

EVENT RISK ASSESSMENT FORM (Use of Council Owned or Managed Land)

Event Name:	
Event Organiser:	
Event Date:	
Event Location:	

A list of risks has been provided in the template below. For the risks relevant to your event, you'll need to provide a list of controls that will be implemented to minimise or eliminate these risks. This Risk Assessment must also be communicated to any Third Parties involved in the event; and the Event Organiser must ensure controls are also implemented by any Third Parties.

These examples are not exhaustive and will need to be tailored to your event. It remains the responsibility of the event organizer to ensure all risks are identified and included in the risk assessment. Please add any risks not identified to 'Other' below.

RISK ASSESSMENT		
HAZARDS/RISKS	IDENTIFIED	CONTROLS - WHAT CAN I DO TO MAKE IT SAFE?
1. EVENT ACCESS	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
Entry/exit areas to the event will be clear and accessible.		Sites being used have appropriate access/egress and have been assessed for risks.
Adequate emergency entry/exit points for emergency services		
2. TRAFFIC AND ROAD SAFETY	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
If a Traffic Control Plan is in place; ensure this has been communicated to all staff, contractors and volunteers involved in the event.		
If a Traffic Control Plan is in place; event staff ensure all traffic (vehicles/pedestrians/animals) follow this plan.		
If a Traffic Control Plan is not in place; event staff advise how pedestrian traffic will be managed safely.		
Clearly defined areas/paths for traffic - separated from pedestrian traffic.		

Vehicles parked in designated parking area only.		
3. SITE AMENITIES, LICENSES & PROTECTIVE EQUIPMENT	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
Adequate toilets and hand washing facilities.		
Availability of drinking water for staff and attendees.		
Adequate facilities for food handling/preparation/storage/catering/disposal and clean up.		
Do staff handling food have adequate qualifications?		
Protective equipment is provided if necessary (e.g gloves/high visibility vests etc).		
Adequate shade from the sun.		
Grounds checked for uneven surfaces/broken glass/litter.		
4. EVENT SIGNAGE	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
Adequate signage for entries/exits/First Aid/Toilets etc.		
Adequate signage for hazardous/restricted areas.		
5. EVENT EMERGENCY PROCEDURES	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
Site Emergency Procedures in place with appropriate signage; and communicated to all staff, contractors and volunteers.		
Site plan/map available to all staff, contractors and volunteers.		
Provision of safe passage for Emergency vehicles through pedestrian traffic.		
NSW Police, local hospitals and Emergency Services advised of the event.		
6. FIRE PREVENTION	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
Suitable fire extinguishers/fire blankets in appropriate areas, tested and in date.		Appropriate fire protection in place at

All staff, contractors and volunteers aware of the Fire Evacuation Procedures for the planned event.		Event site.
LPG Cylinders, Heaters and Appliances have been inspected and in working order; and secure at the event site.		
Control over use of flammable liquids/LPG (e.g. cooking demonstrations/catering etc)		
7. FIRST AID	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
First Aid stations suitably located, clearly signed and accessible.		First Aid trained staff and kits in place at Event site.
Effective means of communication provided between Event personnel and First Aid facilities/personnel.		
8. ELECTRICAL POWER	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
No double adaptors or piggy back plugs.		
All portable electrical equipment including power leads, power boards have been inspected, tested and tagged.		
All electrical leads and equipment placed in safe locations and protected from weather/water/liquids.		
Generators if used are placed in a safe location and are fenced from the public.		
9. ANIMAL INVOLVEMENT	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
All fences/yards/enclosures used for containing animals are checked to be in good working order.		
Separate entry/exit into designated animal area's (e.g. saddling paddock, race track etc) for Event Staff/Official's/Competitors		
Animals allowed in designated animal areas only, for example yard area, race track, saddling paddock etc.		
Animals are not ridden or lead through spectator areas.		

Event staff ensure there are regular announcements for spectators to keep clear of designated animal areas.		
Animals are restrained/leashed/controlled appropriately.		
Racetracks and arena grounds are checked after each event/competitor to ensure they are free of debris/holes/uneven surfaces that may cause injury to animals and/or competitors.		
10. MARQUEES, VANS AND OTHER TEMPORARY STRUCTURES	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
Marquees, tents, food vans or other structures are erected/taken down safely, sited securely and do not encroach on thoroughfares.		Pre-event inspection, any risks identified and structures secured or fenced off
11. NOISE	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
Will any Event Staff/Contractors/Volunteers and/or participants be exposed to loud noise?		
12. WORKING AT HEIGHTS	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
All equipment is suitable for work undertaken and well maintained.		
Appropriate work practices are followed for working at heights (e.g. second person to hold ladder, assist carrying equipment etc)		
13. MANUAL HANDLING	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
Relevant staff, contractors and/or volunteers are trained in Manual Handling.		
Limited Manual Handling to be conducted, with loads to be delivered as close as possible to the event area using a vehicle or mechanical aid.		
Any Plant and equipment being used have qualified operators.		
14. WEATHER CONDITIONS	YES/NO/NOT APPLICABLE	HOW WILL IT BE MADE SAFER?
Current BOM information is checked for adverse weather conditions, e.g. heat/wind/electrical		

AUTHORISATION

I have completed the Risk Assessment Form to the best of my knowledge and agree to adhere to all the reasonable requests made during the assessment and planning phase that may be stipulated by Lachlan Shire Council and other agencies. I also agree to ensure the Risk Assessment is communicated to; and implemented by all Third Party Operators.

Print name:

Signature:

Date:

Privacy Note: This completed form contains your personal information we are collecting for the purpose of organising and administering an event. Provision of the information is voluntary; however, if insufficient information is provided, we will be unable to process your application. The information will be stored in council's business systems. We will not disclose your personal information to anybody else, unless you have given consent, or we are authorised or required to do so by law. Our Privacy Management Plan explains the lawful grounds on which we collect, use, disclose and transfer personal information. It also explains how you can seek access to, or amendment of the personal information we hold about you, and who to contact if you have a privacy enquiry or complaint.