



## RISK ASSESSMENT / SAFETY CHECKLIST.

### For Small - Medium Size Events.

It is the Event Manager / Organiser's duty of care to provide a safe and healthy environment for those attending and working at their event, so far as reasonably practicable. Proactive attention to safety and risk by event organisers may be achieved by a process of identification, assessment and control of actual and potential hazards.

A risk assessment is designed to:

- consider all foreseeable hazards and detail the controls used to eliminate or reduce the risk of those hazards
- detail how an emergency during the event will be managed

**THIS DOCUMENT IS A GUIDE ONLY to assist event organisers to complete their own event specific Risk Assessment document.**

The below items are examples only and not an exhaustive list of all possible hazards which may be present at any given event.

The below has been developed as **a basic list of potential hazards which could occur in relation to running an event** and examples of possible controls which could be implemented to eliminate or minimise risks at an event.

- Given the nature of your event, some hazards listed below may or may not be relevant **AND** there may be others not listed below.
- Given the nature of your event, some of the controls listed may or may not be applicable **AND** there may be others you could implement.

<b>Name of Event</b>	
<b>Date of Event</b>	
<b>Location of Event</b>	
<b>Key Contact Name / Number</b>	
<b>Description of Event</b>	

<b>Activity / Task / Hazard</b>	<b>Yes</b>	<b>No / NA</b>	<b>Additional Controls</b>
<b>Bump in / Bump out</b>			<b>Specific equipment available on-site: High vis vests available, site fence, witches hats, radio communication, dedicated staff member directing vehicle movement...</b>
Plan/timetable developed to stagger arrival and set up times.			
Site plan developed that clearly defined areas for vendors.			
Restrict access to essential personnel during set up.			
Vendors/Contractors provided with map and bump in instructions, including: <ul style="list-style-type: none"> <li>• Access and exit points</li> <li>• No vehicle areas/zones</li> <li>• Parking during set up</li> <li>• Speed limits</li> </ul>			
Spotters used to assist vehicles moving to their site.			

Traffic / Parking			Eg: what traffic equipment will you have on-site? Name of your traffic contractor if you're having one onsite. Are your signs posters, variable message boards etc.
Restricted pedestrian access during bump in / out.			
Provisions of access for emergency vehicles and personnel.			
On-site traffic management staff to wear high visibility vests.			
Clear signage designed and displayed on-site.			
Adequate parking facilities for people with disabilities.			
Parking attendants rostered on.			
Equipment on-site to manage vehicle / pedestrian interaction ie bollards, railings, lights...			
Variable message boards set up pre-event to notify public of traffic changes.			
Neighbour notification distributed at least one week prior to event outlining traffic changes.			
<p>Consulted with Sutherland Shire Council's Events Team regarding necessary traffic documents required by their team including but not limited to:</p> <ul style="list-style-type: none"> <li>• Advertising deadlines for community consultation</li> <li>• Council's Traffic Committee feedback</li> </ul>			
<p>Consulted a professional Traffic Management agency because event interacts with a public road. Services they have provided (at a cost) would include but not limited to:</p> <ul style="list-style-type: none"> <li>• NSW RMS Road Occupancy Licence application completed, submitted &amp; approved.</li> <li>• Traffic Management Plan (TMP)</li> <li>• Traffic Management Site Map (TMM)</li> </ul>			
Copy of ROL, TMP, TMM given to Local Council's Events Team / Police.			

<b>Event Staff Management</b>			<a href="#">Click here</a> for a staff / contractor / performer 'on-site induction form' template.
All staff to receive an on-site induction.			
All staff briefed on the chain of command during an incident or emergency and aware of meeting point in an emergency (ie volunteers / casuals don't call Police or Security if they witness an incident, they call their direct supervisor who will enact the appropriate management of the situation and call appropriate people).			
Senior staff issued a copy of the events Emergency Management Plan pre-event.			
All on-site staff have Event Mangers / Team Leaders phone numbers.			
If radio comms are in place are all staff briefed on what channels to use for what situations. Most events only require four channels: 1) Main channel, all staff 2) Medical / Security 3) Stage Management 4) Clear channel for extreme emergencies.			
<b>Contractor Management</b>			
All contractors to receive an on-site induction. <a href="#">Click here</a> for an example form.			
Aware of event Emergency Management Plan's Chain of Command.			
All contractors have contact details for Event Manager (Event Manger will liaise directly with security, police, staff etc if necessary).			
Documents received pre-event: <ul style="list-style-type: none"> <li>• Public Liability Certificate</li> <li>• Workers Compensation Certificate</li> <li>• Risk Management Plan</li> <li>• Licences (pyrotechnic licence, white card for workers doing general construction ie stage builders)</li> <li>• Safe Work Method Statement (companies providing a high-risk product / service will have this on their company files. ie stage builders, sound &amp; lighting companies)</li> </ul>			
Documents to be received on-site: <ul style="list-style-type: none"> <li>• Structural engineers' certificate (bump in: stages that include scaffolding, roof truss).</li> </ul>			

Stage trucks do not require this certificate. • Incident reports (first aid / police)			
<b>Stallholder and Performer Management</b>			
All stallholders have appropriate insurance.			
All food stallholders hold appropriate food licence / permit – licences displayed.			
Copy of food stallholders name and contact number sent to local Council.			
If alcohol is to be served: • Alcohol licence obtained and displayed. • At least one person responsible for the Service of alcohol must be trained in 'Responsible Service of Alcohol' (RSA) • All RSA guidelines are to be followed			
Council approval has been given for event to serve alcohol.			
Stallholders are given a site map including: • Emergency Evacuation Assembly point. • Location of amenities • First Aid marquee (if available)			
All stallholders have contact details for: • On-site Event Manager			
All performers have contact details for: • Stage Manager and/or • On-site Event Manager			
All stallholders & performers whose activities may potentially place themselves or others at risk have submitted their own risk assessment.			
<b>Event Signage</b>			
Access and egress points are clearly signed			
Any restricted entry areas are adequately signed			
Emergency exit pathways are clearly signed (indoor events)			

Emergency assembly areas are adequately signed			
Site maps available			
Are prohibition signs located in areas deemed hazardous or where the general public are not allowed?			
Are fire extinguisher locations clearly signed?			
<b>Set-up / Assembly of Temporary Structures (marquees, fete stalls)</b>			<b>Eg: what are you using to weight marquees, in the event of bad weather who will determine when stalls are to be dismantled. Contractor hired include name, contact number, P/L certificate received, their rules on bad weather and their product.</b>
Restricted public access during set up.			
Equipment installed in accordance with manufactures guidelines (if Event Organiser is putting up pop up marquees purchased from Bunnings etc).			
All free-standing objects (marquees, pin boards etc) are weighted and/or secured.			
Qualified, experienced contractor hired to installed, set up and dismantle events fete stalls, marquees. If so, you've received a copy of their Public Liability certificate.			
<b>Amenities</b>			
Sufficient and hand washing facilities for expected number of attendees			
Adequate amenities provision for people with disabilities			
Adequate drinking water available for attendees			
Will amenities be placed on a cleaning roster to ensure they are kept clean throughout the event?			

<b>Power</b>			<b>Eg: cable tray covers / film silence generator / distribution board hired from external contractor. P/L certificate supplied etc. Electricians company name and number...</b>
All portable electrical equipment/tools, leads and power boards tested and tagged as required			
No daisy chaining of extension cords and power boards			
Leads connections etc are protected from weather or any other liquid			
All leads secured.			
Leads/cables not to be placed across thoroughfares.			
Generators, if used, safely positioned and access to area restricted.			
Event has a qualified electrician on-site (if event has a complicated set up).			
Pathways and thoroughfares kept free of trip hazards.			
Site assessment/inspection to identify trip hazards — plan set up to avoid trip hazards.			
Signage where necessary.			
<b>Noise</b>			<a href="#">Click here</a> to see Sutherland Shire Council's 'noise restrictions'
Noisy activities are planned for time of least disturbance of other activities.			
People who may be affected by nuisance noise have been alerted to time and duration of noise.			
<b>Waste management</b>			<b>Eg: Council bins on-site sufficient, hiring extra bins, are staff managing bin rotations etc. If using bin bags only who is responsible to take them away?</b>
Adequate bins numbers arranged/provided.			
Increased bin emptying has been arranged throughout the event.			

<b>Manual handling</b>			<a href="#">Click here</a> to see SafeWork NSW manual handling 'Code of Practice' booklet.
Have staff and volunteers been informed about safe lifting and handling techniques (ie bending from their knees)?			
Will this event require lifting aids on-site (ie forklift, trolleys) where weights exceed safe limits or where items are difficult to lift safely?			
<b>Fall from heights</b>			<a href="#">Click here</a> to see Safe Work NSW 'working from heights' checklist.
All ladders meet Australian Standards.			
All ladders used are secured or have a lookout.			
If there is a risk of falling more than 2m a Safe Work Method Statement must be submitted.			
<b>Weather</b>			
Willy Weather ( <a href="http://www.willyweather.com.au">www.willyweather.com.au</a> ) accessed to check for forecast adverse weather events.			
An extreme weather contingency has been planned (eg cancellation, postponement, venue change, social media notifications etc)			
<b>Sun and heat exposure</b>			<a href="#">Click here</a> to see Safe Work NSW 'Sun Exposure' guidelines.
Provision of undercover areas (for shade) workers (including Contractors) and volunteers working outside required to wear sun safe clothing and sunscreen			
Provision of sunscreen for outdoor workers.			
Outdoor workers rotated to avoid prolonged exposure to sun and heat.			
Adequate drinking water available.			
First aid officers on site			
<a href="https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/health/">https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/health/</a>			



<b>Fireworks</b>			<a href="#">Click here</a> to see SafeWork NSW 'Council' guidelines. <a href="#">Click here</a> to see SafeWork NSW 'Fireworks Contractor'* checklist. *A 'fireworks contractor' is the company paid to provide the fireworks at your event, not the event organiser.  <a href="#">Click here</a> for a quote on Neighbour Notification letterbox drop quote.
Received copies of the below from your 'fireworks contractor': <ul style="list-style-type: none"> <li>• SafeWork NSW notification</li> <li>• Public liability certificate</li> <li>• Workers Compensation Certificate</li> <li>• SafeWork Pyrotechnic licences (one for letting off fireworks, one for driving fireworks)</li> </ul>			
Council have approved you to have fireworks at your event location.			
Neighbours and businesses notified 7 days prior via letterbox drop / social media post to a community page / local paper advertisement.  Clarify if the 'fireworks contractor' is organising the neighbour notification or prefers the event organiser to do this as it's a good opportunity to promote full event program not just the time of fireworks.			
<b>Amusement devices</b>			<a href="#">Click here</a> for Safe Work Australia's 'Amusement Rides Guidelines'.
Public liability certificate provided.			
Have you confirmed with your contractor that their staff all have working with children checks?			
Have you checked that Inspection records <i>can</i> be made available on request to demonstrate the device has recently been assessed as safe by an Engineer?			
On-site checklist: <ul style="list-style-type: none"> <li>• Are height/age requirement signs erected where required?</li> <li>• Is soft-fall/padding provided where required?</li> <li>• Are amusement devices positioned securely on sturdy even ground?</li> <li>• Are inflatable amusement devices thoroughly checked and secured prior to use?</li> <li>• Are all ropes (inflatable devices) attached securely to anchor points and free from wear and tear?</li> </ul>			

• Have amusement device contractors agreed to halt operation of devices during adverse weather conditions?			
<b>Emergency management</b>			
Do you have an emergency response plan and procedures?			
Have you created an emergency management team?			
Do your emergency management team members know their specific roles on-site?			
<b>Security and cash handling</b>			
Have you hired a professional security firm? If yes, have you conducted reference checks and obtained copies of licences, certifications and insurances?			
Have security personnel been briefed on the event, their roles and responsibilities?			
Is cash transported and handled by a professional security provider?			
If cash is to be transported by members of staff, have you conducted a risk assessment to determine risks and implemented controls where required?			
<b>Fire prevention</b>			<a href="#">Click here</a> to see Fire & Rescue NSW 'basic chart showing which fire extinguisher to use each type of fire'.
Are appropriate fire extinguishers and blankets available?			
What staff are trained to use a fire extinguisher?			
Are combustibles stored away from buildings?			
Will designated fire wardens be in attendance during the event			

Liquid Petroleum Gas (LPG) and heaters			
Small gas cylinders are used wherever possible.			
LPG cylinders are secured to increase stability.			
LPG cylinders are clear of ignition sources and are in a well-ventilated area.			
LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date.			
Compliance with AS/NZS 1596:2002 – the Storage and Handling of LP Gas			

Disclaimer: The Event Safety Checklist is to be used as a guide only. It is incumbent on the event organiser to ensure that all laws are complied with including obtaining the necessary permits. Sutherland Shire Council accepts no liability for any act, error, or omission, loss or damage incurred by an event organiser or third party from relying on the checklist.