

# Event Risk Assessment

## Risk Register



Prepared by Place and Events team  
24/06/2024



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# Event Information

Name of person/s undertaking risk assessment	Title	Date
Event		
Event Date		
Event Location		
Version No.		
Date of last revision		
Comments on revision		

## Purpose

The purpose of this assessment is to consider and analyse any risks that may exist as a result of

## Event Description

*Describe your event here. Include estimated number of attendees, event site details, audience demographic, food and beverage options, etc.*

# Risk Criteria

## Consequence Rating Scale

LEVEL	DESCRIPTION	FINANCIAL IMPACT	HEALTH (PHYSICAL & PSYCHOLOGICAL)	REPUTATION	OPERATION	ENVIRONMENT	PROJECT
1	Insignificant	Less than \$5,000	Near miss / negligible injuries or health effect	Low impact, low profile, minor complaint.	Little impact – objectives still achieved with minimum extra cost or inconvenience	Contained, little and reversible impact managed by on site personnel	Insignificant impact on the project. It is not possible to measure the impact on the project as it is minimal
2	Minor	\$5,000 to \$10,000	Minor injury or health effect / First aid treatment	Heightened concern by community, several complaints.	Inconvenient delays – partial achievement of objectives with some compensating action taken	Contained, minor damage or contamination that is reversible and managed by on site personnel	<5% deviation in scope, scheduled end-date or project budget
3	Moderate	\$10,000 to \$100,000	Moderate injury or health effect / Medical treatment	Low level local news profile.	Significant delays to major deliverables – additional costs required and or time delays to achieve objectives. Adverse impacts on KPI's and targets.	Contained, significant contamination and damage that is reversible, managed by on site personnel	5-10% deviation in scope, scheduled end-date or project budget
4	Major	\$100,000 to \$500,000	Serious health effect, death or extensive injuries	Major coverage in local media, low profile in state media.	Unable to achieve corporate objectives or statutory obligations resulting in significant visible impact on service provision such as closure of facilities	Uncontained, significant contamination and damage that is reversible but requires third party assistance, minor breach of legislation	10-25% deviation in scope, scheduled end-date or project budget
5	Catastrophic	More than \$500,000	Multiple deaths or severe permanent disablements	High state or national news profile.	Organisation unable to function.	Extensive contamination and damage that is irreversible, major breach of legislation	>25% deviation in scope, scheduled end-date or project budget

## Likelihood Rating Scale

LEVEL	DESCRIPTION	PROBABILITY
5	Almost Certain	Expected to occur in most circumstances (eg. More than once per year or greater than 90% chance)
4	Likely	Will probably occur in most circumstances (eg. At least once per year or between 60% and 90%)
3	Possible	Should occur at some time (eg. At least once in three years or between 30% and 60%)
2	Unlikely	Could occur at some time (eg. At least once in ten years or between 5% and 30%)
1	Rare	May occur, only in exceptional circumstances (eg. Less than once in fifteen years or less than 5%)

## Risk Level

		CONSEQUENCE				
		Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
LEVEL	Almost Certain - 5	M(5)	H(10)	H(15)	E(20)	E(25)
	Likely - 4	M(4)	M(8)	H(12)	H(16)	E(20)
	Possible - 3	L(3)	M(6)	M(9)	H(12)	H(15)
	Unlikely - 2	L(2)	M(4)	M(6)	M(8)	H(10)
	Rare - 1	L(1)	L(2)	L(3)	M(4)	M(5)

## Risk Acceptance Criteria

RISK RATING	DESCRIPTOR	ACTION REQUIRED	CRITERIA FOR RISK ACCEPTANCE
Low	Acceptable	Accept the risk	Risk acceptable with adequate controls
Moderate	Monitor	Monitor the risk but consider treatments	Risk acceptable with adequate controls
High	Treat	Treat the risk. Reduce either likelihood, consequence or both by improving/creating additional controls	Risk acceptable with excellent controls
Extreme	Treat	Treat the risk. Reduce either likelihood, consequence or both by improving/creating additional controls	Risk only acceptable with excellent controls and all treatment plans to be implemented where possible



# Risk Register

Risk No.	Context/ Event Activity	Critical Success Factor	Risk	Causes <i>What could cause the risk to occur?</i>	Consequences <i>What will happen if the risk eventuates?</i>	Current Controls <i>What is already being done to minimise the likelihood or consequences?</i>	Consequence Categories <ul style="list-style-type: none"> <li>Financial Impact</li> <li>Health (physical and psychological)</li> <li>Reputation</li> <li>Operation</li> <li>Environment</li> <li>Project</li> </ul>	Rating			Risk Acceptable? If no, list additional treatments below	Risk Owner
								Consequence	Likelihood	Risk Level		
Example 1	Event Delivery / Food and Beverages	Safe handling and consumption of food and Beverages	<ul style="list-style-type: none"> <li>Failure to ensure safe handling and consumption of food and beverages</li> </ul>	<ul style="list-style-type: none"> <li>Poorly maintained refrigeration / cooking equipment;</li> <li>Unlicensed food vendors;</li> <li>Inadequate food hygiene training for staff;</li> <li>Lack of lockable storage areas;</li> <li>Patrons bringing in their own food and drinks / inadequate bag checks.</li> </ul>	<ul style="list-style-type: none"> <li>Food poisoning;</li> <li>Regulator intervention;</li> <li>Litigation;</li> <li>Financial loss;</li> <li>Damage to event reputation;</li> <li>Community dissatisfaction;</li> <li>Damage to stakeholder relationships.</li> </ul>	<ul style="list-style-type: none"> <li>Food vendors required to be licensed by the local shire;</li> <li>Security check bags for food items;</li> <li>Incident reporting.</li> </ul>	<ul style="list-style-type: none"> <li>Financial Impact</li> <li>Health (physical and psychological)</li> <li>Reputation</li> <li>Operation</li> <li>Project</li> </ul>	3	3	Moderate	Yes	

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2												
3												
4												



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								Consequence	Likelihood	Risk Level		

# Risk Treatments/Solutions

*What additional measures can be implemented to help prevent the risk from occurring, reduce the impact/consequence of the risk, or strengthen the existing controls?*

Risk Number	Treatment/Action	Start Date	Estimated Completion Date	Responsible Officer



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