EVENT HAZARD IDENTIFICATION AND RISK ASSESSMENT TEMPLATE

All events, regardless of their size or nature, will have risks. It is your responsibility as the event organiser, to identify and manage these risks.

Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. This process is called Risk Management and in order to know what risks need to be managed, a risk assessment needs to be conducted.

**Why does an event need to manage risks?**

Event sites and activities are considered to be places of work and there are industry acts, regulations, standards and guidelines and event organisers need to develop their procedures in accordance with these documents. There are also high penalties for failure to comply with the regulations and the risk of an event site being shut down for non-compliance by the relevant regulator e.g SafeWork NSW, EPA, Council.

And of course, no one wants to see anyone hurt or have a bad experience at their event. If you manage the risks and know the regulations, then damage to property or injury to the public can be avoided. For further information on Risk Assessments – please refer to the Bega Valley Shire Councils Event Management Guide.

**What is a Risk Assessment?**

A risk assessment is the process of identifying and quantifying the probability of a harmful effect to an item or an individual. To assess risks, an objective evaluation of the risks are considered and ranked by using a basic formula of rating the potential loss and the probability of occurrence.

**How to do a Risk Assessment**

**FIND 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

Use experts or experienced people to advise you on your risk assessment.

**ASSESS 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.

Use the **Risk Ranking Matrix** in the template.

**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 the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.

Use the **Hierarchy of Control** table 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.

**How to control hazards**

By determining the consequences and likelihood of risks occurring, you can now, aim to eliminate, minimise and control the hazards.

Use the hierarchy of control system to minimise or eliminate exposure to hazards.It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

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| **HEIRACHY OF CONTROLS** | |
| **ELIMINATION**  **Eliminate the hazard** | Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. *If this is not practical, then substitute.* |
| **SUBSTITUTION**  **Substitute the process** | Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. *If this is not practical, then engineer.* |
| **ENGINEERING**  **Change the equipment** | Introduce enclosures and barriers around or between the hazard. Improve maintenance procedures. *If this is not practical, then:* |
| **ISOLATION** | Separate or isolate the hazard or equipment from people by relocation or by changing the operation. *If this is not practical, then administer* |
| **ADMINISTRATIVE** | Design and communicate written or verbal procedures that prevent the hazard from occurring. *If this is not practical, then PPE* |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE)** | Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard. |

**Hazard Identification and Risk Assessment Template**

The following pages comprise a blank Hazard Identification and Risk Assessment Template. Event organisers are invited to use this template (or a similar risk assessment form) for documenting and reporting event specific risks to Council as part of the approval process for an event.

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| **Hazard Identification And Risk Assessment Template** | | | |
| **Name of Event:** |  | | |
| **Date of Event:** |  | **Risk Management Team:** |  |
| **Location of Event:** |  | **Site Supervisor:** |  |
| |  | | **CONSEQUENCE** | | | | | --- | --- | --- | --- | --- | --- | | **Catastrophic** | **Critical** | **Major** | **Minor** | | **LIKELIHOOD** | **Frequent**  Likely to occur regularly | **1** | **3** | **7** | **13** | | **Probable**  Will occur several times | **2** | **5** | **9** | **16** | | **Occasional**  Unlikely but reasonably expected to occur | **4** | **6** | **11** | **18** | | **Remote**  Unlikely but possible to occur | **8** | **10** | **14** | **19** | | **Improbable**  So unlikely it may not be experienced | **12** | **15** | **17** | **20** | | | |  |  |  |  | | --- | --- | --- | --- | | **Consequence Table** | | | | | **Catastrophic** | **Critical** | **Major** | **Minor** | | ▪Death or permanent total disability  ▪Prevent the infrastructure, system or equipment from meeting the primary operational requirements  ▪Funding exhausted due to mismanagement or misappropriation | ▪Permanent partial disability, or temporary total disability in excess of 30 days  ▪Significantly degrades the infrastructure, systems or equipment’s ability to perform its primary task  ▪Requires significant additional funding, or redistribution budget or termination and/or reduction of other initiatives | ▪Temporary partial disability less than 30 days, hospitalisation, emergency medical treatment, injury or illness eligible for compensation  ▪Temporary loss of one or more significant capabilities within the infrastructure, system or equipment  ▪Requires significant redistribution of existing budget | ▪First aid or minor supportive medical treatment  ▪Temporary degradation or loss of one or more capabilities within the infrastructure, system or equipment.  ▪Requires monitoring and corrective action within existing cost centre budget | | |

| **Identify the Hazards**  *Hazard/s associated with each task* | **Identify the Risk**  *What can happen? How can it happen?* | **Risk Rank**  *Before Controls* | **Controls**  *Controls to address identified risks* | **Risk Rank**  After Controls |
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**Name of Assessor:**

**Date of Assessment:**