Risk Assessment Guidelines

Reviewed April 2018 WHSF-005

The following document provides a guide on how to prepare a risk assessment. The event specific document should be completed at least 6 weeks prior to the commencement of the event & submitted to Council for approval, to ensure time for review and re-assessment. A copy of the same document can be used on the day of the activity as a brief sheet to remind event workers of their responsibilities and to ensure all risk controls are in place and also to identify, document and control any additional risks that are found. Risk assessments can assist in preventing injuries at your event through planning, prioritising actions and clear allocation of responsibilities.

**Identify the risks**

* Identify and write down **how someone could be injured** during each relevant event or activity task
* It is important to **consult** with all those involved in the activity to have the best chance of identifying all the risks, e.g. suppliers
* Include any parties affected by the event, and how you will mitigate the risk, i.e. public / pedestrian safety, water safety, cyclists etc.

**Assess the risks**

Think about the steps of the activity that involve a risk of injury and rate how serious this risk is. List risks in order of their priority (Extreme first, low last)

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| --- | --- |
| Extreme | Risk of death or extensive long term injury |
| High | Risk of significant injury involving medical treatment or hospitalisation |
| Moderate | Risk of minor medical treatment |
| Low | Risk of first aid only required |

**Control the risks**

* Note how you are to prevent any injuries happening from the risks you have identified.
* Note name of the person who is responsible for ensuring the risk controls are in place and maintained throughout the event / activity.
* On the day of the event or activity use this document to check off that the risk controls are in place.

**The following controls / risk management measures may be considered as examples relevant to your event or activity:**

* Prepare induction for participants/ employees/volunteers
* Site plan examined to select safest placement of activity and equipment, emergency access, designating entry/set up/ and parking zone
* Designate a ticketed Traffic Marshal/Controller. High visibility uniform.
* Visually assess ground – all equipment/ temporary fixtures removed. Report any damage to Council, temporarily make safe if required.
* Traffic control plan & Terms of Conditions of Entry/Exit – include speed limits, no vehicle movement during event etc
* Traffic marshals directing patrons to enter & exit in a safe and organised manner (qualification / business engaged)
* Adverse weather and emergency contingency plan (major storm / fire)
* Event communicated to public through advertising/signage prior to and/or at the time of the event
* Preparations for any injuries that may occur to participants or the public: e.g. first aid kits / trained first aid personnel onsite (qualification and full name)
* Onsite: Event manager roving during event or skilled / experienced person noted against the risk (i.e. lifeguard on duty to supervise), supplier tag & test power cords
* Early bump in during low traffic hours (note time)
* Post event: Litter patrol, secure and lock electrical access points

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Risk Assessment

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| --- | --- | --- | --- | --- |
| **Risk Assessment:** Event Name, Date & Location | | | |  |
| **This risk assessment has been prepared by:** Full name, role, organisation | | | | **Date prepared:** |
| **ACTIVITY**  [Set up / Event Duration / Pack down] | **RISK** **RATING**  **EXTREME**  **HIGH**  **MODERATE**  **LOW** | **How could someone be injured?**  [The Risk] | **How are you going to prevent this injury from happening?**  [Risk Controls] | **Responsible Person**  The person who will ensure the risk or safety controls are in place on the day. |
| **Pre Event:** |  |  |  | First & Last name, Organisation |
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| **During Event:** |  |  |  |  |
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| **Post Event:** |  |  |  |  |
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| **Training, Experience / Certifications of Personnel Engaged for Works / Services** | | |
| Experienced, qualified suppliers or personnel should be engaged in event / activity if a risk is identified, to ensure reducing injury to volunteers or helpers. Identifying qualified personnel can be a control measure for noted risks. | | |
| **Name & Organisation** | **Duties and responsibilities** | **Qualification / Experience** |
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| ONSITE TEMPLATE:Tools, Equipment & Machinery |
| **Tools, equipment and machinery needs be in good working order and safe to use.** |
| **Have you checked that machinery and equipment is in good condition? Yes NA**  **Electrical equipment that is regularly tested will have a coloured plastic tag on the lead indicating it is safe to use.**  **Are electrical items tagged and safe to use Yes NA** |
| **ACKNOWLEDGEMENT OF SUPPLIER RISK** |
| By signing below I acknowledge I have participated in this Risk Assessment and/or have been informed and understand risks in the activity and safety controls that will be put in place. [Complete on the day of the event] |
| **Full Name:** |
| **Business Name:** |
| **Date:** |
| **Phone Number:** |
| **Email Address:** |