

**EVENT MANAGEMENT RISK ASSESSMENT PF712**

Summary of Event Management Risk Assessment. This cover section is **mandatory** for all Risk Management plans submitted:

<b>Event Title:</b>	<input type="text"/>		
<b>Event Date:</b>	<input type="text"/>		
<b>Proposed Location:</b>	<input type="text"/>		
<b>Event Category:</b>	Small <input type="checkbox"/>	Medium <input type="checkbox"/>	Large <input type="checkbox"/>
<b>Event Coordinator Name:</b>	<input type="text"/>		
<b>Organisation:</b>	<input type="text"/>		
<b>Description of the Event:</b> (provide context and scope for the risk assessment)	<input type="text"/>		
<b>Target audience:</b>	<input type="text"/>	<b>Estimated total attendance:</b>	<input type="text"/>
<b>Stakeholders:</b>	<input type="text"/>		
<b>Reviewed by Organisation Safety/OHS Coordinator:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
		<b>Approved:</b> <input type="checkbox"/>	<b>Comments:</b> <input type="text"/>

**THIS SECTION TO BE COMPLETED BY THE UNIVERSITY OF QUEENSLAND ONLY**

<b>Received by Security:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>	<b>Sufficient:</b> Y <input type="checkbox"/> N <input type="checkbox"/>
<b>Event Risk Category:</b>	Minor <input type="checkbox"/>	Major <input type="checkbox"/>		
<b>Received by OHS:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>	<b>Sufficient:</b> Y <input type="checkbox"/> N <input type="checkbox"/>

RISK IDENTIFICATION				DECISIONS and CONTROLS - ACTION PLAN		
#	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Temporary Structures	Collapse Trip hazards Obstruction of walkways exits / or emergency access	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Adverse Weather	Harm to patrons from cold or wet conditions if no shelter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Electrical Powered Equipment	Electric shock Trip hazards from electric cords Incorrectly placed equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Traffic Control	Vehicles on site (before, during or after event)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	Number of Patrons (Crowd Control)	Panic Bomb threat Trampling (crowd related) Crush (crowd related movement) Excessive number of people at venue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	Waste Management	Overflowing waste containers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	Provision of Amenities	Public urination (indecent exposure) Excessive queues for toilets	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

		Contamination of toilet amenities Overload of toilet amenities				
10	<b>Patron and Staff (worker) wellness</b>	Heat exhaustion Dehydration Stress				
11	<b>Fire Safety</b>	Fire on site Patron and staff safety during a fire event				
12	<b>Provision of Entertainment</b>	High noise levels leading to public complaint				
13	<b>Cash Handling</b>	Theft Hygiene				
14	<b>Security Matters</b>	Forced entry / breach of perimeter Excessive number of patrons at venue Undesired patron entry Drug use on site				
15	<b>Service of Alcohol</b>	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)				
16	<b>Service of Food</b>	Food Poisoning through inadequate food preparation, handling and control				
17	<b>Competitions</b>	Injury during planned or impromptu competitions				
18	<b>On Site Incident Management</b>	Communication of incident Emergency alarms and protocols Emergency Control Organisation				
19	<b>Consequential Outcomes</b>	Sexual Assault Conflict or fights				
20	<b>Campus Assets</b>	Damage to flora and fauna Damage to buildings and structures				
21	<b>Off Site Matters</b>	Public complaints Neighbours impacted by noise levels Neighbours impacted by intruders				
22	<b>Reputational risks</b>	Loss of reputation Misconduct Negative feedback				
23						
24						
25						