EVENT SAFETY RISK ASSESSMENT

As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

Council requires that before an event is held on Council or public land, relevant permits and licenses are obtained and that a risk assessment and Event Management Plan is completed and forwarded to Council. Please note Council does not approve your risk assessments as it is part of your application process.

RISK ASSESSMENT – IT'S A MUST

The success of your event is measured in many ways and safety is one of them. As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

While most of us understand this, we can find it difficult to apply to a working event document, such as Risk Registers or Risk Control Plans. Remember to start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety – from the planning phase right through to the overall evaluation of the event.

This guide breaks down the risk assessment process, outlining each step:

HAZARD IDENTIFICATION

Hazard identification is the process of recognising hazards associated with an event. It is helpful to identify risks by considering the people involved and their roles to ensure their safety at all times

Hazard 'groupings' that can assist in the identification process include:

- human - type and size of crowd expected, level of crowd participation
- technological - mechanical, utilities such as gas and electricity
- natural - the physical location and site area conditions
- environmental - weather, Environment Protection Authority controlled, ground impact etc.

RISK ASSESSMENT

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.

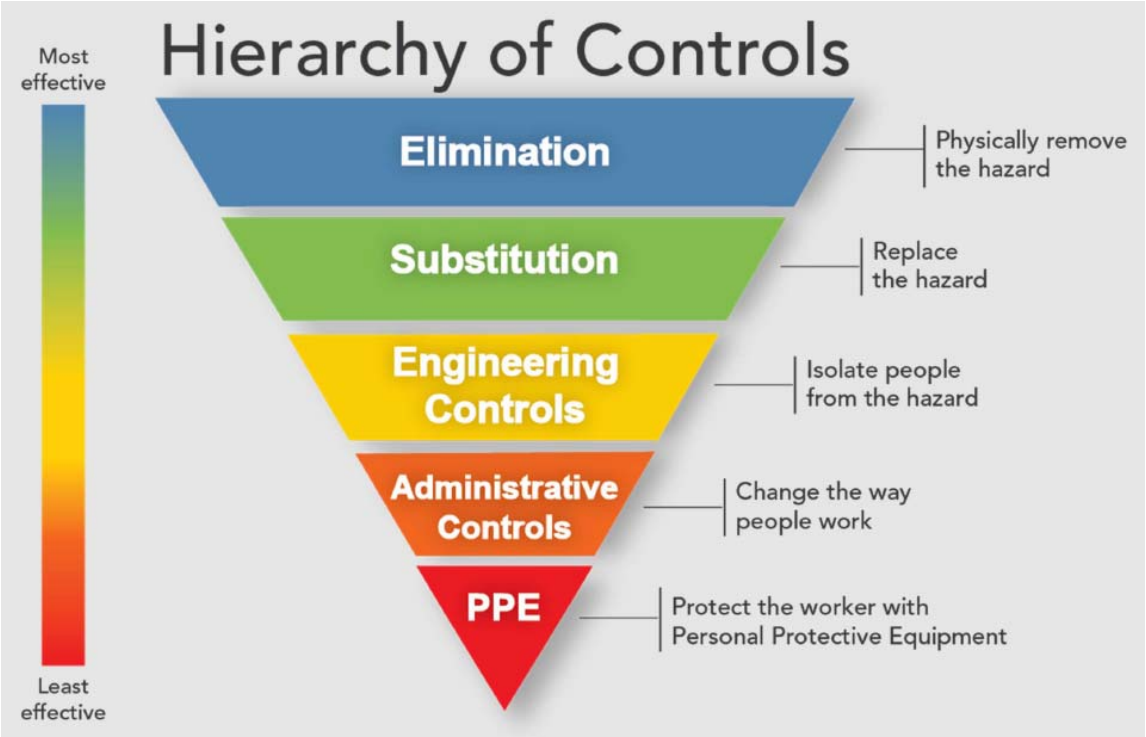
In order to determine a risk rating consider:

- the consequence - what will happen, the extent of harm; and
- the likelihood - chances or possibility of it occurring.

A risk assessment matrix modelled from examples given in AS/NZS ISO 31000 *Risk Management.* When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

RISK CONTROL

In order to control the risk we need to work out the best method of handling the risk. Look at the following methods, which are referred to as the 'hierarchy of controls', to see if you can eliminate or reduce the risk.



Often people pick the 'easier' option by going straight to administrative controls or PPE but there are often more effective ways to control the hazard. In many cases consultation and discussion with the people involved reveals new ideas or better ways of handling hazards and reducing the risks of injury. Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It is vital to ensure that risk assessment covers the entire event – from set up (bump in) to dismantling (bump out), not just during the event itself.

Most importantly, consult with those involved.

RISK ASSESSMENT TABLES

LIKELIHOOD

How likely is it to occur? (example of a risk table below)

Likelihood	Description	Quantification
1-Rare	The event may occur but only in exceptional circumstances. No past event history.	Once every 50 years or more. Less than 10% chance of occurring.
2-Unlikely	The event could occur in some circumstances. No past event history.	Once every 20 years. Between 10% and 30% chance of occurring.
3-Possible	The event may occur sometime. Some past warning signs or previous event history.	Once every 5 years. Between 30% and 70% chance of occurring.
4-Likely	The event will probably occur. Some recurring past event history	Once a year. Between 70% and 90% chance of occurring.
5-Almost Certain	The event is expected to occur in normal circumstances. There has been frequent past history.	Several times a year. Greater than 90% chance of occurring.

CONSEQUENCE

What is likely to be the impact?

Consequence	Example Detail Description
Very Low	• No injuries • Low financial loss
Low	• First aid treatment • On-site release of chemical immediately contained • Temporary halt of event • Medium financial loss
Medium	• Medical treatment required • On-site release of chemical contained with outside assistance • Temporary halt of event requiring outside assistance (e.g. specialised maintenance, fire, Police) • High financial loss
High	• Extensive injuries • Loss of production capability • Off-site release of chemical with no detrimental effects • Halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance, SafeWork NSW) • Major financial loss
Very High	• Death • Toxic release off-site with detrimental effect • Halt of production with investigation and potential prosecution (e.g. fire, police, ambulance, SafeWork NSW) • Catastrophic financial loss

RISK ASSESSMENT MATRIX

RISK RATING

The risk matrix determines a 'risk rating', based on the likelihood and consequence of risk.

	Consequence				
Likelihood	1 Very Low	2 Low	3 Medium	4 High	5 Very High
5 Almost Certain	Moderate	Moderate	Significant	Extreme	Extreme
4 Likely	Minor	Moderate	Moderate	Extreme	Extreme
3 Possible	Minor	Minor	Moderate	Significant	Extreme
2 Unlikely	Minor	Minor	Moderate	Moderate	Significant
1 Rare	Minor	Minor	Minor	Moderate	Moderate

RATINGS

E = Extreme risk: immediate action required

H = High risk: senior management attention needed

M = Moderate risk: responsibility must be specified

L = Low risk: manage by routine procedures

Risk assessment tables enable event organisers to allocate risk ratings to all hazards, so they can prioritise and address them in a systematic way.

Event Safety Risk Control Plan Template

Name of Event:	Exact Location of Event:
Date and time of event:	Expected number of attendees:
"Event Manager/ organiser" name, address and telephone number:	Person completing Risk Assessment:

Task/ Issue/ Hazard	**What could go wrong**	**Person affected/ Location**	**Risk Rating Before controls (refer to risk matrix)**	**Risk Control Measures (steps that are in place to manage the risk)**	**Risk Rating After controls (refer to risk matrix)**	**By who and when?**	**Notes**
E.g. *Crowds*	*Crushing*	*Any person at event*		*Design layout of event to reduce concentration of people in any one place*		*Event coordinator Mr J Doe 1/7/XX*	*Volunteers to also assist*

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