



Risk Management Checklist

When planning a community event, you need to be aware of possible risks and outcomes and take steps to control their consequences. Risk management involves identifying risks and then working to minimise or manage them. By helping you identify and analyse risks, this tool provides you with greater insights into risks and their consequences.

Understanding event risks

The below process and template will help you assess and mitigate risks for your event.

Identify it

List all of the hazards or possible situations associated with the event activity that may expose people to injury, illness or disease. List these hazards in the 'hazards' column of the template. Some examples of hazards have been provided for your reference.


Assess it


Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.

Fix it

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks. Use this 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.

Acknowledgement: Thanks to the National Australia Day Council for its support in the preparation of this community event planning resource.





| Likelihood | Risk management | | | | |
|-------------|-----------------|-----|----------|-------|--------------|
| High | 5 | 10 | 15 | 20 | 25 |
| Significant | 4 | 8 | 12 | 16 | 20 |
| Moderate | 3 | 6 | 6 | 12 | 15 |
| Low | 2 | 4 | 6 | 8 | 10 |
| Negligible | 1 | 2 | 3 | 4 | 5 |
| Consequence | Negligible | Low | Moderate | Major | Catastrophic |

| Likelihood definitions | |
|--------------------------|---|
| A high likelihood | <ul style="list-style-type: none"> + It is expected to occur in most circumstances + There is a strong likelihood of the hazards reoccurring |
| A significant likelihood | <ul style="list-style-type: none"> + Similar hazards have been recorded on a regular basis + Considered that it is likely that the hazard could occur |
| A moderate likelihood | <ul style="list-style-type: none"> + Incidents or hazards have occurred infrequently in the past |
| A low likelihood | <ul style="list-style-type: none"> + Very few known incidents of occurrence + Has not occurred yet, but it could occur sometime |
| A negligible likelihood | <ul style="list-style-type: none"> + No known or recorded incidents of occurrence + Remote chance, may only occur in exceptional circumstance |

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| Consequence definitions | |
|-------------------------|--|
| Catastrophic | <ul style="list-style-type: none">+ Multiple or single death+ Costs to event of up to \$5 million+ International and National Media outrage |
| Major | <ul style="list-style-type: none">+ Serious health impacts on multiple or single persons or permanent disability+ Costs to Event between \$2.5 – \$5 million+ Local media and community concern |
| Moderate | <ul style="list-style-type: none">+ More than 10 days rehabilitation required for injured persons+ Costs to Event between \$200,000 and \$2.5 million+ Local media and community concern |
| Low | <ul style="list-style-type: none">+ Injury to person resulting in lost time and claims+ Costs to Event between \$50,000 and \$200,000+ Minor isolated concerns raised by stakeholders, customers |
| Negligible | <ul style="list-style-type: none">+ Persons requiring first aid+ Costs to Event up to \$50,000+ Minimum impact to reputation |

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Examples of Event Hazards

Security

Bomb threats
Cash Handling

People

Security staff numbers
Patron demographics
Inappropriate use of staff
Alcohol
Training/induction
Lack of relevant certification
licences
Background checks of staff

Hazardous Substances/ Dangerous Goods

Fuel storage
Cleaning products
Water/waste water
Pyrotechnics, explosives
Inappropriate labelling
Poisons

The event

Communication equipment
Asset protection
Entry control

Legal

Interaction with law
Enforcement agencies
Unsolicited acts of violence,
theft
Planning
Possible acts of terrorism
Emergency management
Contingency planning

Accessibility

Ramps
Parking
Public transport
Signage
Access to venues

Egress
Seating

Materials handling

Mechanical handling
Food handling safety
Furniture fixture and
equipment
Transport between venues
Location/storage
Weights, height, dimensions
Condition of terrain, path of
travel

Contractors

Co-ordinating contractors
Communication
Legal compliance
Job safety analysis/risk
assessment and safety plans
Training Licencing
Accreditation
Contracts

Vehicle safety

Maintenance
Security of vehicles
Vehicle/people segregation
Speed
Refuelling
Parking supervision
Lack of training
Permits and certification/
licencing
Outdoor broadcast vehicles
Electrical safety
Inappropriate use of paths
for vehicles
Accessibility during
emergency
Management
Loading operations – docks
and people

Staff

First aid
Food preparation/safety
Fatigue
Conditions – excessive
heat/cold
Competency/suitability
Violence
Crowd misbehaviour
Welfare – breaks
Sun exposure – sunscreen
Temperature extremes –
heat/cold
Cultural issues
Transport


Working at height

Scaffolds – licenced/trained
erectors
Unsafe use of winches
Unsafe use of ladders
Proximity to overhead power
lines
Edge protection (off roofs or
platforms)
Camera platforms
Rigging/lighting
Improper use of safety
harnesses

Slips and trips

Electrical cables across
pathways
Uneven ground, loose
surfaces
Adverse weather
Flooring design/surfaces
Poor design or placement of
barriers
Poor lighting
Inadequate queuing systems
Edge protection
Climbing for vantage points
Inappropriate footwear

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Electrical safety

- Qualification of contractors
- Power supply – no spiking
- Overloading systems/
switchboards
- Faulty power tools
- Faulty insulation
- Underground services
- Protection of leads
- Cables/height/pathways
- Location in relation to other
equipment

Fire safety

- Evacuation plans
- Fire prevention plan
- Dangerous Goods storage
- Knowledge and use of
equipment
- Obstruction and security of
firefighting equipment
- Pyrotechnics (fireworks or
fire amusement displays)
- Warning and communication
system
- Fire ban days

Manual handling

- Excessive weight or awkward
dimension
- Lack of mechanical aids
- Poor packaging by suppliers
- Timelines/ lead times
- Lack of staff
- Crowd control – security
training

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