**Risk Assessment and Management Guide**

**Event name and location:**

**Assessment conducted by:**

**Date of assessment:**

**What is risk?** Risk is the chance of something happening that will have an impact at your event. As the Event Organiser, you are responsible for managing risk at your event. Identifying and implementing strategies to prevent or reduce the frequency and consequences of a risk occurring is the best way to protect the safety of people, property and the environment.

**Assessment process:** The following table allows for risk to be assessed on both the *likelihood* of the risk occurring and the *potential impact* of the risk.

| **Potential impact 🡺**  **Safety (S)**  **Environmental (E)**  **Likelihood 🡻** | **Insignificant (1)**  **(S)** No or low level first aid required  **(E)** No serious ecological impact | **Minor (2)**  **(S)** First aid required  **(E)** Temporary & non-serious impact | **Moderate (3)**  **(S)** Medical treatment required; reversible damage to health  **(E)** Temporary impact; some local or short term impacts | **Major (4)**  **(S)** Medical treatment required; irreversible damage inc. death or multiple injuries  **(E)** Long term or permanent major ecological impacts | **Catastrophic (5)**  **(S)** Medical treatment required; irreversible damage inc. multiple deaths  **(E)** Major ecological kill; long term or permanent impact |
| --- | --- | --- | --- | --- | --- |
| **Rare (1)**  Almost never happens | Low (L) | Low (L) | Low (L) | Moderate (M) | High (H) |
| **Unlikely (2)**  It could happen, but not likely | Low (L) | Low (L) | Moderate (M) | High (H) | High (H) |
| **Moderate (3)**  It could occasionally happen | Low (L) | Moderate (M) | Moderate (M) | High (H) | High (H) |
| **Likely (4)**  It could happen frequently | Low (L) | Moderate (M) | High (H) | High (H) | High (H) |
| **Almost certain (5)**  Expected to occur | Moderate (M) | Moderate (M) | High (H) | High (H) | High (H) |

**Assessing risks**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identify risk** | | **Assess risk** | | | **Control measures** | | **Residual risk** | | |
| **Identify the area of risk** | **What are the associated hazards?** | Likelihood | Impact | Risk Rating | **What actions will be taken to reduce or remove the risk?** | **By whom and when?** | Likelihood | Impact | Risk Rating |
| **SAFETY** | | | | | | | | | |
| **E.g.** Working Outdoors | Sunburn, dehydration | 3 | 3 | M | - Marquees to provide shade, sunscreen & bottled water available  - Qualified medical staff on site | - Event Organiser on day  - St John | 2 | 2 | L |
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| **ENVIRONMENTAL / ECOLOGICAL** | | | | | | | | | |
| **E.g.** | Litter / Debris | 4 | 3 | H | - Additional rubbish bins to be positioned through Park  - Additional rubbish collection arranged | - Jo Smith rubbish removals | 3 | 2 | M |
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**Safety Plan**

If an incident does occur at your event, are there arrangements for:

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| --- | --- | --- |
|  |  | **Details / Comments** |
| **Emergency**  **evacuation** | Yes / No |  |
| **Emergency communications** | Yes / No | **Standard Contacts**  Emergency Services: 000  City of Boroondara: 9278 4444 |
| **First aid** | Yes / No |  |

**Emergency contact on event day**

Name:

Phone:

Signature:

Date: