Community Event - Task Risk Assessment Worksheet

(not conclusive – amend as required for your specific event or activity)

STEP 1.					
Task/Activity Name:				**Assessment No:**	
Task/Activity Description:				**Date:**	
Team:		**Work Area:**			

RISK DESCRIPTION	**DESCRIPTION OF IMPACTS**	**PREVENTATIVE ACTION**	**LIKELIHOOD**	**POSSIBLE IMPACT**	**RISK RATING**
SET UP					
Lack of time for set up	Crowd before equipment Vehicles Equipment not set up properly People involved – OHS People getting out of car parks Disorganised Delays	Coordinator - detailed 'bump in bump out' plan All people involved are briefed Suppliers briefed Pre-deliver Allowing more set up time Resource budget & people. Set up approval.			
People injury or illness	Delay in set up Lack of key people Litigation	Comply with OHS policies More than 1 person with knowledge First Aid standby Back up people Full roster			
Supply delay - equipment	Late start Greater risk of injury	Briefing with contractors / personnel Confirm/use of reputable suppliers Terms of agreement			
Plant accident - equipment	Delays Injuries	WHS. compliant, serviced equipment Briefing Timing Adequate time			

RISK DESCRIPTION	DESCRIPTION OF IMPACTS	PREVENTATIVE ACTION	LIKELIHOOD	POSSIBLE IMPACT	RISK RATING
		Back up personnel			
Key person sickness	Delays	Back up – Community organisers (understudy) Roster Operation manual-multiple Community organisers knowledge			
FACILITIES					
Tripping Hazards – cords/ropes/temporary furniture	Personal injury Equipment damage Electrical Potential fire	Set up neatly Community organisers briefing Limit or cover exposed tripping hazards - cords Keep main thoroughfares clear of obstacles/tripping hazards Site monitor / monitoring			
Building fire	Containment Road closure Panic Event postponed (delayed) Event cancelled Injury/death Explosion	Ensure emergency services access & on standby Traders trained on equipment Fire extinguishers Qualified First Aid person on site Community organisers briefing (contain area) Emergency response plan			
Temporary Stall fire	Containment Road closure Panic Injury Loss of power Explosion	Ensure emergency services access Traders trained on equipment Fire extinguishers Qualified First Aid person on site Community organisers briefing (contain area) Emergency response plan			
Chemical spill	Road closure Panic Event cancelled	Ensure emergency services access Advise emergency services Community organisers briefing (contain area)			
Full power blackout	No cooking No cooling No sound No lights No lights in toilets	ETSA advised / consulted Cancel event Community organisers briefing			

RISK DESCRIPTION	DESCRIPTION OF IMPACTS	PREVENTATIVE ACTION	LIKELIHOOD	POSSIBLE IMPACT	RISK RATING
	Cancel event				
Short term blackout	Limited cooking, cooling, lights, sound and lights in toilets delays	ETSA advised / consulted Community organisers briefing			
Vandalism	Broken glass Damage to equipment Council's reputation Litigation Damage to residents property	Police involvement Community organisers briefing			
Gas leak (mains rupture)	Panic Event cancelled Injury/death Loss of power	Emergency service access Advise emergency services Community organisers briefing Advise utilities			
Gas leak (short term/small)	Limited power loss	Containment Community organisers briefing			
Gas leak (bottles)	Fire Containment Limited power loss	Contain area. Stallholders be advised Safe Handling proc. Safe work SA as required Use approved connections only Emergency service access Fire extinguishers.			
Electrical hazards	Electrocution Damage to equipment Litigation	Supplier to abide WHS regulations on site supervision Secure set ups			
Water rupture (Burst water main)	Road closure Panic Event delays Injury/death Loss of power Water – flooding	Emergency service access Community organisers briefing Containment Utilities advised			
CROWD					
Crowd Crush	Injuries Litigation	Community organisers briefing Monitoring community numbers – with the aim to keeping participation 'local'			

RISK DESCRIPTION	DESCRIPTION OF IMPACTS	PREVENTATIVE ACTION	LIKELIHOOD	POSSIBLE IMPACT	RISK RATING
	Panic Increase aggression				
Inebriation	Disorderly conduct Unpleasant event Police involvement Damage – crime Compromise the ability to obtain an event liquor licence in future Council's reputation	Community organisers briefing No Serving alcohol to drunk people Providing plenty of water			
Sickness/Collapse/Injury	Disruption Unpleasant	First Aid on site Emergency access 4mtrs clear and free of infrastructure			
Civil Disorder / Hooliganism	Disorderly conduct Unpleasant event Police involvement Damage – crime Upsetting patrons	Responsible monitoring and 'serving' of Alcohol Do not serve alcohol to intoxicated people			
Climbing on structures	Upsetting patrons Possible injury Damage to structures	Community organisers control			
Missiles	Upsetting patrons Possible injury Excessive glass	Community organisers control			
Lost children	Distressed parents/ kids	Community organisers briefing			
Vehicle accident	Detours – other Emergency service access	Community organisers briefing Council Safety Officers SA Police			
HEALTH					
Food preparation	Sickness Council's reputation	Adequate set up time Suppliers have safe handling procedures			
Broken glass	Hazard to public Recycling compromised	Clean up crew / person nominated			
Inability to remove waste	Looks untidy	Clean as we go Provide enough bins			

RISK DESCRIPTION	DESCRIPTION OF IMPACTS	PREVENTATIVE ACTION	LIKELIHOOD	POSSIBLE IMPACT	RISK RATING
Toilet provision and servicing	Liquor licence requirement Looks untidy	Providing correct number of toilets			
ENTERTAINMENT					
Collapse stage structure	Personal injury Equipment damage Electrical Potential fire	Set up correctly Limit weight Correct personnel Containment Stage 'management'			
Structural fire	Same as above	Fire extinguishers and blankets			
Key person sickness/collapse/injury	Lack of key people Litigation	Comply with OHS policies More than 1 person with knowledge First Aid on site Back up people			
Equipment failure	Disruption to entertainment program	All suppliers on call Test runs Suppliers have back up equipment Correct personnel			
Injury to entertainers	Disruption to program Litigation	Insurance Back up entertainment First Aid on site			
Entertainer causing injury	Litigation Disruption to event	Insurance Back up entertainment St Johns			
CRIME					
Property damage	Cost Bad PR Inconvenience Angry traders/residents Injury	Community organisers awareness			
Robbery	Victims Police response required	Call police			
Underage drinking	Liquor Licence Bad PR Crowd discomfort	Community organisers briefing			

RISK DESCRIPTION	DESCRIPTION OF IMPACTS	PREVENTATIVE ACTION	LIKELIHOOD	POSSIBLE IMPACT	RISK RATING
OTHER					
Govt regulations breach • Liquor • Electrical • Gas	Fine (penalties) Difficulty in securing future events	Manage the risk Testing and Tagging for electrical equipment Working with Council Regulatory Staff • Liquor licensing Reputable companies/contractors			

STEP 11				
Risk assessment prepared by:	**Risk assessment trained person:**		**Date:**	
	Other participant names :			
Consultation conducted with:			**SWP to be developed?**	Yes ☐ / No ☐

Step 12					
By signing below, participants acknowledge they have read and understand the risk assessment and agree to comply with all steps and control measures:					
NAME	**SIGN OFF**	**DATE**	**NAME**	**SIGN OFF**	**DATE**

STEP	QUICK GUIDE OF WHAT TO DO	INFORMATION ON EACH PROJECT/TASK RISK ASSESSMENT STEP
1.	Complete a description of the Task / Activity	▪ At the top of the risk assessment record the task name, a brief description of the task, and the relevant work area and team. Keep as simple as possible, but with enough information to identify the task. ▪ If the Risk Assessment is being used to develop a Safe Work Procedure (SWP), the risk assessment task name should correspond with the title of the SWP.
2.	Detail specific task steps	▪ In the first column "Ref No." write the step no. starting from 1. up until however many steps/tasks there are in the task. If applicable, these should align with any associated SWP to enable cross referencing. ▪ List each of the specific tasks, activities and/or steps associated with the task/activity that will be undertaken.
3.	Identify potential Hazards for each Task/Activity in Step 2. ▪ Use *WHS Hazard Prompt Sheet* for help.	▪ In the column next to listed tasks/activities, identify all potential hazards relevant to each item. Record each hazard on a separate line. ▪ A common mistake is to refer to a hazard as the actual harm or the health effect it caused rather than the hazard. E.g. If the task was hosing down an area, the hazard is the wet floor not the potential harm caused e.g. fall / cut knee. ▪ If no hazards are found for a task/step or the risk has been addressed in a previous hazard, the task still needs to be listed to show it has been considered, and to keep the steps/tasks in line with any associated SWP.
4.	List current control measures for each identified hazard in Step 2.	▪ In the column next to identified potential hazards list all the current control measures, ▪ Record each control measure on a separate line.
5.	Evaluate the possible Consequence of the Hazard ▪ Use Risk Matrix below	▪ Simply put if someone was exposed to the hazard, what would be the reasonable consequence? It is not always the "worst" case scenario; e.g. if you fell 1m off a ladder you could be killed as an extreme (e.g. land on your head), but the most likely consequence would be you might sprain your wrist or break a leg. Therefore the consequence is more likely to be moderate rather than catastrophic.

6.	Evaluate the Likelihood of that Consequence ▪ Use Risk Matrix below	▪ Ask yourself will it ever happen; if so what factors are needed for it to happen, and how often would those factors be around. Then ask yourself what you think the reasonable frequency would be, before determining the Likelihood.
7.	Determine Risk Ratings of hazards ▪ Use Risk Matrix below	▪ Determine each hazard's risk rating by intersecting the "Consequence" and "Likelihood" levels on the Risk Matrix.
8.	Identify Additional Controls to reduce hazard risk	▪ Control measures need to reduce hazard risk ratings to an acceptable level if the current risk level is unacceptable; aim for a low risk. ▪ Apply the Hierarchy of Control when determining control measures. ▪ The control measures you identify will form your action plan
9.	Evaluate the Residual Risk (risk rating with controls in place)	▪ After control measures have been identified, you need to reassess each hazards risk rating to determine what the remaining risk would be with the controls in place from Step 7 (follow the principles in Steps 4 & 5 above). ▪ The aim is to achieve a Low Risk; if not achieved review controls again and/or ask for help.
10.	Determine highest remaining residual risk	▪ If the highest residual risk on the risk assessment is a Low Risk, or a Moderate Risk the task/activity can commence once all control measures are in place and the risk assessment has been reviewed and approved. If a High or Extreme risk still remains, then the task/activity must not commence and further advice needs to be sourced from OHS Advisor.
11.	Approval / SWP development	▪ Once the risk assessment is complete, all participants should record their name on the sheet, document any consultation that was had (e.g. tabled at Safety First Committee) and the OHS Advisor should sign off the task for approval. ▪ Specify if a safe work procedure (SWP) is required to be developed (e.g. for routine / regular tasks).
12.	Sign on / off	▪ All persons involved in a task/activity must acknowledge they have read and understood a risk assessment and agree to comply with all steps and control measures.
13.	Responsible Person	▪ Reference the person responsible and completion date for ensuring a particular control is implemented before progressing with the tasks.

HAZARD PROMPT SHEET

TASK PREPARATION CONSIDERATIONS INCLUDE:

PPE/C (Personal Protective Equipment & Clothing)	☐ Eye Protection - Safety glasses/ Face shield ☐ Safety Harness ☐ Hearing Protection (Specify: _____) ☐ Helmet ☐ High-visibility ☐ Safety boots ☐ Long sleeves/trousers ☐ Coveralls ☐ Respirator / Dust Mask (Specify: _____) ☐ UV protection (Sunscreen Hat, glasses, etc) ☐ Gloves (Specify type: _____) ☐ Other:	**Plant** **Equipment** **Access** **Emergency Response**	☐ 1st aid equipment/Trained first aiders ☐ Fire equipment/Spark containment ☐ Other emergency response ☐ Chemicals approved for job ☐ Chemical/Oil spill kit ☐ Amenities / Facilities / Hours of work ☐ Signage / Barricades ☐ Communication equipment ☐ Registered plant ☐ Vehicle type (Specify: _____) ☐ Plant Type (Specify: _____) ☐ access / parking	**Training** **Competency** **Compliance**	☐ Induction training required ☐ High risk licenses ☐ WZTM ☐ White Card ☐ Load Restraint/Slinging ☐ Certificates of competency ☐ Experience ☐ Any relevant legislation ☐ Consultation / Notifications ☐ Any communication issues

POTENTIAL HAZARDS ASSOCIATED WITH THE TASK RESULTING FROM *(but not limited to)*:

CATEGORY	CONSIDER	CATEGORY	CONSIDER	CATEGORY	CONSIDER
Permit to Work	☐ Hot Work (Welding, cutting, grinding, etc) ☐ Confined Space Entry *(e.g. suffocation)* ☐ Isolations ☐ High Voltage ☐ Working at Heights ☐ Asbestos ☐ Excavation ☐ Other (Specify:_____)	**Manual Handling** (Ergonomic) **Human** **Muscular**	☐ Repetition / Overuse ☐ High / Low reach ☐ High force / Heavy loads ☐ Awkward / Unbalanced loads ☐ Pushing / Pulling / Twisting ☐ Carrying & walking ☐ Over exertion *(e.g. fatigue)* ☐ Design / Layout ☐ Personal characteristics e.g. height	**Mechanical**	☐ Unguarded moving parts (e.g. crush) ☐ Drawing in / cutting points (e.g. nips) ☐ Impact and crushing areas ☐ Uncontrolled movement ☐ Tearing / Shearing (e.g. abrasions) ☐ Unsafe access ☐ Auto-start equipment ☐ Inadequate isolation points ☐ Hand & power tool condition ☐ Stored energy (e.g. vessels) ☐ Failure of plant (e.g. loss of load, plant ejection, collapse, fragmentation)
Emergency	☐ Working alone / Remote work				
Fire / Explosion	☐ Inappropriate chemical storage/use ☐ Self-ignition combustibles (e.g. dust) ☐ Fire *(e.g. burns)*	**Thermal**	☐ Steam ☐ Hot or cold materials/surfaces ☐ Heat stress / Cold		
Gravitational Injured by people or objects falling	☐ Working at height / Unguarded edge ☐ Struck by falling/lowering object ☐ Rolling/Sliding objects ☐ Ascending/Descending stairs / ramp / ladders / platform / mobile equipment ☐ Lifting equipment (e.g. crane, sling) ☐ Holes/Gaps or Slip/Trip hazards ☐ Scaffolding ☐ Unbalanced ladders ☐ Structural failure / Exceeding load ratings	**Environment** **Chemical**	☐ Hazardous Subs/Dangerous Goods ☐ Inadequate storage/bunds/labelling ☐ Gas / Dust / Fumes *(e.g. explosion)* ☐ Poor ventilation ☐ Inhalation / Absorption / Skin contact ☐ Waste/Contamination e.g. soil/water/air	**Pressure**	☐ Compressed gases ☐ Hydraulic / Vacuum ☐ HP steam / Water / Oil
		Procedural	☐ Inadequate training / experience ☐ Incorrect equipment selection / use	**General Work Area** **Housekeeping**	☐ Time of day and illumination/glare ☐ Wet / Slippery / Uneven surfaces ☐ Weather & outdoors e.g. UV, Heat, Cold, Rain, storms ☐ Unauthorised personnel entry ☐ Noise / Vibration ☐ Aggression – verbal/physical ☐ Biological-fluids, sharps, insects, snakes ☐ Inadequate maintenance/inspections ☐ Restricted work area ☐ Working in fires risk area? ☐ Any foreseeable abnormal conditions? ☐ Any other hazardous conditions?
Electrical	*Hazards resulting in electrocution / burns; E.*g. ☐ Cables: Unsafe condition/location ☐ No earth leakage protection ☐ High voltage / Switch rooms	**Mobile Plant** **Pedestrians**	☐ Traffic / pedestrian interaction ☐ Vehicle instability e.g. rollover ☐ Exceeding rated capacity ☐ Obstructed / Poor Visibility ☐ Being hit by the activities of another person, moving vehicle or object		

RISK MATRIX

Consequence / Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	E	Moderate	High	High	Extreme	Extreme
Likely	D	Moderate	Moderate	High	High	Extreme
Possible	C	Low	Moderate	Moderate	High	Extreme
Unlikely	B	Low	Moderate	Moderate	High	High
Rare	A	Low	Low	Moderate	Moderate	High

Rating	Likelihood	Explanation
E	Almost Certain	Is expected to occur in most circumstances e.g. monthly
D	Likely	Will probably occur in most circumstances eg quarterly
C	Possible	Might occur at some time e.g. annually
B	Unlikely	Could occur at some time e.g. greater than annually
A	Rare	May occur only in exceptional circumstances

Level	Consequence	Explanation
1	Insignificant	No injuries or no significant injuries Negligible loss or damage to property/infrastructure
2	Minor	First aid treatment required resulting in lost time (> 1day) Minor loss or infrastructure damage
3	Moderate	Medical treatment/hospitalisation required Moderate loss/or infrastructure damage
4	Major	Serious & extensive injuries requiring hospitalisation/rehabilitation Serious structural damage
5	Catastrophic	Fatality of a member of staff or public Critical loss, irreversible damage property/infrastructure