|  |  |
| --- | --- |
| **Risk Assessment Name:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HAZARD**  **IDENTIFY** | **HAZARD DESCRIPTION** | **LIKELIHOOD**    **ASSESS** | **CONSQ**  **ASSESS** | **RISK LEVEL** | **ACTION**  **CONTROL** | **CONTROL TYPE**  Hierarchy of Control  Eliminate, Substitute, Isolation, Engineering, Administrative or PPE | **ACTION**  **DUE**  **DATE** | **PERSON RESPONSIBLE** | **EVALUATE**  **RISK LEVEL AFTER CONTROL** |
| **Legal Liability** | **a) Hazards/risks from event activity present liability to the event/event organiser.**  **b) Relevant permissions, licences and/or certificates for event activity not acquired, resulting in significate penalties and/or event cancellation.** | a) Unlikely  b) Unlikely | a) Moderate  b) Moderate | a) Medium  b) Medium | **a) Potential hazards/risks have been reasonably addressed and mitigated via risk assessment/management. Event/event organiser holds suitable Public Liability Insurance.**  **b) Action taken to understand obligations, confirm obligations with event personnel/contractors, and check valid certificates/licences are held by event personnel/contractors.** | a) Administrative, Eliminate.  b) Administrative, Eliminate. | a) Prior to event.  b) Prior to event. | **a) Event Organiser**  **b) Event Organiser** | a) Low  b) Low |
| **People** | **a) Inadequate amenities (toilets, water) for people attending the event.**  **b) Disruptive, abusive, or violent behaviour from people.** | a) Possible  b) Unlikely | a) Minor  b) Minor | a) Low  b) Low | **a) Ensure toilets are available at event location, are in an acceptable state of cleanliness, and adequately supplied.**  **b) Event personnel to employ de-escalation methods to reduce harm. Emergency Services to be notified. Evacuation if necessary.** | a) Administrative, Eliminate.  b) Hierarchy of Control, Isolation. | a) Prior to/ During event.  b) Prior to event. | **a) Event Organiser**  **b) Event Organiser** | a) Low  b) Low |
| **People: Event Personnel** | **a) Event personnel do not fulfil their event role, resulting in hazards for themselves and/or others and event liability.**  **b) Event personnel are injured while fulfilling event role.** | a) Unlikely  b) Possible | a) Moderate  b) Moderate | a) Medium  b) Medium | **a) Event personnel adequately informed, trained, and supported in their event role. Clear communication methods for personnel to engage with other personnel.**  **b) Ensure a suitable amount of event personnel are available. First aid is available to event personnel. Event holds valid liability insurance.** | a) Hierarchy of Control, Administrative, Eliminate.  b) Hierarchy of Control, Administrative. | a) Prior to/ During event.  b) Prior to/ During event. | **a) Event Organiser**  **b) Event Organiser** | a) Low  b) Low |
| **People: Event Attendees** | **a) Large volume of people attending event, exceeding expectations, causing a hazard or evacuation difficulties.**  **b) Demographics of attendees presenting unique hazards due to age – children.**  **c) Demographics of attendees presenting unique hazards due to age – elderly.**  **d) Demographics of attendees presenting unique hazards due to mobility limitations.** | a) Possible  b) Possible  c) Possible  d) Possible | a) Moderate  b) Moderate  c) Moderate  d) Moderate | a) Medium  b) Medium  c) Medium  d) Medium | **a) Ensure adequate space is available for attendees. Plan crowd control and communication methods. Monitor number of people entering event.**  **b) Safe area/s for children and guardians. Event personnel hold valid ‘Working With Children Check’ (WWCC) or equivalent background check. ‘Lost Child’ procedure in Emergency Management Plan.**  **c) Adequate seating available. First Aid & Defibrillator/s available. Adequate access & notice for Emergency Services.**  **d) Accessible ingress & egress with mobility aids, and space to allow for unimpeded movement around the event location.** | a) Hierarchy of Control.  b) Hierarchy of Control, Administrative.  c) Hierarchy of Control.  d) Hierarchy of Control, Engineering. | a) Prior to/ During event.  b) Prior to event.  c) Prior to event.  d) Prior to event. | **a) Event Organiser**  **b) Event Organiser**  **c) Event Organiser**  **d) Event Organiser** | a) Low  b) Low  c) Low  d) Low |
| **Event Contractors** | **a) Event contractor activity causes hazards to people, assets and/or the event.**  **b) Contractors do not hold a valid insurance for their activity, causing the event to become liable.** | a) Possible  b) Possible | a) Major  b) Major | a) High  b) High | **a) Ensure event contractors hold valid certificates for activity, plus have all relevant safety measures in place (electrical & gas equipment ‘Test & Tags’, safe structures).**  **b) Ensure event contractors hold valid insurance for event activity and Public Liability Insurance.** | a) Hierarchy of Control.  a) Hierarchy of Control, Administrative, Eliminate. | a) Prior to/ During event.  b) Prior to/ During event. | **a) Event Organiser, Contractor**  **b) Event Organiser, Contractor** | a) Low  b) Low |
| **Event Location** | **a) Location not suitable for event activity causing hazards to people due to an unsafe environment: access, capacity, amenities, emergency assets, visibility, structures.** | a) Possible | a) Major | a) High | **a) Inspect event location to assess suitability. Noting site features and required action. Action any required maintenance and/or seek permissions.** | a) Hierarchy of Control, Administrative, Engineering, Eliminate. | a) Prior to/ During event. | **a) Event Organiser** | a) Low |
| **Asset Protection** | **a) Theft of event assets, property, or cash.**  **b) Damage to event assets or property.** | a) Unlikely  b) Unlikely | a) Moderate  b) Moderate | a) Medium  b) Medium | **a) Plan for adequate supervision, security and record keeping. Hold valid insurance. Employee cash handling best practices. Notify police.**  **b) Plan for adequate supervision, security and record keeping. Hold valid insurance. Notify police.** | a) Hierarchy of Control, Administrative, Elimination.  b) Hierarchy of Control, Administrative, Elimination. | a) Prior to/ During event.  b) Prior to/ During event. | **a) Event Organiser**  **b) Event Organiser** | a) Low  b) Low |
| **Structures – Tents, Marquees, Gazebos** | **a) Structure design or set-up not suitable for event activity causing hazards to people.** | a) Possible | a) Major | a) High | **a) Inspect structures for damage or missing components. Noting structures requiring action. Action any required maintenance or replacements. Seek required permissions for structure use. Structure is set-up and correctly secured. Ensure adequate space (1.5m) between structures.** | a) Hierarchy of Control, Administrative Engineering, Elimination. | a) Prior to/ During event. | **a) Event Organiser, Contractor.** | a) Low |
| **Assets – Tables, Chairs** | **a) Assets damaged or not suitable for event activity causing hazards to people.** | a) Possible | a) Moderate | a) Medium | **a) Inspect assets for damage and suitability for use. Noting assets requiring action. Action any required maintenance or replacements.** | a) Hierarchy of Control, Administrative, Engineering, Elimination. | a) Prior to/ During event. | **a) Event Organiser** | a) Low |
| **Health & Safety** | **a) Medical emergency situation occurs during the event.**  **b) Hazardous situation occurs during the event.**  **c) Faulty or damaged electrical cords and equipment causing hazards.**  **d) Faulty or damaged gas cylinders and equipment causing hazards.** | a) Possible  b) Possible  c) Possible  d) Possible | a) Major  b) Major  c) Major  d) Major | a) High  b) High  c) High  d) High | **a) Ensure first aid and defibrillator is available and location is known. First aid volunteers/providers engaged. Emergency procedures planned, communicated, and understood. Emergency services notified with event details and contact information.**  **b) Emergency procedures planned, communicated, and understood. Emergency services notified with event details and contact information.**  **c) Valid ‘Test & Tags’ on electrical cords and equipment. Checked prior to use and during event.**  **d) Valid ‘Test & Tags’ on gas cylinders and equipment. Checked prior to use and during event.** | a) Hierarchy of Control, Administrative.  b) Hierarchy of Control, Administrative.  c) Hierarchy of Control, Engineering, Elimination.  d) Hierarchy of Control, Engineering Elimination. | a) Prior to/ During event.  b) Prior to/ During event.  c) Prior to/ During event.  d) Prior to/ During event. | **a) Event Organiser**  **b) Event Organiser**  **c) Event Organiser**  **d) Event Organiser** | a) Medium  b) Medium  c) Low  d) Low |
| **Traffic Management** | **a) Event attendees spill onto the roadway while arriving/leaving event or during event activity, presenting hazards to pedestrians and traffic.**  **b) Vehicles operating in event activity area containing pedestrians, presenting hazards to pedestrians and traffic.** | a) Possible  b) Possible | a) Major  b) Major | a) High  b) High | **a) Assess if roadway warning signs or roadway closure is required for event. Action applications for approvals.**  **b) Restrict vehicle movement to areas and times without pedestrians. Limit the speed of vehicles to 10km/h where pedestrians have priority.** | a) Hierarchy of Control, Administrative, Engineering, Elimination.  b) Hierarchy of Control, Administrative, Engineering. | a) Prior to/ During event.  b) Prior to/ During event. | **a) Event Organiser**  **b) Event Organiser** | a) Medium  b) Medium |
| **Fire Safety** | **a) Fire hazard is caused by event activity.**  **b) External fire hazard threatens event.** | a) Possible  b) Possible | a) Major  b) Major | a) High  b) High | **a) Actions taken to reduce fire risks. Fire suppression asset locations noted, checked for valid ‘Test & Tags’. Emergency services notified of event details and contact information.**  **b) Monitor ‘Fire Danger Rating’. Plan for event cancelation and evacuation procedure. Emergency services notified of event details and contact information.** | a) Hierarchy of Control, Engineering, Administrative.  b) Hierarchy of Control, Administrative. | a) Prior to/ During event.  b) Prior to/ During event. | **a) Event Organiser**  **b) Event Organiser** | a) Medium  b) Medium |
| **Food Safety** | **a) Person becomes ill due to poorly prepared food.**  **b) Person becomes ill due to food allergy.**  **c) Food preparation hazards (burn, cut, crush) injuring person.** | a) Possible  b) Possible  c) Possible | a) Moderate  b) Major  c) Moderate | a) Medium  b) High  c) Medium | **a) Ensure all event personnel/contractors who are handling food obtain relevant training, certificates, and permissions. Food handling procedures enforced to mitigate contamination. First aid available.**  **b) Ensure adequate information is available regarding food ingredients. Food handling procedures enforced to mitigate contamination.**  **c) Ensure all event personnel/contractors who are handling food obtain relevant training, certificates, and permissions. Restrict access to food preparation areas. First aid available.** | a) Hierarchy of Control, Administrative.  b) Hierarchy of Control, Administrative.  c) Hierarchy of Control, Administrative. | a) Prior to/ During event.  b) Prior to/ During event.  c) Prior to/ During event. | **a) Event Organiser, Contractor**  **b) Event Organiser, Contractor**  **c) Event Organiser, Contractor** | a) Low  b) Low  c) Low |
| **Alcohol / Drugs** | **a) People become intoxicated at the event due to provision of alcohol.**  **b) Intoxicated people act irrationally and/or aggressively.**  **c) People consuming alcohol become dehydrated and ill.** | a) Likely  b) Likely  c) Likely | a) Major  b) Major  c) Major | a) High  b) High  c) High | **a) Ensure alcohol providers hold valid Liquor Licence & Responsible Service of Alcohol certificate.**  **b) Crowd Control/Security engaged as per crowd control ratios. Event personnel to employ de-escalation methods to reduce harm. Emergency Services to be notified. Evacuation if necessary.**  **c) Safe drinking water to be made freely available to attendees.** | a) Hierarchy of Control, Administrative.  b) Hierarchy of Control, Administrative.  c) Administrative. | a) Prior to/ During event.  b) Prior to/ During event.  c) Prior to/ During event. | **a) Event Organiser, Contractor**  **b) Event Organiser, Contractor**  **c) Event Organiser, Contractor** | a) Medium  b) Medium  c) Medium |
| **Extreme Weather** | **a) Extreme heat causing hazards to people, assets and event location.**  **b) Extreme rain/hail causing hazards to people, assets and event location.**  **c) Extreme wind causing hazards to people, assets and event location.**  **d) Extreme weather hazard develops during the event.** | a) Possible  b) Possible  c) Possible  d) Possible | a) Major  b) Major  c) Major  d) Major | a) High  b) High  c) Hight  d) High | **a) Monitor conditions prior to event. Plan event postponement or cancellation triggers. Provide suitable shade and drinking water.**  **b) Monitor conditions prior to event. Inspect location prior to event to assess damage or flooding. Plan event postponement or cancellation triggers. Provide suitable undercover areas.**  **c) Monitor conditions prior to event. Plan event postponement or cancellation triggers. Ensure all event structures and assets can be adequately secured.**  **d) Emergency services notified of event details and contact information.** | a) Hierarchy of Control, Engineering.  b) Hierarchy of Control, Engineering.  c) Hierarchy of Control, Engineering.  d) Hierarchy of Control, Administrative. | a) Prior to/ During event.  b) Prior to/ During event.  c) Prior to/ During event.  d) Prior to/ During event. | **a) Event Organiser**  **b) Event Organiser**  **c) Event Organiser**  **d) Event Organiser** | a) Medium  b) Medium  c) Medium  d) Medium |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Consequence | | | | |
| 1 Insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Extreme |
| **Likelihood** | **5 Almost certain** | Medium | High | Extreme | Extreme | Extreme |
| **4 Likely** | Medium | Medium | High | Extreme | Extreme |
| **3 Possible** | Low | Low | Medium | High | Extreme |
| **2 Unlikely** | Low | Low | Medium | Medium | High |
| **1 Rare** | Low | Low | Low | Medium | High |

|  |  |  |
| --- | --- | --- |
|  | Likelihood | The event with its associated likelihood. |
| **Tier 5** | Almost certain | The event is expected to occur as there is a history of regular occurrence at the organisation and/or similar institutions, or new conditions make it very likely to occur. |
| **Tier 4** | Likely | There is a strong possibility the event will occur as there is a history of frequent occurrence at the organisation or similar institutions, or new conditions make it likely to occur. |
| **Tier 3** | Possible | The event might occur at some time as there is a history of casual occurrence at the organisation or similar institutions, or new conditions make it possible to occur. |
| **Tier 2** | Unlikely | The event is not expected and has not casually occurred before, but there is a small possibility it may occur at some time in certain circumstances. |
| **Tier 1** | Rare | The event is highly unlikely. It may occur in exceptional circumstances but has never occurred before. It could happen, but probably never will. |

|  |  |  |
| --- | --- | --- |
|  | Consequence | The event with its associated consequence. |
| **Tier 5** | Extreme | One or more fatalities or severe irreversible disability / Resignations of key management level staff with high level skills and knowledge / National media coverage; significant impact on funding for several years |
| **Tier 4** | Major | Extensive injury or impairment to one or more persons / Large number of key staff resign with large amounts of key skills and knowledge / State media coverage. |
| **Tier 3** | Moderate | Short term disability (injury) to one or more persons / Some turnover of key staff and loss of key skills & knowledge / Local media coverage over several days |
| **Tier 2** | Minor | Significate medical treatment; lost injury time less than 2 weeks / Some staff turnover with minor loss of skills & knowledge / Local media coverage. |
| **Tier 1** | Insignificant | First Aid or Minor Medical Treatment / No Staff Turnover / No media coverage |

|  |  |
| --- | --- |
| **Low** | Existing controls are to be maintained. Risk assessment is to be reviewed and approved by Director. |
| **Medium** | Plans are to be developed to reduce these risk areas to low within two years. Risk assessment and action plans are to be reviewed and approved by Director. Where no reasonable options can be identified, the risk may be accepted, provided it is approved by the Leadership Team and Audit and Risk Committee. |
| **High** | Plans to reduce the risk or are to be developed, in consultation with the applicable Director, within a month of identifying the risk. Permanent controls are to be implemented within six months to reduce the risk to medium or lower. Existing controls are to be monitored to confirm they are effective.  High-rated risks and associated action plans are to be reviewed by the Leadership Team within one month of being identified and presented to the Audit and Risk Committee each quarter and reported on a monthly basis to the Council. |
| **Extreme** | Actions must be taken immediately, in consultation with the Director and/or CEO, to develop a plan to address the risk/opportunity before continuing.  Where possible interim measures must be identified to manage the risk before a permanent control can be implemented.  Permanent controls are to be implemented as soon as practicable to reduce the risk to high or lower.  Existing controls are to be monitored to confirm they are effective. |

Refer to Council’s [Risk Management Manual](https://yarriambiackshirecouncil.sharepoint.com/:b:/g/EfqU1hyA8DlCjilhGC7bM7gBdEvfPkGR3qq-Ni8dT5385w?e=K7cj4C) for guidance on how to complete a Risk Assessment Form.