

|  |  |
| --- | --- |
| Name of Event: | Event Organiser: |
| Prepared by: | Date Prepared |
| Responsible Person (at event): | Date of Event and Duration: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk/Hazard details** | **Likelihood** | **Consequence** | **Risk Rating**  | **Action to control Risk** | **Person Responsible** | **Time Frame** |
| **People** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Trip Hazards** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Risk/Hazard details** | **Likelihood** | **Consequence** | **Risk Rating**  | **Action to control Risk** |  | **Person Responsible** |
| **Health** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Hazardous Material** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Technical Management** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk/Hazard details** | **Likelihood** | **Consequence** | **Risk Rating**  | **Action to control Risk** |  | **Person Responsible** |
| **Vehicular & Pedestrian** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Waste** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Accessibility** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Event/ Site Specific Risks** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Examples of Risk – Please note that below are some examples of risks and hazards that may be considered when organizing an event and are not exhaustive. These risks act as a prompt to assist you in indentifying your risks and hazards. Site specific or event specific risks need to be considered and/or identified.

|  |  |  |  |
| --- | --- | --- | --- |
| **People** | **Trip Hazards** | **Health** | **Hazardous Materials** |
| Disorderly behaviour | Electrical cables | Food Poisoning | Chemical Hazards |
| Public Accessing Non-public areas of event | Uneven ground and/or loose surfaces | Animal to human spread of disease  | Pyrotechnics/Fireworks |
| Drug and/or alcohol affected persons | Flooring design/ surfaces | Disease Outbreak | Fuels i.e. Petrol, LPG, Diesel |
| Criminal activity | Lighting | Excessive noise levels |  |
| Misuse of amusement or rides | Climbing for vantage points | Dehydration |  |
| Over crowding | Temporary Fencing | Sunburn |  |
| Terrorism/bomb threat |  | Needles/syringes |  |
| Medical emergency (i.e. heart attack) |  | Inadequate maintenance of toilets |  |
| Lost Children |  | Inadequate use of toilets |  |
| Water Hazard (i.e. drowning) |  |  |  |
| Lack of awareness of facility locations |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical Management** | **Vehicular & Pedestrian** | **Waste** | **Accessibility** |
| Inadequate Site Management | Disabled Parking | Insufficient rubbish bins  | Inadequate seating space |
| Lack of Staff Briefing | Lack of Parking Spaces | Inadequate emptying/cleaning of bins | Inaccessible toilet facilities |
| Communication failure | Traffic Congestion | Litter collection | Accessibility for persons with disabilities |
| Power Failure | Collisions | Collection/removal of wastewater |  |
| Water Failure | Emergency Services Access | Wastewater Spill |  |
| Toilet Failure | Pedestrian walkways | Site clean up |  |
| Unregistered Food vendors |  |  |  |
| Unsafe temporary structures |  |  |  |
| Extreme Weather |  |  |  |
| Electrocution |  |  |  |
| Fire |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |