

## TEMPORARY EVENT RISK ASSESSMENT

### Context

Event organisers have a Duty of Care under the *Work Health and Safety Act 2011* to provide a safe working environment and to ensure public safety.

This assessment will establish options for organisers to consider (aligned to the hierarchy of control) the most practicable means of control in providing a safe work environment for:

- The general public
- RRC staff engaged to undertake any work within the immediate area
- Any other persons, including, Vendors, Contractors and Volunteers

<b>Event Date:</b>	<b>Event Name:</b>		
<b>Location:</b>			
	<b>Name</b>	<b>Contact Number</b>	<b>Date</b>
<b>Event Organiser:</b>			
<b>Person/s in Control of Event Site (Team Leader / Supervisor):</b>			
<b>Organisation Details:</b>			

# TEMPORARY EVENT RISK ASSESSMENT

LIKELIHOOD ASSESSMENT			
RATING	Probability	Frequency and or Exposure	Colloquial Description (use for safety consequences only)
E	>95% - 100%	Weekly	Is expected to occur at most times
D	>70% -95%	Monthly or several times a year	Will probably occur at most times
C	>30% -70%	Once every 1-5 years	Could occur at some time
B	>5% – 30%	Once every 5-15 years	Might occur at some time
A	<5%	Greater than every 15 years	May occur in rare circumstances

Assess the likelihood and consequences from the hazards or risks					
Consequences					
Likelihood	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
	No harm, injuries or ailments requiring treatment to public/workers	Minor harm or injury where first aid is required for public/workers	Harm, injury or illness requiring professional medical treatment for public/workers	One or more public/workers requiring hospitalisation & immediate medical treatment with the potential for permanent / long term incapacitation	Loss of life or multiple loss of life to public/workers. Life threatening injury / illness to public/workers
<b>E Almost Certain</b> Is expected to occur at most times	Moderate 5	High 4	High 3	Very High 2	Very High 1
<b>D Likely</b> Will probably occur at most times	Moderate 6	Moderate 5	High 4	Very High 3	Very High 2
<b>C Possible</b> Could occur at some time	Low 7	Moderate 6	Moderate 5	High 4	Very high 3
<b>B Unlikely</b> Might occur at some time	Low 8	Low 7	Moderate 6	High 5	High 4
<b>A Rare</b> May occur in rare circumstances	Low 9	Low 8	Moderate 7	Moderate 6	High 5

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Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Event located in a public space	<ul style="list-style-type: none"> <li>Slips, trips, falls</li> <li>Musculoskeletal injury</li> <li>Lacerations/cuts</li> <li>Bruising</li> <li>COVID-19 spread</li> </ul>	Major	Likely	VH - 3	<ul style="list-style-type: none"> <li>COVID safe measures in place, in line with current state government advice.</li> <li>RRC staff to ensure area and pathways are clear of debris and rubbish prior to event</li> <li>Parents to be reminded they are responsible for their children</li> <li>Carpet on entry to dry wet shoes</li> <li>Public liability insurance current.</li> </ul>	Major	Unlikely	H - 5
Pandemic Outbreak COVID-19	<ul style="list-style-type: none"> <li>Outbreak of infectious disease</li> <li>Illness</li> </ul>	Catastrophic	Possible	VH-3	<ul style="list-style-type: none"> <li>Follow all current advice, guidelines and requirements provided by QLD Health.</li> </ul>	Major	Unlikely	H - 5
Inclement weather & or significant rain event	<ul style="list-style-type: none"> <li>Storms, moderate to heavy rain fall</li> <li>Minor flooding</li> <li>Electrocution</li> <li>Strong winds</li> <li>Slips, Trips &amp; Falls</li> <li>Event cancellation</li> </ul>	Major	Likely	VH - 3	<ul style="list-style-type: none"> <li>Monitor Australian Bureau of Meteorology information <a href="http://www.bom.gov.au">www.bom.gov.au</a></li> <li>Event Manager to make decision in consultation with other stakeholders if the event needs to be cancelled or postponed due to extreme weather.</li> <li>Non-slip mats and protected areas to be provided in the event of inclement weather occurring during event.</li> </ul>	Major	Rare	M - 6

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		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Lack of emergency preparedness in the event of first aid, lost children & fire	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Person requiring first aid unable to receive treatment due to lack of first aid available</li> <li>• Lost children</li> <li>• Death and or Serious Injury</li> </ul>	<b>Catastrophic</b>	<b>Possible</b>	<b>VH - 3</b>	<ul style="list-style-type: none"> <li>• Identify an EMS access path and ensure that it stays clear of obstructions during the event.</li> <li>• Develop and communicate an evacuation plan with RRC staff, volunteers, EMS, all stall holders and vendors.</li> <li>• Ensure adequate qualified first aid is on site during event and clearly identified.</li> <li>• First aid kits and equipment to be provided by event organiser.</li> <li>• Ensure there is a Lost Child location and a procedure in place for dealing with lost children.</li> <li>• All firefighting equipment (extinguishers, hose reels etc) checked and available for use.</li> </ul>	<b>Major</b>	<b>Rare</b>	<b>M - 6</b>
Event Security  Identifying potential risk to event security for example; (Bomb threat, Terrorism, Armed hold-up, Public unrest, Intoxicated patrons.)	<ul style="list-style-type: none"> <li>• Insufficient crowd control –including licenced venues and wet areas</li> <li>• Intoxicated patrons</li> <li>• Public unrest</li> <li>• Bomb threat</li> <li>• Terrorism threat</li> </ul>	<b>Catastrophic</b>	<b>Possible</b>	<b>VH-3</b>	<ul style="list-style-type: none"> <li>• Sufficient security personnel are available for duration of event – including bump in and bump out times.</li> <li>• All licenced venues and other areas where alcohol will be available for purchase that staff is trained in Responsible Service of Alcohol.</li> <li>• Ensure vendors/stall holders and security report any unusual behaviour and or unattended packages to event manager/QPS</li> <li>• Fencing and/or barricading is in place to prevent unauthorised access from the public</li> </ul>	<b>Catastrophic</b>	<b>Unlikely</b>	<b>H-4</b>

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Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
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Site accessibility	<ul style="list-style-type: none"> <li>Emergency services unable to access site</li> <li>Vehicle / pedestrian interaction</li> <li>Entry/Exit area is blocked</li> <li>Disability access not maintained</li> <li>Distressed patrons</li> </ul>	Major	Likely	VH - 3	<ul style="list-style-type: none"> <li>Delineate an emergency vehicle access path onto the site and ensuring that it stays clear of objects during the event.</li> <li>Ensure all Entry/Exit points remain clear and not blocked by vehicles, stalls or displays</li> <li>Designate loading and parking zones</li> <li>Designate bump in and out day/s and time/s.</li> <li>Ensure disabled parking areas are not blocked.</li> </ul>	Major	Rare	M - 6
Traffic and mobile plant (eg. Cars, trucks, forklifts, EWP's etc.)	<ul style="list-style-type: none"> <li>Non licenced/non ticketed operators</li> <li>Unsuitable ground conditions for operation</li> <li>Faulty equipment/machinery</li> <li>Unsafe interaction between people and mobile plant/vehicles</li> <li>Unsafe interaction between multiple items of mobile plant/vehicles</li> </ul>	Catastrophic	Likely	VH-2	<ul style="list-style-type: none"> <li>All Operators must have licences on person at all times when on site</li> <li>Forklifts must have spotter at all times when operating</li> <li>Daily pre start checks are to be completed prior to operating plant/machinery</li> <li>Exclusion zones and additional spotters to be utilised where required (eg. unloading trucks)</li> <li>All persons on site to wear suitable high visibility clothing during bump in/bump out phases</li> <li>Designated "stop move" time for vehicles and plant on site identified prior to event opening</li> </ul>	Catastrophic	Rare	H-5
Lack of public amenities	<ul style="list-style-type: none"> <li>Insufficient toilets (i.e. people having to queue in line)</li> <li>Insufficient hand washing facilities</li> </ul>	Minor	Almost Certain	H - 4	<ul style="list-style-type: none"> <li>Pre event assessment to determine the number of toilets and hand washing facilities required</li> <li>Ensure access to water is available.</li> <li>Additional port-a-loos (when required).</li> </ul>	Minor	Unlikely	L - 7
Waste -General, recycling and food preparation waste	<ul style="list-style-type: none"> <li>Insufficient waste and recycling bins</li> </ul>	Minor	Almost Certain	H - 4	<ul style="list-style-type: none"> <li>Ensure sufficient waste bins are provided for event.</li> </ul>	Minor	Unlikely	L - 7

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Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
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Food Safety	<ul style="list-style-type: none"> <li>Food Poisoning</li> <li>Contamination</li> <li>Allergic reaction</li> <li>Unsafe temperatures</li> <li>Unhygienic practices</li> </ul>	<b>Major</b>	<b>Likely</b>	<b>VH-3</b>	<ul style="list-style-type: none"> <li>Food safety vendors to be inspected by Environmental health Officers</li> <li>All food and beverage vendor to comply with Food Standards</li> <li>All vendors as required to be provided access to reliable electricity supply</li> <li>All food vendors to provide hand washing and other hygiene measures suitable for their operations</li> <li>All licenced food vendors to have licence prominently displayed.</li> </ul>	<b>Major</b>	<b>Unlikely</b>	<b>H-5</b>
Working at height Use of ladders Erection of scaffolding, banners, flags and other displays	<ul style="list-style-type: none"> <li>Fall from height</li> <li>Death or serious injury</li> <li>Unlicensed/ untrained operators</li> <li>Entanglement</li> <li>Vendors or stall holders failing to gain permission to attach banners, flags or signage to structures</li> </ul>	<b>Catastrophic</b>	<b>Possible</b>	<b>VH - 3</b>	<ul style="list-style-type: none"> <li>All persons performing work at heights to be correctly trained and use appropriate safety equipment eg. safety harness</li> <li>EWP operators to be correctly licenced and daily pre start checks completed prior to operating.</li> <li>Establish exclusion zones around construction areas.</li> <li>No work to be done from a ladder unless three (3) point of contact can be maintained at all times (i.e. 2 feet &amp; 1 hand).</li> <li>Ladders to be of suitable type and inspected before use</li> <li>Second person to stabilise ladder (where required)</li> <li>Ensure permission is obtained by vendors or stall holders wishing to attach items to structures</li> </ul>	<b>Catastrophic</b>	<b>Rare</b>	<b>H - 5</b>

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Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
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Temporary Structures  Failure of Stages, platforms, marquees, stalls, or other temporary structures	<ul style="list-style-type: none"> <li>Death or serious injury caused by failure of temporary structures.</li> <li>Structures inappropriately secured</li> <li>Inadequate access/egress around temporary structures</li> <li>Pegs and other anchors damaging underground infrastructure</li> </ul>	<b>Catastrophic</b>	<b>Possible</b>	<b>VH-3</b>	<ul style="list-style-type: none"> <li>Confirm location of structure does not impact underground infrastructure (dial before you dig 1100)</li> <li>Use weights and non-penetrating anchors wherever possible.</li> <li>Ensure exclusion zones are established around construction areas.</li> <li>All temporary structures to be correctly erected and inspected by personnel with appropriate training and qualifications (when required)</li> <li>Marquees to have engineering and fire safety certification (when required).</li> <li>All temporary structures to be monitored continuously, particularly during extreme weather events and shows.</li> <li>Scaffold structures to be designed, erected, inspected and tagged by appropriately qualified and competent person</li> <li>Temporary structures are not to encroach on thoroughfares or pathways.</li> <li>Ensure adequate access/egress around all staging and platforms for event patrons and EMS.</li> </ul>	<b>Rare</b>	<b>Major</b>	<b>M-6</b>

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Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Electrical power failure and insufficient electrical safety	<ul style="list-style-type: none"> <li>• Death or serious injury</li> <li>• Electrocutation</li> <li>• Incorrect use of power supply</li> <li>• Power source is overloaded &amp; fails</li> <li>• Unsafe electrical equipment</li> <li>• Incorrect power boards used</li> <li>• Damage to equipment</li> <li>• Members of the public accessing electrical power sources (i.e. generators)</li> <li>• Potential failure of hire equipment (i.e. generators)</li> </ul>	<b>Major</b>	<b>Likely</b>	<b>VH - 3</b>	<ul style="list-style-type: none"> <li>• Ensure all power requirements are identified at planning phase and adequate supply is provided.</li> <li>• All leads and equipment must be tested and tagged.</li> <li>• Portable RCDs must be used, and all portable electrical power boards must be fitted with a safety switch.</li> <li>• No piggy back plugs or double adaptors are to be used.</li> <li>• Housekeeping to keep leads away from walkways and protected from weather, spills etc.</li> <li>• If electrical leads need to be placed on the ground ensure they are protected by using rubber matting, cable trays or similar, and are clearly marked.</li> <li>• Ensure supplier has conducted a pre-start check and supplied a copy, and has provided instructions to a competent person regarding the safe operation of equipment.</li> </ul>	<b>Major</b>	<b>Rare</b>	<b>M - 6</b>
Overhead and concealed services	<ul style="list-style-type: none"> <li>• Death or serious injury</li> <li>• Electrocutation</li> <li>• Gas leak</li> <li>• Uncontrolled release of pressure</li> <li>• Major service disruption</li> </ul>	<b>Catastrophic</b>	<b>Possible</b>	<b>VH3</b>	<ul style="list-style-type: none"> <li>• Check location of all underground services (power/ gas/ water/ telecommunication) by utilising Dial before you Dig (DBYD) and any available site plans.</li> <li>• Identification of overhead power lines must be undertaken to ensure there is no ingress into any electrical exclusion zones.</li> <li>• Be aware of overhead power lines and service lines when operating plant or vehicles.</li> </ul>	<b>Catastrophic</b>	<b>Rare</b>	<b>H5</b>



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Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
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Amusement rides and attractions	<ul style="list-style-type: none"> <li>Death and or serious injury</li> <li>Entanglement</li> <li>Engulfment</li> <li>Crushing</li> <li>Mechanical or hydraulic failures</li> <li>Temporary infrastructure is blown away by strong winds or becomes unstable (i.e. jumping castles)</li> </ul>	Catastrophic	Possible	VH3	<ul style="list-style-type: none"> <li>Ensure all mechanical rides are set-up prior to event and have received all required mechanical and electrical inspections (check with owner/operator for compliance with registered plant guidelines).</li> <li>Amusement ride operator must shut down any unsafe rides and do not operate until the hazard/fault has been rectified.</li> <li>All inflatable and temporary amusement structures are to be secured in accordance with the manufacturers specifications (owner/operator).</li> <li>Monitor wind speed throughout the event and cease operation if wind speed exceeds manufacturer's specification.</li> </ul>	Catastrophic	Rare	H5
Contact with animals  Show animals, petting zoos, Pets and domestic animals.	<ul style="list-style-type: none"> <li>Illness / disease (zoonoses)</li> <li>Adverse interactions (eg. bites, kicks, collisions)</li> <li>Allergic reactions</li> </ul>	Catastrophic	Possible	VH3	<ul style="list-style-type: none"> <li>Animals to be either contained to defined areas (eg. Pens/stalls), or suitably restrained.</li> <li>Signage and advertising to clearly advise public of animals on site to ensure awareness.</li> <li>Separation of large animals and spectators to be maintained through use of temporary raceways / yarding/fencing (when required).</li> <li>Handlers to be competent in management of animal they are responsible for.</li> <li>First aid treatment to be available</li> <li>Personal hygiene (handwashing after contact with animals).</li> <li>Biosecurity measures as per biosecurity plan (when required).</li> </ul>	Catastrophic	Rare	H5

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Additional hazards specific to event: (mark N/A if none identified)								

**Summary:**

It is important to remember that event sites and activities are considered to be places of work and there are Acts, Regulations, Standards and other guidelines that event organisers must be compliant with.

It is recommended that consultation takes place between the event organisers and relevant Rockhampton Regional Council departments to ensure the event site is correctly managed for the duration of the event and left in a clean and safe condition on conclusion.

**Approval by Event Manager**

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

# TEMPORARY EVENT RISK ASSESSMENT

Risk Assessment Acknowledgement			
By signing below, I acknowledge and understand the controls and instructions outlined in this Risk Assessment.			
Name	Employer	Signature	Date