

## RISK ASSESSMENT TEMPLATE – FOR CASUAL HIRER USE ONLY

A completed risk assessment must be returned for approval of your event to proceed.

Further information please contact Council's Customer Relations team 08 8080 3300 or email [council@brokenhill.nsw.gov.au](mailto:council@brokenhill.nsw.gov.au)

**PLEASE USE THE BELOW INFORMATION TO RATE YOUR EVENT RISKS AND COMPLETE YOUR RISK ASSESSMENT**

### Risk Likelihood Table

<b>A</b>	<b>Rare</b>	Heard of it occurring elsewhere Once every 100 years.
<b>B</b>	<b>Unlikely</b>	The event does occur somewhere from time to time Once every 30 years.
<b>C</b>	<b>Possible</b>	The event might occur once in your career Once every 10 years.
<b>D</b>	<b>Likely</b>	The event has occurred several times in your career Once every three years.
<b>E</b>	<b>Almost certain</b>	The event will occur on an annual basis Once a year or more frequently.

### Consequence Table

<b>1</b>	<b>Catastrophic</b>	Significant/material financial loss > \$500,000. Extensive regulatory breaches. Widespread and total degradation of operations and service levels. Impact across critical functions. Threat to immediate viability of business. Deaths. Major environmental loss. Major adverse public/staff reaction and negative publicity.
<b>2</b>	<b>Major</b>	Major financial loss of \$50,000-\$500,000. Significant regulatory breach. Significant degradation of operations and service levels. Impacts multiple and diverse areas of business. Threatens business viability. Extensive injuries. Loss of production capability. Major environmental loss. Significant adverse public/staff reaction and negative publicity.
<b>3</b>	<b>Moderate</b>	High financial loss of \$10,000-\$50,000. Significant regulatory breach. Substantial degradation of operations and service levels. Impacts multiple areas of business. Medical treatment required. Significant environmental loss. Moderate adverse public/staff reaction and negative publicity.
<b>4</b>	<b>Minor</b>	Medium financial loss of \$1,000-\$10,000. Minor regulatory breach. Minor degradation of operations and service levels. Little environmental loss. Minor adverse public/staff reaction and negative publicity. First aid treatment.
<b>5</b>	<b>Insignificant</b>	Low financial <\$1,000 and no injury to property or people. No regulatory breach. No adverse public/staff reaction and negative publicity.

**Risk Rating Matrix:**

<b>Risk Impact Matrix:</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Catastrophic</b>
<b>Almost certain</b>	MODERATE	HIGH	HIGH	EXTREME	EXTREME
<b>Likely</b>	MODERATE	MODERATE	HIGH	HIGH	EXTREME
<b>Possible</b>	LOW	MODERATE	MODERATE	HIGH	EXTREME
<b>Unlikely</b>	LOW	MODERATE	MODERATE	HIGH	HIGH
<b>Rare</b>	LOW	LOW	MODERATE	MODERATE	HIGH

**For example – A Hazard that is ‘UNLIKELY (B)’ {Risk Likelihood table} but if it did happen would be ‘MAJOR’ {Consequence table} then your Risk Rating Score {Risk Rating Matrix} would be ‘HIGH’.**

For your convenience the below risk assessment has been pre-filled with the most common hazard and risks associated with events and activities in ‘public’ spaces – please indicate if they are applicable to your event by:

Selecting YES or NO > scoring the likelihood, consequence and overall risk rating (please see page 1 and 2 for tools required to do so) > highlighting or adding in the appropriate control you will be implementing > add in any additional comments relating to residual risk > complete any addition hazard and risk information in the blank spaces provided at the end of the risk assessment.

**Disclaimer: The risk management material contained in this section is only general information and is not intended to be an exhaustive process for identifying and managing risk. The material provided by Broken Hill City Council does not constitute formal advice of any kind in respect to your specific event, nor is it an endorsement of any event planner’s application. Council strongly advises you to seek independent advice for your own risk assessment. While the information included here is provided in good faith, no representation is made as to its accuracy, completeness or suitability for your specific event.**

RELEVANT TO MY EVENT/ACTIVITY?	POTENTIAL HAZARDS  <i>'what is the problem' 'what could cause harm, loss etc'</i>	ASSOCIATED RISKS  <i>'what will actually happen if that hazards was to happen'</i>	COMPLETE FOR THOSE APPLICABLE TO YOUR EVENT ACTIVITY			TICK WHICH CONTROL(S) YOU WILL BE IMPLEMENTING	COMPLETE FOR THOSE APPLICABLE TO YOUR EVENT ACTIVITY
			Likelihood Rating  <i>'chances of happening'</i>	Consequence Rating  <i>'how bad it will be if it did happen'</i>	Risk Rating  <i>'likelihood and consequence joins to equal risk rating'</i>	Recommended Controls  <i>'how can we make it safer/more appropriate'</i>	Residual Risk  <i>Comment on any 'left over' risk that may be there after you apply your selected control</i>
YES <input type="checkbox"/> NO <input type="checkbox"/>	Public liability	Claims made against all concerned and involved	C Possible	2 Major	High	<ul style="list-style-type: none"> <li>• All contractors, events and performers to have acceptable levels (\$20,000,000 unless otherwise approved) of effective public liability insurance in place (location coverage to be Australia wide and/or state BHCC rights and interests) – that has been cited by BHCC <input type="checkbox"/></li> <li>• Private event – purchased Council's casual hirer coverage <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	In the event that a public liability claim is made my organisation has coverage in place and our insurance company has been notified of the event we are coordinating

<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Fire or other emergency</p>	<p>Injury or death as a result of fire</p>	<p>D Likely</p>	<p>1 Catastrophic</p>	<p>Extreme</p>	<ul style="list-style-type: none"> <li>• Emergency response policy and procedure <input type="checkbox"/></li> <li>• Evacuation drills <input type="checkbox"/></li> <li>• Adequate staff levels in event of an emergency <input type="checkbox"/></li> <li>• Smoke free environment: documented policies and procedures <input type="checkbox"/></li> <li>• Insurance coverage for injury <input type="checkbox"/></li> <li>• Advised emergency services prior to event <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	
<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Live electrical wires or faulty equipment</p>	<p>Electrocution hazard to patrons or performers</p>				<ul style="list-style-type: none"> <li>• Leads and appliances to be tagged and tested <input type="checkbox"/></li> <li>• Switchboards are to be operated by competent designated staff <input type="checkbox"/></li> <li>• Temporary installations to run overhead <input type="checkbox"/></li> <li>• Insurance coverage for injury <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	

<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Food poisoning</p>	<p>Illness or injury to worker, participant, member of the public</p>				<ul style="list-style-type: none"> <li>• Appropriately licensed food vendors operate in accordance with all food management regulations <input type="checkbox"/></li> <li>• Food vendors subject to City Council regulations and inspections <input type="checkbox"/></li> <li>• Food vendors required to attend food and hygiene course prior to commencing events <input type="checkbox"/></li> <li>• Food vendors to take steps to maintain a high standard of food hygiene at all times <input type="checkbox"/></li> <li>• Insurance <input type="checkbox"/></li> <li>• Members of the public not allowed into food preparation and cooking areas <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	
<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Fire, cooking, naked flame, hot surfaces</p>	<p>Burn injury and loss if fire breaks out</p>				<ul style="list-style-type: none"> <li>• Stalls, food vendors, naked flame and power supplies required having extinguishers and blankets at all risk areas <input type="checkbox"/></li> <li>• BBQs to be guarded and out of public reach <input type="checkbox"/></li> <li>• All drapes, props and cloths to be fire rated and treated with retardant <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	

<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Loss of crowd control</p>	<p>Bodily injury</p>				<ul style="list-style-type: none"> <li>• Event has set number of tickets/admittance/ invite only in place <input type="checkbox"/></li> <li>• Method of restricting entry to the structures to be in place – proof of invite, ticket etc for admittance <input type="checkbox"/></li> <li>• Free events in public space to be able to be ceased if necessary to regain control <input type="checkbox"/></li> <li>• Crowd monitored by Security and Area Wardens with radio contact to Event <input type="checkbox"/></li> <li>• Warden and Security briefings prior to events <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	
<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Hazardous chemicals</p>	<p>Spills, consumption by worker, participant, member of the public</p>				<ul style="list-style-type: none"> <li>• Current Material Data Sheets (MDS) <input type="checkbox"/></li> <li>• Secured storage <input type="checkbox"/></li> <li>• Worker training <input type="checkbox"/></li> <li>• Chemical spill kit <input type="checkbox"/></li> <li>• Designated area away from members of the public <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	

<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Slip, trip, fall and knock</p>	<p>Bodily injury to public or participants</p>				<ul style="list-style-type: none"> <li>• Serious trip and fall hazards identified and removed or treated to prevent injury <input type="checkbox"/></li> <li>• Stakeholder and contractor site safety induction <input type="checkbox"/></li> <li>• Cables flown overhead where possible <input type="checkbox"/></li> <li>• Rubber mats and cable traps over cables <input type="checkbox"/></li> <li>• Barriers placed around protruding equipment <input type="checkbox"/></li> <li>• Changes in height and edges highlighted <input type="checkbox"/></li> <li>• Slippery surfaces treated or isolated <input type="checkbox"/></li> <li>• Additional lighting in dark areas <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	
<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Medical emergency</p>	<p>Poor access for emergency vehicles</p> <p>Potential injuries to public and staff</p>				<ul style="list-style-type: none"> <li>• Strategically placed First Aid stations in locations accessible by ambulance <input type="checkbox"/></li> <li>• First Aid Staff on site and in radio contact <input type="checkbox"/></li> <li>• Wardens trained in ambulance response and crowd management for emergency vehicles <input type="checkbox"/></li> <li>• Designated emergency accesses <input type="checkbox"/></li> <li>• Event Management Centre in operation during event <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	

						<ul style="list-style-type: none"> <li>• Marketing and publicity for event to include details of public transport, road closures, car <input type="checkbox"/></li> <li>• Parking, drop off and pick up points, bus services and taxi ranks <input type="checkbox"/></li> <li>• Pre-event communication in local press and signage for road traffic regarding closures and traffic management <input type="checkbox"/></li> <li>• Traffic management plans will be in place for all known areas of concern <input type="checkbox"/></li> <li>• Designated pedestrian access ways to be kept clear of infrastructure such as vendors, marquees, attractions and parked vehicles <input type="checkbox"/></li> <li>• Dedicated crowd wardens instructing patrons on best access and egress points to suit the event and crowd conditions <input type="checkbox"/></li> <li>• Event area kept clear of unnecessary equipment and clutter <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	
YES <input type="checkbox"/> NO <input type="checkbox"/>	Access and egress of patrons	Anxiety/ frustration  Vehicle accidents  Bodily injury  Traffic jams  Public transport disruption					



<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Broken glass, litter etc</p>	<p>Potential cuts and lacerations to hands and feet of patrons and staff</p>				<ul style="list-style-type: none"> <li>• Traders advised against sales and use of glass ware during events in outdoor areas <input type="checkbox"/></li> <li>• Additional rubbish bins for designated areas as required <input type="checkbox"/></li> <li>• Cleaning staff on duty all operational hours to minimise time glass or litter is left on ground <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	
<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Alcohol and drugs</p>	<p>Excessive consumption</p> <p>Drunken behaviour</p> <p>Riotous and disruptive behaviour</p> <p>Underage drinking</p> <p>Bodily injury and asset damage</p>				<ul style="list-style-type: none"> <li>• All existing and additional licensed areas are to be adequately secured and fenced to eliminate under age access and overcrowding <input type="checkbox"/></li> <li>• Post Security at entrance points to enforce regulations and to prohibit BYO entry <input type="checkbox"/></li> <li>• Designate adequate Security to recognise patrons arriving and within the crowds already intoxicated or drug affected <input type="checkbox"/></li> <li>• Designate areas within each Precinct as recovery zones for patrons effected by drugs and alcohol <input type="checkbox"/></li> <li>• All Bar staff to be competent and hold current Responsible Service of Alcohol accreditation <input type="checkbox"/></li> </ul>	

<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Stages, scaffold platforms etc.</p>	<p>Fall from height</p> <p>Public access</p> <p>Bodily injury to performers, public, participants or others on or adjacent to structures</p>				<ul style="list-style-type: none"> <li>• Safety barriers/hand rails fixed to all structures where required <input type="checkbox"/></li> <li>• Stage boundaries highlighted to assist performers <input type="checkbox"/></li> <li>• Fall protection systems used on any high work over 2 metres unless trained performers etc <input type="checkbox"/></li> <li>• General public not permitted on stages or other structures intended for performers <input type="checkbox"/></li> <li>• Security monitoring stages when not in use <input type="checkbox"/></li> <li>• Performers competent in specific tasks have a thorough knowledge of requirements <input type="checkbox"/></li> <li>• Wardens supervising all performances to ensure compliance <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	
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<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Major equipment relocations, bumping in and out, staff carrying large or awkward objects</p>	<p>Bodily injuries to staff and public</p>				<ul style="list-style-type: none"> <li>• Pre event Production Staff briefing <input type="checkbox"/></li> <li>• Bump in movements to be scheduled and agreed on by all stakeholders prior to each event <input type="checkbox"/></li> <li>• Bump in area barricaded and treated as a work site <input type="checkbox"/></li> <li>• Public kept off site during bump in <input type="checkbox"/></li> <li>• No major relocations when site is open <input type="checkbox"/></li> <li>• Staff instructed to exercise care in such circumstances <input type="checkbox"/></li> <li>• Ensure clear access to the site and use trolleys where possible <input type="checkbox"/></li> <li>• All staff working in the barricaded areas to be wearing fluoro vests <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	
<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p>Inflatable device usage</p>	<p>Becoming airborne in strong winds</p>				<ul style="list-style-type: none"> <li>• Inflatable manufactured and operated by trained and experienced staff <input type="checkbox"/></li> <li>• Units to be manufactured from fire retardant material as required by local legislation <input type="checkbox"/></li> <li>• All anchor points to be used in accordance with design <input type="checkbox"/></li> <li>• Ballast to be as recommended by engineers <input type="checkbox"/></li> <li>• Other – please specify <input type="checkbox"/></li> </ul>	

Additional comments:

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Location:

Date of event:

Name/Coordinator of the event:

Signature:

Date: