PARKS PUBLIC EVENT RISK ASSESSMENT GUIDELINE

Why is Risk Assessment needed for a public event?

An event risk assessment is to help you as an event organiser to:

1. Identify potential risks on your event site or associated with the staging of your event;
2. Take appropriate steps/measures to minimise or remove the risk(s) prior to your event taking place.

If you are planning to organise an event in any of the Logan City Council (LCC) Parks, you must demonstrate to Council how you will manage your event responsibly and safely. It is critical in not only gaining approval for your event to proceed, but also in ensuring your event occurs safely without harming the participants, any other public members or the environment.

As the event organiser, it is your responsibility to manage the risk management process prior to, during and after event.

LCC will only approve events whereby the event's associated risks have been reasonably assessed and appropriate control measures to remove or minimise the risks have been developed.

How does this document assist you with your Risk Assessment?

This document is a guideline containing information on how to conduct a Risk Assessment for your event. It also provides examples of potential risks you may have at your event and how to control or monitor these risks.

A *Logan City Council Parks Public Event Risk Assessment Template* is also included in the Council's Parks website. As an event organiser, you are encouraged to use this template provided. You may also choose to use a template of your own design, which is acceptable, as long as the data captured is equivalent to that in the template provided by LCC.

What are the steps involved in an Event Risk Assessment?

Step 1: Identify and describe the event.

Step 2: Identify all hazards and risks associated with your event.

Step 3: Identify possible risks and consequences that may be caused by the hazards, considering likelihood and exposure.

Step 4: Determine the best control measures to be implemented in order to remove or minimise the risk(s).

Step 5: Send a copy of the Risk Management Plan to LCC for approval.

Step 6: A copy of the approved Risk Management Plan should be kept on site at the event for use during the set-up, operation and pack-up of your event.

What are the common risks you should look for?

It is important to remember that every event is different and has different resources available. The most important part of creating a Risk Management Plan is that you, the event organiser, can remove or reduce possible risks as much as possible and have thought about what you would need to do in the event of an emergency during your event. Council is here to support you with this. The following questions may assist you in identifying the common risks associated with your event.

BUMP IN / BUMP OUT

- Is anyone likely to fall from a height or use inappropriate systems for installation when constructing marquees and setting up equipment?

EVENT ACTIVITIES

- Is the event site defined and public access restricted?
- Will there be noise created by the event which is loud and impacts nearby businesses and residences?
- Will there be contractors and food vendors who do not have appropriate trading permits?

PUBLIC WELFARE

- Could there be unauthorised access or abusive behaviour?
- Could there be parents or guardians who are uncertain of the process for finding lost children?
- Could there be poor site services such as insufficient quantity of toilets or poor directory signage/information?
- Could there be insufficient first aid services?
- Could there be any unorganised evacuation where people may leave the event site in a 'panic' fashion or are injured by crowd crushing?

TRAFFIC AND ACCESSIBILITY

- Will there be moving vehicles which may collide with people on site?
- Will there be lack of clearly defined vehicle access paths?
- Will there be an insufficient quantity of parking spaces?
- Will there be narrow pathways, uneven flooring or other slips, trips and fall hazards?

WASTE MANAGEMENT

- Will there be overflowing waste or insufficient quantity of bins?
- Will there be insufficient waste management services?

POWER

- Will there be power installations provided by unqualified electricians?
- Will there be cables or equipment in public spaces which may lead to electrocution, burns or trip hazards?
- Will there be generators which have no mechanism to be locked off from the public?
- Will there be food vendors facilities not checked prior to the event or equipment not tagged and tested?

WEATHER PLANNING

- Could there be people dehydrated from extreme hot weather?
- Could there be infrastructure blown over/away by severe weather conditions?
- Can people get sunburned, exhausted or pass out due to little or no shade?

FIRE MANAGEMENT

- Will fuel spill on the ground causing fire? Will there be any other fire hazards?
- Will there be insufficient staff who are trained to use fire extinguishers?
- Will there be staff who are unsure of the evacuation plan or locations of fire prevention equipment?

How do you determine the appropriate measures to control the risks?

The 'Hierarchy of Control' (see below table) is a widely accepted system in Risk Management which can assist you in determining the appropriate measures to manage the risks associated with your event.

Risks shall be managed using the hierarchy of control from most to least effective as following: Elimination, Substitution, Isolation, Engineering, Administrative and Personal Protective Equipment (PPE).

Table 1 – Hierarchy of Control

Control Measure	Description	Example
Elimination	Removal of the hazard / discontinuing the process.	Inappropriate use of generators in food vans where fuel could leak onto the ground could be eliminated by providing food vendors with the power from the event site via a different source.
Substitution	Use a less hazardous process, material, equipment etc.	Use of market umbrellas to provide shade could be substituted by providing appropriately secured marquees.
Isolation	Isolating the plant and using remote controls etc.	Building a fence around a generator to prevent unauthorised access to isolate the hazard.
Engineering	Changing the physical characteristics of the equipment, venue or environment.	Installing guard to the machine provides an engineering solution to protect the operator.
Administrative	Procedures, instructions, training or signage that apply a safe system of work.	Participants of an event should be provided with administrative instructions on how to access and exit the car park.
Personal Protective Equipment (PPE)	Equipment designed to protect the user from injury or infection.	Waste management providers on the event site should wear PPE including rubber gloves to protect their hands from hazardous substance.

Table 2 – Examples of common event risks and controls measures:

(Note: The list below are examples of risks you may have at your event and how to control or monitor these risks. **Identify as many risks as you can when you complete your own plan based on your event's needs.**)

Hazards / Risks	Risk Control Measures	Responsible person
Falling from heights when constructing marquees	• Only qualified and experienced contractors carry out the construction and erection of structures and equipment. • All equipment installed in accordance with the manufacture's guidelines (where applicable). • Use fall protection equipment if necessary.	Event Manager (Name)
People dehydrated from extreme hot weather	• Provide free drinking water at the event • Instruct participants to drink enough water and stay in shade.	Event Staff (Name)
Scattered litter due to insufficient quantity of bins	• Estimate the number of bins required to accommodate any waste produced at the event. • Have a contingency back up if more bins are required.	Event Staff (Name)
Electric shock or electrocution	• Ensure all electrical installations are provided by suitably qualified and experienced personnel who are well aware of all relevant legislative Electrical Safety requirements. • Place all electrical equipment away from public areas. • If using a generator, check to ensure that the generator is properly earthed and has been certified and tagged by an electrician that the certification is current. • If using a generator, ensure it has mechanism to be locked from the public.	Event Staff (Name)
Person hit by moving vehicle	• Ensure a traffic management plan is in place. • Ensure all site traffic is being controlled by competent personnel to ensure that such traffic does not damage the site or place the general public at any risk.	Event staff (Name)
Fuel spills causing fire	• Ensure a fire management plan is in place. • Provide adequate fire-fighting equipment around the site – particularly near hazards. • Provide training to all key personnel in the use of fire extinguishers. • Ensure all event caterers use appropriate gas bottles and that all fire extinguishers inside their units are tested.	Event Staff (Name)