# Events Guide
# Risk Management
## Use of Council Owned or Managed Land

Event organisers are required to identify and manage risks associated with any event through a risk assessment process. Hazards (i.e. something that has the potential to cause harm) and risks (i.e. what can happen as a result of the hazard) must be identified and assessed and arrangements put in place to minimise and manage those identified hazards and risks. It is mandatory for all event organisers to complete and submit a Risk Assessment with all event applications.

The steps outlined below are provided to assist you in completing a Risk Assessment:

### Identify the Risk
Comprehensively identify the risks, both within and outside of your control, to be managed. The Hazard/Risk Identification Checklist (Table 1) has been included to help you identify any hazards or risks associated with the event.
Once determined, transfer all applicable hazards/risks from the checklist onto the Risk Assessment template.

### Analyse the Risk
Assess the (a) likelihood, or 'frequency', of the risk actually occuring (with refernce to Table 2), and (b) consequence (with reference to Table 3) if the risk event did occur.

### Evaluate the Inherent Risk
Inherent risk is an assesed level of natural or untreated risk. Nothing has been done to the reduce the risk.
Use the Inherent and Residual Risk Rating Table (Table 4) to determine the inherent risk rating based on the assessment of the hazard/risk in regards to likelihood and consequence.

### Treat the Risk
Identify, evaluate and develop control measures or actions that need to be undertaken to control the hazard/risk. Selecting the most appropriate option involves balancing the costs of implementing each option against the benefits derived from it.

### Evaluate the Residual Risk
Risidual risk is the threat that remains after all efforts to identify and eliminate the risk have been made.
Reasses the likelihood (Table 2) and consequence (Table 3) and again use the Inherent and Residual Risk Rating Table (Table 4) to determine the residual risk rating.

### Monitor and Review
Continually monitor and review the internal and external risk environment as this will allow new risks to be identified and controlled, and risks to be taken off the radar. It also allows the effectiveness (impacts, benefits, costs) of implementing risk management strategies to be determined.

# IDENTIFY THE RISK

The following hazard and risk checklist items are not exhaustive and you will also need to consider further site and event specific risks.

**Table 1: Hazard/Risk Identification Checklist**

| Hazard/Risk Description | ✓ | Hazard/Risk Description | ✓ |
|---|---|---|---|
| PERSONAL INJURY/ILLNESS OR DEATH, DUE TO: | | FIRE DUE TO: | |
| Access to and departure from site | | Ignition source in hazardous area (naked flame, sparks) | |
| Amusements and rides (misuse of) | | Ignition of flammable vapours | |
| Asbestos/lead | | Runaway uncontrolled chemical reaction | |
| Exposure to infection/infectious disease | | Reaction of incompatible materials | |
| Chemical exposure | | Other – specify | |
| Climbing on vantage points | | EXPLOSION DUE TO: | |
| Confined spaces | | Detonation of explosive materials | |
| Disorderly unruly behaviour | | Fireworks/pyrotechnics | |
| Drowning | | Overpressure of vessel or tank (e.g. gas container) | |
| Drug and alcohol affected person | | Ignition of flammable vapours | |
| Dust/particles | | Fuel (i.e. petrol, LPG, diesel) | |
| Electrocution/electrical shock | | Chemical reaction | |
| Falls/trips from height | | Other - specify | |
| Falls/trips from ground level | | PROPERTY DAMAGE DUE TO: | |
| Falling objects | | Lack of parking spaces | |
| Food poisoning | | Structural damage | |
| Insect/animal bites and/or stings | | Traffic congestion | |
| Laceration (sharp/rough edges/objects/materials) | | Vehicle impact | |
| Lighting (insufficient) | | Vandalism | |
| Manual handling (lifting, bending, twisting etc.) | | Other - specify | |
| Medical emergency (e.g. heart attack) | | ENVIRONMENTAL DAMAGE DUE TO: | |
| Overcrowding | | Insufficient rubbish bins | |
| Overhead hazards (power lines, equipment etc.) | | Release of pollutants into waterways/sewerage system | |
| Poor lighting | | Release into groundwater | |
| Plant and equipment (crush, cut, puncture etc.) | | Flora and/or fauna damage | |
| Playground equipment | | Release of toxic gas/vapour | |
| Public accessing non-public areas of event | | Sound/noise | |
| Restricted space | | Other - specify | |
| Slipping (e.g. on loose or wet, slippery surface) | | TECHNICAL MANAGEMENT ISSUES | |
| Sunburn | | Inadequate site management | |
| Temperature (heat/cold) | | Lack of staff briefing/training | |
| Temporary fencing | | Loss of power/services | |
| Temporary structures (tents/marquees not secure) | | Warning signage | |
| Terrorism/bomb threat | | Other - specify | |
| Traffic / pedestrians | | OTHER HAZARD/RISKS (PLEASE LIST) | |
| Tripping/falls (e.g. pegs/rope) | | | |
| Uneven surface (e.g. gradient) | | | |
| Water (creek, river, pool, pond etc.) | | | |
| Weather conditions (wind, rain, visibility etc.) | | | |
| Other - specify | | | |

# ANALYSE THE RISK

It is imperative that event organisers analyse the risks associated with their event by assessing (a) the likelihood (Table 2) of the risk actually occurring, and (b) the consequence (Table 3) if the risk event did occur. Allocating risk ratings (Table 4) to all hazards allows event organisers to prioritise and address hazards and risks in a systematic way.

## Risk Likelihood

Likelihood requires consideration of 'frequency' in regards to how likely it is to occur.

Table 2: Likelihood Table

| Rating | Description (operational criteria) |
|---|---|
| Almost certain | Imminent or will occur within 1 to 6 months |
| Likely | Expected to occur at least once in a 6 to 12 month period |
| Possible | Will probably occur between 1 to 5 years |
| Unlikely | May occur every 5 to 10 years |
| Rare | Not likely to occur within a 10 year period |

## Risk Consequence

Consequence requires consideration of the likely impact if the risk is to occur. In determining the overall consequence score for each risk, the highest individual score should be applied.

Table 3: Risk Consequence Table

| Rating | Category of Risk | Description (operational criteria) |
|---|---|---|
| Severe | Service Delivery | Critical operational service failure/loss of delivery >3 days |
| | Image and Reputation | Severe negative national and state coverage |
| | Environmental | Uncontained damage and major impact/major fine/public reaction |
| | Health & Safety | Death or serious injury |
| | Stakeholders | Severe stakeholder concern/reduction or withdrawal of support |
| Major | Service Delivery | Major operational service failure/loss of service delivery >1 day |
| | Image and Reputation | Extensive state and local coverage |
| | Environmental | Major breach or impact/fines/Government reprimands |
| | Health & Safety | Serious injury/long term hospitalisation |
| | Stakeholders | Major stakeholder concern/reduction or threat of withdrawal of support |
| Moderate | Service Delivery | Moderate operational service failure/loss of service delivery >3 hours |
| | Image and Reputation | Moderate local coverage |
| | Environmental | Moderate breach or impact/Government reprimands |
| | Health & Safety | Moderate injury/may require short term hospitalisation |
| | Stakeholders | Moderate stakeholder concern/rectification action required |
| Minor | Service Delivery | Loss of operational service delivery >1 hour |
| | Image and Reputation | Minor local coverage |
| | Environmental | Minor breach or impact/some minor complaints |
| | Health & Safety | Minor injury, may require first aid |
| | Stakeholders | Minor stakeholder concern/action required |
| Negligible | Service Delivery | No loss of operational service delivery |
| | Image and Reputation | Little or no coverage |
| | Environmental | Negligible breach/impact/complaint |
| | Health & Safety | Negligible or no injury |
| | Stakeholders | Negligible stakeholder concern |

## EVALUATE THE RISK

The risk rating for each risk is calculated by plotting the likelihood and consequence response scores on the below Inherent and Residual Risk Rating Table (Table 4). A risk rating will need to be determined for both the inherent level of risk (i.e. no controls in place) and residual level of risk (i.e. after the preventative and corrective controls are taken into consideration).

Determining the inherent level of risk will assist in identifying the risks that require further treatment, whilst the residual level of risk will determine if the proposed preventative and corrective controls are sufficient and within the adopted tolerance levels.

Table 4: Inherent and Residual Risk Rating Table

| Likelihood | Consequences | | | | |
|---|---|---|---|---|---|
| | Severe | Major | Moderate | Minor | Negligible |
| Almost Certain | 1 | 1 | 2 | 4 | 5 |
| Likely | 1 | 1 | 2 | 4 | 5 |
| Possible | 1 | 1 | 3 | 5 | 5 |
| Unlikely | 2 | 2 | 4 | 5 | 5 |
| Rare | 3 | 3 | 4 | 5 | 5 |

## TREAT THE RISK

Treating the risk requires identifying a range of control methods, evaluating these methods and developing additional controls for implementation. Selecting the most appropriate option involves balancing the costs (both direct and indirect) of implementing each option against the benefits derived from it.

Risk treatment or controls can either be preventative controls (i.e. designed to reduce the likelihood of the risk occurring) or corrective controls (i.e. to be implemented if the risk does occur). Some examples of controls to consider are outlined below:

- Modify design and try to ensure that hazards are 'designed out' when new material, equipment and or work systems are planned.
- Remove the hazard or substitute less hazardous materials, equipment or substances.
- Adopt a safer process, such as alterations to tools, equipment or work systems.
- Enclose or isolate the hazard through the use of guards or remote handling techniques.
- Establish appropriate administrative procedures such as job rotation to reduce exposure or boredom, timing of the job so that fewer personnel are exposed, routine maintenance and housekeeping procedures and training on hazards and correct work procedures.
- Provide suitable and properly maintained personal protective equipment and training in its use.

## MONITOR AND REVIEW

Continuous monitoring and review of the external and internal risk environment is important to identify new risks, take risks off the radar and understand the effectiveness (impacts, benefits and costs) of implementing risk management strategies. It is essential that risk priorities and risk management plans remain relevant in the changing environment, and that risk management is responsive to change.

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