

# Risk Management of Public Events

## Introduction

The success of an event is often measured by factors such as crowd numbers and economic benefit. The level of safety is also of paramount importance to the overall success of any event.

People expect to attend events without risk of injury. They expect that there will be systems in place to protect their safety.

For event organisers to meet their duty of care, comprehensive event safety planning is required. Risk assessment and management form part of this process.

## Risk Assessment

The principles of risk assessment and risk management involve a systematic use of available information to determine how often incidents may occur and the magnitude of their likely consequences.

A basic risk analysis for a place of assembly should consider:

- a) How likely is an incident to happen; and
- b) What are the potential consequences and their magnitude?

## Why risk needs to be managed?

- Reduce unexpected and costly surprises
- More effective and efficient allocation of resources
- More informed decision making
- Compliance with regulatory requirements
- Well organised event will encourage greater participation
- You may have difficulty making a claim on your insurance in the event of an accident.

## How to make your Risk Management Plan:

1. Identify the potential risks for your event, see example hazards list.
2. Assess the Likelihood for each risk, see 'risk analysis matrix'.
3. Assess the Consequence for each risk.
4. Describe Mitigation Strategies for each risk.
5. Nominate the Responsible Person for each particular risk.
6. Keep a record of your plan and reassess risk if the scope of the event changes.

All of this information is best captured in a table like the example given in this info sheet. If you would like the template in word document format please contact Community Tourism & Events on 6323 3380.

## Helpful Resource

Workplace Standards Tasmania *Code of Practice for Risk Management of Agricultural Shows and Carnivals*, available at: <http://www.wst.tas.gov.au>

## **Risk Identification - Example Hazards**

The following checklist items are not exhaustive, but can be used as a prompt. You will also need to consider site and event specific risks.

### **People**

- Disorderly unruly behaviour
- Public accessing non-public areas of event
- Misuse of amusements and rides
- Drug and/or Alcohol affected persons
- Criminal Activity
- Overcrowding
- Terrorism/Bomb threat
- Medical Emergency (i.e. Heart Attack)
- Lost Children
- Water Hazard - drowning
- Lack of patron awareness of facility locations

### **Trip/Slip Hazards**

- Electrical cables
- Uneven ground, loose surfaces
- Flooring design/surface
- Lighting
- Climbing for vantage points
- Temporary Fencing

### **Health**

- Food poisoning
- Disease outbreak
- Animal to human spread of disease
- Excessive noise levels
- Inadequate number of toilets
- Inadequate maintenance of toilets
- Needles/ Syringes
- Sunburn/ Dehydration
- Smoking

### **Hazardous materials**

- Chemical hazards
- Pyrotechnics/ Fireworks
- Fuels i.e. Petrol, LPG, Diesel

### **Technical Management**

- Inadequate site management
- Lack of staff briefing
- Communications failure
- Power failure
- Water failure
- Toilet failure

- Unregistered food vendors
- Unsafe temporary structures
- Extreme weather
- Electrocution/shorting out
- Fire

### **Vehicular**

- Disabled parking
- Lack of parking spaces
- Traffic congestion
- Collisions
- Emergency Services access

### **Waste**

- Insufficient rubbish bins
- Inadequate emptying/cleaning of bins
- Litter collection
- Collection/removal of wastewater
- Site clean up

### **Accessibility**

- Inadequate seating space
- Inaccessible toilet facilities
- Difficulty touring through event site

## Risk Analysis Matrix

(From HB 205 – 2004 Occupational Health & Safety Risk)

Likelihood		
Level	Descriptor	Description
A	Almost certain	Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	may occur only in exceptional circumstances
F	Never	It is not foreseeable that this will occur

Consequence		
Level	Descriptor	Description
1	Insignificant	<ul style="list-style-type: none"> <li>◆ No Injuries;</li> <li>◆ low financial loss</li> </ul>
2	Minor	<ul style="list-style-type: none"> <li>◆ First Aid treatment;</li> <li>◆ medium financial loss;</li> <li>◆ release immediately contained</li> </ul>
3	Moderate	<ul style="list-style-type: none"> <li>◆ Medical treatment required;</li> <li>◆ high financial loss;</li> <li>◆ on site release contained with outside assistance</li> </ul>
4	Major	<ul style="list-style-type: none"> <li>◆ Extensive injuries;</li> <li>◆ major financial loss;</li> <li>◆ off site release with no detrimental effects;</li> <li>◆ loss of production capability</li> </ul>
5	Catastrophic	<ul style="list-style-type: none"> <li>◆ Death;</li> <li>◆ huge financial loss;</li> <li>◆ toxic release off site</li> </ul>

LIKELIHOOD	Consequences				
	1	2	3	4	5
<b>A</b>	<b>S</b>	<b>S</b>	<b>H</b>	<b>H</b>	<b>H</b>
<b>B</b>	<b>M</b>	<b>S</b>	<b>S</b>	<b>H</b>	<b>H</b>
<b>C</b>	<b>L</b>	<b>M</b>	<b>S</b>	<b>H</b>	<b>H</b>
<b>D</b>	<b>L</b>	<b>L</b>	<b>M</b>	<b>S</b>	<b>H</b>
<b>E</b>	<b>L</b>	<b>L</b>	<b>M</b>	<b>S</b>	<b>S</b>

Legend:

- H** High risk; detailed research and management planning required at senior levels
- S** Significant risk; senior management attention needed
- M** moderate risk; management responsibility must be specified
- L** low risk; manage by routine procedures

## Event Risk Assessment

<b>Name of the event:</b>	<b>Event Organiser:</b>
<b>Prepared by:</b>	<b>Date Prepared:</b>
<b>Responsible Person (at event):</b>	<b>Duration of Event:</b>

Risk	Likelihood	Consequence	Rating	Mitigation Strategies	Person Responsible
<b>People</b>					
<b>Trip Hazards</b>					

Risk	Likelihood	Consequence	Rating	Mitigation Strategies	Person Responsible
<b>Health</b>					
<b>Hazardous Material</b>					
<b>Technical Management</b>					

Risk	Likeli- hood	Conse- quence	Rating	Mitigation Strategies	Person Responsible
<b>Vehicular</b>					
<b>Waste</b>					
<b>Accessibility</b>					
<b>Event/ Site Specific Risks</b>					