**EVENT RISK ASSESSMENT**

**A guide to completing a risk assessment for UWA Student Guild events**

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**Why is an event risk assessment important?**

An essential part of planning an event involves:

* identifying potential hazards;
* assessing the risks associated with these hazards; and
* putting measures in place to eliminate or reduce the likelihood of these risks.

It is the responsibility of the Event Manager to manage the risk assessment process before, during and after an event.

While events differ in their purpose, size and venue, all events conducted through the UWA Student Guild require a risk assessment. This will enable appropriate measures to be put in place to minimise or remove the risks prior to the event. In addition to achieving the objectives of the event (e.g. networking, fundraising and skill development), the aim is to conduct a safe, enjoyable and successful event without incident.

Event Managers have a critical role in managing the risk assessment process to maximise the health and safety of guests, staff, volunteers, contractors and the wider community. A well-completed risk assessment also reduces the chance of property damage, which can be costly and erode any profit an event has made.

The University of Western Australia is committed to ensuring that its staff and students deliver safe and enjoyable events; both on and off the Crawley campus. The UWA Student Guild will only approve events to run if a risk assessment has been completed and the Event Manager can adequately demonstrate the strategies they will use to deliver the event safely, responsibly, and in accordance with relevant laws and University policies.

**Where to start**

This document contains information for Event Managers on how to undertake a risk assessment. Background information about the hazard identification and risk management process, important definitions, examples of hazards, and guidelines on how to measure the likelihood and consequences of risks are provided.

The final part of this document contains the University of Western Australia’s *Event Risk Assessment Template*. Event Managers should use this template in the planning stage of their event.

A great time to complete the *Event Risk Assessment Template* is when filling out the UWA Event Management Plan (available at [www.student.uwa.edu.au/life/health/fit/tap/toolkit](http://www.student.uwa.edu.au/life/health/fit/tap/toolkit)).

Due to the varying nature of events, it is impossible to foresee all potential hazards. While this document provides examples of common hazards, Events Manager need to identify additional hazards and their risk by talking to other people involved in the organisation and delivery of the event.

**What process do Event Managers need to follow?**

1. Read this document to understand the UWA Student Guild’s risk assessment process.
2. Download a copy of the *Event Risk Assessment Template* from [www.student.uwa.edu.au/life/health/fit/tap/toolkit](http://www.student.uwa.edu.au/life/health/fit/tap/toolkit). The template is available in *Part D: The University of Western Australia – event planning and management forms*.
3. Identify as many potential hazards associated with the event that you can and list these in the template.
4. Identify and list in the template the strategies that will be put in place to remove or minimise (i.e. control) the identified hazards.
5. Use the Risk Assessment Tables in this document to assess the likelihood, consequence and risk rating associated with each hazard. Fill these details into the template.
6. The Event Manager must sign the template as acceptance that to the best of their knowledge, all relevant hazards have been identified, that they accept the residual risks and that the proposed risk management strategies will be implemented.
7. Provide a copy of the template to the Events Manager at the UWA Student Guild for review and approval at least 7 days prior to a minor event or at least one-month prior to a major event. If unsure whether the event is classified as minor or major, contact the Events Manager as soon as possible. A copy of the completed Event Management Plan should be submitted with the Event Risk Assessment Template.

Completed forms should be emailed to [ben.johnston@guild.uwa.edu.au](mailto:ben.johnston@guild.uwa.edu.au). If approved, the Events Manager will sign and return the *Event Risk Assessment Template*. If more information is required, the Event Manager will be contacted.

1. Retain an approved copy of the *Event Risk Assessment Template* on file and refer to this before, during and after the event.

**Further information**

For more information about the event risk assessment process or for assistance in completing the *Event Risk Assessment Template*, contact the UWA Student Guild Events Manager (Ben Johnston) on (08) 6488 2291.

Additional information about risk management and managing events is available from the:

* UWA Student Guild ([www.guild.uwa.edu.au/welcome/home](http://www.guild.uwa.edu.au/welcome/home))
* Health Promotion Unit ([www.student.uwa.edu.au/life/health/fit/tap/toolkit](http://www.student.uwa.edu.au/life/health/fit/tap/toolkit))
* UWA Security (www.security.uwa.edu.au/alcohol)
* UWA Risk Management Division ([www.staff.uwa.edu.au/governance/risk](http://www.staff.uwa.edu.au/governance/risk))
* UWA Legal Services Office (www.legalservices.uwa.edu.au)

**EVENT RISK ASSESSMENT**

**A summary of the risk management process**

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**Hazard** A **hazard** is something with the potential to cause harm.

**Risk** Risk is the chance that something or someone will be harmed or experience an adverse health effect if exposed to a hazard.

**For example, a hazard is electricity. The risk is the likelihood that someone is electrocuted when exposed to electrical wires that have not been properly installed.**

**Risk management** Risk management is the process of identifying hazards and controlling risks. The risk management process involves four main steps:

1. risk assessment;
2. risk control and risk rating;
3. risk transfer; and
4. risk review.

**Risk assessment** Risk assessment is the first part of the risk management process. It involves identifying potential hazards. Event Managers should consider four categories when identifying event hazards:

* human (e.g. guest numbers, type of guests, staff and volunteer experience, availability of health and security personnel);
* natural (e.g. event location, condition of the event venue, transport and parking availability);
* environmental (e.g. weather, waste management); and
* technological (e.g. equipment safety, availability of utilities).

**Risk control** When potential hazards have been identified, Event Managers should devise strategies to eliminate or reduce the chance of the risks occurring. There are five methods, commonly referred to as the ‘*Hierarchy of Controls*’ that can be used to eliminate or reduce risk:

|  |  |
| --- | --- |
| 1. **Elimination** | The hazard is removed entirely.  **E.g. If the electric cables from public announcement equipment are a tripping hazard, hire a cable-free system or tape down all cables.** |
| 1. **Substitution** | Replace the hazardous system, material or process with one that presents a lower risk.  **E.g. If the event is conducted on a summer’s day, provide large marquees or shade sails rather than allowing guests to bring umbrellas that can be a safety hazard.** |
| 1. **Engineering** | Change the physical characteristics of the venue, environment or equipment used.  **E.g. Provide ramps if guests in wheelchairs will be attending the event.** |
| 1. **Administrative** | Ensure safe operating procedures have been implemented.  **E.g. Ensure bar staff have been trained in the Responsible Service of Alcohol.** |
| 1. **Personal Protective Equipment** | Ensure suitable safety equipment is available.  **E.g. Provide free sunscreen at events conducted during the day.** |

To assist in the development of risk control strategies, Event Managers are encouraged to talk to other people involved in planning and delivering the event.

**Risk rating** Once the risk control strategies have been identified, a risk rating can be determined for each hazard. A risk rating is based on two factors:

* the likelihood (i.e. the possibility of the risk occurring when risk control strategies have been put in place); and
* the consequence (i.e. what could happen and the severity).

**Risk transfer** Event Managers may identify risks that are not able to be managed within existing resources and capabilities. When this occurs, the risk must be transferred to a third party. This usually occurs through an insurance policy.

**Risk review** This is the final step in the risk management process. It involves reviewing each of the preceding steps regularly to ensure that risks are being adequately managed. It also enables new risks to be identified and controlled.

**Event Managers should direct any questions regarding the risk assessment process to the UWA Student Guild Events Manager, Ben Johnston on (08) 6488 2291**.

**EVENT RISK ASSESSMENT**

**Risk assessment tables: Likelihood, consequence and risk rating**

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Event Managers should use the following three tables when completing the *Event Risk Assessment Template*. **Remember that the ‘Likelihood’ and ‘Consequence’ scores and the ‘Risk Rating’ must be applied after identifying potential hazards and their corresponding risk reduction strategies.**

**Likelihood**

*How likely is the risk?*

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Description** |
| A | Almost certain | Is expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Possible | Might occur at some time |
| D | Unlikely | Could occur at some time |
| E | Rare | May occur but only in exceptional circumstances |

**Consequence**

*What is the level of impact of the risk likely to be?*

* Consequences come in many forms. For UWA Student Guild events, the major consequence categories are Safety, Financial, Media coverage (i.e. reputation) and Compliance breaches (i.e. breaking the law).
* Event Managers should allocate a score to each of these consequence areas using the scales provided in the table below. Alternately, Event Managers may set their own scales depending on the nature of the event.
* Once a score has been allocated to each category, the Event Manager should use the highest score to assist in determining the risk rating.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Level** | **Descriptor** | **Safety** | **Financial** | **Media coverage** | **Compliance breaches** |
| 1 | Insignificant | No LTI | < $100 | Local press  (1 day) | Not applicable |
| 2 | Minor | LTI | $100 - $500 | Press  (1 week) | Minor breach – no interaction with regulator or grant body |
| 3 | Moderate | Serious injury | $501 - $1,000 | TV local/state (temporary) | Breach of regulations – informal warning or interaction with regulator or grant body |
| 4 | Major | Multiple injuries | $1,001 - $10,000 | TV local/state (extended) | Formal warning from regulator or grant body |
| 5 | Catastrophe | Fatal | $10,001 - $50,000 | Widespread national (short) | Successful prosecution of UWA students/staff |

**Risk rating**

*Determine a risk rating based on the likelihood and consequence of the risk.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consequence** | | | | | |
| **Likelihood** | **Insignificant**  **1** | **Minor**  **2** | **Moderate**  **3** | **Major**  **4** | **Catastrophe**  **5** |
| A (Almost certain) | **High** | **High** | **Extreme** | **Extreme** | **Extreme** |
| B (Likely) | **Medium** | **High** | **High** | **Extreme** | **Extreme** |
| C (Possible) | **Low** | **Medium** | **High** | **Extreme** | **Extreme** |
| D (Unlikely) | **Low** | **Low** | **Medium** | **High** | **Extreme** |
| E (Rare) | **Low** | **Low** | **Medium** | **High** | **High** |

**EVENT RISK ASSESSMENT**

**Examples of hazards**

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The following table provides Event Managers with examples of hazards. Also provided are corresponding risk reduction strategies (controls) that may be put in place. **This list is not exhaustive**. Event Managers should use these examples as a starting point in the risk assessment process. Discussion should then take place with other people involved in planning and delivering the event to identify other relevant hazards.

| **Event area** | **Examples of hazards to consider** | **Example controls** |
| --- | --- | --- |
| Event site | Venue not available due to inclement weather (e.g. flooding) | * Arrange a back-up venue in advance * Have a strategy in place to notify guests and personnel of the venue change |
| Bump in / bump out | Collision risk with vehicles and personnel on the event site | * Implement a low speed limit on site * Schedule times when vehicles can be on site * Ensure a qualified first aid officer is on site |
| Accidents during construction of marquees (e.g. falling, incorrect installation leading to later injury) | * Use a qualified contractor * Follow the manufacturer’s installation guidelines * Ensure a qualified first aid officer is on site |
| Equipment | Public announcement system fails | * Arrange to have a back-up system available |
| Injury to guests coming into contact with equipment | * Ensure potentially dangerous equipment is locked away * Ensure equipment is trip protected * Ensure cables are covered |
| Activities | Certain activities cannot be offered due to weather conditions | * Have a list of alternate activities available |
| Noise from the event impacts local residents and businesses | * Ensure sound levels do not exceed permissible limits * Pre-inform local residents and businesses of the event |
| Health and safety | Sexual assault of a guest | * Ensure staff have undertaken appropriate training * Employ qualified first aid and security staff * Ensure alcohol is served responsibly * Provide safety messages on tickets and at the venue |
| Food poisoning | * Follow food safety guidelines * Ensure food vendors have a current trading permit |
| Unauthorised entry leading to disruption and potential physical violence | * Employ qualified security staff * Ensure tickets are issued to guests * Issue all personnel with identification |
| Weather | Extreme weather effects on guests and personnel – e.g. heat exhaustion, heat stroke, fainting and sunburn | * Move the event indoors * Ensure shade is available * Provide plenty of free drinking water and sunscreen * Regularly remind guests and personnel to drink water and reapply sunscreen |
| Event parking | Not enough parking | * Provide free bus services * Notify taxi services of the event * Arrange additional parking venues * Encourage guests and personnel to use public transport |
| Event staff and volunteers | Volunteers do not turn up | * Arrange for more volunteers than necessary |
| Staff and volunteers are not adequately trained | * View personnel qualifications prior to the event * Assist personnel to access relevant training programs |
| Utilities | Electrocution when power is being installed | * Use a qualified and experienced contractor |
| Power goes out during the event | * Have a generator available * Restrict access to authorised personnel only |
| Waste management | Excess litter on site | * Provide additional bins * Employ extra cleaning staff during and after the event |
| Not enough toilets | * Hire additional toilets for the event * Clearly sign post the toilets |

**EVENT RISK ASSESSMENT**

**Event risk assessment template**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Risk Assessment Template**

**Office use only**

**Date received:**

**Received by:**

**Event Management Plan sighted:**

**Approved: Pending:**

**Comments:**

**Section 1 – Event details**

* 1. **Event details**

**Event name:**

**Event start date: End date:**

**Event start time: End time:**

**Event location:**

**Venue name:**

* 1. **Event Manager**

**Event Manager:**

**Address:**

**Telephone (Work): (Home): (Mobile):**

**Facsimile:**

**Email:**

**Other key event staff (names and contact numbers):**

**Section 2 – Risk assessment**

| **Hazard(s) identified** | **Controls** | **Likelihood rating**  **(A-E)** | **Consequence rating**  **(1-5)** | **Risk rating (E, H, M, L)** | **Resource requirements** | **Timing** | **Person responsible** | **Control updates** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event site** | | | | | | | | | |
| **EXAMPLE: Venue not available due to storm flooding** | **Organise a contingency venue. Update communication materials. Signage at original venue.** | **E** | **1** | **L** | **$150** | **3 January 2013** | **John Smith** | **Back-up venue booked.** | **Back-up venue was not required.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Bump in / bump out** | | | | | | | | | |
| **EXAMPLE: Collision risk with vehicles and personnel on the event site.** | **Schedule separate timings for vehicle and personnel access. Implement a vehicle speed limit. Remind all personnel about on-site safety.** | **C** | **3** | **H** | **Timetable. Correspond-ence to staff, volunteers and contractors.** | **15 March 2013** | **Jane Brown** | **Timetable provided to personnel and contractors. Speed limit signs erected. Safety email sent.** | **No collision occurred.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Equipment** | | | | | | | | | |
| **EXAMPLE: Public Announcement system fails.** | **Organise a back-up system.** | **C** | **1** | **L** | **Spare system. $90** | **14 January 2013** | **John Smith** | **Back-up system booked.** | **Needed to use back-up system.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Activities** | | | | | | | | | |
| **EXAMPLE: Snorkelling cancelled due to dangerous weather.** | **Organise a contingency activity. Advise guests.** | **C** | **1** | **L** | **$75** | **3 January 2013** | **Sam Spiel** | **Notified guests of activity change at breakfast.** | **Went ten-pin bowling instead.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Health and Safety** | | | | | | | | | |
| **EXAMPLE: Sexual assault of a guest.** | **Ensure bar staff trained in RSA. Ensure Event Management have undertaken relevant training in event safety. Employ qualified security and first aid staff.** | **D** | **4** | **H** | **$250** | **25 April 2013** | **John Smith** | **Safety messages placed on tickets. Signs at venue. Checked all RSA qualifications. Event Manager attended training sessions. Security firm and first aid staff briefed.** | **Not reports of sexual assault during event.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Weather** | | | | | | | | | |
| **EXAMPLE: Heavy rain precluding outdoor music festival from running.** | **Organise a contingency venue. Update communication materials and place signage at original venue.** | **E** | **2** | **L** | **Communicat-ion materials and signage.** | **3 January 2013** | **John Smith** | **Nil** | **Hazard did not transpire.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Event parking** | | | | | | | | | |
| **EXAMPLE: Not enough parking.** | **Arrange buses from a central point. Notify taxi companies of event. Nominate a separate parking place for staff, volunteers and contractors. Encourage public transport use.** | **A** | **1** | **H** | **Communicat-ion materials and signage.** | **With tickets to guests at least 7 days prior to event.** | **Jane Brown** | **Buses arranged before and after event. Staff, volunteers, guests and contractors notified. Taxi companies notified.** | **Hazard did not transpire.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Event staff and volunteers** | | | | | | | | | |
| **EXAMPLE:  Some volunteers do not turn up.** | **Engage more volunteers than necessary. Have a Volunteer Coordinator to redirect volunteers to other tasks if necessary.** | **C** | **1** | **L** | **Volunteer schedule.** | **6 March 2013** | **Karla Robins** | **Nil** | **Hazard did not transpire.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Utilities** | | | | | | | | | |
| **EXAMPLE: Electrocution when power being installed.** | **Use qualified electrical contractors. Sight qualifications. Ensure safe perimeter established when installation occurs.** | **E** | **5** | **H** | **Safety tape for installation perimeter. $50** | **12 January 2013** | **Sam Spiel** | **Obtained qualifications.** | **Hazard did not transpire.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Waste management** | | | | | | | | | |
| **EXAMPLE: Litter on site** | **Adequate number of bins. Volunteers and staff briefed to keep venue litter free. Organise a waste removal company.**  **Employ cleaning staff for post-event.** | **C** | **2** | **M** | **Rubbish bins.**  **Signage to bins.**  **Cleaning staff.** | **5 March 2013** | **John Smith** | **30 bins and 5**  **cleaning staff booked.**  **Staff and volunteers briefed.** | **Full venue bond returned.** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Compiled by (name of Event Manager):**

**Contact number:**

**Declaration**

1. **To the best of my knowledge, all relevant hazards for this event have been identified.**
2. **I accept the residual level of risk[[1]](#footnote-1).**
3. **The identified risk management (control) strategies will be implemented.**

**Signature:**

**Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submitting this form**

**This form must be submitted to the Events Manager at the UWA Student Guild for review and approval at least 7 days prior to a minor event or one-month prior to a major event. A copy of the completed Event Management Plan should be submitted with this form.**

**Completed forms should be emailed to** [**ben.johnston@guild.uwa.edu.au**](mailto:ben.johnston@guild.uwa.edu.au)**.**

1. **If concerned about the residual level of risk, Event Managers should contact the UWA Student Guild Events Manager (Ben Johnston) for further advice on (08) 6488 2291.** [↑](#footnote-ref-1)