

# RISK MANAGEMENT OF PUBLIC EVENTS

**Event Risk Assessment Table to be completed by the Event Organiser and forwarded to Council 14 days prior to even taking place.**

<b>EVENT RISK ASSESSMENT</b>			
<b>Name of event:</b>		<b>Location of event:</b>	
<b>Date Event Starts:</b> <b>Date Event Finishes:</b>		<b>Event is Open Between the Hours:</b>	
<b>Date Setting Up for Event:</b>		<b>Time From:</b>	<b>Time To:</b>
<b>Target audience:</b>		<b>Expected audience number:</b>	
<b>Event Manager:</b>		<b>Organisation:</b>	
<b>Contact phone number during event:</b>		<b>Map / layout provided to Council:</b>	YES / NO
<b>Road closure required:</b>	YES / NO	<b>Name of road(s):</b>	
<b>Permit been issued?</b>		<b>Have emergency services been notified of the road closure?</b>	
<b>Fireworks/Pyrotechnics?</b>	YES / NO	<b>Has a permit been obtained?</b> <b>Permit No / Responsible Person</b>	YES / NO
<b>Who will supply first aid? (Contact details)</b>		<b>No. First Aid Posts / Personnel:</b>	

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

Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
<b>People</b>						
<b>Trip Hazards</b>						
<b>Health</b>						
<b>Hazardous Material</b>						
LPG heating in hall	Rare	Major	<b>EXTREME</b>	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	07/11/2020

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<b>Technical Management</b>						
Power failure	Rare	Minor	LOW	Event to be cancelled if power failure occurs. Contact Council and/or TasNetworks to ascertain if power failure is specifically to the building or in the township.	LOW	Event Organiser
Water failure	Rare	Moderate	LOW	Determine if the problem is specific to the building or elsewhere. Contact Council and/or TasWater regarding the situation.	LOW	Event Organiser
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
<b>Vehicular</b>						
<b>Waste</b>						

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Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
<b>Accessibility</b>						
<b>Event / Site / Specific Risks</b>						
Electrocution due to electrical equipment being used that has <b>NOT being tested and tagged</b> in accordance with AS/NZS 3760:2010.	Possible	Catastrophic	<b>HIGH</b>	<b>All electrical equipment must be tested and tagged by a professional person prior to plugging it into the power points of the Council's facilities.</b>	MEDIUM	Event Organiser

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