**This Risk Register and Treatment Form is an EXAMPLE ONLY. The hazards and control measures outlined in this form have been provided as an example only and do not take into consideration your unique requirements or circumstances should you undertake a similar activity. You are advised to conduct your own Risk Assessment for any activity you elect to undertake, assessing each risk and control based on your individual circumstances and needs.**

**Risk Assessment**

**Family Funday 2020**

Event Name: Family Funday

Stage Manager:

Expected Attendance: 2000

Event Location: Smallsville Show Grounds

Site Supervisor:

Start Date/Time Sat. 13 January 2020, 11 am

Event Coordinator:

Risk Manager:

Finish Date/Time: Sat. 13 January 2020, 9.30pm

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| **Hazard Identified** | **Likelihood** | **Consequence** | **Risk (Page10)** | **Elimination Control Measure** | **Likelihood** | **Consequence** | **Risk** | **Responsibility** | **Done** |
| **Bump in/Bump out** | | | | | | | | | |
| Overcrowding of vehicle to enter the Main Field at Bump In. | **4** | **3** | **M** | Administer this by providing a marshal at the entrance of the Main Field to control entry of vehicle.  Administer this control by planning/scheduling stagger set-up of main field and set up of race course. | **3** | **2** | **M** | Site Supervisor |  |
| Vendors not finding their assigned area. | **2** | **1** | **L** | Administer this by developing site plan — clearly defined areas for vendors | **2** | **1** | **L** | Site Supervisor |  |
| Public impeding and being injured during set-up | **4** | **3** | **M** | Administer this by restricting access to essential personnel during set up | **3** | **2** | **M** | Site Supervisor |  |

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| **Traffic and Parking** | | | | | | | | | |
| Delivery vehicles occupying a footpath to unload equipment and the public walking onto the roadway | **3** | **3** | **H** | Eliminate the hazard by reserving parking bay close to the site or by creating an alternate pedestrian path using bollards and signage  Administer the hazard by restricted pedestrian access during set up | **2** | **3** | **M** | Appoint Marshall |  |
| Vehicle driving on to the main field causing damage to the site or a collision with a person | **3** | **3** | **H** | Administer the hazard by posting a marshal at the entrance to the main field and to issue instructions that they are to drive at walking pace with hazard lights on. | **3** | **2** | **M** | Appoint Marshall |  |
| Damage to Council land from the motor vehicle driving onto the main field. | **2** | **2** | **L** | Administer the hazard by blocking off entrance to the main field with bollards and witches hats with signage “No vehicle beyond this point”. | **2** | **1** | **L** | Appoint Marshall |  |
| Emergency vehicles unable to exit and enter site. | **3** | **3** | **H** | Administer hazard by providing parking in a location where there is ease of entry and exit access for emergency vehicles and personnel. | **2** | **3** | **M** | Appoint Marshall |  |
| Volunteers and course marshal cannot be identified by participants and public | **3** | **2** | **M** | Administer this providing volunteer marshals and event team leaders with high visibility vests to wear. | **2** | **2** | **L** | Risk Manager |  |
| Unauthorized vehicle accessing parking bays for vendors and volunteers causing limited parking for safe delivery of equipment to the main field | **4** | **2** | **M** | Administer the hazard by posting a marshal at the entry point of the reserve parking to divert unauthorized vehicle entering the reserved parking bays.  Administer the hazard by posting signage restricting access to the parking bays. | **3** | **2** | **L** | Appoint Marshall |  |

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| **Hazard Identified** | **Likelihood** | **Consequence** | **Risk (Page10)** | **Elimination Control Measure** | **Likelihood** | **Consequence** | **Risk** | **Responsibility** | **Done** |
| **Personnel and Vendor Management** | | | | | | | | | |
| Vendors and operators do not know what to do during an emergency evacuation. | **4** | **3** | **H** | Administer the Vendors and operators to be provided with a copy of the event emergency plan. Vendors are given site map indicating:   * Emergency pathways * Emergency Evacuation Assembly Point (EEAP) Location of amenities | **2** | **1** | **L** | Risk Manager |  |
| Vendors and operators has an incident as a result of the providing their service | **3** | **3** | **H** | Administer by requesting for all vendors to make their certificate of insurance available upon request on the day.  All food vendors hold appropriate food licence/permit – licence displayed. | **2** | **1** | **L** | Risk Manager |  |
| Vendor or operators whose activities may potentially place themselves or others at risk | **2** | **1** | **L** | Administer this control by advising vendors and operators that we would be requesting a risk assessment copies upon request on the day. | **2** | **1** | **L** | Risk Manager |  |
| Vendor and operators loss of equipment | **3** | **2** | **M** | Administer this by advising operators and vendors on the day of event that they are responsible for their own equipment at all times. | **3** | **2** | **L** | Site Supervisor |  |
| Vendors experience an emergency in their display area. | **3** | **2** | **M** | All personnel and Vendors aware of event emergency management plan as brief by event coordinator. Administer this control by providing vendors with contact detail of event coordinator and site supervisor.  Administer this by ensuring Vendors have submitted risk assessments (if applicable) | **3** | **2** | **M** | Site Supervisor |  |
| **Event Signage** | | | | | | | | | |
| Public traffic access restricted entry areas causing disruption to the event. | **2** | **1** | **L** | Administer this hazard by erecting signage to any restricted entry areas. | **2** | **1** | **L** | Risk Manager |  |
| Public panics and scatters to unsafe areas in the event of an emergency. | **3** | **2** | **M** | Administer this hazard by erecting signage of the Emergency assembly areas. | **2** | **2** | **L** | Risk Manager |  |

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| **Amenities** | | | | | | | | | |
| Inadequate public toilets causing queuing and complaints. | **3** | **1** | **L** | Substitute the hazard by ordering additional portable toilets to support the current venue amenities. | **2** | **1** | **L** | Site Supervisor |  |
| **Set-up/Assembly/Pack-down** | | | | | | | | | |
| Manual handling injury to staff and volunteers during set-up and pack down | **4** | **3** | **H** | Administer this hazard by supplying Personnel with the appropriate PPE such as trolleys for moving heavy equipment. Personnel to receive training on manual handling techniques. Safe number of personnel handles heavy objects. | **3** | **3** | **H** | Site Supervisor |  |
| Set-up or pack-down of temporary marquee causes injury to personnel | **4** | **3** | **H** | Administer this by providing briefing to volunteer and staff on safe handling of marquee.  Administer this by ensuring safe number of volunteers handles the set-up and pack-down of the marquee, or less if personnel are trained. | **3** | **3** | **H** | Site Supervisor |  |
| Spectators overcrowd or injured whilst watching during set- up and pack-down. | **1** | **2** | **L** | Administer this control by placing signage around the venue to inform spectators of event to restrict public access during set up. | **1** | **2** | **L** | Site Supervisor |  |
| Equipment causes injury for incorrect installation. | **3** | **2** | **M** | Administer this hazard by instructing that equipment be installed in accordance with manufacturer’s guidelines | **2** | **2** | **L** | Site Supervisor |  |
| Free standing objects (marquee, display board, signage) blows away and causes injury to person or equipment. | **4** | **3** | **M** | Administer the hazard by using weights and/or secure all free standing objects (marquees, pin boards etc). | **3** | **3** | **M** | Site Supervisor |  |
| **Power/Energy Use/Fire** | | | | | | | | | |
| Electrocution and Electrical Shock from unsafe or damaged leads, power source coming in contact with water. | **3** | **4** | **H** | Administer this by all portable electrical equipment/tools, leads and power boards tested and tagged as required.  Eliminate the hazard protecting leads connections etc from weather or any other liquid  Engineer the hazard by securing all leads.  Administer this control when re-fueling generator, turn it off, deliver the fuel in appropriately marked containers via the use of  “spouts” and absorbent “spill” materials are available. | **2** | **4** | **M** | Risk Manager |  |

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| **Hazard Identified** | **Likelihood** | **Consequence** | **Risk (Page10)** | **Elimination Control Measure** | **Likelihood** | **Consequence** | **Risk** | **Responsibility** | **Done** |
| Member of the public is injured by accessing machinery such as generators. | **3** | **2** | **M** | Engineer the hazard by placing the generators if used, in safe positioned  Administer this by placing signage to limit Vendors and authorized personnel access. | **2** | **2** | **L** | Site Supervisor |  |
| Slips, trips and falls due to cables on thoroughfares. | **3** | **2** | **M** | Engineer the hazard by not placing leads/cables across thoroughfares and cones to alert people traffic of the trip hazard. | **2** | **2** | **L** | Risk Manager |  |
| Power source overloaded and fails. | **4** | **1** | **L** | Administer and ensure that power requirements are identified in the planning phase and adequate supply is provided. Vendors have been advised that all leads and equipment must be tested and tagged. | **3** | **1** | **L** | Site Supervisor |  |
| BBQ equipment explosion and fire causing burn injury. Gas bottle leak or explosion | **3** | **3** | **H** | Administer this by ensuring vendors and cooking areas have fire retardant such as fire extinguisher (min 2.5 DCP within six month test), fire blanket within easy and quick access to the fire.  Administer this by briefing BBQ cooks to drain fat constantly in the drip tray provided.  Administer this by ensuring service-ability of equipment (BBQ – ie control knob/regulators/hoses effective), gas bottles tested within last ten (10) years. | **2** | **3** | **M** | Site Manager |  |
| Small fire onsite causes damage to equipment. | **2** | **2** | **L** | Administer the by ensuring there are adequate fire extinguishers on site. Eliminate the risk of larger by ensuring staff are trained in using fire extinguishers. | **1** | **2** | **L** | Site Supervisor |  |

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| **Hazard Identified** | **Likelihood** | **Consequence** | **Risk (Page10)** | **Elimination Control Measure** | **Likelihood** | **Consequence** | **Risk** | **Responsibility** | **Done** |
| **Slips Trips and Falls at the Main Field** | | | | | | | | | |
| Obstructed pathways and thoroughfares with boxes and equipment | **5** | **3** | **H** | Engineer the hazard by keeping pathways and thoroughfares kept free of trip hazards | **2** | **3** | **M** | Site Supervisor |  |
| Slips, trips and falls due to uneven surfaces or event infrastructure | **4** | **2** | **H** | Administer this control by organizing site assessment/inspection to identify trip hazards — plan set up to avoid trip hazards  Administer the hazard by placing cones where necessary Administer this control by placing signage where necessary. | **3** | **2** | **M** | Risk Manager |  |
| **Crowd Management** | | | | | | | | | |
| Undesirable and aggressive behavior from public | **3** | **1** | **M** | Administer this hazard by having Police presence as well as marshals appointed. | **2** | **1** | **L** | Site Supervisor |  |
| Monitoring of the crowd to identify potential/occurring problems | **2** | **1** | **L** | Administer this control by appointing marshals for crowd management. | **2** | **1** | **L** | Site Supervisor |  |
| **Waste Management** | | | | | | | | | |
| Bins overflowing and litter on the ground. | **4** | **1** | **L** | Engineer the hazard by ordering extra wheelie bins from the local Council. Bins are widely spaced throughout the grounds and extra bins provided at food vendors area. | **3** | **1** | **L** | Site Supervisor |  |
| **Manual Handling** | | | | | | | | | |
| Volunteers and Staff injure themselves while lifting heavy object | **3** | **2** | **M** | Administer this control by providing personnel involved written document on appropriate manual handling.  Engineer the hazard by making available trolleys for the movement of heavy items | **2** | **2** | **L** | Site Supervisor |  |

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| **Hazard Identified** | **Likelihood** | **Consequence** | **Risk (Page10)** | **Elimination Control Measure** | **Likelihood** | **Consequence** | **Risk** | **Responsibility** | **Done** |
| **Fall from Heights** | | | | | | | | | |
| Fall from heights from ladder | **3** | **4** | **H** | Administer this by ensuring ladders are:   * All ladders meet Australian Standards * All ladders used are secured or have a lookout * Only licensed users to operate or be on elevated platforms | **2** | **4** | **H** | Site Supervisor |  |
| **Weather/Sun and Heat Exposure** | | | | | | | | | |
| Extreme weather (hot/cold/storm) | **4** | **3** | **H** | Administer the hazard by checking weather forecast on the day.  Administer the hazard by monitoring the weather. If conditions are extreme –postponed/cancelled at discretion of organisers.  First Aid Responders available at all times  Australian Bureau of Meteorology web site ([www.bom.gov.au](http://www.bom.gov.au/) ) is accessed to check for forecast adverse weather events | **3** | **2** | **M** | Event Organiser |  |
| Public and personnel over exposure to sun | **3** | **3** | **H** | Provision of undercover areas (for shade) | **2** | **3** | **M** | Site Supervisor |  |
| Volunteers and staff required to wear sun safe clothing and sunscreen to prevent sunburn and sun damage | **3** | **3** | **M** | Administer this control by providing sunscreen to volunteers and staff | **3** | **2** | **M** | Site Supervisor |  |
| Volunteer and staff may experience dehydration due to heat exposure | **3** | **2** | **M** | Administer this hazard by providing adequate drinking water available  Administer this with having the First aid responders. | **2** | **2** | **M** | Site Supervisor |  |
| **Amusement Devices/Rides** | | | | | | | | | |
| Inflatable rides become unstable in high winds and injure a person. | **3** | **2** | **M** | Eliminate this risk by checking that the provider has adequately weighted the equipment. Engage operator who can provide the required certificates and insurances. | **2** | **3** | **M** | Risk Manager |  |
| Incident on amusement rides | **3** | **2** | **M** | Administer this control by ensuring all operators have adequate supervision and amusement device conforms to statutory testing requirements (current certificates to be on site & available).  Equipment to be visually checked and tested prior to use. | **2** | **3** | **M** | Risk Manager |  |

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| **Hazard Identified** | **Likelihood** | **Consequence** | **Risk (Page10)** | **Elimination Control Measure** | **Likelihood** | **Consequence** | **Risk** | **Responsibility** | **Done** |
| **Emergency Planning** | | | | | | | | | |
| Event personnel have not completed necessary emergency procedures training | **3** | **3** | **H** | Administer this control at pre-event meeting with organizing team. | **2** | **3** | **M** | Site Supervisor |  |
| Event emergency plan has been documented and communicated to all event personnel (including method of communication in the event of emergency) | **3** | **1** | **L** | Administer this control during the organizing phase and pre-event meetings. | **2** | **1** | **L** | Site Supervisor |  |
| Person on site requires an ambulance but the ambulance is not able to access the site. | **3** | **4** | **H** | Administer this control by identifying an emergency vehicle access path onto the site and ensuring that it stays clear of object during the event. | **2** | **4** | **H** | Site Supervisor |  |
| **Stage** | | | | | | | | | |
| Use of electrical equipment causing burns or shocks | **2** | **4** | **L** | All electrical equipment must only be used by staff trained in it’s use and never any non-company staff. All equipment should be tested, deemed safe for use, and should be visually inspected before each use. All cables must be secured, preferably away from through fares, and certainly away from any marked emergency exits. the equipment has regular maintenance. Check wiring, plugs, sockets. In the event of rain we will have all electrical equipment covered with a waterproof layer. Using a gazebo to house our equipment if the rain becomes extreme. | **2** | **4** | **L** | Stage Manager |  |
| Sound levels too high causing damage to ears | **3** | **2** | **L** | Sound levels to be checked and approved at a safe volume. Liaise with festival staff. The Stage Manager will manually alter the sound if its volume is too high. | **2** | **2** | **L** | Stage Manager |  |
| Falling off stage | **3** | **4** | **M** | All performers are given enough room to execute their moves on stage and kept well clear from the edge. | **3** | **3** | **M** | Stage Manager |  |

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| Performer’s accidental bumping, collusion, concussion. | **4** | **2** | **M** | Dance Schools Principals or representative is in attendance to ensure safety of their students.  First aid responders on site to attend to injuries.  Ensure performers have sufficient room to safely execute their moves. | **3** | **2** | **M** | Stage Manager |  |
| Trailing wires causing trips, falls, bruises and sprains | **3** | **2** | **M** | Keep area tidy to avoid obstacles getting in the way. Anyone to be notified of any temporary trip hazards. Permanent trip hazards to be securely fixed and clearly visible. All wires will be taped down where possible and will be away from any audience members. The technical volunteers on stage will help eradicate this. We will also have a first responder on site for any injuries that occur. | **2** | **2** | **L** | Stage Manager |  |
| **General** | | | | | | | | | |
| Person receives a minor injury on site | **3** | **2** | **M** | Administer this control by ensuring there are adequate qualified first aiders on site during the event and having first aid response team during the event. | **2** | **2** | **L** | Site Supervisor |  |
| Child is separated from their guardian | **4** | **3** | **H** | Administer this control by setting up the Volunteer and Information marquee as a Lost Children’s area and policy. | **3** | **2** | **M** | Risk Manager |  |
| Money is lost or stolen. | **4** | **1** | **L** | Administer the control by setting a cash handling procedure in place | **2** | **1** | **L** | Site Supervisor |  |

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| **Checklist/risk assessment completed by:** |
| Signature: Date: |
| **Approved by:** |
| Name: Signature: |
| Position: |

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| **Risk Assessment Matrix** | | | | **Consequence (C)** | | | | | |
| Hazard | | | | 1=Slight | 2=Minor | 3=Moderate | 4=Major | 5=Severe | |
|  | | | | No treatment | 1st aid 1 or 2 | 1st aid >2 | Hospital 1 or 2 | Death or Hospital  >2 | |
| **Likelihood (L)** | **5 = Almost Certain**  is expected during activity | | | **Low (L)** | **Medium (M)** | **High (H)** | **Very High (VH)** | **Very High (VH)** | |
| **4 = Very Likely**  expected more often than not | | | **Low (L)** | **Medium (M)** | **High (H)** | **Very High (VH)** | **Very High (VH)** | |
| **3 = Likely**  will occur on occasion | | | **Low (L)** | **Medium (M)** | **High (H)** | **High (H)** | **Very High (VH)** | |
| **2 = Unlikely**  May occur but more likely not to | | | **Low (L)** | **Low (L)** | **Medium (M)** | **High (H)** | **High (H)** | |
| **1 = Very Unlikely**  Practically impossible to occur | | | **Low (L)** | **Low (L)** | **Low (L)** | **Low (L)** | **Low (L)** | |
|  | **Risk Rating Table** | | | | | | | |  |
| **Risk rating & Action** | **Very High** | Activity **must not proceed** while any risk is rated **VERY HIGH** | | | | | |
| **High** | Activity can only proceed while any risk is rated HIGH with risk solution approved and signed by Safety Officer and Management (Principal) | | | | | |
| **Medium** | Risk management plan must be in place before activity begins | | | | | |
| **Low** | No further action required | | | | | |