**EVENT MANAGEMENT RISK ASSESSMENT**

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

|  |  |  |  |  |  |  |  |
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| **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:** | |
|  | | | | | | | |

| **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  Attendee movement – ability to exit safely and quickly  Other: |  |  |  |  |
| 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  Other: |  |  |  |  |
| 3 | **Temporary Structures** | Collapse  Trip hazards  Obstruction of walkways exits / or emergency access  Other: |  |  |  |  |
| 4 | **Adverse Weather** | Harm to patrons from cold or wet conditions if no shelter  High Winds  Other: |  |  |  |  |
| 5 | **Electrically Powered Equipment** | Electric shock  Trip hazards from electric cords  Incorrectly placed equipment  Other: |  |  |  |  |
| 6 | **Traffic Control** | Vehicles on site (before, during or after event) |  |  |  |  |
| 7 | **Number of Patrons**  **(Crowd Control)** | Panic  Protestors  Bomb Threat  Trampling (crowd related)  Crush (crowd related movement)  Excessive number of people at venue  Other: |  |  |  |  |
| 8 | **Waste Management** | Overflowing waste containers  Other: |  |  |  |  |
| 9 | **Provision of Amenities** | Public urination (indecent exposure)  Excessive queues for toilets  Contamination of toilet amenities  Overload of toilet amenities  Other: |  |  |  |  |
| 10 | **Patron and Staff (worker) wellness** | Heat exhaustion  Dehydration  Stress, anxiety, or other psychosocial risk  Other: |  |  |  |  |
| 11 | **Fire Safety** | Fire on site  Patron and staff safety during a fire event  Other: |  |  |  |  |
| 12 | **Provision of Entertainment** | High noise levels leading to public complaint  Other: |  |  |  |  |
| 13 | **Cash Handling** | Theft  Hygiene  Other: |  |  |  |  |
| 14 | **Security Matters** | Forced entry / breach of perimeter  Protestors  Excessive number of patrons at venue  Undesired patron entry  Protection of attendees  Drug use on site  Other: |  |  |  |  |
| 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)  Other: |  |  |  |  |
| 16 | **Service of Food** | Food Poisoning through inadequate food preparation, handling and control  Other: |  |  |  |  |
| 17 | **Competitions** | Injury during planned or impromptu competitions  Other: |  |  |  |  |
| 18 | **On Site Incident Management** | Communication of incident  Emergency alarms and protocols  Emergency Control Organisation  Other: |  |  |  |  |
| 19 | **Consequential Outcomes** | Sexual Assault  Conflict or fights  Other: |  |  |  |  |
| 20 | **Campus Assets** | Damage to flora and fauna  Damage to buildings and structures  Other: |  |  |  |  |
| 21 | **Off Site Matters** | Public complaints  Neighbours impacted by noise levels  Neighbours impacted by intruders  Other: |  |  |  |  |
| 22 | **Reputational risks** | Loss of reputation  Misconduct  Negative feedback  Other: |  |  |  |  |
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| 25 |  |  |  |  |  |  |

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| **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** |