

# EVENT SAFETY & PLANNING CHECKLIST

## For UNIVERSITY EVENTS

### LEGAL OBLIGATIONS, PLANNING AND PREPARATION

The success of an event is measured in many ways – through attendance figures and participant feedback but events must also be measured in terms of safety. Event organisers have a duty of care under the QLD WH & S Act to provide a safe working environment and to ensure public safety.

Under this legislation, event organisers must ensure that people are not exposed to risks to their health and safety.

### CONSULTATION WITH STAKEHOLDERS

Stakeholders in any event include: event organisers; University staff, students, volunteers; service and contract providers e.g.: *catering, amusement device owners /operators*; emergency services; QUT Facilities Management (*re: services, maintenance, rubbish/waste removal and cleaning, space bookings, parking and vehicle movements*); Security, transport providers; external regulators (*Brisbane City Council; WH & S QLD ,DERM* ) the media and the general public who attend the event.

Proactive planning by event organisers means nothing should be left to chance. Using a systematic process of identification, assessment and control, relevant safety risks can eliminate or minimise the risk of untoward outcome for the event and the organiser .

When planning your event it is important to remember that each event is different; from the type and number of people attending, to the nature of the event.

Good planning means being prepared well in advance and ensuring that safety is a priority throughout the event, including initial pre-event set up ( bump in) and dismantle (bump out).

These **Event Safety and Administrative Checklists** will provide a guide to many of the issues to be considered when organising your event. Depending on the nature of your event some of these issues may require more detailed assessment and provision of information to QUT Facilities Management prior to going ahead.

The completed and signed checklists with additional risk control plans must be provided to Facilities Management-Campus Services at least 2 weeks prior to the event to allow sufficient time for review and authorisation.

### Event Details

Event Name:		
Event Description		
Campus:		
Proposed Venue or Location (description)		
Location Address:		
Proposed Event Date/s:	From:	To :
Estimated attendance:		
Total Attendance (multi-day events):		

### Event Organiser Details

Portfolio/Group:			
Address:			
Main Contact Person:			
Position:			
Phone:		Fax:	
Mobile		Email	

### Key Event Contacts *Complete with all relevant contacts - internal and external*

Name	Role	Responsibility	Contact details
	Event Manager (if different from above)	Overall responsibility for event	
	Health & Safety	Risk assessments, legal compliance, fire points, site inspections	

## Other Key Contacts

### Suppliers

*E.g.: marquees, catering etc*

Organisation	Contact name	Service	Contact details	Notes

### Authorities (fire, police, first aid etc)

Organisation	Contact name	Service	Contact details	Notes

### Artists / Entertainment

Organisation	Contact name	Service	Contact details	Notes

### Venue Contact Details -Internal and External Venues

Name:	Email:
Phone:	Mobile:
Venue Contact Date	Venue contact method:
Venue Paperwork sent:	Venue hire response:
Additional requirements/negotiations:	

## Event Task List

### Production Schedule event : *PRIOR TO EVENT DAY*

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

### Production Schedule event – *EVENT DAY*

Task	Start	Finish	Resources/ who	Notes	In Hand	Complete

### Production Schedule event – *POST EVENT*

Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete



## Public Liability Insurance

With QUT and Guild approval, Guild affiliated groups are covered by the Guild insurance and public liability insurance. If an event uses or contracts any external companies/vendors/service providers or volunteer/information providers they must produce a copy of their public liability insurance (\$10 million minimum) and have this approved by QUT prior to coming on campus.

**Please attach a copy of the certificate of currency**

Group:	Certificate attached ?	Yes. <sup>(tick)</sup>		Date of issue :
Group:	Certificate attached ?	Yes. <sup>(tick)</sup>		Date of issue :
Group:	Certificate attached ?	Yes. <sup>(tick)</sup>		Date of issue :
Group:	Certificate attached ?	Yes. <sup>(tick)</sup>		Date of issue :

## Event Site and Safety Plan:

Details of the requested location of facilities and activities must be presented as part of the Event Application for Hire of University Facilities process , to Campus Services ( Timetabling) , Facilities Management – See details here :

<[http://www.fmd.qut.edu.au/campus\\_services/facilities\\_hire/](http://www.fmd.qut.edu.au/campus_services/facilities_hire/)>

Site Maps are available from QUT’s website ([www.qut.edu.au](http://www.qut.edu.au)) that are useful for planning location of event facilities or there are a number of maps of commonly used areas available from the QUT Student Guild Events Coordinator.

The following checklist will provide prompts for what should be considered on campus for the event and which must be addressed in your event organising process. It will also enable you to document your event safety plan at the same time.

Details of requests for vehicles on campus and parking must be presented to Campus Services (Parking Office) , Facilities Management. See details here: < [http://www.fmd.qut.edu.au/campus\\_services/parking/contacts.jsp](http://www.fmd.qut.edu.au/campus_services/parking/contacts.jsp)>

While the safety checklist covers the most common and typical H & S issues that arise during event management, it is not completely exhaustive.

Event organisers should identify, assess and control **any additional hazards/risks** for each event, and document this information on the **Risk Assessment pages – Appendix 1 – Risk Management**.

## Safety Checklist for Events:

Hazards/ Issues or Tasks	Applies/ Checked	Additional Actions required
<b>1. EVENT ACCESS AND EGRESS</b>		
Entry / Exit areas are clear and accessible for staff and expected attendees		
Entry / Exit area are adequate for emergency exit and emergency services		
Thoroughfares are well defined and clearly marked		

2. TRAFFIC FLOW				Applies/ Checked	Additional Actions required
Vehicle access onto campus grounds is required for set up and dismantling ( Bump in/out)					
Time in		Time Out	Vehicle details:		
Time in		Time Out	Vehicle details:		
Time in		Time Out	Vehicle details:		
Clearly defined areas/paths for traffic – <u>separated</u> from pedestrian thoroughfare					
Provision for safe passage of emergency / other vehicles through pedestrian traffic					
Controlled traffic flow and adequate signage for traffic erected					
Traffic management staff wear appropriate high visibility protection and carry communication devices					
Adequate parking areas to cater for the expected vehicle numbers attending the event					
Adequate parking supervision					
Adequate training of traffic management staff, and are traffic management staff are positioned in the correct location as planned					
All Necessary permits and certification/licensing for traffic management obtained.					

3. AMENITIES		Applies/ Checked	Additional Actions required
Adequate provision /location of toilets and hand washing facilities -			
Availability of drinking water for staff and attendees			
Adequate facilities for food catering preparation and clean up			
Adequate shade from sun / availability of sunscreen as required for staff or attendees			

4. EVENT SIGNAGE	Applies/ Checked	Additional Actions required
Adequate signage for entries, exits, toilets facilities, waste or recycling bins etc		
Adequate signage for any hazardous /restricted areas		
Clearly signed First Aid services and fire extinguisher locations		
5. EVENT EMERGENCY PROCEDURES	Applies/ Checked	Additional Actions required
Emergency Response Plan documented and in place		
Emergency Response personnel trained to carry out plan for event emergency		
Current site maps available to all staff, emergency services and other relevant parties		
6. FIRE PREVENTION	Applies/ Checked	Additional Actions required
Suitable fire extinguishers / fire blankets are in appropriate areas, tested and in date		
Event personnel are trained in extinguisher / fire blanket use where appropriate		
All staff and volunteers are aware of the fire evacuation procedures relevant to the planned event		
Arrangements for smoking are in place – as per QUT <a href="#">MOPPs policy on Smoking A/9.7</a>		
7. FIRST AID	Applies/ Checked	Additional Actions required
First Aid Stations suitably located, clearly signed and accessible		
First Aid facilities suitable for type of event		
Effective means of communication provided between event personnel and First Aid facilities or personnel		
8. MAINTENANCE – FM HELP DESK 83000	Applies/ Checked	Additional Actions required
Qualified and competent personnel to undertake maintenance/repairs		
Maintenance personnel /FM Help Desk 83000 have been notified and have Event Coordinator contact details and means of communicating (i.e. Two-way radio or Mobile Phone)		
Records kept of any maintenance undertaken		

9. ELECTRICAL POWER/ GENERATORS			
Power access required?	Yes:	No:	
Details of power required	Generator	3 phase	240V
<b>Facilities Management must be consulted about electrical energy services available before use. Call Help Desk 83000.</b>			
<b>Contact details for power:</b>			
Facilities Management	Name:		Phone
QUT Electrical:	Name:		Phone
Generator Hire:	Name:		Phone
Power site plan attached:	Yes:	No:	
<b>Other:</b>		<b>Applies/ Checked</b>	<b>Additional Actions required</b>
Portable Residual circuit devices (RCDs) are used where required			
No double adapters or piggy back plugs are used.			
All portable (Specified) electrical equipment including power leads, power boards have been inspected and tested in accordance with QLD Electrical Safety Regulation. <i>(Double insulated – annually , not double insulated – every 6 months)</i>			
All portable (Specified) electrical equipment including power leads, power boards are connected to a Type 1 or 2 Safety Switch.			
Adequate protection of the public from electric shock and any trip hazards			
All electrical leads and electrical equipment are placed in safe locations, e.g. <i>on top of unstable surfaces, across pathways</i>			
All leads, plugs, etc are protected from the weather and hazards such as water or other liquids, etc			
Generators (if used) are placed in a safe location and are fenced or sectioned off from the public. Exhaust gas is vented to an open are, not affecting QUT air intakes for HVAC systems.			
10. UTILITIES / SITE SERVICES		Applies/ Checked	Additional Actions required
Location of all site underground services (power/gas/electrical services /mains etc) and overhead power lines have been identified			
Relevant personnel or contractors have maps or information identifying site underground and overhead services			
Any unsafe or restricted areas are communicated to the Event Coordinator			
Additional or alternate waste removal services have been arranged with QUT FM.			
Adequate number of recycling and general waste have been organised and located.			
QUT Campus Cleaning Co-ordinator contacted:	Name:		
Phone:	Email:		Extra Bins Requested:

11. PERMITS, LICENSING AND REGISTRATIONS		Applies/ Checked	Additional Actions required		
<b>1. Fireworks</b> No fireworks or pyrotechnic display will be permitted on QUT premises - No performances, displays or interactive activities involving fire will be permitted on QUT premises e.g. fire eating, fire breathing, fire dancing, walking on coals					
<b>2. Mobile plant</b> (forklifts, cranes, etc) are only operated by licensed or certified operators					
<b>3. Event LPG/dangerous goods</b> storage meets legal requirements					
<b>4. Alcohol consumption for events on QUT sites is prohibited unless prior approval has been obtained from QUT Facilities Management. A temporary alcohol permit is required or existing facility licences are extended for the event.</b>					
Alcohol will be provided for this event:	Yes:	No:			
If <b>yes</b> , has an application for a Liquor Licence been made?	Yes:	No:	Attach a copy of the application. Date of application.		
What non alcoholic options will be made available for attendees?					
<i>(Only) If event is using Student Guild Bar Licence:</i>					
Approved by Bar Manager	Date		Name		
Approved by QUT	Date		Name		
Liquor Management Plan Implemented – Responsible Service of Alcohol practices in place					
Details:					
5. <b>Food</b> will be served for this event:	Yes:	No:			
<i>Groups/ persons responsible for provision of food</i>					
1. Name:/Group		Holds Food Licence /Permit	Yes	No	Attach Licence copy
Contact person:		Phone			
Mobile		Email			
2. Name:/Group		Holds Food Licence /Permit	Yes	No	Attach Licence copy
Contact person:		Phone			
Mobile		Email			
If group <u>does not</u> hold a food licence – what food safety control measures will be used to ensure the health of people attending the event?					
Food Safety Plan to be implemented: <small>Attach separate document if needed</small>					
Approved: (Event Co-ordinator)	Yes:	No:			

Additional food safety measures required. ( QUT: or Event Co-ordinator)			
6. <b>Police</b> Permit (Road event)			
7. <b>Emergency Services Fire Permit</b> (Days of Total Fire Ban, fireworks, etc)			
8. <b>Job Safety Analysis/ Safety Plan</b> is collected from relevant contractors covering all above permits/ licences and plant registration.			
<b>12. STAGING AND PLATFORMS, MARQUEES, STALLS, VANS OR OTHER TEMPORARY STRUCTURES</b>	<b>Applies/ Checked</b>	<b>Additional Actions required</b>	
All stages are signed off by a certified rigger/scaffolder and are erected by personnel with appropriate training and certifications (as required)			
Platforms are continuously monitored, particularly in extreme weather conditions			
Adequate access and egress around all staging and platforms for event patrons and emergency services			
Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/ clear paths.			
<b>13. NOISE</b>	<b>Applies/ Checked</b>	<b>Additional Actions required</b>	
The event will include amplified music, speeches etc.	Yes		No
Details of expected event Noise:			
Noise control measures to be used to minimise disruption to QUT business activity:			

<b>14. WORK AT HEIGHTS – Banner, flags or signs erection</b>	<b>Applies/ Checked</b>	<b>Additional Actions required</b>	
Permission is obtained from Facilities Management for erection of banners or other large display items. <small>(Note: where erection relies on attachment or connection to University buildings or structures, specific consultation with FM Maintenance Mgr is required – Contact Help Desk 83000)</small>			
Ladders are well maintained and suitable for work undertaken & weight – (industrial rated)			
No work done from ladders unless 3 points of contact able to be maintained at all times <i>e.g.: 2 feet and 1 hand.</i>			
Assistance of a second person is provided where required <i>e.g.: holding ladder for stability, carrying and erecting.</i>			
Right type of equipment is used for the height access job <i>(i.e. ladder, cherry picker, etc)</i>			
Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket.			

15. MANUAL HANDLING	Applies/ Checked	Additional Actions required
All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying		
Loads are able to be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)		

16. LIQUID PETROLEUM GAS (LPG) AND HEATERS	Applies/ Checked	Additional Actions required
Small volume gas cylinders are used wherever possible		
LPG cylinders are secured for stability		
LPG cylinders are used clear of unwanted ignition sources and are only used in a well ventilated areas		
LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date.		
Safe use of LPG complies with AS/NZS 1596:2002 – <i>Storage and Handling of LP Gas</i>		

17. WEATHER CONDITIONS	Applies/ Checked	Additional Actions required
Current Australian Bureau of Meteorology information is checked for adverse weather conditions <a href="http://www.bom.gov.au">www.bom.gov.au</a>		
Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available		
Wind speeds are monitored and amusement structure operation will be ceased in accordance with manufacturer's specifications (e.g.: inflatable structures must cease operation when wind speed reaches 40km per hour)		

18. PERSONAL PROTECTIVE EQUIPMENT (PPE)	Applies/ Checked	Additional Actions required
All tasks to be undertaken by staff and volunteers are checked for the right PPE required and PPE is provided if needed (e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jacket, etc) – Separate risk assessments may be required for high risk tasks.		
Personnel are trained in using, maintaining and storing the PPE.		
High visibility safety clothing conforming to AS/NZ4602 must be worn by event staff at all times when it is important for a person in a situation to be easily seen.		

19. SECURITY			
Appropriate security levels have been arranged with QUT Security or organised externally for the event :		<i>Note: 1 Security person required per 50 persons</i>	
Number of security personnel required:		Provide copy of schedule:	
Name of external Security company at event		Licence No:	

Security company contact name:		Phone:	
Email address		Fax	
Crowd control measures to be used :			
Cash handling safety procedures or arrangements have been made and will be implemented			

20. ACCESSIBILITY	Applies/Checked	Additional Actions required
Ramps are in place to provide access into buildings		
Disabled Access Parking is available close to the event		
The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc)		
Entry / Exit area is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc)		

21. AMUSEMENT DEVICES OR STRUCTURES				
There will be amusement devices or structures operating at this event. <sup>(Tick)</sup>	Yes		No	

*As per QLD WH & S Act 1995* – an **amusement device** means a device—

(a) used for commercial purposes; and

(b) used or designed to be used for amusement, games, recreation, sightseeing or entertainment, and on which persons may be carried, raised, lowered or supported by any part of the device (including, for example, any car, carriage, platform, cage, boat, plank, chair, seat or thing) while the part of the device is in motion.

**Please complete the additional Amusement Device or Structure Safety Checklist for Event Operators, and submit with this event application.**

Proprietor:		Structure Type		Reg No.	
Proprietor:		Structure Type		Reg No.	
Proprietor:		Structure Type		Reg No.	

**A copy of the Plant Registration certificate and Maintenance / Inspection Certificate for each device must be provided with the Amusement Device or Structure Safety Checklist - (FM-H & S F805\_020 form).**

## 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

### Plant

Training  
Certification  
Supervision of operation  
Poor or absent Maintenance  
Isolation/segregation – people

### 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/  
Locations/storage  
Weights, height, dimensions  
Condition of terrain, path of travel

### Contractors

F805\_019 FM Event\_Safety\_Checklist\_V1\_11.docx

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/licensing  
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

### 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

### Bump In stage

Erection of Temporary structures  
Unauthorised access  
Maintaining public access  
Plant  
Facilities Management approval  
Electrical safety  
Slips/trips  
Interface with normal business activities  
Weather

### Fire safety

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

### Manual handling

Excessive weight or awkward dimensions  
Lack of Mechanical aids  
Poor packaging by suppliers  
Time lines/ lead times  
Lack of staff  
Crowd control – security  
Training

**If an Amusement Device or Structure is planned for this event, you must complete the Safety Checklist for Amusement Devices as well.**

### RISK MANAGEMENT– IT’S A MUST

As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm.

Events vary in size, nature and type, but all events require assessment, control and monitoring of risks. When conducting a risk assessment, include the people who are actually involved in undertaking the task.

Experience is important as a fresh perspective when undertaking risk assessment.

#### HAZARD IDENTIFICATION

This is the process of recognising hazards associated with an event and identifying the subsequent risks to those people involved or likely to be exposed.

Look for hazards (other than those on the Event Safety Checklist) by considering them in groupings- Human; Technological/ Mechanical; Natural or Built Environment or by Activity or Task.

#### RISK ASSESSMENT

Risk assessment is the next step of estimating the potential effects or harm of a hazard to determine its risk and an appropriate rating. By allocating a risk rating, event organisers can prioritise risks in order of likely severity to ensure that they deal with all risks systematically – eliminating or minimising them.

To determine a risk rating consider:

- The consequence – what will happen, the extent of harm; and
- The likelihood – chances or possibility of it occurring given the current level of controls in place.

A risk assessment matrix modelled from examples given in *AS/NZS 4360:2004 Risk Management* on the following page provides some descriptors for risk factors in regards to events.

#### RISK CONTROL

In order to control the risk, work out the best method/s of treating the risk.

Look at the following methods, which are referred to as the ‘hierarchy of controls’, to see if you can eliminate or reduce the risk.

- **Elimination** – by removing the hazard entirely through new design or implementing a new process
- **Substitution** – by replacing hazardous materials or methods with less hazardous alternatives
- **Engineering** – by isolating, enclosing or containing the hazard or through design improvements
- **Administrative** – by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace
- **Personal protective equipment (PPE)** – by making sure that appropriate safety equipment, such as gloves, hats, sunscreen etc. are available.

Often people pick the ‘easier’ option by going straight to administrative controls or PPE, but there are often more effective ways to control the hazard.

In many cases consultation and discussion with people involved reveals new ideas or better ways of handling hazards and reducing the risks of injury.

Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It may require more than 1 type of control to do the job, but that’s ok. **It is vital to ensure that your additional risk assessment covers hazards during the entire event – from set up (bump in) to dismantling (bump out), not just during the event itself.** Most importantly, consult with those involved.

## APPENDIX 1. RISK ASSESSMENT – ADDITIONAL EVENT HAZARDS/ RISKS



Risk Descriptors: as per AS/NZS 4360:2004 Risk Management

### LIKELIHOOD - How likely is it to occur at this event?

Level	Descriptor	Example description of Likelihood of occurrence for the event
A	<b>Almost certain</b>	Is expected to occur in most circumstances
B	<b>Likely</b>	Will probably occur in most circumstances
C	<b>Possible</b>	Might occur at some time
D	<b>Unlikely</b>	Could occur at some time
E	<b>Rare</b>	May occur but only in exceptional circumstances

### CONSEQUENCE -What is likely to be the impact on the Event?

Level	Descriptor	Example Detail Description Likely Impacts on Event
1	<b>Insignificant</b>	<ul style="list-style-type: none"> <li>. No injuries</li> <li>. Low financial loss</li> </ul>
2	<b>Minor</b>	<ul style="list-style-type: none"> <li>. First aid treatment</li> <li>. On-site release of chemical immediately contained</li> <li>. Temporary halt of event</li> <li>. Medium financial loss</li> </ul>
3	<b>Moderate</b>	<ul style="list-style-type: none"> <li>. Medical treatment required</li> <li>. On-site release of chemical contained with outside assistance</li> <li>. Temporary halt of event requiring outside assistance (e.g. fire, police, ambulance)</li> <li>. Major financial loss</li> </ul>
4	<b>Major</b>	<ul style="list-style-type: none"> <li>. Extensive injuries</li> <li>. Off-site release of chemical with no detrimental effects</li> <li>. Complete halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance, WH &amp; S QLD; DERM)</li> <li>. Major financial loss</li> </ul>
5	<b>Catastrophe</b>	<ul style="list-style-type: none"> <li>. Death</li> <li>. Toxic release off-site with detrimental effect</li> <li>. Complete halt of event with investigation and potential prosecution (e.g. fire, police, ambulance, WH &amp; S QLD; DERM)</li> <li>. Catastrophic financial loss</li> </ul>

## APPENDIX 1. RISK ASSESSMENT – ADDITIONAL EVENT HAZARDS/ RISKS

### RISK RATING

The risk matrix determines a 'risk rating', based on the likelihood and consequence of risk.

LIKELIHOOD*	CONSEQUENCE				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

#### RATINGS

**E = Extreme risk: immediate action required**

**H = High risk: senior management attention needed**

**M = Moderate risk: management responsibility must be specified**

**L = Low risk: manage by routine procedures**

Risk rating enable event organisers to allocate priorities to hazards so they can address them in a systematic way. An examples is shown below, where the risk assessment process results in a Risk Control Plan or Risk Register.

### Example:

Task or Issue/ Hazard	Person affected/ location	Risk Rating	Risk Control Measures	By who & when	Notes/ Additional Planned Controls
<b>(Example)</b> <b>Task/ Hazard:</b> Animal parading/ showing <b>Risk:</b> injury to patrons if they come into contact with animal/ injury to handler if animal uncontrollable	Animal handler/ patrons  <b>Main Arena</b>	C 2 MEDIUM	<b>Currently:</b> <ul style="list-style-type: none"> <li>✓ areas roped and fenced off to keep patron distance</li> <li>✓ signage advising patrons not to enter area</li> <li>✓ only competent handlers allowed to enter arena</li> <li>✓ supervisor located inside arena with walkie-talkie</li> </ul>	John Doe 1/11/06	<b>Next Steps:</b> <ul style="list-style-type: none"> <li>- loudspeakers announcement advising patrons event about to commence and to keep behind the fenced and roped areas (5 minutes prior and just before)</li> <li>- supervisor to be appointed to stand security for event</li> <li>- Handler meeting prior to event to advise of new changes</li> </ul>

## APPENDIX 1. RISK ASSESSMENT – ADDITIONAL EVENT HAZARDS/ RISKS



Facilities Management

**APPENDIX 1. RISK ASSESSMENT – ADDITIONAL EVENT HAZARDS/ RISKS**



Facilities Management

**Additional Event Risk Register:**

Task or Issue/ Hazard	Person affected <u>and</u> location	Risk Rating	Risk Control Measures	By who & when	Notes/ Additional Planned Controls
Task/ Hazard:  Risk:	Who  Where		Currently:	John Doe 1/11/06	Extra: