

EVENTS GUIDE - RISK MANAGEMENT

Use of Council Owned or Managed Land

Event organisers are required to identify and manage risks associated with any event through a risk assessment process. Hazards (i.e. something that has the potential to cause harm) and risks (i.e. what can happen as a result of the hazard) must be identified and assessed and arrangements put in place to minimise and manage those identified hazards and risks. It is mandatory for all event organisers to complete and submit a Risk Assessment with all event applications.

The steps outlined below are provided to assist you in completing a Risk Assessment:

Identify the Risk

Comprehensively identify the risks, both within and outside of your control, to be managed. The Hazard/Risk Identification Checklist (Table 1) has been included to help you identify any hazards or risks associated with the event.

Once determined, transfer all applicable hazards/risks from the checklist onto the Risk Assessment template.



Analyse the Risk

Assess the (a) likelihood, or 'frequency', of the risk actually occurring (with reference to Table 2), and (b) consequence (with reference to Table 3) if the risk event did occur.



Evaluate the Inherent Risk

Inherent risk is an assessed level of natural or untreated risk. Nothing has been done to the reduce the risk.

Use the Inherent and Residual Risk Rating Table (Table 4) to determine the inherent risk rating based on the assessment of the hazard/risk in regards to likelihood and consequence.



Treat the Risk

Identify, evaluate and develop control measures or actions that need to be undertaken to control the hazard/risk. Selecting the most appropriate option involves balancing the costs of implementing each option against the benefits derived from it.



Evaluate the Residual Risk

Residual risk is the threat that remains after all efforts to identify and eliminate the risk have been made.

Reassess the likelihood (Table 2) and consequence (Table 3) and again use the Inherent and Residual Risk Rating Table (Table 4) to determine the residual risk rating.



Monitor and Review

Continually monitor and review the internal and external risk environment as this will allow new risks to be identified and controlled, and risks to be taken off the radar. It also allows the effectiveness (impacts, benefits, costs) of implementing risk management strategies to be determined.

IDENTIFY THE RISK

The following hazard and risk checklist items are not exhaustive and you will also need to consider further site and event specific risks.

Table 1: Hazard/Risk Identification Checklist

Hazard/Risk Description	✓	Hazard/Risk Description	✓
PERSONAL INJURY/ILLNESS OR DEATH, DUE TO:		FIRE DUE TO:	
Access to and departure from site		Ignition source in hazardous area (naked flame, sparks)	
Amusements and rides (misuse of)		Ignition of flammable vapours	
Asbestos/lead		Runaway uncontrolled chemical reaction	
Exposure to infection/infectious disease		Reaction of incompatible materials	
Chemical exposure		Other - specify	
Climbing on vantage points		EXPLOSION DUE TO:	
Confined spaces		Detonation of explosive materials	
Disorderly unruly behaviour		Fireworks/pyrotechnics	
Drowning		Overpressure of vessel or tank (e.g. gas container)	
Drug and alcohol affected persons		Ignition of flammable vapours	
Dust/particles		Fuel (i.e. petrol, LPG, diesel)	
Electrocution/electrical shock		Chemical reaction	
Falls/trips from height		Other - specify	
Falls/trips from ground level		PROPERTY DAMAGE DUE TO:	
Falling objects		Lack of parking spaces	
Food poisoning		Structural damage	
Insect/animal bites and/or stings		Traffic congestion	
Laceration (sharp/rough edges/objects/materials)		Vehicle impact	
Lighting (insufficient)		Vandalism	
Manual handling (lifting, bending, twisting etc.)		Other - specify	
Medical emergency (e.g. heart attack)		ENVIRONMENTAL DAMAGE DUE TO:	
Overcrowding		Insufficient rubbish bins	
Overhead hazards (power lines, equipment etc.)		Release of pollutants into waterways/sewerage system	
Poor lighting		Release into groundwater	
Plant and equipment (crush, cut, puncture etc.)		Flora and/or fauna damage	
Playground equipment		Release of toxic gas/vapour	
Public accessing non-public areas of event		Sound/noise	
Restricted space		Other - specify	
Slipping (e.g. on loose or wet, slippery surface)		TECHNICAL MANAGEMENT ISSUES	
Sunburn		Inadequate site management	
Temperature (heat/cold)		Lack of staff briefing/training	
Temporary fencing		Loss of power/services	
Temporary structures (tents/marquees not secure)		Warning signage	
Terrorism/bomb threat		Other - specify	
Traffic/pedestrians		OTHER HAZARD/RISKS (PLEASE LIST)	
Tripping/falls (e.g. pegs/rope)			
Uneven surface (e.g. gradient)			
Water (creek, river, pool, pond etc.)			
Weather conditions (wind, rain, visibility etc.)			
Other - specify			

ANALYSE THE RISK

It is imperative that event organisers analyse the risks associated with their event by assessing (a) the likelihood (Table 2) of the risk actually occurring, and (b) the consequence (Table 3) if the risk event did occur. Allocating risk ratings (Table 4) to all hazards allows event organisers to prioritise and address hazards and risks in a systematic way.

Risk Likelihood

Likelihood requires consideration of 'frequency' in regards to how likely it is to occur.

Table 2: Likelihood Table

Rating	Description (operational criteria)
Almost certain	Imminent or will occur within 1 to 6 months
Likely	Expected to occur at least once in a 6 to 12 month period
Possible	Will probably occur between 1 to 5 years
Unlikely	May occur every 5 to 10 years
Rare	Not likely to occur within a 10 year period

Risk Consequence

Consequence requires consideration of the likely impact if the risk is to occur. In determining the overall consequence score for each risk, the highest individual score should be applied.

Table 3: Risk Consequence Table

Rating	Category of Risk	Description (operational criteria)
Severe	Service Delivery	Critical operational service failure/loss of delivery >3 days
	Image and Reputation	Severe negative national and state coverage
	Environmental	Uncontained damage and major impact/major fine/public reaction
	Health & Safety	Death or serious injury
	Stakeholders	Severe stakeholder concern/reduction or withdrawal of support
Major	Service Delivery	Major operational service failure/loss of service delivery >1 day
	Image and Reputation	Extensive state and local coverage
	Environmental	Major breach or impact/fines/Government reprimands
	Health & Safety	Serious injury/long term hospitalisation
	Stakeholders	Major stakeholder concern/reduction or threat of withdrawal of support
Moderate	Service Delivery	Moderate operational service failure/loss of service delivery >3 hours
	Image and Reputation	Moderate local coverage
	Environmental	Moderate breach or impact/Government reprimands
	Health & Safety	Moderate injury/may require short term hospitalisation
	Stakeholders	Moderate stakeholder concern/rectification action required
Minor	Service Delivery	Loss of operational service delivery >1 hour
	Image and Reputation	Minor local coverage
	Environmental	Minor breach or impact/some minor complaints
	Health & Safety	Minor injury, may require first aid
	Stakeholders	Minor stakeholder concern/action required
Negligible	Service Delivery	No loss of operational service delivery
	Image and Reputation	Little or no coverage
	Environmental	Negligible breach/impact/complaint
	Health & Safety	Negligible or no injury
	Stakeholders	Negligible stakeholder concern

EVALUATE THE RISK

The risk rating for each risk is calculated by plotting the likelihood and consequence response scores on the below Inherent and Residual Risk Rating Table (Table 4). A risk rating will need to be determined for both the inherent level of risk (i.e. no controls in place) and residual level of risk (i.e. after the preventative and corrective controls are taken into consideration).

Determining the inherent level of risk will assist in identifying the risks that require further treatment, whilst the residual level of risk will determine if the proposed preventative and corrective controls are sufficient and within the adopted tolerance levels.

Table 4: Inherent and Residual Risk Rating Table

Likelihood	Consequences				
	Severe	Major	Moderate	Minor	Negligible
Almost Certain	1	1	2	4	5
Likely	1	1	2	4	5
Possible	1	1	3	5	5
Unlikely	2	2	4	5	5
Rare	3	3	4	5	5

TREAT THE RISK

Treating the risk requires identifying a range of control methods, evaluating these methods and developing additional controls for implementation. Selecting the most appropriate option involves balancing the costs (both direct and indirect) of implementing each option against the benefits derived from it.

Risk treatment or controls can either be preventative controls (i.e. designed to reduce the likelihood of the risk occurring) or corrective controls (i.e. to be implemented if the risk does occur). Some examples of controls to consider are outlined below:

- Modify design and try to ensure that hazards are 'designed out' when new material, equipment and or work systems are planned.
- Remove the hazard or substitute less hazardous materials, equipment or substances.
- Adopt a safer process, such as alterations to tools, equipment or work systems.
- Enclose or isolate the hazard through the use of guards or remote handling techniques.
- Establish appropriate administrative procedures such as job rotation to reduce exposure or boredom, timing of the job so that fewer personnel are exposed, routine maintenance and housekeeping procedures and training on hazards and correct work procedures.
- Provide suitable and properly maintained personal protective equipment and training in its use.

MONITOR AND REVIEW

Continuous monitoring and review of the external and internal risk environment is important to identify new risks, take risks off the radar and understand the effectiveness (impacts, benefits and costs) of implementing risk management strategies. It is essential that risk priorities and risk management plans remain relevant in the changing environment, and that risk management is responsive to change.

ORANGE CITY COUNCIL

PO Box 35, ORANGE NSW 2800
Civic Centre, Byng Street, ORANGE NSW 2800
P 1300 650 511 | F 02 6393 8199
council@orange.nsw.gov.au