public |  |  |  |
| 11 | **Bomb Threat** | * Trauma and injury to staff, contractors and members of the public |  |  |  |
| 12 | **Lost Children** |  |  |  |  |
| 13 | **Generators not secured from public** |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |

**ACTION REGISTER**

**USE:** Based on the controls listed above, or when additional information is needed before determining a control, list this in the actions register.

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Action to allow return | Person Responsible | Due Date |
|  | <Insert action statement that is specific and measurable so that it is clear what is required> |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Risk policy / appetite Reference**

Consequence

Consequence provides an understanding to the Executive in relation to what risks, if they materialised, would have the greatest consequence on Council.

Likelihood

Council’s methodology for determining likelihood of its Enterprise Risks is entirely determined through the effectiveness of the control environment:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **L**  **I**  **K**  **E**  **L**  **I**  **H**  **O**  **O**  **D** | **CONSEQUENCE** | | | | | |
|  | 1 - Insignificant | 2 - Minor | 3 - Moderate | 4 - Major | 5 - Severe |
| A - Almost Certain | Medium | High | High | Extreme | Extreme |
| B - Likely | Low | Medium | High | High | Extreme |
| C - Possible | Low | Medium | Medium | High | High |
| D - Unlikely | Low | Low | Medium | Medium | High |
| E - Rare | Low | Low | Low | Medium |  |

The below details the minimum action required for each risk level as it has been assessed in its current state:

|  |  |  |
| --- | --- | --- |
| **Risk Level (Current)** | **Minimum Action Required** | |
| **Low** | **Internal** | Ongoing implementation/management of controls required to maintain low level of risk |
| **External** | Low rated risks are tolerated by the Event Organiser and managed by routine procedures. |
| **Medium** | **Internal** | Ongoing management of controls required to maintain medium level of risk |
| **External** | Medium rated risks are managed by event management team. |
| **High** | **Internal** | Management Attention Required. Options for additional controls and/or action plan to strengthen existing controls required to reduce the level of risk. |
| **External** | High rated risks are monitored by senior event management team/organising committee |
| **Extreme** | **Internal** | Senior management attention required. Options for additional controls and/or action plan to strengthen existing controls must be put in place and progress reported formally.  Consider cancellation or postponement of event. |
| **External** | Immediate action required |