

# Risk Assessment Process

## Step One: Overview

You will need to go to the event site well in advance (prior to the event setup), to identify potential risks and work out ways to minimise them. You will be able to identify a number of hazards, such as inadequate lighting, areas that need fencing off, walkways that need repairing, tree limbs that have fallen or are about to fall, or rubbish dumped at your event site.

It is also wise to carry out a risk assessment after you have set up. It is amazing how many things you don't think of until you see them, such as stalls blocking emergency access, exposed electrical cables, inadequate space for vehicles to turn in car parks, etc.

After this has been done you can now complete your Event Plan.

## Step Two: Identify the Hazards

Use your Event Plan as a prompt to list all of the hazards associated with your event. We have provided a checklist below as a guide. List these in the hazards column.

## Step Three: Identify the Risks

The consequence of a hazard is a risk. Consider what may occur if the hazard is not properly managed. List these in the Risks column

## Step Four: Identify the Risk Rating, Likelihood and Consequences

Consider and assess the Risk Rating, Likelihood and Consequences of the Hazard. We have provided a Risk Matrix and Likelihood Table below as a reference guide. List these in the appropriate columns.

## Step Five: Manage the risks and ensure controls are in place

Plan how to minimise each risk – what are you going to do to reduce the likelihood of the risk happening, or to reduce the consequences? Complete the Existing Controls column and the Additional Controls column if applicable.

## Step Six:

Complete the person responsible column and when actioned complete the final column.

## Pre-Event Hazard Checklist SAMPLE

Hazard	Yes	No	N/A
Amusements/Rides			
Barriers/Fencing			
Bump In/Out and Setup			
Catering Checklist			
Cash Handling			
Communication			
Crowd Management			
Disabled accessible/facilities			
Drinking water			
Generators/Lighting/Power/Leads/Fire Extinguishers			
Working at heights			
Emergency Access			
Emergency Services Notified			
First Aid			
Food Vendors/Hot surfaces			
Fire/Fireworks/Fire Crackers/Pyrotechnics			
Gas bottles secured			
Lost Kids and Missing Persons			
Manual Handling			
Marquees/Tents/Stages weighted and secure			
Noise			
Pedestrian access			
Performers/Entertainers briefed			
Security briefed			
Staff, marshals and volunteers			
Site/Venue/Lighting/Signage			
Slips/Trips/Falls			
Toilets/Accessible toilets sufficient/access/cleaning			
Trees/branches			
Tripping hazards			
Traffic Management/Parking/Vehicles/Access			
Waste management			
Weather			

## Likelihood Table

Level	Descriptor	Description
A	Almost certain	Event expected to occur in most circumstances
B	Likely	Event will probably occur in most circumstances
C	Possible	Event should occur at sometime
D	Unlikely	Event could occur at sometime
E	Rare Event	may occur but only in exceptional circumstances

## Risk Matrix

Likelihood Category	Consequence Label				
	1 Negligible	2 Minor	3 Moderate	4 Major	5 Catastrophic
A Almost Certain	Medium	Medium	High	Very High	Very High
B Likely	Medium	Medium	High	High	Very High
C Possible	Low	Medium	Medium	High	High
D Unlikely	Low	Low	Medium	Medium	High
E Rare	Low	Low	Medium	Medium	Medium

Very High	EXTREME RISK: Immediate action required
High	HIGH RISK: Senior management attention needed
Medium	MEDIUM RISK: Management responsibility must be specified
Low	LOW RISK: Manage by routine procedures

# Risk Management Plan SAMPLE

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Event Organiser Responsible: \_\_\_\_\_

Hazard(s)		Risk (There is a risk that..)	Risk Rating	Likelihood	Consequence	Existing Controls	Additional controls (If required)	Person Responsible	Actioned
01	Cooking, candles, naked flame, hot surfaces	Burn injury and loss	C3 Medium	Possible	Moderate	- Check and assess stallholders prior to event start - Educate stallholders	- Rectify issues found	- Event Manager - Stallholder - Staff	✓
02	Slip, Trip, Fall and Knock	Bodily injury to public or participants	D2 Low	Unlikely	Minor	- Check site prior/during event - Check structures and activities - Educate stallholders/activity providers	- Rectify issues found	- Event Manager - Stallholder - Staff	
03	Children's Activities/ Workshops	Inappropriate or dangerous activity	D4 Medium	Unlikely	Major	- Hire professional contractors for activities with appropriate risk documents and processes - Adequate staff for activities - Event staff to monitor activities & notify event manager if required	- Rectify issues found	- Activity Provider Staff - Event Manager	
04	Children	Lost kids or missing persons	C4 High	Possible	Major	- Educate staff on Lost kids or missing persons procedure - Notify security		- Staff & - Event Manager	
05	Marquees & Temporary Structures	Unstable installation and assembly	C4 High	Possible	Major	- Ensure adequate weights are secured - Educate stallholders - Check structures prior to event	- Provide additional weights to secure structures or take down those that aren't secure	- Event Manager - Stallholder - Staff	
06	Broken Glass, Litter	Cuts and Abrasions	C2 Medium	Possible	Minor	- Event staff to continually check site and notify cleaning staff when required - Adequate waste bins	- Additional Site clean-up after event	- Event Manager - Stallholder - Staff	

**SAMPLE ONLY - HAZARDS, CONTROLS AND RISK RATINGS MUST BE REVIEWED FOR EACH EVENT. DELETE/ADD CONTENT TO SUIT YOUR EVENT**