

Temporary Event Risk Assessment -

Context

Event organisers have a Duty of Care under the *Work Health and Safety Act 2011* to provide a safe working environment and to ensure public safety.

This assessment will establish options for organisers to consider (aligned to the hierarchy of control) the most practicable means of control in providing a safe work environment for:

- The general public
- RRC staff engaged to undertake any work within the immediate area
- Any other persons, including, Vendors, Contractors and Volunteers

Event Date:		Event Name:	
Location:			
	Name	Contact Number	Date
Event Organiser:			
Person/s in Control of Event Site (Team Leader / Supervisor):			
Organisation Details:			
Description of event activities: (eg market day, carnival)			

Temporary Event Risk Assessment -

LIKELIHOOD ASSESSMENT			
RATING	Probability	Frequency and or Exposure	Colloquial Description (use for safety consequences only)
E	>95% - 100%	Weekly	Is expected to occur at most times
D	>70% -95%	Monthly or several times a year	Will probably occur at most times
C	>30% -70%	Once every 1-5 years	Could occur at some time
B	>5% – 30%	Once every 5-15 years	Might occur at some time
A	<5%	Greater than every 15 years	May occur in rare circumstances

Assess the likelihood and consequences from the hazards or risks					
Consequences					
Likelihood	1. Insignificant No harm, injuries or ailments requiring treatment to public/workers	2. Minor Minor harm or injury where first aid is required for public/workers	3. Moderate Harm, injury or illness requiring professional medical treatment for public/workers	4. Major One or more public/workers requiring hospitalisation & immediate medical treatment with the potential for permanent / long term incapacitation	5. Catastrophic Loss of life or multiple loss of life to public/workers. Life threatening injury / illness to public/workers
E Almost Certain Is expected to occur at most times	Moderate 5	High 4	High 3	Very High 2	Very High 1
D Likely Will probably occur at most times	Moderate 6	Moderate 5	High 4	Very High 3	Very High 2
C Possible Could occur at some time	Low 7	Moderate 6	Moderate 5	High 4	Very high 3
B Unlikely Might occur at some time	Low 8	Low 7	Moderate 6	High 5	High 4
A Rare May occur in rare circumstances	Low 9	Low 8	Moderate 7	Moderate 6	High 5

Temporary Event Risk Assessment -

Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
PUBLIC EVENT LOCATION	- Slips, trips, falls - Musculoskeletal injury - Lacerations/cuts - Bruising - COVID-19 spread	Major	Likely	VH - 3	- Any non-accessible areas to be fenced / delineated as appropriate - Ensure event area and pathways are clear of debris and rubbish - Parents to be reminded they are responsible for their children - Public liability insurance current. - COVID safe measures in place, in line with current state government advice.	Major	Unlikely	H - 5
WEATHER	- Storms, moderate to heavy rainfall - Minor flooding - Electrocution - Strong winds - Slips, Trips & Falls - Event cancellation	Major	Likely	VH - 3	- Monitor Australian Bureau of Meteorology information www.bom.gov.au - Event Manager to make decision in consultation with other stakeholders if the event needs to be cancelled or postponed due to extreme weather. - Event marquees and stalls/marquees to be secured to prevent them from becoming airborne using appropriate weights or anchors	Major	Rare	M - 6

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Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
EMERGENCY PREPAREDNESS	• Fire • Person requiring first aid unable to receive treatment due to lack of first aid available • Medical episodes • Lost children • Death and or Serious Injury	Catastrophic	Possible	VH - 3	• Identify an EMS access path and ensure that it stays clear of obstructions during the event. • Develop and communicate an evacuation plan with RRC staff, volunteers, EMS, all stall holders and vendors. • Ensure adequate qualified first aid is on site during event and clearly identified. • First aid kits and equipment to be provided by event organiser. • Ensure there is a Lost Child location and a procedure in place for dealing with lost children. • All firefighting equipment (extinguishers, hose reels etc) checked and available for use.	Major	Rare	M - 6
SECURITY Identifying potential risks to event security for example; (Bomb threat, Terrorism, Armed hold-up, Public unrest, Intoxicated patrons.)	• Insufficient crowd control –including licenced venues and wet areas • Intoxicated patrons/members of the public • Public unrest • Bomb threat • Terrorism threat	Catastrophic	Possible	VH-3	• Organiser to ensure sufficient personnel are available for duration of event – including bump in and bump out times. • Liaise with QPS to ensure awareness of event (if required) • Ensure personnel report any unusual behaviour and/or unattended packages to event manager/QPS	Catastrophic	Unlikely	H-4

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Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
TRAFFIC MANAGEMENT Traffic flow-general movements of vehicles/plant within event site boundaries	- Vehicle / pedestrian interaction - Vendor and Delivery vehicle access/egress onto site (bump in/bump out) obstructed or not clearly identified. - Insufficient traffic management in place to ensure all vehicle movements are controlled and not congested. - Non approved Traffic Management Plan and or road closure/s	Catastrophic	Possible	VH-3	- Traffic Management Plan/ guidance scheme including speed limits in place. - Defined area/paths for traffic - All necessary road/street closure permits/approvals are obtained. - Provision of safe passage for EMS and other vehicles through pedestrian traffic - Controlled traffic flow and adequate signage for traffic guidance erected and functioning as per TMP.(as required) - Traffic controllers must wear required high-vis clothing and must have means of communication and must be trained in traffic control and a copy of TMP on site at all points. (where required) - Clearly define or sign post all parking areas (loading zones, disabled)	Catastrophic	Rare	H-5
SITE ACCESS	- Emergency services unable to access site - Vehicle / pedestrian interaction - Entry/Exit area is blocked - Disability access not maintained - Distressed patrons	Major	Likely	VH - 3	- Delineate an emergency vehicle access path onto the site and ensuring that it stays clear of objects during the event. - Ensure all Entry/Exit points remain clear and not blocked by vehicles, stalls or displays. - Ensure disabled parking areas are not blocked.	Major	Rare	M - 6

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		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
FOOD SAFETY	- Food Poisoning - Contamination - Allergic reaction - Unsafe temperatures - Unhygienic practices	Major	Likely	VH-2	- Food and beverage vendor to comply with Food Safety Standards - All vendors as required to be provided access to reliable electricity supply. - All food vendors to provide hand washing and other hygiene measures suitable for their operations. - All licenced food vendors to have licence prominently displayed.	Major	Unlikely	H-5
PUBLIC AMENITIES	- Insufficient toilets - Lack of access to drinking water	Minor	Almost Certain	H - 4	- Confirm nearby public facilities are open for use. - Ensure access to water is available. - Additional port-a-loos (when required).	Minor	Unlikely	L - 7
WASTE/RUBBISH -General, recycling and food preparation waste	Insufficient waste and recycling bins	Minor	Almost Certain	H - 4	Ensure sufficient waste bins are provided for event.	Minor	Unlikely	L - 7
NOISE Nuisance noise from live music or vehicle engines	- Local residents disturbed by excessive noise - Noise levels exceed safe dB(A) limits for patrons - RRC Staff & Volunteers exposed to excessive noise levels	Moderate	Unlikely	M-6	- Respective entertainment provider (eg band/sound tech) to monitor noise levels and implement control measures as per industry guidelines. - Consultation with local businesses and residents to advise them of music events. - Ensure hearing protection is available to staff & Volunteers as required	Moderate	Rare	M-7

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Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
TEMPORARY STRUCTURES Failure of Stages, platforms, marquees, stalls, or other temporary structures	- Death or serious injury caused by failure of temporary structures. - Structures inappropriately secured - Inadequate access/egress around temporary structures - Pegs and other anchors damaging underground infrastructure	Catastrophic	Possible	VH-3	- All temporary structures to be correctly erected and inspected by personnel with appropriate training and qualifications (when required) - Event marquees and stalls/marquees must be secured to prevent them from becoming airborne using appropriate weights or anchors - Use weights and non-penetrating anchors wherever possible - Confirm location of structure does not impact underground infrastructure if using pegs or penetrating anchors (dial before you dig 1100) - Ensure exclusion zones are established around construction areas. - Large marquees to have engineering and fire safety certification (when required) - All temporary structures to be monitored continuously, particularly during extreme weather events and shows. - Scaffold structures to be designed, erected, inspected and tagged by appropriately qualified and competent person - Temporary structures are not to encroach on thoroughfares or pathways. - Ensure adequate access/egress around all staging and platforms for event patrons and EMS.	Rare	Major	M-6

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Hazard	Potential Consequence(s)	Pre-control (inherent)			Control Measures	Post-control (residual)		
		Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
ELECTRICAL SAFETY Electrical power failure / insufficient power supply. damaged electrical equipment	• Death or serious injury • Electrocution • Incorrect use of power supply • Power source is overloaded & fails • Unsafe electrical equipment • Incorrect power boards used • Loss of power to event venue and/or stall holders • Members of the public accessing electrical power sources (i.e. generators) • Potential failure of hire equipment (i.e. generators)	Major	Likely	VH - 3	• Installations to be in accordance with AS 3002-2021 Electrical installations- Shows, carnivals and events. • Ensure all power requirements are identified at planning phase and adequate supply is provided. • All leads and equipment must be tested and tagged. • Portable RCDs must be used, and all portable electrical power boards must be fitted with a safety switch. • No piggy back plugs or double adaptors are to be used. • Housekeeping to keep leads away from walkways and protected from weather, spills etc. • If electrical leads need to be placed on the ground ensure they are protected by using rubber matting, cable trays or similar, and are clearly marked. • Ensure supplier has conducted a documented pre-start check and supplied a copy, and has provided instructions to a competent person regarding the safe operation of equipment. (generators)	Major	Rare	M - 6

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OVERHEAD AND UNDERGROUND SERVICES Electrical lines, gas supply mains, water/sewer lines, telecommunication cabling.	- Death or serious injury - Electrocution - Gas leak - Uncontrolled release of pressure - Major service disruption	Catastrophic	Possible	VH3	- Check location of all underground services (power/ gas/ water/ telecommunication) by utilising Dial before you Dig (DBYD) and any available site plans. - Identification of overhead power lines must be undertaken to ensure there is no ingress into any electrical exclusion zones. - Be aware of overhead power lines and service lines when operating plant or vehicles.	Catastrophic	Rare	H5
ADDITIONAL IDENTIFIED HAZARDS								

Summary:

It is important to remember that event sites and activities are considered to be places of work and there are Acts, Regulations, Standards and other guidelines that event organisers must be compliant with.

It is recommended that consultation takes place between the event organisers and relevant Rockhampton Regional Council departments to ensure the event site is correctly managed for the duration of the event and left in a clean and safe condition on conclusion.

Approval by Event Manager

Name

Signature

Date

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Risk Assessment Acknowledgement			
By signing below, I acknowledge and understand the controls and instructions outlined in this Risk Assessment.			
Name	Employer	Signature	Date