



RISK MANAGEMENT OF PUBLIC EVENTS

Event Organiser to complete and forwarded to Council 14 days prior to even taking place.

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

TRIM REFERENCE	DATE APPROVED	APPROVED BY	REVIEW DATE
TRIM 16/17761	3/5/2016	Work Health & Safety Coordinator	15/10/2022

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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						
<i>Disorderly spectators &/or conflict</i>						
Trip Hazards						
Spills & subsequently slips during event	Possible	Moderate	MEDIUM	The hirer/event organiser is responsible to clean any spillage during the event with the cleaning equipment provided by Council and/or erect the supplied signage to warn the public of the wet floor.	LOW	Event Organiser
Health						
Not following social/physical distancing (COVID-19 Safety Plan) while attending event & becoming infected with or spreading Covid-19,	Likely	Moderate	HIGH	Limit contact with others, including shaking hands. Cover your mouth while coughing or sneezing. Keep 1.5m away from others. Avoid close contact with anyone with cold or flu-like symptoms.	MEDIUM	Event Organiser Patrons

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Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
Influenza or similar.				Frequently washing hands with soap and water for a minimum of 20 seconds.		
Medical Emergency						
Hazardous Material						
LPG heating in hall causing fire or explosion	Unlikely	Major	MEDIUM	Only the Event Organiser is responsible for turning the heaters on and off.	LOW	Event Organiser
Technical Management						
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

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Risk	Likelihood	Consequence	Risk Level	Mitigation Strategies/Controls	New Risk Level	Person Responsible
Vehicular						
Waste						
Accessibility						
Event / Site / Specific Risks						
Electrocution due to electrical equipment being used that has NOT being tested and tagged in accordance with AS/NZS 3760:2010.	Possible	Catastrophic	HIGH	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

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

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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

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