



Event Risk Assessment Guide

AN EVENT MANAGER'S GUIDE TO COMPLETING A RISK ASSESSMENT

Why is an event risk assessment important?

An essential part of planning an event involves:

- identifying potential hazards;
- assessing the risks associated with these hazards; and
- putting measures in place to eliminate or reduce the likelihood of these risks.

It is your responsibility as an Event Manager to manage the risk assessment process before, during and after an event.

While events differ in factors such as their purpose, size and venue, all events conducted through the University of Western Australia's (UWA) Student Guild require a risk assessment. This will enable appropriate measures to be put in place to minimise or remove the risks prior to the event. In addition to achieving the objectives of the event (e.g. networking, fundraising and skill development), the aim is to conduct a safe, enjoyable and successful event without incident.

Event Managers have a critical role in managing the risk assessment process to maintain UWA's positive reputation, and maximise the health and safety of guests, staff, volunteers, contractors and the wider community. A well-completed risk assessment also reduces the chance of property damage, which can be costly and erode any profit an event has made.

The University is committed to ensuring that its staff and students deliver safe and enjoyable events; both on and off the Crawley campus. The UWA Student Guild will only approve events to run if a risk assessment has been completed and the Event Manager can adequately demonstrate the strategies they will use to deliver the event safely, responsibly, and in accordance with relevant laws and University policies.

Where to start

This document contains information for Event Managers on how to undertake a risk assessment. Background information about the hazard identification and risk management process, important definitions, examples of hazards, and guidelines on how to measure the likelihood and consequences of risks are provided.

The University's *Event Risk Assessment Plan* template is the document to accompany this Guide. Event Managers should use this template in the planning stage of their event.

A great time to complete the *Event Risk Assessment Plan* template is when filling out the UWA Event Management Plan (available at www.student.uwa.edu.au/life/health/fit/tap/toolkit).

Due to the varying nature of events, it is impossible to foresee all potential hazards. While this document provides examples of common hazards, Events Manager need to identify additional hazards and their risk by talking to other people involved in the organisation and delivery of the event.

What process do I need to follow?

1. As an Event Manager, you should read this document to understand the UWA Student Guild's risk assessment process.
2. Download a copy of the *Event Risk Assessment Plan* template from www.student.uwa.edu.au/life/health/fit/tap/toolkit. The template is available in *Part D: The University of Western Australia – event planning and management forms*.
3. Identify relevant potential hazards associated with the event and list these in the template.
4. Identify and list in the template the strategies that will be put in place to remove or minimise the identified hazards (i.e. control the likelihood and/or impact).
5. Use the Risk Assessment Tables in this document to assess the likelihood, consequence and risk rating associated with each hazard. Fill these details into the template.
6. You must sign the template as acceptance that to the best of your knowledge, all relevant hazards have been identified, that the residual risk level is satisfactory and that the proposed risk control strategies will be implemented.
7. Provide a copy of the template to the Events Manager at the UWA Student Guild for review and approval at least 7 days prior to a minor event or at least one-month prior to a major event. If unsure whether the event is classified as minor or major, contact the Events Manager as soon as possible.
 - A copy of the completed Event Management Plan should be submitted with the *Event Risk Assessment Plan*.
 - Completed forms should be emailed to the Student Guild Events Manager at events@guild.uwa.edu.au. If approved, the Events Manager will sign and return the *Event Risk Assessment Plan*.
 - If more information is required, the Events Manager will contact you.
8. Retain an approved copy of the *Event Risk Assessment Plan* on file and refer to this before, during and after the event.

Share this document with your Event Planning Committee if this supports better management of the event.

Further information

For more information about the event risk assessment process or for assistance with completing the *Event Risk Assessment Plan*, contact the UWA Student Guild Events Manager on (08) 6488 2291 or email events@guild.uwa.edu.au.

Additional information about risk management and managing UWA events is available from the following sources:

| Source | Website |
|------------------------------|--|
| UWA Student Guild | www.guild.uwa.edu.au/welcome/home |
| UWA Health Promotion Unit | www.student.uwa.edu.au/life/health/fit/tap/toolkit |
| UWA Security | www.security.uwa.edu.au/alcohol |
| UWA Risk Management Division | www.staff.uwa.edu.au/governance/risk |
| UWA Legal Services Office | www.legalservices.uwa.edu.au |



A summary of the risk management process

Hazard

A hazard is something with the potential to cause harm.

Risk

Risk is the effect of uncertainty on objectives (e.g. the objectives of an event).

Risk management

Risk management is the process of identifying hazards and controlling risks. The risk management process involves four main steps:

1. risk assessment;
2. risk control and risk rating;
3. risk transfer; and
4. risk review.

Risk assessment

Risk assessment is the first step in the risk management process. It involves identifying potential hazards. Event Managers should consider four categories when identifying event hazards:

- human (e.g. guest numbers, type of guests, staff and volunteer experience, availability of health and security personnel);
- natural (e.g. event location, condition of the event venue, transport and parking availability);
- environmental (e.g. weather, waste management); and
- technological (e.g. equipment safety, availability of utilities).

Risk control

When potential hazards have been identified, Event Managers should devise strategies to eliminate or reduce the chance of the risks occurring. There are five methods that can be used to eliminate or reduce risk:

| | |
|--------------------------------|---|
| 1. Elimination | The hazard is removed entirely. <i>E.g. If the electric cables from public announcement equipment are a tripping hazard, hire a cable-free system.</i> |
| 2. Substitution | Replace the hazardous system, material or process with one that presents a lower risk. <i>E.g. If the event is conducted on a summer's day, provide large marquees or shade sails.</i> |
| 3. Engineering | Change the physical characteristics of the venue, environment or equipment used. <i>E.g. Provide ramps if guests in wheelchairs will be attending the event.</i> |
| 4. Administrative | Ensure safe operating procedures have been implemented. <i>E.g. If required, ensure that bar staff have been trained in the Responsible Service of Alcohol.</i> |
| 5. Protective Equipment | Ensure suitable safety equipment is available. <i>E.g. Provide free sunscreen at events conducted during the day.</i> |

To assist in the development of risk control strategies, Event Managers are encouraged to talk to other people involved in planning and delivering the event.

Risk rating

Once the risk control strategies have been identified, a risk rating can be determined for each hazard. A risk rating is based on two factors:

- likelihood (i.e. the possibility of the risk occurring once risk control strategies have been put in place); and
- consequence (i.e. what could happen and the severity after allowing for the risk control strategies in place).

Risk transfer

Event Managers may identify significant risks that cannot be managed within existing resources and capabilities. When this occurs, the Event Manager should contact the UWA Student Guild Events Manager for advice.

Risk review

This is the final step in the risk management process. It involves reviewing each of the preceding steps over the course of the event to ensure that risks are being adequately managed. It also enables new risks to be identified and controlled.

Event Managers should direct any questions regarding the risk assessment process to the UWA Student Guild Events Manager via email at events@guild.uwa.edu.au or phone 6488 2291.

Risk assessment tables: Likelihood, consequence and risk rating

Event Managers should use the following three tables when completing the Event Risk Assessment Plan template.

Remember that the 'Likelihood' and 'Consequence' scores and the 'Risk Rating' must be applied after considering the planned risk control strategies.

Likelihood

| Level | Descriptor | Description |
|-------|-----------------------|---|
| A | Almost certain | Is expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Possible | Might occur at some time |
| D | Unlikely | Could occur at some time |
| E | Rare | May occur but only in exceptional circumstances |

Consequence

- Consequences come in many forms. For UWA Student Guild events, the major consequence categories are Safety, Financial, Media coverage (i.e. reputation) and Compliance breaches (i.e. breaking the law).
- Event Managers should allocate a score to each of these consequence areas using the impact scales provided in the table below. These impact scales may need to be tailored if your event is very large, risky or unusual in its nature. Contact the UWA Student Guild Events Manager if this is the case.
- Some risks have multiple consequences. If you have a score in more than one category, you should use the highest score to determine the risk consequence rating.



| Impact scale level | Descriptor | Safety | Financial | Media Coverage | Compliance breaches |
|--------------------|---------------|------------------------------------|----------------------|--------------------------------------|--|
| 1 | Insignificant | First aid required | < \$100 | Local press (1 day) | Not applicable |
| 2 | Minor | Routine medical attention required | \$100 to \$500 | Press (1 week) | Minor breach - no interaction with regulator or grant body |
| 3 | Moderate | Serious injury | \$501 to \$1,000 | TV local/state (temporary) | Breach of regulations - informal warning or interaction with regulator or grant body |
| 4 | Major | Multiple injuries | \$1,001 to \$10,000 | TV local/state (extended) | Formal warning from regulator or grant body |
| 5 | Catastrophe | Fatality | \$10,001 to \$50,000 | Widespread national (short/extended) | Proposed or successful prosecution of UWA students/staff |

Risk rating

| CONSEQUENCE | | | | | |
|---------------------------|--------------------|------------|---------------|------------|------------------|
| Likelihood | Insignificant 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophe 5 |
| A (almost certain) | High | High | Extreme | Extreme | Extreme |
| B (likely) | Medium | High | High | Extreme | Extreme |
| C (possible) | Low | Medium | High | Extreme | Extreme |
| D (unlikely) | Low | Low | Medium | High | Extreme |
| E (rare) | Low | Low | Medium | High | High |

Remember that the scores are applied after considering the effect of the planned risk control strategies. Be realistic in assessing the effect of your risk control strategies on the underlying risk.

Examples of hazards

The following table provides Event Managers with examples of hazards. Also provided are corresponding risk control strategies that may be put in place.

This list is not exhaustive. As an Event Manager, you should use these examples as a starting point in the risk assessment process. Discussion should then take place with other people involved in planning and delivering the event to identify other relevant hazards specific to the nature of your event.

| Event area | Examples of hazards | Example controls |
|-----------------------------------|---|---|
| Event site | Venue not available due to inclement weather (e.g. flooding) | <ul style="list-style-type: none"> ↳ Arrange a back-up venue in advance ↳ Have a strategy in place to notify guests and personnel of the venue change |
| Bump in/bump out | Collision risk with vehicles and personnel on the event site | <ul style="list-style-type: none"> ↳ Implement a low speed limit on site ↳ Schedule times when vehicles can be on site ↳ Ensure a qualified First Aid officer is on site |
| | Accidents during construction of marquees (e.g. falling, incorrect installation leading to injury) | <ul style="list-style-type: none"> ↳ Use a qualified contractor ↳ Follow the manufacturer's installation guidelines ↳ Ensure a qualified First Aid officer is on site |
| Equipment | Public announcement system fails | <ul style="list-style-type: none"> ↳ Arrange to have a back-up system available |
| | Injury to guests coming into contact with equipment | <ul style="list-style-type: none"> ↳ Ensure potentially dangerous equipment is locked away ↳ Ensure equipment is lock protected ↳ Ensure cables are covered |
| Activities | Certain activities cannot be offered due to weather conditions | <ul style="list-style-type: none"> ↳ Have a list of alternative activities available |
| | Noise from the event impacts local residents and businesses | <ul style="list-style-type: none"> ↳ Ensure sound levels do not exceed permissible limits ↳ Pre-inform local residents and businesses about the event |
| Health and safety | Sexual assault of a guest | <ul style="list-style-type: none"> ↳ Ensure all staff have undertaken appropriate training ↳ Employ qualified First Aid and security staff ↳ Ensure alcohol is served according to RSA guidelines ↳ Provide safety messages on tickets and at the venue |
| | Food poisoning | <ul style="list-style-type: none"> ↳ Follow food safety guidelines ↳ Ensure food vendors have current trading permit |
| | Unauthorised entry leading to disruption and potential physical violence | <ul style="list-style-type: none"> ↳ Employ qualified security staff ↳ Ensure tickets are issued to guests ↳ Issue all personnel with identification (ie. wristbands) |
| Weather | Extreme weather effects on guests and personnel - e.g. heat exhaustion, heat stroke, fainting and sunburn | <ul style="list-style-type: none"> ↳ Move the event indoors ↳ ensure shade is available ↳ Provide free drinking water and sunscreen ↳ Regularly remind guests and personnel to drink water and reapply sunscreen |
| Event parking | Not enough parking | <ul style="list-style-type: none"> ↳ Provide free bus services ↳ Notify taxi services of the event ↳ Arrange additional parking venues ↳ Encourage guests and personnel to use public transport |
| Event staff and volunteers | Volunteers do not turn up | <ul style="list-style-type: none"> ↳ Arrange for more volunteers than necessary |
| | Staff and volunteers are not adequately trained | <ul style="list-style-type: none"> ↳ View personnel qualifications prior to the event ↳ Assist personnel to access relevant training programs |
| Utilities | Electrocution when power is being installed | <ul style="list-style-type: none"> ↳ Use a qualified and experienced contractor |
| | Power goes out during the event | <ul style="list-style-type: none"> ↳ Have a generator available ↳ Restrict access to authorised personnel only |
| Waste management | Excess litter on site | <ul style="list-style-type: none"> ↳ Provide additional bins ↳ Employ extra cleaning staff during and after the event |
| | Not enough toilets | <ul style="list-style-type: none"> ↳ Hire additional toilets for the event ↳ Clearly sign post the toilets |
| Event goals | The event format does not achieve the goals of the event | <ul style="list-style-type: none"> ↳ Link the event activities to the event goal ↳ Prepare an Event Management Plan to ensure clear event goals are identified |