

# Temporary Event Risk Assessment



**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. The Council is authorised to do this under Rockhampton Regional Council Local Law No1 (Administration) 2011, specifically Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011. Your personal details will not be disclosed to any other person or agency external to Council unless required or authorised by law.

**This form is to be completed when assessing the potential risks and hazards involved in holding a temporary event at a public venue. This form should be completed in full and submitted to Council with the corresponding Temporary Event Application Form no later than six weeks prior to the event.**

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Risk Assessment						
Event name:			Event location:			
I submit this form with the relevant Temporary Event Application Form. I declare that the details are correct to the best of my ability.						
Prepared by:		Signature:		Date:		
Hazards and Risks						
When thinking about your risk assessment, remember:						
<ul style="list-style-type: none"> <li>▪ A <b>hazard</b> is anything that may cause harm (such as falls, electricity, working from ladders, falling rocks, car accident food poisoning etc)</li> <li>▪ The <b>risk</b> is the chance, high or low, that somebody could be harmed by a hazard, together with an indication of how serious the harm could be</li> </ul>						
1. The Risk <i>What could occur and what are the consequences</i>	2. Likelihood - Almost Certain - Likely - Possible - Unlikely - Rare	3. Causation <i>What may cause/trigger the risk to occur - the source?</i>	4. Consequence - Catastrophic - Major - Moderate - Minor - Insignificant	5. Risk Controls	6. Risk Rating <i>Determine after Risk Controls (ranging from Low 9 to Very High 1)</i> Low Moderate High Very High	7. Person Responsible for implementation of Risk Controls

<b>Risk Assessment</b>						
<b>1. The Risk</b> <i>What could occur and what are the consequences</i>	<b>2. Likelihood</b> - <i>Almost Certain</i> - <i>Likely</i> - <i>Possible</i> - <i>Unlikely</i> - <i>Rare</i>	<b>3. Causation</b> <i>What may cause/trigger the risk to occur - the source?</i>	<b>4. Consequence</b> - <i>Catastrophic</i> - <i>Major</i> - <i>Moderate</i> - <i>Minor</i> - <i>Insignificant</i>	<b>5. Risk Controls</b>	<b>6. Risk Rating</b> <i>Determine after Risk Controls (ranging from Low 9 to Very High 1)</i> <i>Low</i> <i>Moderate</i> <i>High</i> <i>Very High</i>	<b>7. Person Responsible for implementation of Risk Controls</b>

(Please print and attach additional risk assessment forms if required)

# FACT SHEET

## Event Risk Management

### Have you created a Risk Assessment for your event?

There is now a significant focus on risk management at all events. For this reason you must pay special attention to this area of responsibility and complete a Risk Assessment prior to the event.

The Risk Assessment must be carried out in line with ISO AS/NZS 31000:2009 *Risk Management – principles and guidelines* and should identify, assess and control risks relevant to the event. It is not meant to be an arduous task but is a good event management tool and positive process for assisting you in identifying potential risks and putting into place strategies for dealing with them.

***The Risk Calculator found in this document must be used when completing your risk assessment.***

### Hazards and Risks

When thinking about your risk assessment, remember:

- A **hazard** is anything that may cause harm, such as falls, electricity, working from ladders, falling rocks, car accident, food poisoning, etc.
- The **risk** is the chance, high or low, that somebody could be harmed by a hazard, together with an indication of how serious the harm could be.

Risk assessments must consider “obvious and significant” hazards – if you have to go looking for a hazard then you probably don’t need to put it on the risk assessment. You are not expected to eliminate all risk, but to protect people as far as is “reasonably practicable”.

### Community Safety and Security

With such a strong emphasis on risk management and public safety at events, appropriate security for the event is important. Different types, scale and scope of events require different levels of security and should be determined as part of the Risk Assessment eg crowd control, cash and equipment protection.

An area for lost children/property should be clearly signed and staffed accordingly.

If event infrastructure remains at the event site overnight, you must engage appropriate security.

It is vital that all areas of your site, especially access paths and emergency exits are clearly illuminated. This may require you to provide additional lighting at your own expense.

Dependent on the type, scale and scope of the event, Council and/or the Queensland Police Service may require you to engage Police Officers on special duties, security guards and/or crowd control, at your expense. Please contact QPS to determine their requirements – [www.police.qld.gov.au](http://www.police.qld.gov.au)

# FACT SHEET

## Risk Assessment

Here is a list of potential hazards (not exhaustive) you might need to consider and, if applicable to the event, include them in your Risk Assessment. A Risk Assessment template is supplied at the end of this document and is required to be completed and attached to your Temporary Event Application Form.

Hazards/Risks What could go wrong?	What controls (actions) do you need to minimize the impact if the risk occurs?
<b>General hazards</b> Causing injury or accident	<ul style="list-style-type: none"> <li>▪ Do you need or have insurance for the event?</li> <li>▪ Will you do a daily pre-start inspection of the site, to look for potential unsafe hazards which might create risk of slip, trips or falls etc.?</li> <li>▪ Will you ensure all of your below controls are in place?</li> </ul>
<b>Traffic management</b> Reversing vehicles Parking and interactions between public and mowing vehicles People crossing roads (in particular children) Disruption to traffic	<ul style="list-style-type: none"> <li>▪ Do you need a Traffic Management Plan?</li> <li>▪ Have you managed traffic flow and parking to minimise the interaction of people and vehicles?</li> <li>▪ Will the area be marked off/secured?</li> <li>▪ Have you arranged the necessary permits for road closures? Guide: - <a href="#">Traffic Management Events (Sage Work Australia Website)</a></li> </ul>
<b>Electrical hazards</b>	<ul style="list-style-type: none"> <li>▪ Does the site have RCD protection? (<i>residual-current device - is an electrical wiring device that disconnects a circuit whenever it detects that the electric current is not balanced</i>)</li> <li>▪ Are all leads in a good condition?</li> <li>▪ Have they been tested and tagged by an electrical worker?</li> <li>▪ Are leads supported off the ground, out of potential water, and protected from damage?</li> <li>▪ If necessary – Do you have a licensed electrical worker to do all electrical work?</li> <li>▪ Are all generators (and fuel) are located safely and secure?</li> </ul>
<b>First aid/emergencies</b>	<ul style="list-style-type: none"> <li>▪ What first aid equipment will you need?</li> <li>▪ Will you have First Aid Officers on site?</li> <li>▪ How will the public identify the location of the first aid facility? Is this shown on the site plan?</li> <li>▪ Do you have an Emergency Plan (e.g. Fire)?</li> <li>▪ How will you manage lost children?</li> </ul>
<b>Amenities</b> Toilets Water Supply	<ul style="list-style-type: none"> <li>▪ Have you arranged for adequate numbers of toilets, hand washing facilities and water supply etc.?</li> <li>▪ Is disability access required?</li> </ul>
<b>Waste</b> General waste Recycling	<ul style="list-style-type: none"> <li>▪ Have you arranged for sufficient numbers of bins/rubbish containers and recycling facilities?</li> </ul>

# FACT SHEET

## Risk Assessment

<b>Hazards/Risks</b> What could go wrong?	<b>What controls (actions) do you need to minimize the impact if the risk occurs?</b>
<b>Tents, temporary shade structures and signage</b> Creating trip hazards, or causing injury from becoming unstable.	<ul style="list-style-type: none"><li>▪ Are all structures stable and secure?</li><li>▪ How will you manage potential trip hazards from tent pegs and ropes?</li><li>▪ Does any equipment or structures have sharp edges?</li><li>▪ Are all star pickets or stakes safely covered and visible?</li></ul>
<b>Weather</b> Rain, wind, storms etc.	<ul style="list-style-type: none"><li>▪ Will the weather affect your event?</li><li>▪ How will you manage this?</li><li>▪ How/when will you decide to cancel or alter the event to ensure safety if weather conditions are dangerous?</li></ul>
<b>Food safety</b>	<ul style="list-style-type: none"><li>▪ Have you checked Food Licence requirements?</li><li>▪ Do you require a Food Business Licence?</li><li>▪ Have you provided a list of food businesses operating at your event to Council?</li></ul>
<b>Service of alcohol</b> Injury or accident from unruly behavior potential from unexpected guests	<ul style="list-style-type: none"><li>▪ Will alcohol be served at your event?</li><li>▪ Do you have the appropriate licence?</li><li>▪ Do you have an RSA licence holder serving for the event?</li><li>▪ Do you require any security for your event?</li><li>▪ Will the alcohol service area be marked off/secured?</li></ul>
<b>Excessive noise affecting the neighbors</b>	<ul style="list-style-type: none"><li>▪ Will your event have excessive noise?</li><li>▪ Will you limit the time of your event noise?</li></ul>
<b>Hazardous chemicals/gas</b> Cleaning products etc	<ul style="list-style-type: none"><li>▪ Will there be any hazardous chemicals in use?</li><li>▪ How will hazardous chemicals or gas be stored and secured to ensure safety of the public?</li><li>▪ Are any of the mobile food operators at your event required to have a current Gas Systems Compliance Certificate? If not, please refer to DNRM</li></ul>

# FACT SHEET

## Risk Assessment

<b>Hazards/Risks</b> What could go wrong?	<b>What controls (actions) do you need to minimize the impact if the risk occurs?</b>
<p><b>Amusement devices</b> Rides - injury from unstable, unsecured or poorly maintained equipment Inflatables - unsecured</p>	<ul style="list-style-type: none"><li>▪ Are amusement rides provided by a licenced operator? Can they provide the following:<ul style="list-style-type: none"><li>▪ A certificate of registration from QHS Qld (with the exception of some inflatables and coin-operated amusement devices)</li><li>▪ Certificate of Insurance/Currency</li><li>▪ Who is responsible for the set up, securing, maintenance and inspection of their rides prior to use? (They may have a log book detailing the relevant information) <a href="#">Guide: General guide for amusement devices</a></li><li>▪ Do they have insurance?</li><li>▪ Is all equipment (Inc. any inflatable devices) stable and secured down?</li><li>▪ Do they comply with all electrical requirements as per information sheet: <a href="#">Amusement devices - inflatable devices</a> (Safe Work Australia website)</li></ul></li></ul>
<p><b>Is there any other potential hazards or ways people might be injured?</b></p>	<ul style="list-style-type: none"><li>▪ Implement relevant controls</li></ul>

# FACT SHEET


## Risk Calculator

RISK CALCULATOR					
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 and 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

### How to undertake a Risk Assessment and complete the template

1. Identify **the risk** - that is: what could happen, including the consequences if it eventuates.
2. Using the descriptions in the Risk Calculator as the basis for your answers select what would be the **likelihood** of the consequence occurring - ranging from A Rare – E Almost Certain.
3. **Causation.** List what may cause or trigger it to occur – the source.
4. Using the descriptions in the Risk Calculator as the basis for your answers select what the level of the **consequence** might be ranging from 1 Insignificant – 5 Catastrophic.
5. Consider what actions (**controls**) you have in place which will minimise the consequences of the risk and list them in the table.
6. By combining the Likelihood and Consequence results, identified in steps 2 and 4, you will get the **risk rating**, ranging from Low 9 – Very High 1.
7. List the **person** who is **responsible** for implementing the actions (controls), identified in step 5.

# Risk Assessment Example

Risk Assessment						
Event name: <b>Bob's Market Day</b>		Event location: <b>Kershaw Gardens – Monorail Area</b>			Event date: <b>01/04/2012</b>	
I submit this form with the relevant Temporary Event Application Form. I declare that the details are correct to the best of my ability.						
Prepared by: <b>Billy Bob</b>		Signature:  <b>B. Bob</b>		Date: <b>01/01/2012</b>		
<b>Hazards and Risks</b> When thinking about your risk assessment, remember: <ul style="list-style-type: none"> <li>▪ A <b>hazard</b> is anything that may cause harm (such as falls, electricity, working from ladders, falling rocks, car accident food poisoning etc.)</li> <li>▪ The <b>risk</b> is the chance, high or low, that somebody could be harmed by a hazard, together with an indication of how serious the harm could be.</li> </ul>						
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<i>Risk of food poisoning resulting in illness requiring professional medical treatment.</i>	<i>Possible</i>	<i>Incorrect food preparation techniques</i>	<i>Moderate</i>	<i>Ensure all food vendors have food licences</i>	<i>Moderate 5</i>	<i>John Smith</i>