| **Event name** (include location and date)**:** |  |
| --- | --- |
| **Event Organiser:** |  |
| **Risk assessment prepared by:** |  |
| **Date:** |  |

| **Risk no.** | **Risks**  What could happen to threaten the success of your activity? | **Causes / hazards**  How could the risk occur? | **Consequences**  What or who could be impacted  by the risk?  (consider consequences  categories in risk assessment matrix) | **Inherent Risk rating**  (before controls  - use matrix) | **Controls**  (e.g. policies, procedures, systems to reduce or prevent the risks) | **Residual Risk rating**  (after controls  -use matrix) | **Responsible Officer**  (for controls) | **Additional controls planned**  (include responsibility) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Example:**  **Weather interrupts event** | Unexpected storm events | Loss of power; crowds panic; lack of shelter available at event site; Incidents & injuries; financial loss / costs if cancelled; damage to reputation | Medium | Event Management Plan; Communication Strategy; Event Emergency Response Management Plan | Low | Event Coordinator | Nil proposed |
|  | **Example:**  **Cost of event exceeds budget** | Underestimate of costs; unexpected costs | Unable to hold event or need to scale back event; increased financial costs; damage to reputation | Medium | Event plan (quotes & estimates prepared pre-event); cost assessment; budget allocation; cost & budget reviews | Medium | Event Coordinator | Add budget contingencies - Event Coordinator. |
|  | **Example:**  **Injuries to event attendees** | Slips, trips and falls; antisocial behaviour (alcohol); electrical incident | Claims; financial costs; damage to reputation | High | Site inspection pre-event & any necessary maintenance; testing & tagging of electrical equipment; insurance (Council & stallholders); crowd control (police / security); alcohol free; surveillance; incident reporting procedures; emergency response plan | Medium | Event Coordinator | Nil proposed |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |  |  |

**Make a statement about your overall assessment and any decisions made:**

|  |
| --- |
| E.g. are all risks acceptable? Do some risks require additional treatment? Will you proceed with your activity? |

**RISK MATRIX**

**Risk Rating = Consequence (C) x Likelihood (L)**

As an example, if the Consequence rating is a ‘3-Moderate’ and the Likelihood rating is a ‘4-Likely’, the resultant Risk Rating is a ‘High (12)’ (i.e. where the two ratings intersect on the matrix). Once the Residual Risk Rating is determined, use the ‘Preferred Risk Treatment’ table (over page) as a guide to determine if additional risk treatment is required to further manage the risk

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **Consequences rating (C)** | | | | | | | **Likelihood rating (L)** | | | | |
| **Financial** | **People**  **(health, safety & wellbeing)** | **Property** | **Event delivery** | **Compliance** | **Environment** | **Reputation** | The incident may occur but only in exceptional circumstances; no past history.  <2% | The incident could occur at some time; no past history. 2-20% | The incident might occur at some time; some past warning signs or previous event history. 21-60% | The event will probably occur in most circumstances in the current environment; some recurring past history.  61-90% | The event is expected to occur in most circumstances in the current environment; frequent past history.  >90% |
| *Risks that impact event funding and budget* | *Risks that impact health and safety of community, workers, volunteers, etc.* | *Risks that impact property owned by Council or third parties* | *Risks that impact the ability to conduct the activities/event* | *Risks that impact compliance with legislation and regulatory requirements* | *Risks that impact the environment* | *Risks that impact event reputation (community, media sponsors)* | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **1** | **2** | **3** | **4** | **5** |
| **Severe** | **5** | Extensive financial loss / critical budget overrun; threat to viability of event | | Fatality; permanent disability or illness | Widespread property damage; substantial value loss; potentially uninsured loss | Severe disruption; threat to viability of event | Substantial breach, multiple fines / penalties of significant value; investigation; possible imprisonment | Critical impacts; requires long term remediation; potential health threat | Widespread public criticism / extensive negative media attention; loss of community support and sponsorship | **Medium (5)** | **High**  **(10)** | **High**  **(15)** | **Extreme (20)** | **Extreme (25)** | **Risk Rating Matrix** |
| **Major** | **4** | Major financial loss / budget overrun; need to seek additional funding | | Significant injury or illness requiring extensive medical treatment | Major property damage; significant value loss; insured loss | Major disruption; potential to delay / postpone event | Serious breach, fine / penalty; external authority investigation | Major impact;  Site unusable for a significant period | Serious public criticism / adverse media attention; loss of local support for event | **Low**  **(4)** | **Medium (8)** | **High**  **(12)** | **High**  **(16)** | **Extreme (20)** |
| **Moderate** | **3** | Moderate financial loss / budget overrun; manageable within budget contingencies | | Injury or illness requiring medical treatment | Multiple instances of minor property damage; moderate value loss; insured loss | Moderate disruption to several activities during event | Non-compliance, moderate value fine / penalty; possible external authority investigation | Moderate impact; Site unusable for a short period | Heightened criticism / increased negative  media attention; loss of some local support for event | **Low**  **(3)** | **Medium (6)** | **Medium (9)** | **High**  **(12)** | **High**  **(15)** |
| **Minor** | **2** | Minor financial loss; marginal budget overrun | | Minor injury requiring first aid | Minor property damage; low value loss; under insurance excess | Minor impact; minimal disruption to one-off activity during event | Minor non-compliance; fine / penalty | Minor impact; remediation immediate | Some complaints and criticism / minor instances of negative  media attention | **Low**  **(2)** | **Low**  **(4)** | **Medium (6)** | **Medium (8)** | **High**  **(10)** |
| **Insignificant** | **1** | Insignificant financial loss / negligible impact on budget | | Insignificant injury with no treatment | Isolated property damage or loss; no cost | Isolated impact; no disruption to event | compliance; negligible fine / penalty | Minimal impact; isolated release only | Isolated complaints | **Low**  **(1)** | **Low**  **(2)** | **Low**  **(3)** | **Low**  **(4)** | **Medium (5)** |

**PREFERRED RISK TREATMENT**

Use this table to evaluate your risks against your risk analysis – is your risk acceptable or is additional risk treatment necessary.

|  |  |
| --- | --- |
| **Residual Risk Rating** | **Preferred risk treatment options** |
| **Extreme** | **Preferred treatment options: Cease activity - Prevent, Avoid**   * Cease activity to determine if risk can be managed or avoided * Review and introduce additional or improved controls to reduce the risk to an acceptable level before proceeding (or avoid the risk) * Monitor and maintain control effectiveness if activity proceeds |
| **High** | **Preferred treatment options: Prevent, Avoid, Transfer or Mitigate**   * Consider ceasing activity temporarily to consider alternative options to manage the risk * Review and introduce additional or improved controls to reduce the risk to an acceptable level before proceeding * Monitor and maintain control effectiveness |
| **Medium** | **Preferred treatment options: Mitigate or Accept & Monitor**   * Review controls to determine adequacy and effectiveness * Consider implementation of additional or improved controls to reduce the risk if deemed necessary * Continue to monitor and maintain control effectiveness |
| **Low** | **Preferred treatment options: Accept and identify corrective action**   * Manage risk by existing controls / routine procedures * Continue to monitor and maintain control effectiveness |