

Risk Assessment – Guide and Templates

No matter the nature or size of your event, your event will have risks. It is your responsibility as the event organiser, to identify and manage these risks.

Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. This process is called Risk Management, and starts with a **Risk Assessment**.

For the Shire of Serpentine Jarrahdale, this assessment stage informs the type of **Public Event – Application Form** you will need to complete, and consequently the type of approvals required for your event (stage 2).

How to do a risk assessment

1. FIND IT

Confirm the nature of your event, listing situations associated with activities or hazards that may expose people to injury, illness or disease. Work from the **Risk Assessment List** below. You can also use experts or experienced people to advise you, including the Shire's Community Development team by phone on 9526 1111 or via email at info@sjshire.wa.gov.au

Risks are scored. The total scoring will determine the estimated level of risk for your event, low, medium or high, based on standard events guidelines and Shire's policy. The total score will inform the type of Public Event Application Form you will need to complete, and the level of monitoring required for your event. High risk events are do-able and fine in essence, but require more preparation and approvals than lower risk events.

2. ASSESS IT

Assess what is applicable to your event, the likelihood something will happen, and consequences because of the hazard occurring. Use the **Risk Assessment List** to record your findings, under "Assessment 1 / Applicable".

3. FIX IT

Working from your list, identify what practical measures could be put in place to eliminate or reduce the likelihood of hazards occurring, if any. It is during the planning stage that changes are made to reduce risks. Use the **Hierarchy of Control** table (Appendix 1) to guide you as to what type of controls you could put in place to manage the hazards once you have assessed their risk level.

4. ASSESS IT

Following step 3 above, re-assess all risks for your event, using the **Risk Assessment List** again to record your findings, under "Assessment 2 / Confirmed".

5. SCORE IT

Using your **Risk Assessment List**, calculate the total score for your event. Refer to the **Risk Rating** table to identify the rating for your event.

Contact Us

Enquiries

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: info@sjshire.wa.gov.au

In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



Risk Assessment List

| FIND RISKS | ASSESSMENT 1 | ASSESSMENT 2 | SCORES |
|--|-------------------------------------|------------------------------------|--------|
| Attendance: 50 to 100 | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 1 |
| Attendance: 100 to 500 | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 5 |
| Attendance: 500 to 1000 | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 15 |
| Attendance: 1000 to 5000 | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 20 |
| Attendance: over 5000 | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 40 |
| Duration: up to 3 hours | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 2 |
| Duration: 3 to 8 hours | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 4 |
| Duration: greater than 8 hours | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 10 |
| Structures: temporary facility | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 5 |
| Structures: existing public building or reserve | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 1 |
| Structures: access to venue contained by fencing | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 4 |
| Structures: road closure required | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 30 |
| Structures: stage | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 2 |
| Structures: marquee – large (area greater than 200m ²) | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 4 |
| Structures: marquee – medium (area 55m ² to 200m ²) | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 2 |
| Structures: marquee – small (less than 55m ²) | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 1 |
| Entry: private event | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 1 |
| Entry: ticketed event | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 2 |
| Entry: free, general admission, or numbers not known | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 4 |
| Period: held between 8am – 5pm | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 2 |
| Period: held between 5pm – 10pm | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 10 |
| Audience: seniors (over 55), may require assistance | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 4 |
| Audience: young families (under 5), requiring supervision | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 2 |
| Activity: music concert (or amplified music) | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 5 |
| Activity: family event | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 1 |
| Activity: sport event, including competition | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 10 |
| Activity: high level of crowd interaction | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 5 |
| Alcohol: sold or provided | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 50 |
| Food: more than 5 food stallholders | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 10 |
| Safety: first aid not provided | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 30 |
| Organiser: no experience organising similar events | <input type="checkbox"/> Applicable | <input type="checkbox"/> Confirmed | 5 |
| Initial Assessment Confirmed Score Total Score | | | |



Risk Rating

| Risk Rating | Score | Likelihood | Monitoring |
|-------------|--------|---------------------------|------------------------------------|
| Low risk | 0-11 | Serious incident unlikely | None |
| Medium risk | 11-50 | Serious incident possible | Inspection of set-up |
| High risk | 50-100 | Serious incident likely | Inspection and monitoring of event |

Note that the Shire reserves the right to inspect low risk events for compliance, and without notice.

6. COMPLETE IT

From your Risk Assessment and scoring, complete your event **Risk Assessment Summary** (last page).

If your event rates as **low risk**:

- 1- Download the **Public Event – Application Form – Low Risk**
- 2- Prepare your **Public Event – Site Map**

If your event rates as **medium risk**:

- 1- Download the **Public Event – Application Form – Medium Risk**
- 2- Prepare a **Public Event – Communication Plan**
- 3- Prepare a **Public Event – Site Map**

If your event rates as **high risk**:

- 1- Download the **Public Event – Application Form – High Risk**
- 2- Prepare a **Public Event – Risk Management Plan** (including a **Public Event – Communication Plan**, an **Public Event – Emergency Exit Map** and **Public Event – Site Map**)

See Appendix 2 below for definitions of the documents required and listed above.

Visit the Shire's website to download forms and templates: www.sjshire.wa.gov.au/news-and-events/planning-an-event/

7. SUBMIT IT

Complete and submit the appropriate **Public Event – Application Form** with the required forms listed above attached to info@sjshire.wa.gov.au .



APPENDIX 1

How to control hazards?

By determining the consequences and likelihood of risks occurring, you can now, aim to eliminate, minimise and control the hazards.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

| HIERACHY OF CONTROLS | |
|--------------------------------------|---|
| Eliminate | Remove or stop the hazard if possible / remove the cause or source of the hazard, by eliminating the machine, task or work process. If this is not practical, then substitute |
| Substitute | Use a less hazardous process / use a less-risky machine for the task, or introduce a less-risky work process. If this is not practical, then engineer |
| Engineer | Introduce enclosures and barriers around or between the hazards. Improve maintenance procedures. If this is not practical, then isolate |
| Isolate | Separate or isolate the hazard or equipment from people by the relocation or by changing the operation. If this is not practical, then communicate |
| Communicate | Design and communicate written or verbal procedures that prevent the hazard from occurring. If this is not practical, then address personal protective equipment |
| Personal Protective Equipment | Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. |



APPENDIX 2

Type of documents

- (1) **Public Event – Site Map:** the document highlights the following locations: first aid post, emergency access, emergency services, stallholders (including food stalls), temporary structures (including marquees and stage), generators (including lighting), public and staff parking, toilets, potable water outlet.
- (2) **Public Event – Communication Plan:** for medium risk events, the document provide details about the procedure to communicate with staff and the public on the day of the event about any emergency issues and for the purpose of safely evacuating patrons.
- (3) **Public Event – Emergency Exit Map:** based on the Site Map, the document indicates exclusively evacuation points and muster points, as well as evacuation signage placed on the site of the event.
- (4) **Public Event – Risk Management Plan:** for high risk events, the document provides a comprehensive set of information, including a **Public Event – Site Map**, a **Public Event – Communication Plan** and a **Public Event – Emergency Exit Map**.

Definition of Duty of Care

According to the Collins Dictionary of Law, retrieved 28 June 2016 ([source](#)):

A requirement that a person act toward others and the public with watchfulness, attention, caution and prudence that a reasonable person in the circumstances would. If a person's actions do not meet this standard of care, the acts are considered negligent, and any damages resulting may be claimed in a lawsuit for negligence.



Public Event – Risk Assessment – Summary

Please compile the table below, including the result of your scoring for your event.

Note that the Shire will review your scoring, and may contact you for further information.

| | Public Event – Risk Assessment required | OFFICE USE ONLY |
|-------------------------|--|-----------------|
| Event name | | |
| Event organiser name | | |
| Event organiser contact | | |
| Event total score | | |
| For low risk event | <input type="checkbox"/> Public Event – Application Form – Low Risk | |
| | <input type="checkbox"/> Public Event – Site Plan | |
| For medium risk event | <input type="checkbox"/> Public Event – Application Form – Medium Risk | |
| | <input type="checkbox"/> Public Event – Site Plan | |
| | <input type="checkbox"/> Public Event – Communication Plan | |
| For high risk event | <input type="checkbox"/> Public Event – Risk Management Plan | |
| | <input type="checkbox"/> Public Event – Application Form – High Risk | |

Public Event Application Forms and additional templates can be downloaded at:
www.sjshire.wa.gov.au/news-and-events/planning-an-event/

Contact the Shire’s Community Development team for support on 9526 1111 or via email at info@sjshire.wa.gov.au