Campbelltown City Council

Risk Identification and Risk Control Worksheet

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| **Risk Identification and Risk Control Worksheet** |
| Event Name:Location:Event Date:Event Times:Description of Event | Date of Assessment: Undertaken by: (name) Signature: Title/authority: |
| **The risk ratings are to be agreed to in consultation with Council staff, before this risk assessment is deemed complete.** |
| **Identified Hazards**List all known hazards.The items listed below are common hazards. Please ensure you have considered all possible risks and add any additional risks at the end of this document. Cross off any risks that are not applicable to your event. | **Identified Risks**List all identified risksA number of possible risks are listed against each hazard below. This is not acomprehensive list; it is simply to provide examples of what risks may exist. | **Risk Rating** | **Risk Control Measures** | **Risk Rating** |
| How Severe? | How Likely? | Risk | List ways in which identified risk will be controlled.A number of possible riskcontrol measures are listed against each hazard below. This is not a comprehensive list; it is to provide examples of ways risks can be controlled. If you list a control measure, you must ensure thatit is actioned, otherwise this risk assessment will be void. | How Severe? | How Likely? | Risk |

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| **Medical Services** | * Injury from passive and/or active activities
 | S | L | 2 | * Notify local hospital
* Arrange St John Ambulance to attend event
 | M | L | 3 |
| **Food Stalls** | * Safety issues with food, including food poisoning from incorrect storage and food handling
* Burns from hot plates
 |  |  |  | * All contractors to hold public liability insurance of at least $10 million. Event organiser to obtain copies.
* All food stall holders to comply with Council’s One day Stall Food Handling Guidelines.
* Food handling advice for stall hold- ers can be obtained at the NSW Food Authority website, [www.foodnotify.nsw.](http://www.foodnotify.nsw/) gov.au
 |  |  |  |
| **Stallholder Infrastructure** | * Safety issues relating to tables, marquees and display items not erected correctly
 |  |  |  | * All stallholders hold at least $10 million public liability insurance
* Event organiser to patrol stalls for hazards during set up and throughout the day
* All stallholders required to secure/ weigh down marquees and install structures as per manufacturer’s instruction.
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| **Static Displays****e.g. vehicle displays** | * Hazards relating to vehicles or other items on display
 |  |  |  | * Suppliers of displays to hold public li- ability insurance of at least $10 million public liability insurance
* Display located on flat, even surface with ample access in and around them.
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| **Animals** | * Health and safety issues relating to animals at the event
* Animal welfare from large crowds and heat
 |  |  |  | * All animals handled by professionally trained animal handlers
* All animal suppliers covered by public liability insurance of at least $10 million
* Sufficient trained staff to control crowds
 |  |  |  |
| **Trip Hazards** | * Electrical leads, stage, marquee fixtures, sound equipment, stalls
 |  |  |  | * Sound operated by contractor
* Cables taped to stage and controlled by contractor
* All contractors and stallholders to hold public liability insurance of at least

$10 million* Event organiser will inspect area after set up and prior to event start
* Staff will monitor stalls during set up and throughout the day
* Electrical leads to be tagged and all connections and cables to be restricted from public access.
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| **Noise Pollution** | * Noise pollution caused by bands, vehicles and/or performers
 |  |  |  | * Sound system to comply with EPA guidelines
* Event notification letters will be sent to local residents and commercial tenants prior to event
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| **Wet Weather** | * Injury caused by wet weather
 |  |  |  | * Stage covered for performers
* Power supply under cover
* Patrons to provide own wet weather protection
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| **Vehicle Access/Vehicle Movement** | * Injury/death/damage of property due to moving vehicles
* Illegal parking and congestion, as a result of lack of parking and signage for public arriving to event site
 |  |  |  | * Strict arrival and departure times for stallholders.
* Emergency access will be given to emergency service vehicles
* Signage indicating parking areas
* Sufficient on-site parking for expected numbers
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| **Crowd Control** | * Insufficiently marked pedestrian traffic ways at venue
* Confined event space
 |  |  |  | * Large venue with natural pathways and a number of pedestrian entry/exit points
* Adequate Security staff to monitor all levels of crowd control.
* Police informed of event
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| **Vandalism/Theft** | * From insufficiently secured objects, lack of security on duty
 |  |  |  | * Hired security on duty
* Staff and performers advised not to bring valuables
* Stallholders reminded to be conscious of security issues
* There will be a designated Information and lost and found tent
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| **Fireworks** | * Noise pollution caused by exploding fireworks
* Injury to fireworks contractor and public
 |  |  |  | * All contractors to hold public liability insurance of at least $10 million
* Subject to weather conditions
* Fireworks shot the required distance away from public area as agreed with by fireworks contractor
* Area around safe zone marked as closed to the public and monitored to ensure all public clear of site
* Local fire brigade and hospital informed of the fireworks display
* Residents in surrounding area received written notification of the fireworks
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| **WHS Risk Calculator** |
| **RISK CALCULATOR** | **How Likely - Likelihood – How Likely is it to happen and how often?** | **Code** | **Risk Priority** |
| **How Severe - Conse- quences or Seriousness****– How bad is it likely to be?** | **Certain to Occur** Expected to occur in most circumstances **(VL)** | **Likely**Will probably occur in most circumstances **(L)** | **Unlikely**It might occur occasionally or it could happen **(U)** | **1** | **1** | Dangerous level of risk which is required to be controlledimmediately. Access to the hazard should be immediately restricted until the risk can be lowered to an acceptable level. Timeframe for development of action plan to implement controls is within 7 working days. |
| **2** | Unacceptable level of risk which must be controlled immediately. Control measures to involve designing out the source of the risk from the tasks/ activity. Timeframe for development of action plan to implement controls is within 10 working days. |
| **Extreme** – Kill or cause permanent disability or ill health (K) | **1** | **1** | **2** | **3** | **3** | Risks are considered unacceptable. Low cost control measures to be undertaken to control these types of risks. If these controls already exist and are deemed to be effective, no further investment is necessary.Timeframe for development of action plan to implement controls is within 15 working days. |
| **Major** – Cause serious injury / illness or long term illness (S) | **1** | **2** | **3** | **4** | **4** | Risks are considered unacceptable. Low cost control measures should be undertaken to control these types of risks. If these controls already exist and are deemed to be effective, no further investment is necessary.Timeframe for development of action plan to implement controls is within 20 working days. |
| **Moderate** – Medical at- tention and several days off work (M) | **2** | **3** | **4** | **5** | **5** | Risks are considered acceptable. No further action required. If there are controls that can be initiated that are easy and inexpensive they can still be administered. Timeframe for development of action plan to implement controls is within 30 working days. |
| **Minor** – First Aid needed (F) | **3** | **4** | **5** | **6** | **6** | No further risk control necessary. If there are controls that can be initiat- ed that are easy and inexpensive they can still be administered. |

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| **Amusement Devices/Carnival Rides** | * Noise pollution caused by people screaming, music. Injuries from rides
* Electrical faults with machines
* Unstable ride or device collapse/ toppling over
 |  |  |  | * All contractors to hold Public Liability of at least $10 million.
* Machines to be registered by WorkCover, and WorkCover permits to be sited prior to the event.
* Rides to be located on a firm,

stable and level surface and installed in accordance with manufacturers recommendations.* Police, fire brigade, ambulance notified of carnival activities
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