

Risk Management

Whenever you are putting on any event you need to be aware of possible risks and outcomes, and take steps to control their consequences.

Risk management involves identifying risks and then working to minimise or manage them. By helping you identify and subsequently analyse risks, this tool provides you with greater insights into risks and their consequences.

How to do a risk assessment – refer to template

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. Some examples of hazards have been provided for your reference.

Asses it

Rate or 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 this to guide you as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.

LIKELIHOOD	RISK RANKING MATRIX				
HIGH	5	10	15	20	25
SIGNIFICANT	4	8	12	16	20
MODERATE	3	6	6	12	15
LOW	2	4	6	8	10
NEGLIGIBLE	1	2	3	4	5
CONSEQUENCE	NEGLIGIBLE	LOW	MODERATE	MAJOR	CATASTROPHIC

LIKELIHOOD DEFINITIONS

A high likelihood	<ul style="list-style-type: none"> • It is expected to occur in most circumstances • There is a strong likelihood of the hazards reoccurring
A significant likelihood	<ul style="list-style-type: none"> • Similar hazards have been recorded on a regular basis • Considered that it is likely that the hazard could occur
A moderate likelihood	<ul style="list-style-type: none"> • Incidents or hazards have occurred infrequently in the past
A low likelihood	<ul style="list-style-type: none"> • Very few known incidents of occurrence • Has not occurred yet, but it could occur sometime
A negligible likelihood	<ul style="list-style-type: none"> • No known or recorded incidents of occurrence • Remote chance, may only occur in exceptional circumstance

CONSEQUENCE DEFINITIONS

Catastrophic	<ul style="list-style-type: none"> • Multiple of single death • Costs to Event of up to \$5 million • International and National Media outrage
Major	<ul style="list-style-type: none"> • Serious health impacts on multiple or single persons or permanent disability. • Costs to Event between \$2.5 – \$5 million • National media outrage
Moderate	<ul style="list-style-type: none"> • More than 10 days rehabilitation required for injured persons • Costs to Event between \$200,000 and \$2.5 million • Local media and community concern
Low	<ul style="list-style-type: none"> • Injury to person resulting in lost time and claims • Costs to Event between \$50,000 and \$200,000 • Minor isolated concerns raised by stakeholders, customers
Negligible	<ul style="list-style-type: none"> • Persons requiring first aid • Costs to Event up to \$50,000 • Minimum impact to reputation

EXAMPLES OF EVENT HAZARDS

Security

Bomb threats
Cash handling

People

Security staff numbers
Patron demographics
Inappropriate use of staff
Alcohol
Training/induction
Lack of relevant certification/licences
Background checks of staff

Hazardous Substances/ Dangerous Goods

Fuel storage
Cleaning products
Water/waste water
Pyrotechnics, explosives
Inappropriate labelling
Poisons

The event

Communication equipment
Asset protection
Entry control

Legal

Interaction with law
enforcement agencies
Unsolicited acts of violence, theft
Planning
Possible acts of terrorism
Emergency management
Contingency planning

Accessibility

Ramps
Parking
Public transport
Signage
Access to venues
Egress
Seating

Materials handling

Mechanical handling
Food handling safety
Furniture fixture and equipment
Transport between venues/

Locations/storage
Weights, height, dimensions
Condition of terrain, path of travel

Contractors

Co-ordinating contractors
Communication
Legal compliance
Job safety analysis/ risk assessment
and safety plans
Training/ Licencing
Accreditation
Contracts

Vehicle safety

Maintenance
Security of vehicles
Vehicle/people segregation
Speed
Refuelling
Parking supervision
Lack of training
Permits and certification/licensing
Outdoor broadcast vehicles
Electrical safety
Inappropriate use of paths for vehicles
Accessibility during emergency
Management
Loading operations – docks and people

Staff

First aid
Food preparation/safety
Fatigue
Conditions – excessive heat/cold
Competency/suitability
Violence,
Crowd misbehaviour
Welfare – breaks,
Sun exposure -sunscreen,
Temperature extremes – heat /cold
Cultural issues
Transport

Working at height

Scaffolds – licenced /trained erectors
Unsafe Use of Winches
Unsafe use of Ladders
Proximity to Overhead power lines
Edge protection (off roofs or platforms)

Camera platforms
Rigging/lighting
Improper use of Safety harnesses -

Slips and trips

Electrical cables across pathways
Uneven ground, loose surfaces
Adverse Weather
Flooring design/surfaces
Poor design or placement of barriers
Poor Lighting
Inadequate Queuing systems
Edge protection
Climbing for vantage points
Inappropriate footwear

Electrical safety

Qualification of contractors
Power supply – no spiking,
Overloading systems/ switchboards
Faulty Power tools
Faulty insulation
Underground services
Protection of leads
Cables/height/pathways
Location in relation to other equipment

Fire safety

Evacuation plans
Fire prevention plan
Dangerous Goods storage
Knowledge and use of equipment
Appropriate firefighting equipment
Obstruction and security of firefighting
equipment
Pyrotechnics (fireworks or fire
amusement displays)
Warning and communication system
Fire ban days -

Manual handling

Excessive weight or awkward
dimensions
Lack of Mechanical aids
Poor packaging by suppliers
Time lines/ lead times
Lack of staff
Crowd control – security
Training

RISK ASSESSMENT TEMPLATE

Name of Event:		Risk Assessment completed by:			
Date & Time of Event:		Date risk assessment is completed:			
Location of Event:		Person in charge of event:			
Expected number of attendees:		Signature:			
Task/Issue/Hazard	What could go wrong?	Person/s affected & location	Risk Rating	Risk Control Measures	Person responsible

