



RISK ASSESSMENT

A risk assessment is a systematic evaluation of risks pertaining to a specific event or activity. The information provided informs Council about the safety considerations and provisions you have made for your event or activity.

As you are hosting your event/activity on council land, the council needs assurance that the event organisers have done everything in their power to ensure the safety of all guests and visitors attending the event.

If you are hosting your event/activity on private property use this risk assessment as a tool to ensure that you have anticipated all possible risks and made adequate provision to reduce or eliminate potential hazards.

As this risk assessment is generic you will need to add additional event specific details.

Each potential hazard relating to each activity carried out at your event will need to be graded with a risk severity and risk likelihood before and after control measures are in place. A full risk matrix is attached to help you assess risk severity and likelihood.

RISK SEVERITY

- **EXTREME RISK** Fatality or permanent disability
- **HIGH RISK** Major injury, long term illness or significant public liability risk
- **MEDIUM RISK** Medical treatment, time off work or medium public liability risk
- **LOW RISK** May require first aid or low public liability risk
- **NO RISK** Couldn't cause injury or present a public liability

RISK LIKELIHOOD

- 5 VERY LIKELY
- 4 LIKELY
- 3 UNLIKELY
- 2 VERY UNLIKELY
- 1 PRACTICALLY IMPOSSIBLE

Please complete the following assessment using the "Risk Severity" and "Risk Likelihood" listed above.

RISK ASSESSMENT

Event:

Date of Event: _____

Activity	Potential Hazard	Risk Severity	Required hazard control	Risk Likelihood
Set up of site for the event	Site workers or pedestrians being struck by traffic or vehicles entering the site.		All vehicles to enter and exit via a central point. A 10km speed limit applied to all vehicles entering the site. Ask for assistance when reversing to ensure pedestrian safety.	
Set up of site for the event	Manual handling strains		Never lift more than 20kgs. Use two person lift or lifting devices such as trollies for heavy items. Avoid twisting whilst lifting.	
Set up of site for the event	Slips and trips on cables		All leads and cable must be secured in a manner so as to not create a trip hazard	
Set up of site for the event	Gazebo/Marquis/ Tent guy ropes & pegs		All ropes to have bright coloured ribbon hanging from them so as to ensure they are visible. Avoid ropes in high pedestrian traffic areas. All pegs to be covered with high visibility caps or cloths.	
Sun exposure	Sunburn		Ensure that there is shade available for guests. Advise guests to bring hats and sunscreen if the event is held outdoors	
Sun exposure	Heat exhaustion		Ensure there is drinking water available	
Storm event	Unsecured items may become airborne.		Ensure all loose items are secure.	

Storm event	Slippery surfaces due to water		Advise all guests to take extra caution due to walking surfaces being slippery.	
Storm event	Electrical cables exposed during severe rain		Use weather proof extension cables and ensure all cable connections are raised off the floor.	
General operation	Sprains – ankle, knee, wrist		Ensure trip hazards are reduced. In the event of a sprain or break. First aid officer to evaluate and treat the injury. Contact an ambulance if needed.	
General operation	Electric shock		All electrical items must be “Tested & Tagged” in date as per AS3760	
General operation	Cuts & abrasions		Remove or label all potential sharp hazards or trip hazards. First aid officer to evaluate and treat the injury. Contact an ambulance if needed.	
General operation	Exposure to chemicals		Remove or safely secure all potential Chemical hazards. First aid officer to evaluate and treat the injury. Contact an ambulance if needed.	
Emergency / Evacuation	Fire		An emergency evacuation plan has been developed for this event. The manager of this event will coordinate any event requiring evacuation.	
Emergency / Evacuation	Medical emergency		All injuries, however small must be recorded in an injury book kept with the first aid kit. All injuries to be evaluated by the First Aid Officer, an ambulance to be called if necessary.	