

Temporary Events Risk Assessment

When holding a community event you might be asked to complete a risk assessment. Here are some hazards you might need to consider and then decide on how to control or minimise the risk.

Hazards / Risks What Could go Wrong ?		How will you prevent it ?	
General Hazards	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you need or have insurance for the event?
Causing Injury or accident	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you do a Daily pre-start inspection of the site to look for potential unsafe hazards which might create risk of slip, trip, falls etc?
Traffic Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have a Traffic Management Plan?
Reversing vehicles, parking, and interactions between public and moving vehicles. People crossing roads (in particular children) or disruption to traffic	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you managed traffic flow and parking to minimise the interaction of people and vehicles?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will the area be marked off / secured?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you arrange for necessary permit for road closure?
Electrical Hazards	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does the site have RCD Protection?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are all Leads in a good condition?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have they been tested and tagged by an electrical worker?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are leads supported off the ground, out of potential water, and protected from damage?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If necessary – Do you have a licenced electrical worker to do all electrical work
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Generators (and fuel) are located safely and secure
First Aid / Emergencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you require First Aid Officers?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you have first aiders on site?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Can the public identify the location of the first aid facilities?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will this be shown on the site plan?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you have an Emergency Plan eg: fire?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you have a plan to manage lost children?
Hazards / Risks What Could go Wrong ?		How will you prevent it ?	
Amenities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you arranged for adequate numbers of toilets, hand washing facilities and water supply etc?
Toilets, water supply	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is there disability access available?
Waste - Litter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you arranged for sufficient number of bins and the collection of the rubbish after the event?
Tents, Temporary Shade Structures & Signage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are all structures stable and secured down?
Creating trip hazards or causing injury from becoming unstable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you created a management plan for the potential of trip hazards for the tent pegs/ropes?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Does any equipment or structures have sharp edges?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are any star pickets or stakes safely covered and visible?

Weather Rain, wind or storms	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No	Will you require First Aid Officers? Will you have first aiders on site? Can the public identify the location of the first aid facilities? Will this be shown on the site plan? Will you have an Emergency Plan eg: fire? Will you have a plan to manage lost children?
Food Safety	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No	Have you checked Food Licence requirements? Have you provided a list of food businesses to council?
Noise That may affect any neighbours	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No	Will it be a noisy activity? Will you limit the time of the event?
Hazardous Chemicals/Gas Will there be any hazardous chemicals in use?	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No	Do mobile food vendors have a current Gas System compliance Certificate? <i>LPG safety checklist for outdoor events (DNRM)</i> Will they be stored and secured to ensure the safety of the public?
Amusement Devices Rides Injury from unstable, unsecured or poorly maintained equipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are Amusement Rides proved by an operator who can provide a certificate of Registration from WHS Qld (with exception of some inflatables and coin-operated amusement devices)

Hazards / Risks		How will you prevent it?	
What Could go Wrong?			
Amusement Devices Rides Injury from unstable, unsecured or poorly maintained equipment	<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No	Are Amusement Rides proved by an operator who can provide A certificate of Registration from WHS Qld (with exception of some inflatables and coin-operated amusement devices) Is the Owner responsible for set up , securing, maintenance and inspection of their rides prior to use. (They may have a log book detailing this information) <i>General Guide for Amusement Devices</i> Do they have insurance? Is all equipment (inc any flatable devices) stable and secured down. <i>Amusement devices – inflatable devices</i> Do they comply with electrical requirements as be above?
Think about any other potential Hazards or ways people might be injured? Please list below			
1.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you implemented controls?
2.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you implemented controls?
3.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you implemented controls?



Risk Assessment Template - Events

PRIVACY NOTICE: Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of updating our records. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

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Event Name				Event Location		
Prepared By:		Signature		Date:		
The Risk – Things that may happen. What is it & how can it happen?	Likelihood	Consequence	Risk Rating	Risk Treatments	Risk Rating After Risk Treatments	Officer/Person responsible for implementation of Risk Treatments
<i>EG</i> <i>Risk of electrocution form electrical cord</i>	<i>Possible</i>	<i>First Aid treatment may be required?</i>	<i>M</i>	<i>Use a portable Safety Switch Ensure all electrical equipment has been tagged and tested by qualified person</i>	<i>L</i>	<i>John Smith Electrical</i>

Likelihood	Consequence	Risk Rating
Rare	Insignificant (no Injury)	Low (L)
Unlikely	Minor (First Aid)	Medium (M)
Possible	Moderate (Medical Treatment)	High (H)
Likely	Major (Serious Injuries)	Extreme (E)
Almost Certain	Catastrophic (Death)	EX