

Sample Risk Assessment

The risk – what can happen and how?	Likelihood	Consequences	Risk Rating	Risk Treatments	The risk rating after treatments	Who is responsible for implementing the risk treatments?
Common law action will be taken against event organiser	Unlikely	Major	M-16	Ensure event organiser has appropriate current public liability insurance cover. Ensure that all contractors and sub-contractors also hold appropriate current public liability insurance cover.	M-16	Event organiser
Food poisoning	Possible	Major	H-24	Ensure all fixed and mobile food businesses hold a current Qld licence. All food and beverage stalls to operate in accordance with National Food Safety Standards.	M-8	Event organiser and food staff operators
Anti-social behaviour during and after the event	Possible	Major	H-24	If appropriate, or as required, engage security and/or Queensland Police Service during and after the event.	M-18	Event organiser
Inadequate amenities (toilet facilities)	Possible	Low	M-12	Comply with Council guidelines in relation to amenities. Allocate cleaning tasks and cleaning provisions.	L-4	Event organiser
Litter generated at the event site and surrounding areas	Likely	Low	M-16	Bins available per application and in line with Council guidelines. Event staff assigned for regular litter patrol. Final litter check following clean up.	M-8	Event organiser
Damage to underground services from tent pegs, stakes or other ground piercing devices	Possible	Major	H-24	Follow Council instructions regarding placement of structures. Secure structures with sand bags or similar non ground piercing devices.	M-8	Event organiser and contractor/s
Temporary structures collapsing and/or blowing away	Possible	Major	H-24	All temporary structures to be appropriately secured. Structures to be removed in high winds.	M-8	Event organiser and contractor/s
Electrocution from live wires and electrical outlets/electrical leads and generators	Possible	Severe	E-30	All electrical work must comply with State and Federal legislation and be undertaken by a qualified electrical contractor.	M-10	Electrical contractor and event organiser
Use of generators: Location	Possible	Major	H-24	Generators placed in most appropriate place; generators/leads not accessible to the general public.	M-8	Event organiser
Storage of fuel	Possible	Major	H-24	Fuel stored in approved containers which are not accessible to the general public.	M-8	Event organiser
Potential noise nuisance	Possible	Low	M-12	Adhere to Environmental Protection Regulation (per Council guidelines).	L-6	Event organiser
Fire e.g. equipment catching on fire	Possible	Severe	E-30	Safety Regulations adhered to e.g. supply and access to fire extinguishers.	M-18	Event organiser
Noise nuisance as a result of the event	Possible	Low	M-12	Adhere to Environmental Protection Regulation (per Council guidelines). Face speakers away from any	L-6	Event organiser

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				residents/businesses. Consult with any potentially affected residents/businesses.		
Impact on traffic flow in the vicinity of the event	Possible	Medium	M-18	Develop traffic management plan and parking strategy. Advice to commuter transport providers. Consult with any potentially affected residents/businesses.	M-12	Event organiser
Drowning	Possible	Severe	E-30	Develop water safety management plan. Qualified first aid personnel in attendance. Guardian supervision. Emergency Services readily available, if required.	M-10	Event organiser and guardian
Injury from fireworks	Possible	Major	H-24	Engage licensed fireworks contractor. Provide to Council a copy of their risk assessment specific to the event. Consult with any potentially affected residents/businesses.	M-8	Event organiser/fireworks contractor
Environmental/site damage: Dunal degradation, damage to vegetation	Possible	Medium	M-18	Site plan to be developed taking into account specific environmental elements. No interference with any natural element (including dunes, trees, shrubs, garden beds, vegetation).	M-12	Event organiser
Wheel rutting from vehicle access	Possible	Medium	M-18	If vehicle access has been approved, consult with Environmental Health Officer in the days prior to the event to ensure vehicle access is permitted.	L-6	
Damage to existing public infrastructure (e.g. shelter sheds, bollards, signs etc)	Possible	Low	M-12	Ensure no event related setup is affixed to or interferes with existing public infrastructure.	L-4	Event organiser
Personal injury e.g. strains, broken limbs, burns and sunburn etc	Possible	Medium	M-18	Safety awareness promoted. Qualified first aid personnel in attendance. Guardian supervision. Emergency Services readily available, if required. No food/beverage to be served/sold in glass containers.	M-12	Event organiser and guardian
Event does not cater for people with disabilities	Possible	Low	M-12	Develop site plan to take into consideration the needs of people with disabilities. Ensure disabled toilet facilities are available (per guidelines). Ensure adequate and suitable parking options available.	L-4	Event organiser
Lost children	Possible	Severe	E-30	An area for lost children should be clearly signed and staffed accordingly.	M-18	Event organiser
Lost property	Possible	Low	M-12	An area for lost property should be clearly signed and staffed accordingly.	L-6	Event organiser
Trip hazards/obstacles leading to personal injury	Possible	Medium	M-18	Maintain the event site as free from trip hazards/obstacles as possible.	L-6	Event organiser

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Access by Emergency Services obstructed	Possible	Severe	E-30	Emergency access routes established on site plan. During the event, emergency access points remain clear and unobstructed. If a night time event, emergency access points clearly illuminated.	M-10	Event organiser
Natural disasters occurring during event e.g. heavy rain, flood, bush fire	Rare	Severe	M-10	Cancel event. Notify attendees and Emergency Services.	M-10	Event organiser
Lack of on-site communication between event team	Possible	Medium	M-18	Pre-event meeting of event team (including volunteers). Use of two-way radios/mobile phones.	L-6	Event organiser
Signage/banners damaging infrastructure or being inappropriately placed	Likely	Medium	H-24	Signage/banners to be erected in accordance with guidelines.	M-12	Event organiser
Injury from interaction with amusement devices and rides	Possible	Severe	E-30	Amusement rides should have crowd control fences, barriers or other physical measures to separate people from hazards such as moving parts, electrical switchboards, motors and fuels. Temporary barriers should be at least 900mm high, easily identifiable and signed "NO ACCESS". Entry and exit areas should be clearly defined during operation. Security should not limit emergency access or evacuation routes. A certificate of registration is required for all devices, including inflatable devices that are continuously blown and have a platform height of 3 metres or more.	M-10	Event organiser/ amusement operator/ security personnel