

<INSERT LOGO or LETTERHEAD GRAPHIC>

<EVENT NAME> <YEAR>

HAZARD & RISK ASSESSMENT

VERSION # <#>

AMENDED <AMENDMENT DATE>

**COMPLETION OF THE CHECKLIST INDICATES THE TREATMENT
MEASURES RECOMMENDED FOR EACH HAZARD ARE IN EFFECT.**

Context

Planned Event Environment

Date	
Venue	
Time	
Capacity	
Clear Area in Square Metres	Refer to <VENUE> website, <ATTACHED DOCUMENTATION>, or <FILL IN IF KNOWN>
Full Explanation of Event	<EVENT NAME>
	Hosted by <NAME OF ORGANISATION OR GROUP>
	Convenors: <NAME OF CONVENORS>
	<INSERT EVENT DESCRIPTION BLURB>

Assumptions

- All Stakeholders will review this risk assessment to ascertain their responsibility and ability to implement treatment options.
- All documents, plans, policies, procedures, staffing levels, training and support referred to and or required to ensure the treatments are effective as intended are going to be in place.
- **Signing off the risk assessment checklist acknowledges all stakeholders are aware of and have agreed to implement the treatments they are responsible for.**
- All persons working to implement the proposed treatment will do so to the best of their ability and as well as can be reasonably expected.

References

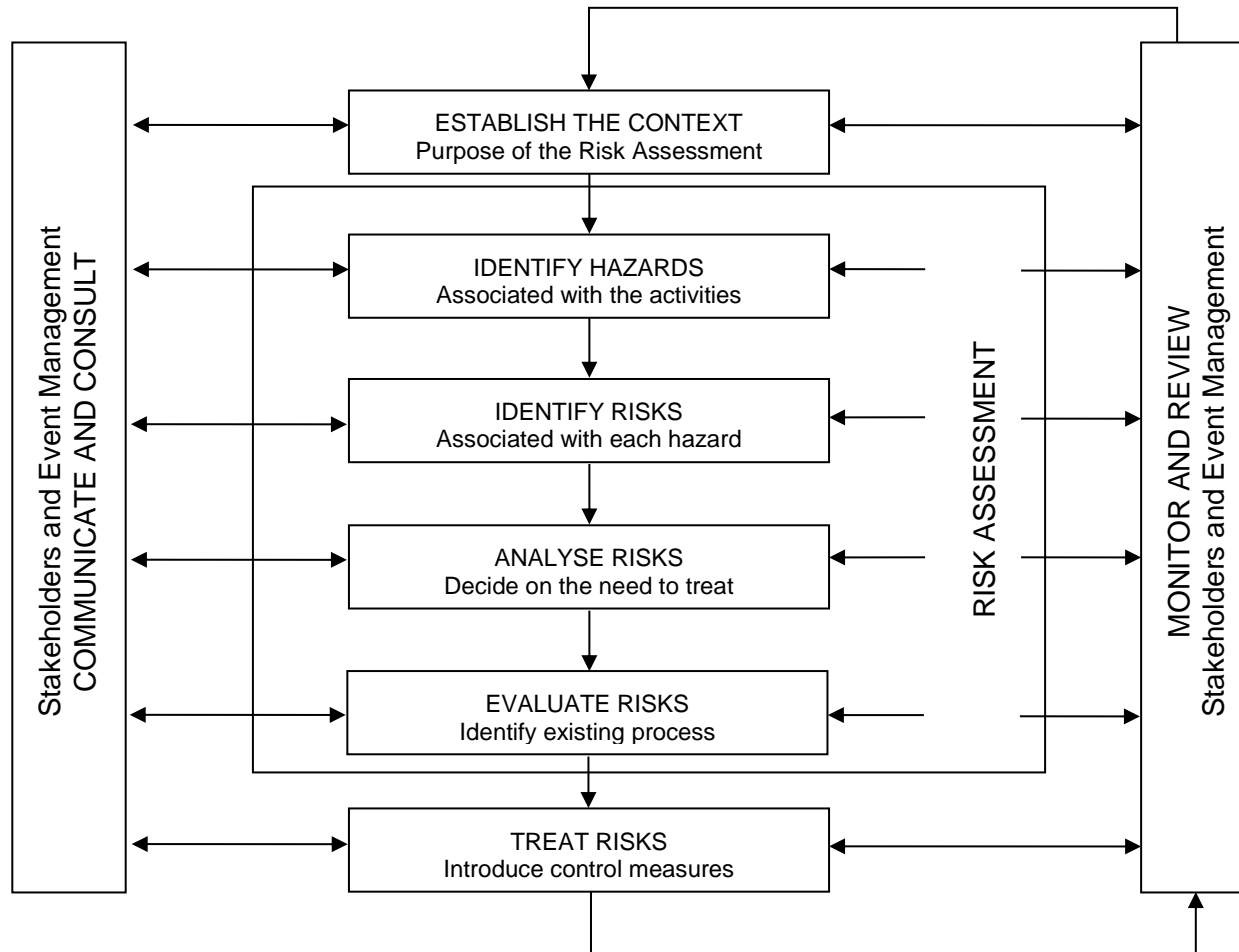
- NSW OH&S Act <OR APPROPRIATE STATE ACT>

Support Documentation

- <NAME OF EVENT> Event terms and conditions <INSERT ATTACHED DOCUMENT NAME>
- Relevant venue emergency management plan <INSERT ATTACHED VENUE AND DOCUMENT NAME>

RISK ASSESSMENT

Event Risk Management Process – Overview



Likelihood

Table 1: Likelihood Ratings

Likelihood	Category	Description
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional circumstances

Consequence

Table 2: Risk Consequence Descriptors

Consequence	Category	Business Interruption	Environmental	Financial	Human	Public Image & Reputation
Catastrophic	5	Essential service failure, or key revenue generating service removed	Irreversible damage	Above \$5,000,000	Death(s) / many critical injuries	National and International Concern / exposure
Major	4	Service or provider needs to be replaced	Harm requiring restorative work	Up to \$5,000,000	Single Death/ multiple long term or critical injuries	State wide Concern / exposure
Moderate	3	Temporary, recoverable service failure	Residual pollution requiring clean-up work	Up to \$500,000	Single minor disablement/ multiple temporary disablement	Local community concern
Minor	2	Brief service interruption	Remote, temporary pollution	Up to \$100,000	Injury	Customer complaint
Negligible	1	Negligible impact, brief reduction/loss of service 2-12 hours	Brief, non-hazardous, transient pollution	Up to \$10,000	Minor First Aid	Resolved in day-to-day management

Risk Matrix

Table 3: Level of Risk Matrix

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Medium	Medium	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	Medium	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	Medium

Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards.

Below is the control hierarchy with general examples of each control measure:

• Elimination	• Avoid the risk by removing the hazard completely.
• Substitution	• Use less hazardous procedure/substances equipment/process.
• Isolation	• Separate the process from people by the use of barriers/enclosures or distance.
• Engineering Controls	• Mechanical/physical changes to equipment/materials/process.
• Administrative Controls	• Change procedures to reduce exposure to a hazard
• Personal Protective Equipment	• Gloves, hats, boots, goggles, masks, clothing etc.

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Event	Event Managers	Compiled by	Position	Phone	Email
<EVENT NAME>	<NAME>	<NAME>	Convenor	<PHONE>	<EMAIL>
	<NAME>				
	<NAME>				
Location: <VENUE NAME & LOCATION>					
Reviewed by: ADD YOUR NAME HERE WHEN REVIEWED		Position: Committee Member		Review Date:	

Hazard and Risk Assessment Control Checklist <INSERT ✓ IN APPROPRIATE CELLS>

NO.	HAZARDS	OK	NOT OK	N/A	DETAILS
1.	Poor food handling and allergic reactions				Licensed food provider with a Food Safety Plan in place. Allergy and other health information collected via web form via venue
2.	Cooking, candles, naked flame, hot surfaces				Emergency fire plan managed by venue Organisers to monitor flames used in rituals
3.	Slips, Trips and Falls				Control measures in place
4.	Fire or flood on premises				An Emergency Management Plan is in place
5.	Alcohol use				Organisers will monitor responsible service of alcohol
6.	Manual handling injury from set up or pack down				Manual handling controls in place
7.	Bushfire				An Emergency Management Plan is in place
8.	Electrical hazards				Organisers will ensure electrical devices are safe and not left unattended
9.	Injury from vehicles				No vehicles will be used by participants during the event
10.	Emotional distress arising from rituals or workshops				Organisers will be clearly identified
11.	Animal bite/allergic reaction				First aid officer will be available
12.	Sunburn				Sunscreen will be available Participants will be advised to bring appropriate sun protection

Person Responsible	Event and Venue	Signature	Date	Time
<CONVENOR NAME>	<EVENT NAME AND VENUE>	TO SIGN WHEN COMPLETE	DATE WHEN COMPLETE	TIME WHEN COMPLETE
- Completion of this checklist indicates the treatment measures recommended for each hazard are in effect -				

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Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise
<p>01 Poor food handling</p>	<ul style="list-style-type: none"> ➤ Food poisoning ➤ Other illness ➤ Allergic reactions 	<p align="center">C3 Medium</p>	<ul style="list-style-type: none"> ➤ Contracted food provider is licensed with a Food Safety Plan that has been audited. <ATTACH RELEVANT FOOD SAFETY PLAN LICENSE IF AVAILABLE – ADD TO SUPPORTING DOCUMENTS LIST> ➤ All food to be eaten will be prepared by caterer. ➤ Food cooked will be done so according to caterer’s Food Safety Plan. ➤ No participants will be allowed in kitchen area, without previous permission. ➤ All preparation will be done using appropriate equipment and personal protective equipment. ➤ Participants will not be allowed into kitchen area until all cooking has ceased. ➤ Dishwashing will be conducted according to caterer’s specifications ➤ The caterer has own public liability insurance. <ATTACH CURRENT CERTIFICATE OF CURRENCY IF AVAILABLE – ADD TO SUPPORTING DOCUMENTS LIST> 	<p align="center">E1 Low</p>	<ul style="list-style-type: none"> ➤ Kitchen will be managed by the venue qualified staff 	<ul style="list-style-type: none"> ➤ Kitchen Supervisor ➤ Kitchen Staff
<p>02 Cooking, candles, naked flame, hot surfaces</p>	<ul style="list-style-type: none"> ➤ Burn injury and loss 	<p align="center">C2 Medium</p>	<ul style="list-style-type: none"> ➤ Kitchen power supplies having dry chemical extinguishers and blankets at all risk areas. ➤ Access routes for emergency vehicles to be made available through event areas ➤ BBQs to be guarded and out of public reach and fire contained so it can’t blow onto public. ➤ Candles/naked flame to be placed in suitable holders and clear of flammable materials. ➤ Candles/naked flame to be away from clothing of patrons. ➤ Fire pit allowed in one <OR RELEVANT NUMBER OF AREAS> area only with access to fire extinguisher and water/sand. ➤ No open flame candles in use in cabins without suitable holder, guarding flame. ➤ All hot surfaces and naked flame to be out of reach of public. ➤ Performers and participants using naked flame to be dressed in cotton clothing. 	<p align="center">E1 Low</p>	<ul style="list-style-type: none"> ➤ An Emergency Management Plan is in place 	<ul style="list-style-type: none"> ➤ Manager ➤ Staff ➤ Organisers ➤ Participants

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Hazard or Source		Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise
03	Slips, Trips and Falls	➤ Injury	B2 Medium	<ul style="list-style-type: none"> ➤ Serious trip and fall hazards identified prior to event and removed or treated to prevent injury. ➤ First Aid Person on site with first aid kit. ➤ Rubber mats and cable traps over cables. ➤ Barriers placed around protruding equipment. ➤ Slippery surfaces treated or isolated. ➤ Additional lighting in dark areas (patrons advised to bring torches). ➤ Spills and etc isolated then cleaned by crews as soon as reported. 	E1 Low	➤ Elimination control measures	<ul style="list-style-type: none"> ➤ Manager ➤ Staff ➤ Organisers ➤ Participants
04	Fire or Flood on premises	➤ Burn injury and loss	C4 Medium	<ul style="list-style-type: none"> ➤ Designated Fire Marshal on site. ➤ Fire extinguishers (up to date) on site ➤ Open fires only allowed in designated fire place ➤ No smoking in any building ➤ Smoking in designated area only with appropriate cigarette disposal ➤ No candle with open flame to be left unattended ➤ No candle with open flame in cabins without flame proof container. ➤ There is an Evacuation Plan in place. 	E1 Low	<ul style="list-style-type: none"> ➤ An Emergency Management Plan is in place ➤ Engineering control measures ➤ Administrative controls 	<ul style="list-style-type: none"> ➤ Manager ➤ Staff
05	Alcohol	<ul style="list-style-type: none"> ➤ Injury to self ➤ Injury to others 	B2 Medium	<ul style="list-style-type: none"> ➤ All participants will be advised of responsible alcohol consumption in the event terms and conditions ➤ Organisers will monitor responsible use of alcohol during event ➤ Police nearby, if required 	E1 Low	➤ Committee will agree on responsible use guidelines and procedures	<ul style="list-style-type: none"> ➤ Organisers ➤ Participants
06	Injury from set up or pack down	➤ Injury	C Medium	<ul style="list-style-type: none"> ➤ Manual handling aids to be used, including trolleys to transport items ➤ Ensure packed goods are weighed evenly and not too heavy ➤ Use two people to lift heavy equipment 	E1 Low	Manual handling aids	<ul style="list-style-type: none"> ➤ Organisers ➤ Manager ➤ Staff ➤ Participants
07	Bushfire or Flood in area	<ul style="list-style-type: none"> ➤ Burn injury and loss ➤ Not able to leave site ➤ Flood injury and loss 	E5 Medium	<ul style="list-style-type: none"> ➤ Will be guided by the State Emergency Service ➤ Designated Fire Marshal on site. ➤ Fire extinguishers (up to date) on site ➤ Open fires only allowed in designated fire place ➤ No smoking in any building ➤ Smoking in designated area only with appropriate cigarette disposal ➤ No candle with open flame to be left unattended 	E1 Low	<ul style="list-style-type: none"> ➤ An Emergency Management Plan is in place ➤ Engineering control measures ➤ Administrative control measures ➤ Monitor weather situation 	<ul style="list-style-type: none"> ➤ Fire Marshall ➤ Organisers ➤ Manager ➤ Staff

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Hazard or Source	Risks	Risk Rating	Required Risk Treatment	Residual Risk Rating	Additional Risk Treatment or Action Plan	Responsible to Monitor / Supervise
			<ul style="list-style-type: none"> ➤ No candle with open flame in cabins without flame proof container. ➤ Regular inspections by Area Wardens ➤ Flood management plan will be managed by venue 			
08	Electrical Hazards	<ul style="list-style-type: none"> ➤ Burn, injury and loss ➤ Fire 	<p align="center">2C Medium</p> <ul style="list-style-type: none"> ➤ The following is not permitted ➤ Any electrical equipment that is in an unsafe condition ➤ Melted or damaged plug tops ➤ Damaged leads ➤ Multiple leads terminating in a single plug arrangement ➤ Piggyback plugs and double adapters ➤ Any electrical equipment where by virtue of the conditions or location it is unsafe to use. 	E1 Low	<ul style="list-style-type: none"> ➤ Administrative control measures 	
09	Injury from vehicles	<ul style="list-style-type: none"> ➤ Vehicular injury 	<ul style="list-style-type: none"> ➤ Park in designated areas as identified by <VENUE NAME> ➤ Parking Marshalls to wear a hi-vis vest 	E1 Low	<ul style="list-style-type: none"> ➤ Administrative control measures 	<ul style="list-style-type: none"> ➤ Manager ➤ Supervisor ➤ Participants
10	Ritual and Workshop Hazards	<ul style="list-style-type: none"> ➤ Emotional distress ➤ Physical injury 	<ul style="list-style-type: none"> ➤ Participants will be fully briefed regarding content of rituals and workshops ➤ Organisers are clearly identified and can be approached for support and assistance ➤ Organisers will monitor participants reactions and act pro-actively to support and debrief participants if required 	E1 Low	<ul style="list-style-type: none"> ➤ Participants will be reminded of terms and conditions of entry ➤ Rituals to be scripted and rehearsed in advance ➤ Workshop presenters will be briefed ➤ Participants will receive ritual briefing before rituals 	<ul style="list-style-type: none"> ➤ Organisers ➤ Workshop and ritual presenters ➤ Participants
11	Animal bite/allergic reaction	<ul style="list-style-type: none"> ➤ Snake bite ➤ Insect bite ➤ Allergic reaction to something in environment 	<ul style="list-style-type: none"> ➤ First aid kit and officer will be available ➤ Participants advised to bring insect repellent and appropriate medications if required ➤ Participants will have informed organisers and /or venue of allergies and allergy plans before the event – either via the Venue’s Medical Consent Form or Event Registration Form. 	E1 Low	<ul style="list-style-type: none"> ➤ 000 for anaphylaxis and emergencies 	<ul style="list-style-type: none"> ➤ Organisers ➤ Manager ➤ Staff ➤ Participants
12	Sunburn	<ul style="list-style-type: none"> ➤ Sunburn 	<ul style="list-style-type: none"> ➤ Sunscreen will be available ➤ Participants will be advised to bring appropriate sun protection ➤ Water will be readily available to ensure adequate hydration 	E1 Low	<ul style="list-style-type: none"> ➤ n/a 	<ul style="list-style-type: none"> ➤ Organisers ➤ Manager ➤ Staff ➤ Participants

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