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| **EVENT RISK MANAGEMENT**  **Yarra City Council** PO Box 168 Richmond VIC 3121 **T** (03) 9205 5555 **E** info@yarracity.vic.gov.au **W** yarracity.vic.gov.au  **PLAN: TEMPLATE** |

**Risk Assessment – It’s Important**

Ensuring the safety of patrons, participants and event staff is a critical component of any event. Successful events don’t happen by accident (pun intended!), they involve careful planning and management.

No matter the nature or size of an event, it will have risks. It is extremely important that you think through the ways in which your event or activity could pose risk. It is the responsibility of the event organiser to identify and manage these risks. The process is known as risk assessment and management. It involves carefully and systematically evaluating the potential hazards at your event, considering the risk and putting measures in place to control them.

**How to do a risk a Risk Assessment**

The process of risk assessment can be broken down into four simple steps:

• Identify the hazards  
 • Assess the risks  
 • Control the risks   
 • Monitor the risks

• **Hazard Identification**

Identify and list all the potential hazards or situations associated with your event or activity that have the potential to cause injury, illness or disease. It’s important to consider all aspects of your event. Engaging in expert advice is recommended and courage. Examples:

**• *Crowd safety:***Overcrowding, structures collapsing, trip hazards, insufficient toilet facilities, stolen/lost children, accessibility of event space  
**• *Operational:***Power failure, water failure, communication failure, fire risk caused by gas bottles/electrical installations, working at heights, lighting failure, rides/amusements safety  
**• *Environmental:***noise impact caused to neighbours, terrain, body of water nearby, extreme weather conditions, excessive litter, appropriate waste disposal, appropriate shade  
**• *Health:*** Food poisoning, exposure to chemicals, alcohol affected people, drug effected people, food hygiene controls  
**• *Traffic:***Inadequate pedestrian safety, limited parking, limited access for emergency vehicles, inadequate signage

Please list these in the risk element/hazards column in the template below.

• **Risk Assessment**

The next step in the process is to assess the risk of the hazards that have been identified to determine a risk rating. Evaluating the risks involves analysing the likelihood of this risk occurring and what the potential consequences are.

By assessing the level of risk, event organisers can put measures in place to minimise or eliminate the identified hazards.

The following risk assessment matrix models below will assist you. Please complete the level of risk in the template below.



**LIKELIHOOD – What is the chance of the risk occurring?**

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

**CONSEQUENCE – What is likely to be the impact?**

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| **Consequence** | **Category** | **Business Interruption** | **Environmental** | **Financial** | **Human** | **Public Image & Reputation** |
| **Catastrophic** | **5** | Essential service failure, or key revenue generating service removed | Irreversible damage , death, catastrophic financial loss | Above $20, 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 $10, 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 $1, 000, 000 | Single minor disablement/ multiple temporary disablement | Local community concern |
| **Minor** | **2** | Brief service interruption | Remote, temporary pollution | Up to $2000, 000 | Injury | Customer complaint |
| **Negligible** | **1** | Negligible impact, brief reduction/loss of service 2-12 hours | Brief, non-hazardous, transient pollution | Up to $20, 000 | Minor First Aid | Resolved in day-to-day management |

**LEVEL OF RISK MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | **1 - NEGLIGBLE** | **2 - MINOR** | **3 - MODERATE** | **4 - MAJOR** | **5 - CATASTOPHIC** |
| **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** |



• **Risk Control**

Once the level of risk has been calculated through likelihood and consequence, identify what practical measures and solutions can be taken to eliminate, reduce and control the hazards to create a safe environment.

The control hierarchy is a list of control measures that can be used to eliminate or minimize exposure to risk source elements. Use the table below to guide you through this process.

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| **CONTROL OF HEIRACHY EXAMPLES** | |
| Avoidance of all risk | Cancellation of event or not proceeding with activities |
| Elimination of certain elements | Avoid the risk by removing the risk source element completely |
| Substitution | Use less hazardous procedure/substances equipment/process |
| Isolation | Separate the process using design, barriers, enclosures or distance |
| Engineering Controls | Mechanical/physical changes to equipment/materials/process |
| Administrative Controls | Change procedures and design to reduce exposure to a risk source |
| Personal Protective Equipment | Gloves, hats, boots, goggles, masks, clothing |
| Accepting or increasing risk to pursue an opportunity | Accepting residual risk once all available effective controls are in place |

Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It is vital to ensure that risk assessment covers the entire event, from set up (bump in) to dismantling (bump out), not just during the event itself.

Remember to always consult with the people involved and assign responsibility to your event.

• **Monitor the Risks**

During the event planning stage responsibility should be assigned to key event staff to monitor the identified hazards. It is also important to establish a process for reporting and managing incidents should they occur.

**Conclusion**

As the event coordinator, it is your responsibility to ensure that your event is well organised and safely managed. Please ensure that event staff and participants are familiar with the risk management process and procedures that are put in place.

**Disclaimer**

The information contained in this document is intended as a guide only. This document should not be substituted for professional advice on laws and regulations in individual cases. If readers still have doubts, they should consult the appropriate legislation or seek professional advice. In addition to the information contained in this document, event coordinators must exercise skill, care and sound judgment in event planning. Although the information in this document has been researched, the City of Yarra accepts no responsibility for any errors or omissions that may have occurred within the document.

**Additional links to help assist**

<https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/risk-assessment#heading--2--tab-toc-how_do_i_do_a_risk_assessment>



**EVENT DETAILS**

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| --- | --- |
| **Name of Event** | **City of Yarra Community Jam Basketball Competition** |
| **Event Date/ Times** |  |
| **Location of Event** | **Basketball Court Edinburgh Gardens** |
| **Capacity** |  |
| **Event Manager** | **Jakob Van Di Wiel** |
| **Event Manager Contact** |  |
| **Event Description** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Source Element/Hazard** | **Risk** | **Level of Risk** | **Risk Control/Mitigation Measures** | **Responsible & Accountable as Risk Owners** |
| **Sufficient access to water** |  |  | * Drink taps located next to the courts * Staff directing participants to water stations * First aid tent available |  |
| **Accessing toilets safely** |  |  | * Toilets located next to the courts * Individual lockable toilets * Event staff monitoring toilets next to the basketball courts |  |
| **Injuries to players from play (other players, falls)** |  |  |  |  |
| **Injuries to players from surrounds (Slips, trips and falls)** | Cuts and abrasions, bruising, sprains, broken limbs |  | * First aid tent and qualified first aid staff onsite * Cables and equipment checked prior to the event and appropriate cable trays laid down * Staff to monitor the site to ensure that potential trip hazards are removed or barricaded/identified with tape/safety management equipment (cones/bollards/signage) * Briefing to all participants about safe play and conduct prior to the game |  |
| **Weather conditions** | Lightning, thunder, rain, excessive winds |  |  |  |
| **Drug or alcohol effected spectators** | Intoxication |  | * We will have security on site throughout the duration of the event * Staff to |  |
| **Disputes or fights among players and teams** |  |  | * Players briefed on rules prior to event |  |
| **Electrical malfunctions** |  |  | * All equipment and power checked prior to the event commencing |  |
| **Marquees** |  |  | * Marquess will be weighted down correctly |  |
| **Dogs and animals in the park** |  |  | * Make announcements during the competition to remind owners to keep their dogs on leads |  |
| **Insect bites/reactions to surroundings** | Bee stings, allergic reactions to bees |  |  |  |
| **Noise** |  |  | * Ensure that environmental sound – level testing is undertaken at the venue to ensure that levels do not exceed 65dB (A) at residences and businesses adjacent to the performance areas * Staff to utilise a dB reader to monitor and record sound levels throughout the performance and these recordings to be archived, should records regarding ambient and performance sound levels be required in the future * Ensure a live-time reporting system is active for resident and stake holder noise complaints |  |
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**Acknowledgement**

We have read and understood this risk assessment. We will implement treatments we are responsible for in line with the measures described to the best of our ability and as well as can be reasonably expected.

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| --- | --- | --- | --- | --- |
| **Person Responsible** (Print Name) | **Responsibility** | **Signature** | **Date** | **Time** |
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| ***The treatment measures recommended for each risk source element will be in effect*** | | | | |