

EVENT RISK ASSESSMENT FORM (Use of Council Owned or Managed Land)

Event Name	
Event Organiser	
Event Date	
Event Location	

A list of risks has been provided in the template below. For the risks relevant to your event, you'll need to provide a list of controls that will be implemented to minimise or eliminate these risks.

These examples are not exhaustive and will need to be tailored to your event. It remains the responsibility of the event organiser to ensure all risks are identified and included in the risk assessment. Please add any risks not identified to 'Other' below:

RISK ASSESSMENT		
Hazards / Risks	Applies/checked	Additional Risk Controls
1. Event Access	Yes/No/NA	What else will you do to make it safer?
Entry/exit areas to the event will be clear and accessible		Sites being used have appropriate access / egress and have been assessed for risks
Adequate emergency entry/exits points for emergency services		
2. Traffic & Road Safety	Yes/No/NA	What else will you do to make it safer?
If a Traffic Control Plan is in place; ensure this has been communicated to all staff, contractors and volunteers running the event.		
If a Traffic Control Plan is in place; event staff ensure all traffic (vehicles/pedestrians/animals) follow this plan.		
If a Traffic Control Plan is not in place, advise how pedestrian traffic will be managed safely.		
Clearly defined areas/paths for traffic - separated from pedestrian traffic		
Vehicles park in designated parking area only.		
3. Site Amenities, Licenses & Protective Equipment	Yes/No/NA	What else will you do to make it safer?
Adequate toilets and hand washing facilities		
Availability of drinking water for staff and attendees		
Adequate facilities for food storage/preparation/catering/disposal and clean up.		

Do staff handling food have adequate qualifications		
Protective equipment is provided if necessary (e.g. gloves, high visibility vests)		
Adequate shade from sun		
Grounds checked for uneven surface/broken glass/litter		
4. Event Signage	Yes/No/NA	What else will you do to make it safer?
Adequate signage for entries, exits, first aid, toilets etc		Standard safety signage in place at sites – PPE and entry requirements
Adequate signage for hazardous/restricted areas		
5. Event Emergency Procedures	Yes/No/NA	What else will you do to make it safer?
Site Emergency Procedures in place with appropriate signage and induction process for staff/contractors and volunteers.		
Site plan/map available to all staff/contractors and volunteers.		
Provision of safe passage for emergency vehicles through pedestrian traffic		
NSW Police/local hospitals and Emergency Services advised of the event		
6. Fire Prevention	Yes/No/NA	What else will you do to make it safer?
Suitable fire extinguishers/fire blankets in appropriate areas, tested and in date		Appropriate fire protection in place at sites
All staff/volunteers aware of the fire evacuation procedures for planned event		
LPG Cylinders, Heaters and Appliances have been inspected and in working order.		
Control over use of flammable liquids/LPG (i.e cooking demonstrations/catering)		
7. First Aid	Yes/No/NA	What else will you do to make it safer?
First aid stations suitably located, clearly signed and accessible		First Aid trained staff and kits available at sites
Effective means of communication provided between event personnel and first aid facilities/personnel.		
8. Electrical Power	Yes/No/NA	What else will you do to make it safer?
No double adaptors or piggy back plugs		Sites are appropriately equipped
All portable electrical equipment including power leads, power boards have been inspected, tested and tagged		
All electrical leads and electrical equipment placed in safe locations		
All leads, plugs etc are protected from weather, water or other liquids		
Generators if used are placed in a safe location and are fenced from public		

9. Animal Involvement	Yes/No/NA	What else will you do to make it safer?
All fences/yards/enclosures used for containing animals are checked to be in good working order.		
Horses allowed in yard area, race track, saddling paddock and outside horse free areas.		
Designated entry/exit areas for competitors/officials to areas for animals (eg saddling paddock, race track).		
Animals are not ridden or lead through spectator areas.		
Regular announcements for spectators to keep clear of competitors arena.		
Animals are restrained/leashed/controlled appropriately.		
Race track/Arena grounds are checked after each event/competitor to ensure they are free of debris, holes, uneven surfaces that may cause injury to animals/competitors.		
10. Marquees, Vans and Other Temporary Structures	Yes/No/NA	What else will you do to make it safer?
Marquees, tents, food vans or other structures are erected/pulled down safely, sited securely and do not encroach on thoroughfares		Pre-event inspection, any risks identified and fenced off.
11. Noise	Yes/No/NA	What else will you do to make it safer?
Will staff and/or participants be exposed to loud noise.		
12. Working at Heights	Yes/No/NA	What else will you do to make it safer?
All equipment is suitable for work undertaken and well maintained.		
Appropriate work practices are followed for working at heights (eg second person to hold ladder, assist carrying etc).		
13. Manual Handling	Yes/No/NA	What else will you do to make it safer?
Relevant staff/contractors and/or volunteers are trained in Manual Handling.		
Limited Manual Handling to be conducted with loads delivered as close as possible to area using vehicle or mechanical aids		
Plant and equipment have qualified operators.		
14. Weather Conditions	Yes/No/NA	What else will you do to make it safer?
Current BOM information is checked for adverse weather conditions (eg. Heat/wind/rain/electrical storms etc)		

Weather conditions are planned for and monitored – heat/dehydration		Drinking water, shade and sunscreen available.
Weather conditions are planned for and monitored – wind (eg objects come loose and injure people or damage property).		Pre-inspection to identify risks, ensure any loose objects tied down or fenced off.
Winds speeds monitored and inflatable structures cease operation when required according to the Australian Standard.		
Weather conditions are planned for and monitored – rain/storms		Provide non-slip mats, cancel if ground becomes unsafe
Weather conditions are planned for and monitored – smoke/haze		Cancel if conditions become unsafe
16. Security and alcohol service areas	Yes/No/NA	What else will you do to make it safer?
Appropriate security arranged suitable to size and nature of event.		Security, Responsible Service of Alcohol/ID checks
Intoxication/inappropriate behavior of attendees managed.		
Children under 18 years not allowed in licensed area.		
17. Other	Yes/No/NA	What else will you do to make it safer?

AUTHORISATION	
<p>I have completed the Risk Assessment form to the best of my knowledge and agree to adhere to all of the reasonable requests made during the assessment and planning phase that may be stipulated by Lachlan Shire Council and other agencies.</p>	
Print name:	
Signature:	
Date:	

Privacy Note: This completed form contains your personal information we are collecting for the purpose of organising and administering an event. Provision of the information is voluntary; however, if insufficient information is provided, we will be unable to process your application. The information will be stored in council's business systems. We will not disclose your personal information to anybody else, unless you have given consent, or we are authorised or required to do so by law. Our Privacy Management Plan explains the lawful grounds on which we collect, use, disclose and transfer personal information. It also explains how you can seek access to, or amendment of the personal information we hold about you, and who to contact if you have a privacy enquiry or complaint.