# Event Safety Risk Assessment
## Small to medium sized community events

### Risk assessment – it's a must!

The success of your event is measured in many ways and safety is one of them. As part of any good planning process, hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

While most of us understand this, we can sometimes find it difficult to apply it to a working event document, such as Risk Registers or Risk Control Plans. Remember to start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety – from the planning phase right through to the overall evaluation of the event.

This guide breaks down the risk assessment process, outlining each step:



### Hazard identification

Hazard identification is the process of recognising hazards associated with an event. It is helpful to identify risks by considering the people involved and their roles to ensure their safety at all times.

Hazard 'groupings' that can assist in the identification process include:

- human – type and size of crowd expected, level of crowd participation
- technological – mechanical, utilities such as gas and electricity
- natural – the physical location and site area conditions
- environmental – weather, Environment Protection Authority controlled, ground impact etc.

### Risk assessment

Risk assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimisation.

In order to determine a risk rating consider:

- the consequence – what will happen, the extent of harm; and
- the likelihood – chances or possibility of it occurring.

A risk assessment matrix modelled from examples given in *AS/NZS ISO 31000:2009 Risk Management*, is provided on page 4. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

### Risk control

In order to control the risk we need to work out the best method of handling the risk. Look at the following methods, which are referred to as the 'hierarchy of controls', to see if you can eliminate or reduce the risk.

- Elimination – by removing the hazard entirely through new design or implementing a new process.
- Substitution – by replacing hazardous materials or methods with less hazardous alternatives.
- Engineering – by isolating, enclosing or containing the hazard or through design improvements.
- Administrative – by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace.
- Personal protective equipment (PPE) – by making sure that appropriate safety equipment, such as gloves, hats, sunscreen etc. are available.

Often people pick the 'easier' option by going straight to administrative controls or PPE, but there are often more effective ways to control the hazard. In many cases, consultation and discussion with the people involved

reveals new ideas or better ways of handling hazards and reducing the risks of injury. Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It is vital to ensure that risk assessment covers the entire event – from set up (bump in) to dismantling (bump out), not just during the event itself.

Most importantly, consult with those involved.

## Risk assessment tables

### Likelihood
How likely is it to occur?

| Level | Descriptor | Example Detail Description |
|-------|------------|---------------------------|
| A | Almost certain | is expected to occur in most circumstances |
| B | Likely | will probably occur in most circumstances |
| C | Possible | might occur at some time |
| D | Unlikely | could occur at some time |
| E | Rare | may occur but only in exceptional circumstances |

### Consequence
What is likely to be the impact?

| Level | Descriptor | Example Detail Description |
|-------|------------|---------------------------|
| 1 | Insignificant | • no injuries<br>• low financial loss |
| 2 | Minor | • first aid treatment<br>• on-site release of chemical immediately contained<br>• temporary halt of event<br>• medium financial loss |
| 3 | Moderate | • medical treatment required<br>• on-site release of chemical contained with outside assistance<br>• temporary halt of event requiring outside assistance (eg specialised maintenance, fire, police)<br>• high financial loss |
| 4 | Major | • extensive injuries<br>• loss of production capability<br>• off-site release of chemical with no detrimental effects<br>• halt of event requiring investigation and outside assistance (eg fire, police, ambulance, SafeWork SA)<br>• major financial loss |
| 5 | Catastrophe | • death<br>• toxic release off-site with detrimental effect<br>• halt of production with investigation and potential prosecution (eg fire, police, ambulance, SafeWork SA)<br>• catastrophic financial loss |

## Risk assessment matrix

**Risk rating**

The risk matrix determines a 'risk rating', based on the likelihood and consequence of risk.

| LIKELIHOOD* | CONSEQUENCE | | | | |
|---|---|---|---|---|---|
| | Insignificant 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophic 5 |
| A (Almost certain) | H | H | E | E | E |
| B (Likely) | M | H | H | E | E |
| C (Possible) | L | M | H | E | E |
| D (Unlikely) | L | L | M | H | E |
| E (Rare) | L | L | M | H | H |

### Ratings

**E = Extreme risk: immediate action required**

**H = High risk: senior management attention needed**

**M = Moderate risk: management responsibility must be specified**

**L = Low risk: manage by routine procedures**

Risk assessment tables enable event organisers to allocate risk ratings to all hazards so they can prioritise and address them in a systematic way. Examples are shown on page 4, where the risk assessment process results in a Risk Control Plan or Risk Register.

**Risk control plan – risk register** *(continued next page)*

These photos have been used as examples for the Risk Register (or Risk Control Plan).

Examples used are basic and may require a more detailed document, depending on your event size and specific hazards.

This template is designed as a guideline to assist event planners in addressing their hazards in line with risk management processes.

Remember, consultation with those people involved in the tasks is crucial to this process.
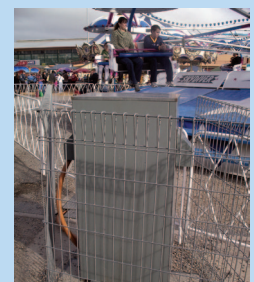
| Task or Issue/Hazard | Person affected/ location | Risk Rating | Risk Control Measures | By who when | Notes |
|---|---|---|---|---|---|
| **Task:** Manual Handling – lifting 4kg packs of bottles to restock (from truck or pallet to fridges) <br> **Hazards:** back or shoulder strain or sprain | Restock staff (marquees/ tents) | D 2 LOW | **Currently:** <br> ✔ trained in good lifting technique <br> ✔ seek assistance if needed <br> ✔ deliveries as close as possible to area <br> ✔ sack trucks to be used where possible <br> **Next Steps:** <br> - 3 more sack trucks to be purchased <br> - training for new workers and refresher for existing staff | Sue Blogg 1/11/06 | Quote being obtained |
| **Task:** Animal parading/showing <br> **Hazards:** injury to patrons if they come into contact with animal/injury to handler if animal uncontrollable | Animal handler/ patrons <br><br> Main Arena | C 2 MEDIUM | **Currently:** <br> ✔ areas roped and fenced off to keep patron distance <br> ✔ signage advising patrons not to enter area <br> ✔ only competent handlers allowed to enter arena <br> ✔ supervisor located inside arena with walkie-talkie <br> **Next Steps:** <br> - loudspeaker announcement advising patrons event about to commence and to keep behind fenced and roped areas (5 minutes prior and just before) <br> - supervisor to be appointed to monitor event security | John Doe 1/11/06 | Handler meeting prior to event to advise of new changes |
| **Issue:** Electrical board outlet in publicly accessible area <br> **Hazards:** injury if patrons or stall holders come into contact/ accidental or deliberate tampering/ hazardous for maintenance worker if busy, crowded area | Maint worker/ patrons <br><br> 5 sites around ground | E 2 LOW | **Currently:** <br> ✔ electrical installation completely guarded with fence <br> ✔ locked and limited access to authorised personnel <br> ✔ maintenance done out of hours or with security staff <br> **Next Steps:** <br> - signage to be erected on fence <br> - location to be noted on site map for stall holders | John Doe 15/10/06 | Check there were no issues at event debrief meeting |
| **Issue:** Rubbish disposal <br> **Hazards:** injury to patrons if trip over waste/potential injury if rubbish thrown as 'missiles' by unruly patrons/back injury by disposal contractor if too heavy or awkward to manoeuvre | Patrons/rubbish collectors <br><br> Various locations | D 2 LOW | **Currently:** <br> ✔ enclosed recycle bins for cans and separate food bins <br> ✔ placed in appropriate areas and collected regularly <br> ✔ on wheels so easy to handle <br> **Next Steps:** <br> - monitor this (being done by contractor) <br> - get report following event of how effective this procedure was | Sue Blogg 30/11/06 | Use feedback to improve (if needed) for next event |
| **Issue:** Amusement ride <br> **Hazards:** injury to patrons or bystanders (falls or being hit by moving objects)/potential injury to maintenance person whilst repairing | Patrons/ bystanders <br><br> Western corner | C 2 MEDIUM | **Currently:** <br> ✔ have received SafeWork SA registration certificate and certificate of currency for insurances from contractor <br> ✔ contractor has trained personnel operating, supervising and repairing amusement ride <br> ✔ has been set up with fencing and adequate space surrounding ride and signage for parent information <br> **Next Steps:** <br> - contractor to provide feedback to event planner | Sue Blogg 1/10/06 | Discuss in much further detail with ride provider |