



## EVENT ACTIVITY RISK ASSESSMENT FORM

This risk assessment form is to be used to identify any foreseeable hazards that may be present with the event activity described on this sheet. An assessment on the potential impact of the identified hazards and the likelihood of it occurring is to be made and then appropriate control measures are to be implemented to either eliminate the hazard altogether or to reduce it to the lowest acceptable risk.

The assessment is to be carried out in conjunction with the Event Organiser, the person(s) who undertake this work activity and if requested the council representative for that area.

Section 1 is to be completed first. This is done by answering yes or no to the question asked, remembering that this list is not definitive, consider all hazards associated with the work activity.

For every "yes" response, the team needs to assess the likelihood of the event occurring and the possible consequence "**if control measures were not put in place**". Organisers then need to decide what control measures should be implemented to reduce the hazard to its lowest possible impact.

**Event Activity:**

**Event Date:**

**Event Organisers:**

**Council Employees  
Involved in assessment:**

### PRIVACY STATEMENT

Snowy Valleys Council is collecting your personal information solely for the purpose of administering this application as required by Council's Insurer Statewide Mutual.

Snowy Valleys Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer.

**Section 1:**

1. Is any person likely to work or be on or near any <b>PLACE USED BY MOTOR VEHICLES</b> ?	Yes	No
2. Will there be any <b>MANUAL HANDLING</b> activity (ie. will any person need to lift, lower, push, pull, carry or move anything)?	Yes	No
3. Will anybody be carrying out <b>HOT WORK</b> (ie. cooking, hot water)?	Yes	No
4. Will any person be exposed to the risk of coming into contact with <b>ELECTRICAL LEADS</b> ?	Yes	No
5. Will there be any <b>EXCESSIVE NOISE</b> (ie. would any person need to raise their voices in order to be heard from 1 metre away from each other)?	Yes	No
6. Will any person work with things that are <b>UNDER TENSION OR PRESSURE</b> (ie. gas and helium bottles)?	Yes	No
7. Will any person be exposed to <b>EXTREME WEATHER CONDITIONS</b> ?	Yes	No
8. Is there a risk of any person being hit by <b>FALLING OR PROTUDING OBJECTS</b> ? Tree branches etc.	Yes	No
9. Is there a risk of any person <b>FALLING FROM A HEIGHT</b> greater than 1.8 metres?	Yes	No
10. Will any person have to walk on <b>WET OR UNEVEN SURFACES</b> ?	Yes	No
11. Is any person likely to work or be on or near any <b>HEAVY PLANT OR EQUIPMENT</b> ?	Yes	No
12. Will the event expose any person to the risk of <b>NEEDLE STICK INJURY</b> ? Public park	Yes	No
13. Will there be any <b>EXCAVATION WORK</b> (ie. trenches, retaining walls, etc)?	Yes	No
14. Will any person be using portable <b>ELECTRICAL APPLIANCES OR TOOLS</b> ?	Yes	No
15. Is there a need to consider safe <b>EMPLOYEE &amp; PUBLIC ACCESS</b> to and from the event?	Yes	No
16. Does the workplace require <b>EMERGENCY PROCEDURES</b> (ie. fire, explosion, chemical spill, etc)?	Yes	No
17. Is there a possibility of injury from <b>STINGING INSECTS, SPIDERS, SNAKES OR VERMIN</b> ?	Yes	No
18. Will any person be <b>INVOLVED WITH STRAY OR WILD ANIMALS</b> ?	Yes	No
19. Does the environment expose any employee to possible <b>VERBAL OR PHYSICAL ABUSE</b> ?	Yes	No
20. Is there a risk of <b>CHILD ENDANGERMENT</b> ?	Yes	No
21. Will there be any <b>AMUSEMENT RIDES</b> at the event?	Yes	No
22. Will any person be using <b>PORTABLE STEPS</b> ?	Yes	No
23. Is there a risk of any person being afflicted by <b>PERSONAL HEALTH RISKS</b> ?	Yes	No
24. Is there a risk of <b>THEFT</b> ?	Yes	No
25. Will there be <b>FOOD PREPARATION</b> at the event?	Yes	No
26. Is there a risk of <b>TRIPPING HAZARDS</b> (children, cords, leads, bicycles etc.)?	Yes	No
27. Is there sufficient <b>DISABILITY ACCESS</b> at the event?	Yes	No
28. Is there a risk of any person <b>FALLING INTO WATER</b> ?	Yes	No

**Activities Covered:**

**Who )**

**Where:**

**When:**

**Event Overview and information:**

# RISK MATRIX AND CORRECTIVE ACTION TABLE

## 1. Risk Matrix

Consequence	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
Extreme	Medium	Medium	High	High	High
Major	Medium	Medium	Medium	High	High
Moderate	Low	Medium	Medium	Medium	Medium
Minor	Low	Low	Low	Medium	Medium
Insignificant	Low	Low	Low	Low	Medium

## 2. Likelihood Descriptions

	Description
Rare	Only ever occurs under exceptional circumstances
Unlikely	Conceivable but not likely to occur under normal operations; no evidence of previous incidents
Possible	Not generally expected to occur but may under specific circumstances
Likely	Will probably occur at some stage based on evidence of previous incidents
Almost Certain	Event expected to occur most times during normal operations

## 3. Consequence Descriptions

	Description
Insignificant	First Aid Only required
Minor	Minor medical treatment
Moderate	Significant injury involving medical treatment or hospitalisation
Major	Serious long term injury
Extreme	Fatality

## 3. Required Action According to Risk rating

RATING	REQUIRED ACTION
<b>High</b> (Usually unacceptable)	<ul style="list-style-type: none"> <li>Investigate, determine, seek approval for, and implement actions that will <b>eliminate, isolate, control or reduce (in order) the risk, <u>without unreasonable delay.</u></b></li> <li>If appropriate controls cannot be implemented, the activity is not to proceed.</li> </ul>
<b>Medium</b> (May or may not be acceptable)	<ul style="list-style-type: none"> <li>Investigate, determine and implement an appropriate plan to either accept or <b><u>reduce the risk to an acceptable level.</u></b></li> <li>Monitoring or effectiveness of controls required.</li> </ul>
<b>Low</b> (Usually acceptable)	<ul style="list-style-type: none"> <li>Level of risk is acceptable, periodically <b><u>monitor and review.</u></b></li> <li>Monitor any change that may increase ranking to Medium</li> </ul>

Potential Hazards	When can it Happen What can Happen How can it Happen	Consequence	Likelihood	Risk Rank	Control Measures
<b>Example 1</b> <b>Trip or slip hazards</b>	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> <li>Anytime during the event</li> </ul> <p><u>What can happen:</u></p> <ul style="list-style-type: none"> <li>Tripping on electrical cords or other equipment, slip on stage or steps</li> </ul> <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> <li>Audience trip hazard on loose electrical cords. Performers slip on stage surface, trip on sound leads</li> </ul>	EG- Minor	Unlikely	LOW	<ul style="list-style-type: none"> <li>Ensure all electrical or sound leads are covered with rubber mats or removed from any areas where people are walking.</li> <li>All stage carpet is to be taped down on edges to reduce possible trip areas</li> <li>All cords and leads on stage must be neatly taped down along edges where performers aren't standing or walking</li> <li>Portable stairs are to have a matte surface to reduce slip hazard</li> <li>If light rain is forecast ensure that the stage is covered by marquee to reduce slip risk.</li> <li>In case of adverse weather the event outside will be moved indoors or postponed to another date.</li> </ul>
<b>Example 2</b> <b>Manual handling</b>	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> <li>Lifting equipment</li> </ul> <p><u>What can happen:</u></p> <ul style="list-style-type: none"> <li>Back injury</li> </ul> <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> <li>Incorrect lifting procedures</li> </ul>	Moderate	Unlikely	MED	<ul style="list-style-type: none"> <li>Safety induction onsite for all volunteers prior to starting event</li> <li>Ensure correct lifting techniques are shown</li> <li>Two or more people to lift objects together to distribute the weight load</li> </ul>
	<p><u>When can it happen:</u></p> <ul style="list-style-type: none"> <li></li> </ul> <p><u>What can happen:</u></p> <ul style="list-style-type: none"> <li></li> </ul> <p><u>How can it happen:</u></p> <ul style="list-style-type: none"> <li></li> </ul>				<ul style="list-style-type: none"> <li></li> </ul>
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