



Event Risk Assessment Guide

All types of events have risks. An event organiser is responsible for identifying and managing these risks to ensure that their event:

- Avoids or minimises injury to event attendees;
- Avoids or minimises the likelihood of damage to property; and
- Complies with legislative acts and regulations, this avoids penalties for failure to comply with legislated standards and Worksafe Tasmania shutting down an event for significant non-compliance.

Risks can be effectively managed by completing a risk assessment and implementing appropriate risk controls. A risk assessment involves identifying all potential hazards, assessing the associated risks and determining control measures to eliminate or minimise these risks.

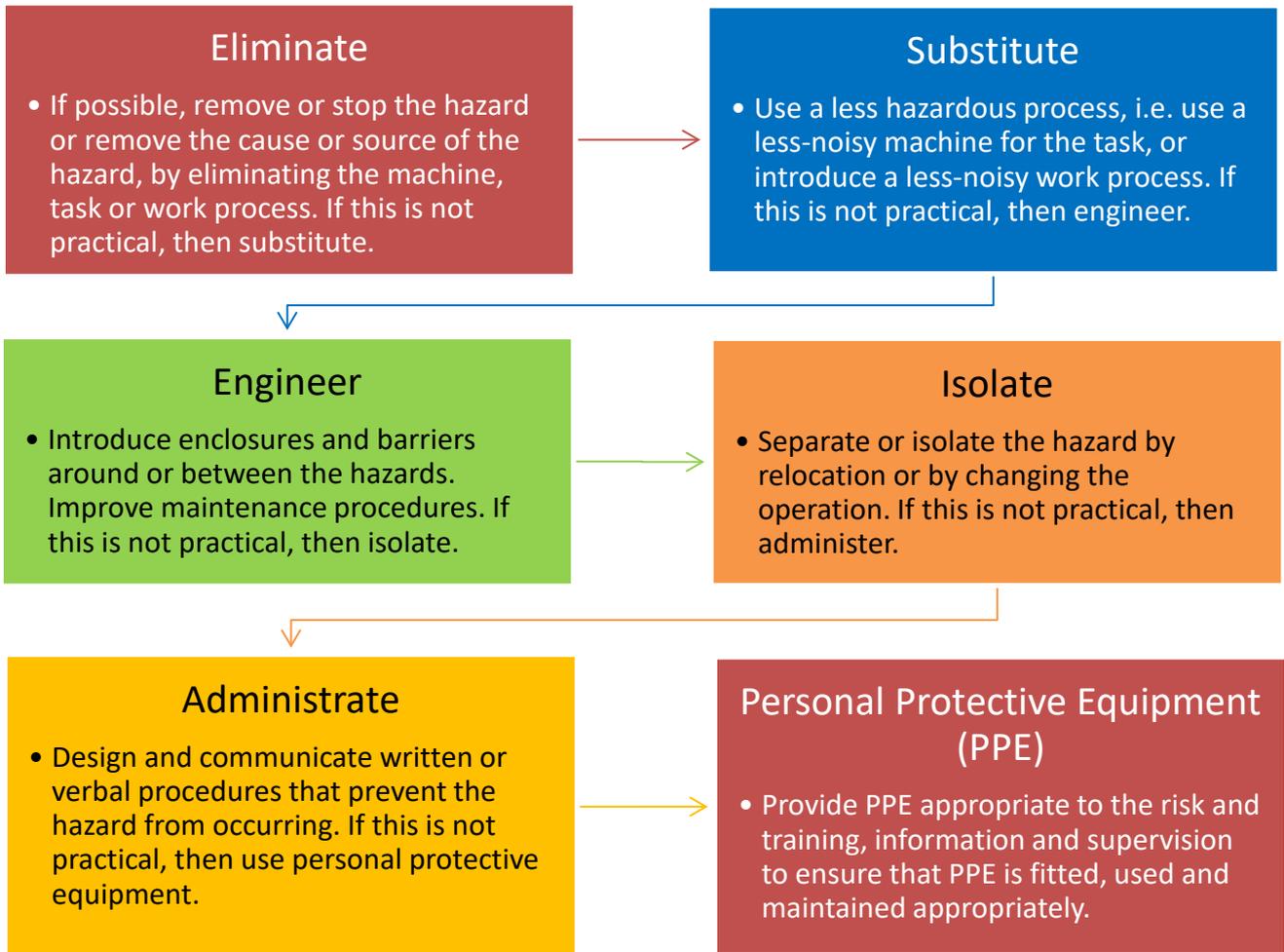
We recommend having more than one person involved in the risk assessment process as well as consulting with others to obtain subject matter expert advice, and/or to learn from past experiences.

Conducting a risk assessment

- 1. Identify the hazards:** List all the hazards or possible risk events that could arise before, during, or after the event. Identify things that may expose people to injury, illness or disease. Also include risks to the reputation of all involved stakeholders.
- 2. Determine control measures:** Identify what measures could be put in place to eliminate the risk. If the risk cannot be eliminated, identify measures to minimise the risk. You may need to make changes to the event to eliminate or minimise risks.
- 3. Determine residual risk:** Residual risk is the remaining level of risk after all risk control measures have been applied. This is done by assessing the 'consequence' and 'likelihood' of an identified risk. Risks rated 'extreme' and 'high' may require event management to re-assess the resources available to manage the event or require event staff to refer the risk assessment to higher level management for a decision to proceed or not.



Hierarchy of Controls



Risk Rating Matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Medium 16	High 11	High 6	Extreme 3	Extreme 1
Likely	Medium 20	Medium 15	High 10	High 5	Extreme 2
Possible	Low 23	Medium 19	High 12	High 9	High 4
Unlikely	Low 24	Low 21	Medium 14	Medium 13	High 7
Rare	Low 25	Low 22	Medium 18	Medium 17	High 8



Consequence descriptors

Catastrophic	<ul style="list-style-type: none"> • Multiple or single death. • Costs to event greater than \$1 million. • International and national media outrage.
Major	<ul style="list-style-type: none"> • Serious health impacts on multiple or single persons or permanent disability. • Costs to event between \$250,000 and \$1 million. • National media outrage.
Moderate	<ul style="list-style-type: none"> • Greater than 30 days rehabilitation required for injured persons. • Costs to event between \$50,000 and \$250,000. • Local media and community concern.
Minor	<ul style="list-style-type: none"> • Less than 30 days rehabilitation require for injured persons. Injury to persons resulting in lost time and claims. • Costs to event less than \$50,000. • Minor isolated concerns raised by stakeholders or customers.
Insignificant	<ul style="list-style-type: none"> • Persons requiring first aid. • Costs to the event has minimal effect on budget/operations. • Minimal impact to reputation.

Likelihood descriptors

- **Almost certain:** Is known to have occurred more than once in similar circumstances.
- **Likely:** Is known to have occurred previously in similar activities.
- **Possible:** Is known to occur from time to time.
- **Unlikely:** Might occur at some time.
- **Rare:** May occur in exceptional circumstances.

Crowded places assessment tool

The Commonwealth Government provides a form to assist in determining the level of external emergency management support that may be required for the safe conduct of an event. This tool should be completed as part of an event risk assessment. It can be found here: <https://www.nationalsecurity.gov.au/Media-and-publications/Publications/>