

RISK MANAGEMENT OF PUBLIC EVENTS

Event Risk Assessment Table to be completed by Event Organiser

EVENT RISK ASSESSMENT				
Name of event:		Location of event:		
Date Event Starts & Finishes:		Time Event Opens to Public:		
Required Set Up Date:		Time Starts:		Time Finishes:
Target audience:		Expected audience number:		
Event Manager:		Organisation:		
Contact phone number during event:		Map / layout provided to Council:	YES / NO	
Road closure required:	YES / NO	Name of road(s):		
Permit been issued?		Have emergency services been notified of the road closure?		
Fireworks/Pyrotechnics?	YES / NO	Has a permit been obtained?	YES / NO	
		Permit No / Responsible Person		
Who will supply first aid? (Contact details)		No. First Aid Posts / Personnel:	1	

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RISK RATING					
LIKELIHOOD	CONSEQUENCES				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
Likely	LOW	MEDIUM	HIGH	HIGH	EXTREME
Possible	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Unlikely	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
Rare	LOW	LOW	LOW	LOW	MEDIUM

Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
People						
Trip Hazards						
Health						
Hazardous Material						
LPG heating in hall	Rare	Major	EXTREME	Only the Event Organiser is responsible for turning the heaters on and off.	HIGH	Event Organiser

TRIM REFERENCE	DATE APPROVED	APPROVED BY	REVIEW DATE
TRIM 16/17761	3/5/2016	Work Health & Safety Coordinator	3/5/2017

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Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
Technical Management						
Fire	Rare	Major	LOW	Event to be cancelled if fire occurs. Follow Standard Fire Order posters affixed near the entrance to hall and evacuate the building. Call Fire Brigade on 000 and contact Council.	LOW	Event Organiser
Vehicular						
Waste						
Rubbish	Rare	Minor	Low	Manager will ensure rubbish is removed	Low	Event Manager
Accessibility						
Event / Site / Specific Risks						
Electrocution due to electrical equipment being used that has NOT being tested and tagged in accordance with AS/NZS	Possible	Catastrophic	HIGH	All electrical equipment has to be tested and tagged by a professional person prior to plugging it into the power points of Council's facilities. Environment where	MEDIUM	Event Organiser

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3760:2010.				<p>the equipment or supply flexible cord is subject to flexing in normal use OR in open to abuse OR is in a 'hostile environment' than 12 monthly testing is required.</p> <p>Hostile environment = electrical equipment is exposed to operating conditions that are likely to result in damage to the equipment or a reduction its expected life span.</p>		

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