**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:**       |
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| **RISK IDENTIFICATION** | **DECISIONS and CONTROLS - ACTION PLAN** |
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| **#** | **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: |       |       |       |       |
| 23 |       |       |       |       |       |       |
| 24 |       |       |       |       |       |       |
| 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[ ]**  |