

## Event Risk Management Assessment

### HOW TO COMPLETE

1. Provide the Event Details in Section 1
2. Identify the risks associated with the Event and list the Control Plan in Section 2
3. Assess and rate the overall risk of the Event to the University

### SECTION 1 – Event Details

|   |                     |                     |                      |                       |                  |
|---|---------------------|---------------------|----------------------|-----------------------|------------------|
| <b>Name of Event:</b>                           |                     |                     |                      |                       |                  |
| <b>Date/s of Event:</b>                         |                     |                     |                      |                       |                  |
| <b>Time/s of Event:</b>                         |                     |                     |                      |                       |                  |
| <b>Expected Numbers Attending:<br/>(Circle)</b> | <b>Less than 10</b> | <b>Less than 50</b> | <b>Less than 100</b> | <b>Less than 1000</b> | <b>Over 1000</b> |
| <b>Brief Explanation of Event:</b>              |                     |                     |                      |                       |                  |
| <b>Area Managing Event:</b>                     |                     |                     |                      |                       |                  |
| <b>Key Contact Person:</b>                      |                     |                     |                      |                       |                  |
| <b>Purpose/Benefits of Event:</b>               |                     |                     |                      |                       |                  |

### SECTION 2 – Risk Identification

The following are examples of issues to consider when identifying the hazards and risks associated with your event. You must note an overall Risk Rating against each section utilising the Risk Matrix contained within Section 3 (Page 6).

#### Major Incident/Safety Plan

**OVERALL RATING**

What could be the worst case scenario? What provision needs to be made for the emergency services? What will be the procedure for summoning assistance? How will they get into and out of the site? Who will provide first aid/medical facilities? Who is responsible? Who would do what?

Comments:

#### Health and Safety Issues

**OVERALL RATING**

The organisers of the event should ensure that contractors employed to set up/take down stands, exhibits, marquees etc submit appropriate health and safety policies, risk assessments and method statements. Exhibitors and vendors, etc should submit similar details.

Comments:

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### Electrical Power

OVERALL RATING

Is there sufficient power? Ensure all electrical and lighting equipment is tagged and in test date. Are there any overhead power lines or other cables? If you need to have long cable runs, they may require extra protection for the public? If in doubt, then check with Council.

Comments:

### Traffic Control

OVERALL RATING

Do roads need to be closed? What about parking facilities and access for vehicles, not only on the day of the event but before and after. Is there a need for access by large vehicles? Are any parts of the site unsuitable for vehicular traffic because of soft or uneven ground? What traffic routes will be needed? What effect will the event have on traffic passing the site or on local parking?

Comments:

### Provision of Alcohol

OVERALL RATING

If so, relevant liquor licence should be obtained.

Comments:

### Provision of Food

OVERALL RATING

If so, check relevant health laws.

Comments:

### Provision of Facilities

OVERALL RATING

Toilets, washing facilities, water supplies, provision for disposal of waste water, rubbish bins.

Comments:

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### Waste Management

OVERALL RATING

Waste collection during setting up, during and after the event. What type of receptacles are to be used? How and when will they be emptied and by whom? Advise Council who in your group is responsible to ensure the site is left clean and tidy.

Comments:

### Special Needs Groups

OVERALL RATING

Consider the types of attendees such as children, elderly persons and the disabled - are there particular arrangements that need to be made, e.g. for ramps?

Comments:

### Attendees

OVERALL RATING

How many people are expected to attend the event? What is the site capacity? What means of access and egress are available? What level of stewarding will be required, and who will carry out this role?

Comments:

### Organisers

OVERALL RATING

How will you communicate with organisers and how will they be distinguished? How will you communicate with the crowd, exhibitors etc? What direction/information signs are required?

Comments:

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### Fire Safety

OVERALL RATING

Control over use of flammable liquids, LPG or other gases e.g. in catering or in other demonstrations. The use of generators should be strictly controlled - ensure adequate screening and protection, adequate arrangements for storage of fuel, etc. Adequate and appropriate fire extinguishers should be provided in accessible positions near to high risk areas.

Comments:

### Security and Cash Handling Arrangements

OVERALL RATING

Site perimeter security, entry/ticketing arrangements. Potential risk of theft of cash, valuables and equipment must be considered. The use of a professional security company may be required for larger events.

Comments:

### Exhibitors, Amusements, Stalls and Demonstrations

OVERALL RATING

Think about the interaction between adjacent stalls/exhibits/demonstrations and the problems that may result from having conflicting activities going on next to one another. Consider the positioning near to traffic routes, entrances/exits and toilet or refreshment facilities.

Comments:

### Structures

OVERALL RATING

Are any temporary structures going to be erected? Are they to be erected by competent persons? Do they need permit from Council?

Comments:

## Event Risk Management Assessment

### Contingency Plan

OVERALL RATING

Do you have back up plans in place should there be adverse weather conditions?

Comments:

## Event Risk Management Assessment

### SECTION 3 – Risk Matrix

**DETERMINING THE RISK LEVEL:** Risk Level = Consequence Level x Likelihood Level

#### Consequence table

|                         |                               |   |  |   | LIKELIHOOD DESCRIPTION  |   |   |                                    |   |  |
|-------------------------|-------------------------------|---|--|---|---|---|---|------------------------------------|---|--|
|                         |                               |   |  |   | LIKELIHOOD  | The event may occur only in exceptional circumstances | Not expected but the event may occur at some time | The event could occur at some time | The event will probably occur in most circumstances | The event is expected to occur or has occurred and is continuing to impact |
|                         |                               |   |  |   | FREQUENCY   | Once every 100 years +                                | One event every 11 to 100 years                   | One event in every 4 to 10 years   | One event 1 to 3 years                              | More than one event a year   |
| IMPACTS                 |                               |   |  |   | Likelihood Level  |   |   |                                    |   |  |
| CONSEQUENCE DESCRIPTION | Financial loss                | Health and Safety                                   | Reputation/ Image  | Corporate Social Responsibility   | Legal and Compliance  | Highly Unlikely                                       | Unlikely  | Possible                           | Likely  | Highly Likely  |
|                         | > \$100 million               | >10 Fatalities or Permanent Total Disabilities      | Damage to reputation at international level; adverse international media coverage; loss of Government or Industry support. Downward movement in ranking                  | Permanent long term impact to the community or social infrastructure or highly valued areas / items of cultural significance                                    | Potential jail terms for Council, executive, directors or officers. Very High fines. Prolonged litigation resulting in significant compensation.  |   |   |                                    | Very High   |  |
|                         | >\$30 million to \$100million | Multiple Fatalities or Permanent Total Disabilities | Damage to reputation at national level; adverse national media coverage; Government agency/regulator intervention; significant decrease in student or community support. | Widespread disruption to the community with significant adverse economic impact to community and/or long term large scale damage to habitat or environment.     | Regulatory intervention; prosecution; fines, costs, penalties or very serious litigation above \$1million. Loss or suspension of accreditation  |   |   | High                               |   |  |
|                         | >\$10 million to \$30 million | Single Fatality or Permanent Total Disability       | Medium term national concern. Close scrutiny of operations or future proposals. Major withdrawal of research funding or support.   | Disruption to community with adverse economic impact on community and/or severe impact on environment requiring remedial damage to habitat or environment.      | Serious breach of licenses, legislation, regulation ,mandated standards; or contract fines, costs penalties or damages from \$500K to \$1 million   |   | Medium  |                                    |   |  |
|                         | >\$1 million to \$10 million  | Major Injury or occupational illness                | Adverse WA state media; decrease in Government, Industry, student or community support.  | Isolated community disruption with limited adverse economic impact on community and/or moderate impact on environment with no long-term or irreversible damage. | Breach of external standards, guidelines or impending legislation, or subject raised as a corporate concern through audit findings or voluntary agreements; fines, costs or penalties from \$100K to \$500K | Low   |   |                                    |   |  |

## Event Risk Management Assessment

### SECTION 4 – Risk Rating of Event & Approvals

**RISK RESPONSE:** Apply the appropriate response based on the assessed Risk Level

| RISK MANAGEMENT ACTION |  |
|------------------------|--|
| RISK LEVEL             | RESPONSE                                     |
| Very High              | Faculty and Corporate Risk approval required |
| High                   | Faculty and Head of School approval required |
| Medium                 | Head of School approval required             |
| Low                    | Local management approval required           |

### Approvals

Organiser  
*(Mandatory)*

Date

Head of School/Area/ Dept

Date

Head of Faculty

Date

Director, Corporate Risk

Date

Director, Properties  
*(Mandatory for event on Campus)*

Date