

Events Risk Assessment Guidelines

Event Risk Management

This guidance provides the Event Organiser with an understanding of identifying and controlling risks when developing a risk management plan.

Safety at an event is vital. Members of the public expect to attend and enjoy an event safely and securely. Events of any size or nature will have risks. It is the responsibility of the Event Organiser to identify and effectively manage these risks by putting preventative controls in place to reduce the likelihood of risks occurring (or if they do eventuate, have controls to reduce the consequences ie; a fire extinguisher, first aid kit, list of emergency contact numbers).

This process is called risk management and in order to know what risks need to be managed, a risk assessment needs to be conducted. A Risk Management Plan identifies all the potential risks that may arise from holding an event and then lists the steps Event Organisers will take to reduce or mitigate the identified risks. In order to understand what risks need to be managed, you must undertake a risk assessment.

What is a Risk Assessment?

A risk assessment analyses what can go wrong, how likely it is to happen, what the potential consequences are and how acceptable the identified risk is. The approach to identifying and managing risks is outlined in the International and Australian Risk Management Standard, ISO 31000:2018.

An example risk assessment has been completed for your reference at the end of these guidelines.



Source: Risk Management Guidelines Companion to ISO 31000: 2018

How to complete your Events Risk Assessment

Step 1: Event Overview

Use the Risk Assessment Table template to complete your Events Risk Assessment.

Complete the Event Overview section in the Event Plan to establish the context of the event. This may involve consulting with key stakeholders.

Step 2: Identifying the Hazards

Use your Event Plan as a prompt to list all of the hazards associated with the event that may expose people to injury, illness or disease, or put your organisation at risk. There will be hazards associated to each event element identified. List these in the **Hazards** column of the Risk Assessment Table.

Some standard hazards on event sites include;

- Access and egress of patrons
- Bins and waste management plan in place
- Trips, slips and falls

Step 3: Identifying the Risks

The consequence of a hazard is a risk. Think about what risks might occur if the hazard is not properly managed. When considering if a hazard could become a risk, consider “If this hazard isn’t addressed, there is a risk that...”

List these in the **Risks** column of the Risk Assessment Table. A number of questions should be asked when attempting to identify risks. These include:

- What can happen?
- Where could it happen?
- When could it happen?
- Why would it happen?
- How can it happen?

Answering these questions will assist in the generation of a list of risks that may have impact on your event. Refer to the Risk Register library at the end of these guidelines to help you consider relevant risks that could be related to your event.

Step 4: What controls are already in place?

Think about what you might already have in place to manage the risk. List these in the **Existing Risk Controls** column of the Risk Assessment Table.

Step 5: Analysing Risks

Analysis is necessary to determine just how significant the risk may be.

Think about how likely is it that people could be exposed to the hazard and if they were, what would be the consequence.

The likelihood of a risk occurring refers to how likely something might happen. Use the below table to identify the likelihood of a risk occurring:

Likelihood Ratings

Likelihood	Description
Almost Certain	Has a 90% chance of occurring
Likely	Has a greater than 50:50 chance of occurring
Possible	Has a 50:50 chance of occurring
Unlikely	About a 1:10 chance of occurring
Rare	May occur only in exceptional circumstances

List the rating in the **Likelihood** column of the Risk Assessment Table.

The consequence of a risk occurring refers to the impact or magnitude of the effect. When scoring the consequence associated with a risk, consideration needs to be given to its impact in terms of:

- Injury/Illness;
- Public /Staff Safety/OHS;
- Reputation and PublicImage;
- Financial/Business Impact;
- Legal/Regulatory;
- Environment.

Use the below table to identify the consequence of a risk occurring:

Risk Consequence Descriptors

Consequence	Description
Catastrophic	The consequence would threaten the event and the event organisation e.g. death, huge financial loss, huge effect on public image, national media coverage; social media outrage / overdrive.
Major	The consequence would threaten the continued effective functioning of the event organisation and therefore the event e.g. Significant level of community concern, major financial loss, hospitalisation, national media coverage; local media frenzy; social media topical discussion.
Moderate	The consequence would not threaten the event, but would mean that the event would be subject to manageable changes e.g. Injured person(s) requiring hospitalisation, Moderate level of community concern, high financial loss, possible rehabilitation; Local media coverage.
Minor	The consequence would not threaten the efficiency or effectiveness of some aspects of the event, but would be dealt with internally e.g. Minor level of community concern, medium financial loss, first aid treatment, Minor isolated concerns raised by stakeholders or others at the event.
Insignificant	Consequence would be dealt with by routine operations, e.g. no injuries, no financial loss, minimum impact to reputation.

List the consequence rating in the **Consequence** column of the Risk Assessment Template.

Step 6: Evaluate Risks

The purpose of evaluating risks is to determine which risks need further treatment and in what priority order.

Establish a risk rating for each hazard by lining up the likelihood and consequence on the below table.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	High	High
Rare	Low	Low	Moderate	Moderate	High

The risk rating – low, moderate, high, extreme will need to be listed in the **Risk Rating** column of the Risk Assessment Table.

- Extreme risk – immediate action required by the Organiser to reduce or remove the risk completely
- High risk – Attention needed to develop risk reduction strategies. May require consideration of alternative tasks, activities, methods.
- Moderate risk – specific risk reduction strategies needed. Focus on ensuring the Control measures are implemented and effective.
- Low risk – manage using existing controls and is generally acceptable.

All risks with an initial rating of "Extreme" or "High" will require additional controls. Moderate and Low risks may be excluded from the implementation of additional controls at the Event Organiser's discretion. However, the rationale for not implementing additional controls for these risks should be documented to demonstrate the completeness of evaluation undertaken.

Additional Control, if required:

Think about what additional practical things you can do to eliminate or reduce the likelihood of the Risk occurring. These changes could reduce the risks if they are effectively put in place and if required could assist you comply with any legislation or regulations.

List the additional controls in the **Additional Controls, if required** column of the Risk Assessment Template.

Step 7: Treat Risks, Monitor and Supervise

RiskTreatment options are:

Decision	Example
Remove or avoid the risk	The Event Organiser is not satisfied with the safety controls of a children's ride so decides to remove the ride from the event.
Retain or accept the risk	The Event Organiser could accept a children's ride on the basis that additional controls were put in place.
Treat the risk	Apply controls over children's ride to reduce the likelihood and/or consequences of the risk event occurring.
Transfer or share the risk	Share the responsibility with another party such as an insurer/contractor who shares the loss if the risk event were to occur.
Increase the risk	Consciously take on risk to pursue an opportunity and achieve desired outcomes, understanding the risks involved.

Responsible to Monitor/Supervise should then be completed to indicate the person responsible for ensuring the controls are implemented.

Please note:

A Risk assessment is dynamic and ever-evolving. As you continue planning your event, new risks and opportunities will be identified and some will no longer be valid. It is important to regularly review and update the risk assessment during the event planning process, to ensure all potential hazards and risks are captured and mitigated.

Any risks rated 'Extreme' or 'High' should be monitored on a regular basis to ensure that the rating assigned, controls identified, and treatment plans established remain valid.

Example Risk Register

Hazard(s)	Risks (There is a risk that...)	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (If required)	Responsibility
Vehicles on site	Delivery vehicles occupying a footpath to unload equipment and the public walking onto the roadway.	Treat the hazard by reserving a parking bay close to the site or by creating an alternate pedestrian path using bollards and signage.	Possible	Moderate	Moderate		Site supervisor
Vehicles & pedestrians	Vehicles driving on public areas causing damage to the site or a collision with a person.	<ul style="list-style-type: none"> » Treat this hazard by advising contractors that they will be met on site by the supervisor, that they are to drive at walking pace with hazard lights on. » Delivery schedule developed and communicated to contractors. » Vehicle path designated with witches hats and signage » Use of spotters for all vehicles 	Possible	Moderate	Moderate		Site supervisor
Council parks, gardens and infrastructure	Damage to the asset from the delivery of heavy equipment i.e generators, temporary toilets	<ul style="list-style-type: none"> » Treat this hazard by advising the contractor that they will be met on site by the supervisor. » Event to ensure that there is rubber matting, ply boards or terra track available on site 	Possible	Moderate	Moderate		Event organiser Site supervisor
Temporary Infrastructure	Erection of temporary marquee causes an injury to contractor or member of the public.	<ul style="list-style-type: none"> » Treat the hazard by cordoning/separating off the area with bollards and hazard tape. Site supervisor/s to monitor the area and ensure that the public are not entering the work space. » Contractors to abide by the Victorian Construction Regulations and work in accordance with their Safe Working Method Statements. » Ensure sufficient weighting is applied to prevent wind damage/instability 	Unlikely	Major	High		Site supervisor Contractor

Hazard(s)	Risks (There is a risk that...)	Existing Controls	Likelihood	Consequence	Risk Rating	Additional Controls (If required)	Responsibility
Use of Portable Electricity	<ul style="list-style-type: none"> » Power source is overloaded and fails. » Unsafe leads or damaged leads causing electrocution/electric shock of people (workers or patrons) 	<ul style="list-style-type: none"> » Treat the hazard by engaging a licensed electrician to provide and make changes to the power supply » Treat (in advance) and ensure that power requirements are identified in the planning phase and a adequate supply is provided and that vendors/contractors have been pre advised that all leads and equipment must be tested and tagged. » Treat by ensuring electrical equipment is placed out of public access areas, leads are protected from weather 	Rare	Major	Moderate	Emergency Management Procedures	Event organiser Electrician
<ul style="list-style-type: none"> » Food for Sale/ Consumption » Use of LPG 	Patrons getting food poisoning	<ul style="list-style-type: none"> » Safe food handling practices » Registration with Street-Trader for Monash » Liability Insurance 	Unlikely	Major	High	Energy Safe Victoria Guidance – Safe Use of LPG at Public Events (Self Assessment Checklist for Vendors) Vendor Environmental Health Department (Council)	Vendor Environmental Health Department (Council)

Risk Register Library

The following table contains some examples of risks you may encounter as a result of organising your event. This list is not exhaustive and will depend upon the type and duration of the event.

Populate the risk assessment table with relevant risks and corresponding controls and treatments.

No.	Risk
1	There is a risk that patrons under the influence of alcohol may lead to unruly crowds and/or drunkenness
2	There is a risk that poor electrical wiring ignite a fire or presents a risk of electrocution to event attendees
3	There is a risk that a fire may burn in a nearby location outside of Event Precinct but may impact the safe delivery of the Event
4	There is a risk that excessively high temperatures could cause severe heat related issues for attendees.
5	There is a risk that the availability of ignition sources & combustible materials (ie; BBQ/Cooking equipment) (Internal to Event) increases severity and duration of any fire
6	There is a risk that there are insufficient/ineffective resources (internal to Event(s)) to respond to emergency situations
7	There is a risk of poor Event Specific Command & Control structure
8	There is a risk that crowd evacuation causes injury/panic (as related to Event precinct)
9	There is a risk of the First Attack (Fire Response) failing by Area Wardens (Marshalls)
10	There is a risk that emergency vehicles will not be able to access the event site
11	There is a risk that patrons wishing to attend the event are exposed to vehicles and roadways (external to the precinct)
12	There is a risk of food poisoning from food outlets engaged for the event period
13	There is a risk that contractors, suppliers, exhibitors, staff and patrons are exposed to an unacceptable level of risk to their health and safety during the build, event and dismantle phases
14	There is a risk that an emergency situation arises requiring an immediate response impacting on event resources
15	There is a risk that high winds on site will cause infrastructure stability issues and expose people to a risk to their health and safety
16	There is a risk that the fire related installation/display may cause an unintended fire event or an injury to an attendee
17	There is a risk of Extreme Weather impacts to the bump in/out and/or event

No.	Risk
18	There is a risk that there will be inadequate amenities for the site
19	There is a risk of a lost child or adult occurring
20	There is a risk of a security issue occurring at the event
21	There is a risk of temporary structures falling down
22	There is a risk that installations may involve an element/activity that is potentially unsafe to spectators
23	There is a risk of patrons attending the event being exposed to vehicular impacts adjacent to or inside the overall event precinct
24	There is a risk of an Medical Emergency occurring during the event
25	There is a risk of a Gas Leak
26	There is a risk of a Chemical or Biological Hazard
28	There is a risk of a Bomb Threat or Suspicious Package
29	There is a risk of an Explosion impacting the Event
30	There is a risk of Assault or Armed Robbery occurring
31	There is a risk of an Active Shooter or Terrorist Activity (Vehicle borne attack etc) impacting the Event
32	There is a risk of Riot, Protest or Civil Unrest
33	There is a risk that Noise created by the Event may exceed acceptable levels
34	There is a risk of significant heat (weather related) that may result in a Heat Health Alert to be issued or in the case of 3 or more (Heat Health Days) resulting in a declared Heat Wave, impacting on the safety and welfare of resources, spectators and emergency services
35	There is a risk that an unexpected weather event (storm cell or similar) causing a significant safety and welfare issue to event attendees and support personnel
36	There is a risk that some activities may involve an element/activity that is potentially unsafe to spectators. In particular fireworks discharge
37	There is a risk that the pyrotechnic display at the event will result in an uncontrolled fire, explosion near people, or dangerous occurrence