**Event Risk Assessment**

|  |  |
| --- | --- |
| **Name / description of event:** |  |
| **Date of event:** |  |
| **Event Organiser:** |  |
| **Duration of event (days / hours):** |  |
| **Venue:** |  |

|  |
| --- |
| Event Organisers have a duty to provide a **safe and healthy environment** for those who attend the event and/or provide support to the event. The City of Launceston also has this same duty for any event held on Council owned land or facility. To ensure the provision of a safe and healthy environment, any individual or group organising an event of any nature or size, **MUST** complete a risk assessment for their event.  The purpose of a risk assessment is to: identify risks and /or hazards, provide information and analyses to support decisions on how to treat particular risks, determine the best treatment to manage risks when there are a range of management options.  The **checklist** below has been developed as a basic event risk assessment to ensure that controls are in place to eliminate or minimise risks at an event. Given the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here. This risk assessment checklist and any additional information should be submitted to City of Launceston for approval. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COVID-19** | | | | |
| Have you prepared a [COVID-19 Safety Plan](https://www.worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus/covid-safe-workplaces-framework#COVID-19-Safety-Plan-templates-and-checklist)? | Yes / No |  |  |  |
| **Bump In / Bump Out** | | | | |
| Stagger arrival and set up times of vendors/ contractors/ personnel | Yes / No |  |  |  |
| Restrict access to essential personnel during set up | Yes / No |  |  |  |
| Vendors/Contractors have a copy of the site map and Bump In instructions | Yes / No |  |  |  |
| "Site map and Bump In instructions include:   * Access and exit points * No vehicle areas/zones * Parking during set up * Speed limits | Yes / No |  |  |  |
| **Traffic & Parking** | | | | |
| Traffic management staff to wear high visibility vests | Yes / No |  |  |  |
| Restricted pedestrian access during set up | Yes / No |  |  |  |
| Provision of access for emergency vehicles and personnel | Yes / No |  |  |  |
| Clear signage | Yes / No |  |  |  |
| Traffic management plan in place if required (details provided re parking attendants, security, communications) | Yes / No |  |  |  |
| Adequate parking facilities for people with disabilities | Yes / No |  |  |  |
| **Personnel & Contractor Management (Including Vendors, Performers, Volunteers)** | | | | |
| All Contractors and their employees have completed Work Health Safety (WHS) inductions and site inductions (if required) | Yes / No |  |  |  |
| All personnel and Contractors are informed of the event emergency management plan and have a copy | Yes / No |  |  |  |
| All personnel and Contractors have a contact details for:   * Event Manager and Supervisors * Security * WHS Officer | Yes / No |  |  |  |
| Contractors have submitted risk assessments (if applicable e.g. fireworks) | Yes / No |  |  |  |
| Safe Work Method Statement required for any high-risk work (e.g. working at heights) | Yes / No |  |  |  |
| All contractors have received a site induction | Yes / No |  |  |  |
| **Vendor and Performers Management** | | | | |
| All vendors have appropriate insurance | Yes / No |  |  |  |
| All food vendors are registered food businesses - licences displayed | Yes / No |  |  |  |
| "Service of alcohol:   * Alcohol licence obtained and displayed * Holder of Responsible Service of Alcohol (RSA) are identified and comply with requirements | Yes / No |  |  |  |
| Vendors are given site map indicating:   * Emergency pathways * Emergency Evacuation Assembly Point (EEAP) * Location of amenities | Yes / No |  |  |  |
| Any vendor or performer whose activities may potentially place themselves or others at risk have submitted their own risk assessment | Yes / No |  |  |  |
| **Event Signage** | | | | |
| Access and egress points are clearly signed | Yes / No |  |  |  |
| Any restricted or prohibited areas are adequately signed | Yes / No |  |  |  |
| Emergency exit pathways are clearly signed | Yes / No |  |  |  |
| Emergency assembly areas are adequately signed | Yes / No |  |  |  |
| Consideration is given to people who are vision impaired | Yes / No |  |  |  |
| Site maps available for patrons (indicating key areas such as toilets and first aid) | Yes / No |  |  |  |
| **Set-up of Site, Equipment and Stalls** | | | | |
| Restricted public access during set up | Yes / No |  |  |  |
| Suitably qualified Contractors used for equipment assembly | Yes / No |  |  |  |
| Equipment installed in accordance with manufacturer’s guidelines AS/NZ standards & WHS Legislative requirements | Yes / No |  |  |  |
| All free standing objects (marquees, pin boards etc.) are weighted and/or secured | Yes / No |  |  |  |
| **Amenities** | | | | |
| Sufficient toilets and hand washing facilities for expected number of attendees | Yes / No |  |  |  |
| Adequate amenities provision for people with disabilities | Yes / No |  |  |  |
| Separate toilets for food and beverage staff | Yes / No |  |  |  |
| Cleaning and maintenance of toilets are arranged for the duration of the event | Yes / No |  |  |  |
| Adequate potable drinking water available for attendees | Yes / No |  |  |  |
| **Power** | | | | |
| Licenced & approved electrician used for electrical set up | Yes / No |  |  |  |
| All portable electrical equipment/tools, leads and power boards tested and tagged as required | Yes / No |  |  |  |
| No linking of extension cords and power boards | Yes / No |  |  |  |
| Leads connections etc. are protected from weather or any other liquid | Yes / No |  |  |  |
| All leads and cables are secured away from thoroughfares | Yes / No |  |  |  |
| Generators, if used, located in restricted access areas | Yes / No |  |  |  |
| **Slips, Trips and Falls** | | | | |
| Pathways and thoroughfares kept free of trip hazards | Yes / No |  |  |  |
| Site assessment/inspection to identify trip hazards | Yes / No |  |  |  |
| Equipment available to rectify any trip hazards during event (e.g. spill kits) | Yes / No |  |  |  |
| Signage where necessary | Yes / No |  |  |  |
| **Noise** | | | | |
| Noisy activities are planned for time of least disturbance of other activities and nearby residents | Yes / No |  |  |  |
| Is there amplified music or sound at the event? | Yes / No |  |  |  |
| What hours will the amplified music or sounds be played? | Yes / No |  |  |  |
| People who may be affected by a noise nuisance have received prior notification | Yes / No |  |  |  |
| Noisy activities are planned for time of least disturbance of other activities and nearby residents | Yes / No |  |  |  |
| **Security** | | | | |
| Security for the event has been considered | Yes / No |  |  |  |
| Security have been kept informed about event and have contact details for event organisers | Yes / No |  |  |  |
| Due consideration given to potential acts of terror (hostile vehicle attack, bomb threat etc.?) | Yes / No |  |  |  |
| Any activity which may produce smoke, fire or dust has been reported to Security prior to the event | Yes / No |  |  |  |
| The requirement for additional firefighting equipment has been communicated by event organisers | Yes / No |  |  |  |
| Additional crowd control management is implemented if required | Yes / No |  |  |  |
| **Waste Management** | | | | |
| Adequate bins have been provided | Yes / No |  |  |  |
| Additional waste collection services have been considered | Yes / No |  |  |  |
| Waste cleansing teams have been arranged for clean up during and after Bump Out | Yes / No |  |  |  |
| **Manual Handling** | | | | |
| All personnel involved in manual handling have received appropriate training | Yes / No |  |  |  |
| Trolleys available for the movement of heavy items | Yes / No |  |  |  |
| **Working at Heights** | | | | |
| All ladders meet Australian Standards | Yes / No |  |  |  |
| All ladders used are secured or have a lookout | Yes / No |  |  |  |
| Only licenced users to operate or be on elevated platforms | Yes / No |  |  |  |
| **Weather** | | | | |
| Australian Bureau of Meteorology web site ([www.bom.gov.au](http://www.bom.gov.au) ) is accessed to check for forecast adverse weather events | Yes / No |  |  |  |
| An extreme weather contingency has been planned (e.g. cancellation, postponement, venue change etc.) | Yes / No |  |  |  |
| **Sun and heat exposure** | | | | |
| Provision of undercover areas (for shade) | Yes / No |  |  |  |
| All Personnel working outside required to wear sun safe clothing and sunscreen | Yes / No |  |  |  |
| Outdoor workers rotated to avoid prolonged exposure to sun and heat | Yes / No |  |  |  |
| Adequate drinking water available | Yes / No |  |  |  |
| First aid officers on site | Yes / No |  |  |  |
| **Amusement devices/rides** | | | | |
| The owner or operator must provide current:  • Plant registration certificate  • Maintenance/inspection certificate | Yes / No |  |  |  |
| **Occupancy limits (indoor events)** | | | | |
| Occupancy limit for the venue has been checked and is appropriate for expected number of attendees | Yes / No |  |  |  |
| **Bites sting envenomation** | | | | |
| Grass and grounds maintained | Yes / No |  |  |  |
| Trained first aid officers on site | Yes / No |  |  |  |
| Contact details for snake removal organisations made available | Yes / No |  |  |  |
| **Emergency planning** | | | | |
| Event personnel have completed necessary emergency procedures training | Yes / No |  |  |  |
| Event emergency plan has been documented and communicated to all event personnel (including method of communication in the event of emergency — especially for outdoor event) | Yes / No |  |  |  |
| Security have been provided with copy of event emergency plan (if required) | Yes / No |  |  |  |
| General emergency information communicated in public address | Yes / No |  |  |  |
| **Hazardous Materials** | | | | |
| Procedure in place for chemicals, fuels and hazardous substances (e.g. fuel stores) | Yes / No |  |  |  |
| Gas appliance safety has been considered and approved | Yes / No |  |  |  |
| **General** | | | | |
| Procedure in place for lost children | Yes / No |  |  |  |
| Cash handling and security procedures in place | Yes / No |  |  |  |
| Local police have been informed of the event | Yes / No |  |  |  |
| Additional Emergency Service Organisations have been informed of the event | Yes / No |  |  |  |
| Consideration and consultation with local community and residents has occurred | Yes / No |  |  |  |
| Contractors and vendors are informed that their equipment is their own responsibility (even when left on site overnight or out of business hours) | Yes / No |  |  |  |
| Back up services in place in case of technical failures | Yes / No |  |  |  |
| **Additional Event Specific Hazards** | | | | |
|  | Yes |  |  |  |
|  | Yes |  |  |  |
|  | Yes |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment completed by** | |  | **Risk Assessment approved by** | |
| Name: |  |  | Name: |  |
| Signature: |  |  | Signature: |  |
| Position: |  |  | Position: |  |
| Date: |  |  | Date: |  |