

# RISK MANAGEMENT PLAN OF PUBLIC EVENTS

Event Organiser to complete and forwarded this form to Council 14 days before the event.

<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>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Road closure required:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Name of road(s):</b>			
<b>Permit been issued?</b>		<b>Have you notified the emergency services of the road closure?</b>			
<b>Fireworks/Pyrotechnics?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Have you obtained a permit?</b> <b>Permit No / Responsible Person</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>Who will supply first aid? (Contact details)</b>		<b>No. First Aid Posts / Personnel:</b>			

TRIM REFERENCE	LAST REVIEW DATE	APPROVED BY	NEXT REVIEW DATE	PAGES
TRIM 16/17761	25/05/2022	WHS Coordinator	25/05/2024	Page 1 of 5

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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
<b>People</b>						
Disorderly spectators &/or conflict	Possible	Minor	MEDIUM	Advise the patron/spectator to leave. Call Police for assistance if need.	LOW	Event Organiser
<b>Trip Hazards</b>						
Spills & subsequently slips during event	Possible	Moderate	MEDIUM	The hirer/event organiser is responsible to clean up any spills <b>during and after the event</b> with the cleaning equipment provided by Council.	LOW	Event Organiser
<b>Health</b>						
Ignoring COVID safe behaviours: - Public Health Guidance - Maintaining 1.5m distance; - hygiene & cleaning	Likely	Moderate	HIGH	Raising awareness among patrons and event staff of not attending if unwell  Display of posters and other resources to keep patrons and event staff aware of COVID-19 safe behaviours.	MEDIUM	Event Organiser Patrons

TRIM REFERENCE	LAST REVIEW DATE	APPROVED BY	NEXT REVIEW DATE	PAGES
TRIM 16/17761	25/05/2022	WHS Coordinator	25/05/2024	Page 2 of 5

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Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
Medical Emergency e.g. patron suffering heart attack	Possible	Moderate	MEDIUM	Events first aid officer to assist and call an ambulance.	LOW	Event Organiser & First Aid Officer
<b>Hazardous Material</b>						
LPG heating in hall	Unlikely	Major	MEDIUM	Only the Event Organiser is responsible for turning the heaters on and off.	HIGH	Event Organiser
<b>Technical Management</b>						
Power failure	Rare	Minor	LOW	Cancel event 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	Cancel event 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

TRIM REFERENCE	LAST REVIEW DATE	APPROVED BY	NEXT REVIEW DATE	PAGES
TRIM 16/17761	25/05/2022	WHS Coordinator	25/05/2024	Page 3 of 5

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Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
<b>Technical Management</b>						
<b>Vehicular</b>						
<b>Waste</b>						
<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>	The testing and tagging of all electrical equipment by a professional person must take place before plugging it into the power points of the Council's facilities.	MEDIUM	Event Organiser

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LIKELIHOOD OF THE RISK OCCURRING	
LIKELIHOOD	DESCRIPTOR
Rare	Unlikely to occur during the <b>next 25 years</b>
Unlikely	May arise once in <b>10 to 25 years</b> (Recurrent Event) Unlikely but not impossible 10-29% (Single Event)
Possible	May arise about <b>once in 10 years</b> (Recurrent Event) Less likely than not but still possible 30-69% (Single Event)
Likely	May arise about <b>once per year</b> (Recurrent Event) As likely is not 70-89% (Single Event)
Almost certain	Could occur <b>several times per year</b> (Recurrent Event) More likely than not 90-99% (Single Event)

WHAT ARE THE CONSEQUENCES (CONSEQUENCE RATING)					
CONSEQUENCE	INJURY	PUBLIC SAFETY	FINANCE	COMMUNITY & LIFESTYLE	ENVIRONMENT & SUSTAINABILITY
Insignificant	No injuries	Appearance or threat but no actual harm	Low loss < or equal \$5,000	Minor areas in which municipality unable to maintain current services	No damage
Minor	First Aid treatment	Serious near misses or minor injuries	Medium loss < or equal to \$50,000	Isolated noticeable examples of decline in services	Minor instances of environmental damage that could be reversed
Moderate	Medical treatment required	Small number of injuries	High loss < or equal to \$500,000	General appreciable decline in services	Isolated but significant instances of environmental damage that might be reversed with intensive efforts.
Major	Extensive injuries	Isolated instances of serious injuries or loss of lives	Major loss < or equal to \$1M	Severe and widespread decline in services and quality of life within the community	Severe loss of environmental amenity and danger of continuing environmental damage.
Catastrophic	Death	Large number of serious injuries or loss of lives	Huge loss < or equal to \$4M	The municipality would be seen as very unattractive, stagnant and unable to support its services	Major widespread loss of progressive irrecoverable environmental damage

TRIM REFERENCE	LAST REVIEW DATE	APPROVED BY	NEXT REVIEW DATE	PAGES
TRIM 16/17761	25/05/2022	WHS Coordinator	25/05/2024	Page 5 of 5