**EVENT MANAGEMENT RISK ASSESSMENT PF712**

Summary of Event Management Risk Assessment. This cover section is **mandatory** for all Risk Management plans submitted:

|  |  |
| --- | --- |
| **Event Title:**  |       |
| **Event Date:** |       |
| **Proposed Location:** |       |
| **Event Category:** | **Small** **[ ]  Medium [ ]**  | **Large [ ]**  |
| **Event Coordinator Name:**  |       |
| **Organisation:**  |       |
| **Description of the Event:**(provide context and scope for the risk assessment) |       |
| **Target audience:** |       | **Estimated total attendance:** |       |
| **Stakeholders:** |       |
| **Reviewed by Organisation Safety/OHS Coordinator:** |       | **Date:** |       | **Approved: [ ]** **Comments:**       |
|  |
| **THIS SECTION TO BE COMPLETED BY THE UNIVERSITY OF QUEENSLAND ONLY** |
| **Received by Security:** |       | **Date:** |       | **Sufficient: Y[ ]  N[ ]**  |
| **Event Risk Category:** | **Minor [ ]**  | **Major [ ]**  |  |
| **Received by OHS:** |       | **Date:** |       | **Sufficient: Y[ ]  N[ ]**  |

| **RISK IDENTIFICATION** | **DECISIONS and CONTROLS - ACTION PLAN** |
| --- | --- |
| **#** | **ASPECT** | **LOSS EXPOSURE, or****POTENTIAL ADVERSE OUTCOME, or****HAZARD, Etc.** | **Initial****Risk** (Before Controls) | **RECOMMENDED CONTROLS, or****EXISTING CONTROLS****(How will the risk be managed)** | **Planned****Residual Risk** (After Controls) | **Responsible Person(s)** |
| 1 | **Access / Egress to and from site** | Vehicle movements – potential for persons to be injured by reversing vehicles |       |       |       |       |
| 2 | **Set Up and Pack Up** | Slips, trips and fallsPinch points / caught between crush pointsStrains and sprains from manual handling exertionIncorrect set up of equipment |       |       |       |       |
| 3 | **Temporary Structures** | CollapseTrip hazardsObstruction of walkways exits / or emergency access |       |       |       |       |
| 4 | **Adverse Weather** | Harm to patrons from cold or wet conditions if no shelter |       |       |       |       |
| 5 | **Electrical Powered Equipment** | Electric shockTrip hazards from electric cordsIncorrectly placed equipment |       |       |       |       |
| 6 | **Traffic Control** | Vehicles on site (before, during or after event) |       |       |       |       |
| 7 | **Number of Patrons****(Crowd Control)** | PanicBomb threatTrampling (crown related)Crush (crown related movement)Excessive number of people at venue |       |       |       |       |
| 8 | **Waste Management** | Overflowing waste containers |       |       |       |       |
| 9 | **Provision of Amenities** | Public urination (indecent exposure)Excessive queues for toiletsContamination of toilet amenitiesOverload of toilet amenities |       |       |       |       |
| 10 | **Patron and Staff (worker) wellness** | Heat exhaustionDehydrationStress |       |       |       |       |
| 11 | **Fire Safety** | Fire on sitePatron and staff safety during a fire event |       |       |       |       |
| 12 | **Provision of Entertainment** | High noise levels leading to public complaint |       |       |       |       |
| 13 | **Cash Handling** | TheftHygiene |       |       |       |       |
| 14 | **Security Matters** | Forced entry / breach of perimeterExcessive number of patrons at venueUndesired patron entryDrug use on site |       |       |       |       |
| 15 | **Service of Alcohol** | Breach of Liquor License (mid strength alcohol only permitted)Excessive intoxicationSick patronsPersons requiring medical attentionSupply to minorsCross contamination during serving of premixed drinks (i.e., wine punch Etc. should be served from a dispensing machine – no refill policy – no reuse of cups policy) |       |       |       |       |
| 16 | **Service of Food** | Food Poisoning through inadequate food preparation, handling and control |       |       |       |       |
| 17 | **Competitions** | Injury during planned or impromptu competitions |       |       |       |       |
| 18 | **On Site Incident Management** | Communication of incidentEmergency alarms and protocolsEmergency Control Organisation |       |       |       |       |
| 19 | **Consequential Outcomes** | Sexual AssaultConflict or fights |       |       |       |       |
| 20 | **Campus Assets** | Damage to flora and faunaDamage to buildings and structures |       |       |       |       |
| 21 | **Off Site Matters** | Public complaintsNeighbours impacted by noise levelsNeighbours impacted by intruders |       |       |       |       |
| 22 | **Reputational risks** | Loss of reputationMisconductNegative feedback |       |       |       |       |
| 23 |       |       |       |       |       |       |
| 24 |       |       |       |       |       |       |
| 25 |       |       |       |       |       |       |
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