



Let Bayside events colour you

Risk assessment (appendix 2 of the Event Registration Form)

Event Name.....

Date

In the preparation of this risk assessment you must involve the following; internal and external event coordinators, stakeholders, contractors and/or suppliers of products or services, all of these experienced people have a contribution to make to this event risk assessment.

Great care and consideration must be given to predicting all of the potential hazards and risks at this event.

This risk assessment is a live document; changes to hazards and controls must be included and acted upon immediately. The risk assessment must be constantly reviewed and input invited from all stakeholders.

Under the Occupational Health and Safety Act 2004 and other related law, you are obliged to ensure that reasonable steps are taken to ensure that events are conducted in a manner which provides for the safety of all persons that might be present at any time, including public, employees, independent contractors, their employees and attendees.

For further guidance regarding the completion of this risk assessment you may contact Bayside City Council's Event Coordinator or Risk Management Coordinator.

Signature.....Date.....

Signed for and on behalf of organisation).....

▪ **Hazard Identification Checklist**

NB: A hazard is a source of potential harm or a situation with a potential to cause loss, damage, injury or illness.

DESCRIPTION	✓	NA	HAZARD DETAILS
Access & egress			
Alcohol & drugs			
Amusements & inflatables			
Asset protection			
Barriers / traffic marshals in place			
Biological agents, (syringes)			
Building Department approval (see below)			
Bump in & bump out controls			
Criminal activity & robbery			
Emergency access			
Emergency exits unlocked / clear			
Emergency services briefed			
Event emergency briefing			
Exit signs & emergency lighting			
Electrical hazards e.g. extension leads, generators, portable lighting, etc,			
Falls from height			
Fire brigade briefed			
Fire extinguishers in position			
Fire hydrants & hoses clear			
Fire retardant drapes, props etc			
Fireworks & naked flame			
First Aid & Medical			
Flammable storage			
Floods & body of water			
Fluoro jackets			
Food poisoning			
Gas cylinders & appliances			
Hazardous materials			
Hot surfaces out of public reach			
Housekeeping/ rubbish			
Licensed areas/fences/security			
Litter management			
Lost children			
Media liaison briefed			
Megaphones/PA system			
Mosh pits & crowd control			
Noise controls			
Performers briefed			
Plant & equipment			
Public liability insurance – refer to note below this table			
Radio Communications			
Rigging			
Safety fences in place			
Scaffolding & structures			
Seating, steps & handrails			
Sharp or protruding objects			

Undertake assessment of each risk associated with the above hazards;
NB: one risk may cover more than one hazard; a risk is the chance of a specified consequence occurring – enter information for each risk into the attached risk assessment plan/form.

Step 1: Risk Consequence Descriptors

– allowing for controls select the **most likely worst consequence if the ‘risk’ occurred**

Consequence rating	Level	Financial loss	Human safety	Interruption to Council operations or services	Public Image & Reputation	Environmental
Severe	5	\$5,000,000 or more	Multiple fatalities	Critical or essential service failure or shutdown	Sustained high level headline exposure. Major public concerns raised.	Extensive irreversible damage
Major	4	\$500,000 up to \$5,000,000	Single fatality	Extensive non-critical operational performance impacted over long term	A repeated headline profile/exposure. Widespread outrage.	Extensive long-term harm (but recoverable)
Moderate	3	\$50,000 up to \$500,000	Hospitalisation	Temporary suspension of work recoverable with additional resources in short term	Repeated non-headline exposure. Widespread loss of consumer confidence.	Short term local damage to a sensitive environment
Minor	2	\$10,000 up to \$50,000	Medical treatment but not hospitalised	Brief service interruption recoverable in <1 day	Singular non-headline exposure. Localised loss of confidence.	Immediate area & short-lived local detrimental effect
Insignificant	1	Up to \$10,000	First Aid or ambulance treatment on site	Negligible impact, very brief reduction/loss of service	Reputation intact, internal knowledge only. Some local complaints.	Small low-hazard material release with minimal effect

Step 2: Risk Likelihood Ratings

- allowing for controls select the **likelihood of the above consequence occurring**

Descriptor	Definition	Likelihood (probability)
Almost Certain	Is expected to occur in most circumstances	> 90% of exposure occasions
Likely	Will probably occur in most circumstances	>10 up to 90% of exposure occasions
Possible	Might occur at some time	>1 up to 10% of exposure occasions
Rare	May occur only in credible exceptional circumstances	>0.1 up to 1% of exposure occasions
Very Rare	Conceivable but is not expected to occur	<0.1% of exposure occasions

Step 3: Risk level rating matrix

- using your choices for each of consequence & likelihood select the **relevant risk level**

Likelihood rating	Consequence rating				
	Level 1 (Insignificant)	Level 2 (Minor)	Level 3 (Moderate)	Level 4 (Major)	Level 5 (Severe)
Almost Certain	Low	Low	Medium	High	Very High
Likely	Low	Low	Medium	High	Very High
Possible	Low	Low	Medium	High	High
Rare	Low	Low	Low	Medium	Medium
Very rare	Low	Low	Low	Low	Low

Step 4: Control Effectiveness Rating -

- estimate how effective your existing controls are (i.e. are they *adequate* or *inadequate*)
- if 'inadequate' then devise additional treatments to lower the risk and re-assess and revise risk rating as described above

Control Ranking	Control Effectiveness Descriptor	Definition
INADEQUATE	None Available	Control is required but is either currently not available or has not yet been installed
	Minimal impact	Unreliable or very ineffective controls in place
	Insufficient	Risk will be controlled occasionally with little effectiveness
	Borderline	Risk is controlled to a moderate level of effectiveness
ADEQUATE	Good	Risk will be detected and mitigated in most cases
	Excellent	Robust controls with measures in place that effectively mitigate the risk

Control Hierarchy

The control hierarchy is a list of the types of control measures, in ~~priority~~ order of effectiveness from highest (1) to lowest (6), that can be used to eliminate or minimize exposure to hazards and risks; it provides some insight as to what can be done to minimise risks.

- 1. Elimination:**
Avoid the risk by removing the hazard completely.
- 2. Substitution**
Use less hazardous procedure/substances equipment/process.
- 3. Isolation**
Separate the process from people by the use of barriers/enclosures or distance.
- 4. Engineering Controls**
Mechanical/physical changes to equipment/materials/process.
- 5. Administrative Controls**
Change procedures to reduce exposure to a hazard
- 6. Personal Protective Equipment**
Gloves, goggles etc.

Let Bayside events colour your world

Risk Assessment Form	
Event:	
Organiser:	
Date:	

Likelihood	Severity Level				
	Level 1 (Insignificant)	Level 2 (Minor)	Level 3 (Moderate)	Level 4 (Major)	Level 5 (Severe)
Almost Certain	Low	Low	Medium	High	Very High
Likely	Low	Low	Medium	High	Very High
Possible	Low	Low	Medium	High	High
Rare	Low	Low	Low	Medium	Medium
Very rare	Low	Low	Low	Low	Low

Risk Assessment & Risk Control Plan

Hazard	Risks	Existing Risk Controls	Risk rating	Assessment of Controls Effectiveness (Adequate or Inadequate)	Additional Risk Treatment to further lower risk.	Revised Risk Rating	Responsible to Monitor / Supervise
1.							
2.							
3.							
4.							
5.							
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11.							
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18.							
19.							
20.							

Add more if/as required.