**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 falls  Pinch points / caught between crush points  Strains and sprains from manual handling exertion  Incorrect set up of equipment |  |  |  |  |
| 3 | **Temporary Structures** | Collapse  Trip hazards  Obstruction 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 shock  Trip hazards from electric cords  Incorrectly placed equipment |  |  |  |  |
| 6 | **Traffic Control** | Vehicles on site (before, during or after event) |  |  |  |  |
| 7 | **Number of Patrons**  **(Crowd Control)** | Panic  Bomb threat  Trampling (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 toilets  Contamination of toilet amenities  Overload of toilet amenities |  |  |  |  |
| 10 | **Patron and Staff (worker) wellness** | Heat exhaustion  Dehydration  Stress |  |  |  |  |
| 11 | **Fire Safety** | Fire on site  Patron and staff safety during a fire event |  |  |  |  |
| 12 | **Provision of Entertainment** | High noise levels leading to public complaint |  |  |  |  |
| 13 | **Cash Handling** | Theft  Hygiene |  |  |  |  |
| 14 | **Security Matters** | Forced entry / breach of perimeter  Excessive number of patrons at venue  Undesired patron entry  Drug use on site |  |  |  |  |
| 15 | **Service of Alcohol** | Breach of Liquor License (mid strength alcohol only permitted)  Excessive intoxication  Sick patrons  Persons requiring medical attention  Supply to minors  Cross 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 incident  Emergency alarms and protocols  Emergency Control Organisation |  |  |  |  |
| 19 | **Consequential Outcomes** | Sexual Assault  Conflict or fights |  |  |  |  |
| 20 | **Campus Assets** | Damage to flora and fauna  Damage to buildings and structures |  |  |  |  |
| 21 | **Off Site Matters** | Public complaints  Neighbours impacted by noise levels  Neighbours impacted by intruders |  |  |  |  |
| 22 | **Reputational risks** | Loss of reputation  Misconduct  Negative feedback |  |  |  |  |
| 23 |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |
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