|  |  |
| --- | --- |
| Event Name |  |
| Date |  |
| Location |  |
| Full name of staff responsible for the event |  |
| Full name of manager |  |

Type of event

🞏 Sporting 🞏 Food 🞏 Arts/Culture 🞏 Other (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A risk assessment id the process of estimating the potential effects or harm 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 will need to provide details of the controls implemented to minimise or eliminate these risks.

As this template is for guidance only, these examples are not exhaustive and will need to be tailored to your event. The City of Port Adelaide Enfield accepts no responsibility for the development of others’ event risk assessment documents or procedures.

Event Risk Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Hazard | Consequence | Controls | Risk Rating | Actioned By |
|  | <Insert source of consequence> | <describe what could happened> | * <Insert control, one per dot point> * <Insert control> * <Insert control> | <Use risk rating matrix below> | <Insert name of person(s) or organisation responsible for implementing action. For example, event organiser/manger, St Johns, SAPOL, MFS etc. |
| 1 | Event attendees acquiring an injury or suffering a medical episode. | Without immediate medical treatment the injury or medical episode could become life threatening | * Engage a professional first aid organisation (e.g., St John Health Services, Event Medic Services etc.) **or** * Provide an adequate number of dedicated certified first aid trained staff/volunteers to manage first aid requirements, providing an appropriate amount of first aid kits and suitable supplies |  |  |
| 2 | 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. | * <Insert control> |  |  |
| 3 | 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 | * <Insert control> |  |  |
| 4 | Live **electrical** wires or faulty electrical equipment | Electrocution to patrons, performers and members of the public | * <Insert control> |  |  |
| 5 | **LPG Cylinders**, heaters and appliances | Injury to public, staff and contractors  Explosion danger and potential burn | * <Insert control> |  |  |
| 6 | **Fire –** including fires that form part of the event. Consider nature/scope of the fire, fuel source | Injury to public, staff and contractors  Spread of fire to other infrastructure |  |  |  |
| 7 | **Broken glass,** litter etc | Potential cuts and lacerations to hands & feet of staff, contractors and members of public | * <Insert control> |  |  |
| 8 | **Food Poisoning** | Illness or injury to staff, contractors and members of the public. | * <Insert control> |  |  |
| 9 | **Infrastructure** e.g., jumping castle, marquees. Staging, stalls | Injury to public, staff and contractors  Dropping, falling, collapsing and blowing away | * <Insert control> |  |  |
| 10 | **Event parking** | The event area cannot offer dedicated parking for attendees meaning the existing parking is inadequate to accommodate local and event parking. | * <Insert control> |  |  |
| 11 | **Vehicle accident** onsite and motor vehicles within event space | Injury to public, staff and contractors  Damage to vehicle and assets | * <Insert control> |  |  |
| 12 | Excessive **noise** – including amplified music, drumming and public address systems. | Noise induced hearing loss to staff, contractors and members of the public  Unpleasant level for business owners, residents and community members | * <Insert control> |  |  |
| 13 | **Volatile situations** e.g., anti-social behaviour due to intoxication, demonstration of political, social or religious disagreements, armed/dangerous intruder, bomb threat etc. | Bodily injury and trauma to staff, contractors and members of the public  Trauma and injury to staff, contractors and members of the public | * <Insert control> |  |  |
| 14 | Regular **cleaning** of facilities and equipment not completed during event (including toilets) | Transmission of disease. | * <Insert control> |  |  |
| 15 | **Power failure** | Power failure causes injury or illness to staff, contractors or attendees.  Event forced to stop due to power outage. | * <Insert control> |  |  |
| 16 | **Sustainability** | Removing the need to use single use plastics as part of your event to meet PAE’s Sustainability Policy. |  |  |  |
| 17 | **Toilet facilities** | Insufficient number to meet the needs of event attendees and staff. | * <Insert control> |  |  |
| 18 | **Waste Management –** provision of general and recycling bins and cleaning of the site after the event | Insufficient number of bins to cater for the litter generated by the event.  The event site is not returned in good order, failing to meet the terms of the event licence. | * <Insert control> |  |  |
| 19 |  |  | * <Insert control> |  |  |
| 20 |  |  | * <Insert control> |  |  |
| 21 |  |  | * <Insert control> |  |  |
| 22 |  |  | * <Insert control> |  |  |
| 23 |  |  | * <Insert control> |  |  |
| 24 |  |  | * <Insert control> |  |  |
| 25 |  |  | * <Insert control> |  |  |
| 26 |  |  | * <Insert control> |  |  |

Risk Rating Matrix

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Likelihood table | | | | consequence table | | | | | |
| Likelihood |  | | | | **Minimal** | **Minor** | **Moderate** | **Major** | **Severe** |
| Likely | Probable occurs in most circumstances | **Major** | Injury or illness that results in hospitalisation or temporary disability.  Halt of event requiring investigation and outside assistance (e.g., Safework SA, Police, ambulance).  Major financial loss. | **Likely** | Low | Medium | High | High | Extreme |
| Possible | Could occur at some time | **Moderate** | Injury or illness that results in medical treatment.  Temporary halt of event requiring outside assistance (e.g., ambulance, police, fire)  High financial loss. | **Possible** | Minimal | Low | Medium | High | High |
| Unlikely | Not expected to occur | **Minor** | Injury or illness that requires first aid treatment only.  Temporary halt of event.  Medium financial loss. | **Unlikely** | Minimal | Low | Low | Medium | Medium |
| Rare | Exceptional circumstances only | **Minimal** | No injury or an injury that does not require treatment.  No financial loss. | **Rare** | Minimal | Minimal | Minimal | Low | Low |

See below for rating descriptions

|  |  |
| --- | --- |
| rating | description |
| minimal | rated risks are accepted by the Event Organiser and require no action, monitor. |
| low | rated risks are tolerated by the Event Organiser and managed by routine procedures. |
| medium | rated risks are managed by event management team. |
| high | rated risks are monitored by senior event management team/organising committee |
| extreme | Immediate action required |