

# EVENTS RISK ASSESSMENT CHECKLIST (FPS015)



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CASHIER HOURS:  
8:30am – 4:30pm  
MONDAY- FRIDAY

## RISK ASSESSMENT CHECKLIST

The following Risk Assessment Checklist has been prepared by the Shire of Narrogin for use as a baseline risk assessment. Please tick the control measures and identify the responsible person for minimising hazards and risks associated with your event. Please identify any other hazards or risks that have not been addressed by this baseline risk assessment

### Emergency and Risk Management

Irrespective of the size of the event a Risk Management Plan is required by the Shire as part of an Outdoor Event Application.

If the expected number of patrons at the event will be less than 5000 you are required to provide a Risk Management Plan that complies with Risk Management Guidelines as set out by the WA Local Government Insurance Commission.

If the expected number of patrons at the event will exceed 5000 a Risk Management Plan that complies with A/ANZ 4360:2004 must accompany this application.

The following document may be of assistance when completing the Minor/Major Outdoor Event Approval Application form and with preparation of the Risk Management Plan if required:

[Guidelines for Concerts, events and organised gatherings](#)

HAZARD	RISK	CONTROL MEASURES	RESPONSIBLE PERSON (Name/ title)
1. Biological Agents, Needles, Blood and Vomit	Needle Stick Injury Biological Infection Physical Injury to Public and Staff	<input type="checkbox"/> Organiser undertake site inspection prior to venue being hired to ensure clear of sharps <input type="checkbox"/> Cleaning staff are on hand during event to monitor and clean up spills <input type="checkbox"/> Cleaning staff are trained in the safe disposal of Sharps <input type="checkbox"/> Not Applicable	
2. Broken Glass, Litter	Cuts and Abrasions to Hands and Feet Physical Injury to Public and Staff Increased Likelihood of Slip / Trip	<input type="checkbox"/> Organiser undertake site inspection prior to venue being hired to ensure clear of broken glass <input type="checkbox"/> Cleaning staff are on hand during event to monitor and clean up waste <input type="checkbox"/> A waste management plan is developed and followed throughout the event <input type="checkbox"/> Adequate bins are provided for patrons <input type="checkbox"/> Cleaning staff have appropriate PPE to collect and dispose of glass / waste <input type="checkbox"/> Glass-free events and activities are recommended <input type="checkbox"/> Qualified first aid staff on-site <input type="checkbox"/> Not Applicable	
3. Hazardous Materials	Contamination	<input type="checkbox"/> Hazardous materials are not introduced to the venue <input type="checkbox"/> Hazardous material stored on site is appropriately secured and labelled with Australian standard warning signs in place <input type="checkbox"/> Not applicable	
4. Live Electrical Wires / Faulty Equipment	Electrocution	<input type="checkbox"/> All electrical equipment is appropriately tagged and tested by accredited tester	

HAZARD	RISK	CONTROL MEASURES	RESPONSIBLE PERSON (Name/ title)
		<input type="checkbox"/> Cabling is flown overhead to reduce contact with water  <input type="checkbox"/> Electrical installations are equipped with appropriate tripping devices in case of short-out or overload  <input type="checkbox"/> Not applicable	
5. LPG Cylinders and Appliances	Burns Asset Damage	<input type="checkbox"/> LPG Canisters are secured to avoid tipping  <input type="checkbox"/> All LPG fixtures are checked prior to use to ensure that they are air tight with no worn or torn hoses  <input type="checkbox"/> Fire extinguisher and blanket is stored within easy reach at any LPG storage location or where they are in use  <input type="checkbox"/> Not Applicable	
6. Manual Handling	Physical Injury to Staff	<input type="checkbox"/> Physical aids (trolleys, forklifts, lifters) employed for any manual lifting  <input type="checkbox"/> Manual lifting or carrying does not exceed 20kg  <input type="checkbox"/> Organiser do appropriate warm up or stretching prior to any physical work  <input type="checkbox"/> Not Applicable	
7. Major Equipment Relocations, Set Up and Pack Down	Physical Injury to Public, Pedestrians and Staff Asset Damage	<input type="checkbox"/> All vehicles adhere to a 10 km/h speed limit within the event precinct  <input type="checkbox"/> A spotter is employed for all fork-lift/ machinery transits  <input type="checkbox"/> All vehicles within the event precinct use hazard lights  <input type="checkbox"/> Only accredited/ licensed operators to use heavy machinery  <input type="checkbox"/> Qualified first aid staff on-site  <input type="checkbox"/> Not Applicable	

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8.Rigging, Stages and Overhead Lighting	Fall from Stage Fall from Rigging	<input type="checkbox"/> Access to stage is restricted to performers only  <input type="checkbox"/> Stage height above ground is limited to a maximum of 2 metres  <input type="checkbox"/> Areas directly in front of stage are free of infrastructure or patrons  <input type="checkbox"/> Only accredited riggers permitted to work above height  <input type="checkbox"/> All PPE is checked by an accredited rigger prior to work  <input type="checkbox"/> Access to speaker towers, light rig support structures are restricted  <input type="checkbox"/> Qualified first aid staff on-site  <input type="checkbox"/> Not Applicable	
9. Slip, Trip, Knock and Fall	Physical Injury to Public, Performers and Staff Falling from Objects/ Structures	<input type="checkbox"/> Cables are flown overhead or covered in pedestrian transit areas  <input type="checkbox"/> Raised stairs, platforms, handrails, changes in height are to be highlighted with reflective tape  <input type="checkbox"/> All tripping hazards identified with reflective tape  <input type="checkbox"/> All tripping identified by pre-event site walk by the event coordinator or to be removed, buried or highlighted with safety tape  <input type="checkbox"/> All working areas of height greater than 2m to have safety rails installed  <input type="checkbox"/> Qualified first aid staff on-site  <input type="checkbox"/> Not Applicable	
10. Structures, Scaffold, Fences, Stacked Material Collapsing	Lighting Rig Collapse Signage Collapse Speaker Stack Collapse / Fall	<input type="checkbox"/> All stages, rigs installed by a certified rigger  <input type="checkbox"/> All lighting rigs to be certified at appropriate wind rating for season	

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	Fence Fall Stage Collapse Marquee Collapse / Fly-Away	<input type="checkbox"/> Rigs and stages checked by certified rigger prior to event  <input type="checkbox"/> All signs adequately secured and braced to avoid fall  <input type="checkbox"/> All Marquees over 5mX5m to be checked by certified engineer or experienced installer prior to the event  <input type="checkbox"/> All Marquees are adequately secured with weights, or pegged into the ground  <input type="checkbox"/> Qualified first aid staff on- site  <input type="checkbox"/> Not Applicable	
11. Vehicle to Pedestrian / Cyclist Collisions Through Set Up	Physical Injury to Public / Staff	<input type="checkbox"/> All vehicles adhere to a 10 km/h speed limit within the event precinct  <input type="checkbox"/> A spotter is employed for all fork-lift / machinery transits  All vehicles within the event precinct use hazard lights  <input type="checkbox"/> Only accredited / licensed operators to use heavy machinery  <input type="checkbox"/> Qualified first aid staff on-site  <input type="checkbox"/> Not applicable	
12. Weather Extremes – Rain, Hail, Storm, Cyclone, Downpour, Snow, Lighting	Physical Injury Asset Damage Inundation Delay or Cancellation of Event	<input type="checkbox"/> All Marquees and shade structures are dismantled in the event of high winds  <input type="checkbox"/> Event is cancelled in extreme weather conditions  <input type="checkbox"/> Qualified first aid staff on-site  <input type="checkbox"/> Not Applicable	
13. Weather Extremes – Extreme Heat, Fire Danger	Dehydration Physical Injury Physical Injury/Bush Fire	<input type="checkbox"/> Adequate free drinking water is available to all event patrons and staff  <input type="checkbox"/> Sunscreen is provided free to all patrons and staff	

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	Delay or Cancellation of Event	<input type="checkbox"/> Event is cancelled in extreme weather conditions <input type="checkbox"/> Bush fire obligator notified <input type="checkbox"/> Not Applicable	
14. Alcohol	Intoxication& Incapacitation Physical Injury Violent Behaviour Disorderly Asset Damage	<input type="checkbox"/> All alcohol is served by qualified RSA staff in accordance with the liquor licence <input type="checkbox"/> Adequate security is provided in accordance with the liquor licence <input type="checkbox"/> Bar opening times are limited in their duration to no more than 4 hours <input type="checkbox"/> Chill out room is provided for event patrons <input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Not applicable	
15. Cash Handling	Theft Assault	<input type="checkbox"/> Security to escort any large cash transits <input type="checkbox"/> Cash is removed from site periodically throughout event <input type="checkbox"/> Vendors to undertake periodic check or registers throughout event <input type="checkbox"/> Adequate security is provided and briefed on cash handling processes <input type="checkbox"/> Not Applicable	
16. Civic Disturbance	Event Disruption Trauma Adverse Publicity	<input type="checkbox"/> Adequate security is provided <input type="checkbox"/> Clear media protocols are agreed on with Shire of Narrogin <input type="checkbox"/> Not Applicable	
17 .Contributory Neighbouring Events	Loss of Reputation Event Disruption	<input type="checkbox"/> Stakeholder consultation is undertaken to minimise overlapping events <input type="checkbox"/> Not Applicable	

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18. Criminal Activity	Personal Theft Assault  Vandalism Wilful Property Damage Arson Theft	<input type="checkbox"/> Adequate security is provided  <input type="checkbox"/> Overnight security is provided to protect valuable assets  <input type="checkbox"/> WA Police are advised of the event  <input type="checkbox"/> Adequate fire extinguishers are in place at key locations  <input type="checkbox"/> Backstage areas are fenced with no public access  <input type="checkbox"/> Not Applicable	
19. Illegal Fireworks/ Flares	Burns Asset Damage	<input type="checkbox"/> Adequate security is provided  <input type="checkbox"/> WA Police are advised of the event  <input type="checkbox"/> Adequate fire extinguishers are in place at key locations  <input type="checkbox"/> Not Applicable	
20. Loss of Crowd Control	Physical Injury Trauma	<input type="checkbox"/> PA system available for crowd messages  <input type="checkbox"/> Adequate security is provided  <input type="checkbox"/> Wardens are briefed on evacuation procedures  <input type="checkbox"/> Not Applicable	
21 .Missing Person and/or Lost Child	Trauma	<input type="checkbox"/> PA system available for crowd messages  <input type="checkbox"/> Lost children point established and communicated to security and event staff  <input type="checkbox"/> Not Applicable	
22. Emergency Exit	Crowd Crush Panic Asset damage	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit  <input type="checkbox"/> All exits on built structures are clearly visible and illuminated	

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		<input type="checkbox"/> All Exit points are clear of infrastructures <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input type="checkbox"/> Not Applicable	
23. Bomb Threat and / or Blast	Physical Injury	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All Exit points are clear of infrastructures <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Emergency Management Plan is communicated to all event staff <input type="checkbox"/> Not Applicable	
24. Disasters	Physical Injury	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All Exit points are clear of infrastructures <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Emergency Management Plan is communicated to all event staff <input type="checkbox"/> Not Applicable	
25. External Emergency	Event Disruption Evacuation from Venue	<input type="checkbox"/> All gates are dummy locked to allow emergency Exit <input type="checkbox"/> All Exit points are clear of infrastructures <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons	



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		<input type="checkbox"/> WA Police are advised of the event <input type="checkbox"/> Emergency Management Plan is communicated to all event staff <input type="checkbox"/> Not Applicable	
26. Failure of Emergency Agency to Gain Access	Physical Injury	<input type="checkbox"/> A minimum of 2.5m wide thoroughfare is maintained into the event precinct to allow access of emergency vehicles <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input type="checkbox"/> Qualified first aid staff on-site <input type="checkbox"/> Not Applicable	
27. Fire, Cooking, Candles, Naked Flames, Hot Surfaces	Burns	<input type="checkbox"/> All food vendors have a fire extinguisher and fire blanket within easy reach <input type="checkbox"/> All hot surfaces / cooking equipment has a physical barrier from the public <input type="checkbox"/> Food vendors have received and comply with the conditions of Shire of Narrogin Temporary Food Stall Permit <input type="checkbox"/> Not Applicable	
28. Medical Emergency	Physical Injury	<input type="checkbox"/> A minimum of 2.5m wide thoroughfare is maintained into the event precinct to allow access of emergency vehicles <input type="checkbox"/> Wardens are briefed and are in position to assist with coordination of emergency services <input type="checkbox"/> Qualified first aid staff on-site <input type="checkbox"/> Emergency Management Plan is communicated to all event staff <input type="checkbox"/> Not Applicable	
29. Adjacent Active Carriage Ways	Physical Injury	<input type="checkbox"/> Qualified first aid staff on-site	

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		<input type="checkbox"/> Event infrastructure does not interfere with sightlines from oncoming traffic at key crossing points  <input type="checkbox"/> Not Applicable	
30. Failure of Communication	Loss of event control Trauma Physical Injury	<input type="checkbox"/> A communication register is in place with lists or primary and secondary communications  <input type="checkbox"/> All staff have a tag or information sheet listing primary and secondary communication  <input type="checkbox"/> Emergency services and the Shire of Narrogin have a copy of the communication register with key contacts  <input type="checkbox"/> Emergency Management Plan is communicated to all event staff  <input type="checkbox"/> Not Applicable	
31 Lack of Communication	Loss of event control Trauma Physical Injury	<input type="checkbox"/> Key staff have event radios and mobile phones as back up  <input type="checkbox"/> A communication register is in place with lists of primary and secondary communications  <input type="checkbox"/> All staff have a tag or information sheet listing primary and secondary communication  <input type="checkbox"/> Not Applicable	
32. Flood, Plumbing, Sprinkles Malfunction	Asset Damage	<input type="checkbox"/> Reticulation system are mapped or marked prior to the installation of fencing, marquees, pickets or pegs  <input type="checkbox"/> Reticulation systems are turned off for the duration of the event  <input type="checkbox"/> Reticulation systems are regularly checked for leaks or malfunction  <input type="checkbox"/> Event is cancelled in extreme weather conditions  <input type="checkbox"/> Not Applicable	

HAZARD	RISK	CONTROL MEASURES	RESPONSIBLE PERSON  (Name/ title)
33. Controversial Content	Damage Reputation Stakeholders Complaint	<input type="checkbox"/> All content is appropriate for the target age group of the event <input type="checkbox"/> Clear media protocols are agreed with Shire of Narrogin <input type="checkbox"/> Not applicable	
34. Negative Publicity Due to Crisis	Damage Reputation Decrease Visitation Financial Loss	<input type="checkbox"/> Clear media protocols are agreed with Shire of Narrogin <input type="checkbox"/> Emergency Management Plan is communicated to all event staff <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input type="checkbox"/> Not applicable	
35. Property and Asset Damage	Damage to Grassed Areas Damage to Reticulation Infrastructure Damage to Asset	<input type="checkbox"/> Reticulation system are mapped or marked prior to the installing fencing, marquees, pickets or pegs <input type="checkbox"/> Reticulation systems are turned off for the duration of the event <input type="checkbox"/> Reticulation systems are regularly checked for leaks or malfunction <input type="checkbox"/> Ice buckets are emptied in drains not on grassed areas <input type="checkbox"/> Not Applicable	
36. Sub Station Failure	Cessation of Event	<input type="checkbox"/> Emergency Management Plan is communicated to all event staff <input type="checkbox"/> Wardens are briefed and are in position to assist with Exit of patrons <input type="checkbox"/> Back-up generators are available <input type="checkbox"/> Not Applicable	
37. Contaminated water from Oval Irrigation	Physical Injury Stakeholders Complaint	<input type="checkbox"/> Reclaimed water is clearly communicated to event patrons through signage and pre-event communication <input type="checkbox"/> Qualified first aid staff on-site	

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		<input type="checkbox"/> Not Applicable	
38. Toilet Facilities	Blocked Flooded Facilities Increased Trip/Slip Waste Water Sewage Leak from Toilets	<input type="checkbox"/> Waste management plan is communicated to cleaning staff and 3 <sup>rd</sup> party toilet providers <input type="checkbox"/> All toilet facilities are completely contained to avoid escaping waste <input type="checkbox"/> Toilets are cleaned regularly throughout the event <input type="checkbox"/> Maintenance crew is on standby for the duration of the event in case of blocked toilets <input type="checkbox"/> Not Applicable	
39. Waste	Drop in Reputation Financial Cost Increased Trip/ Slip	<input type="checkbox"/> Waste management plan is communicated to cleaning staff <input type="checkbox"/> Cleaning staff are on hand for the entire event to clean litter and waste <input type="checkbox"/> A waste skip is on site and periodically emptied throughout the event <input type="checkbox"/> Not Applicable	
40. Noise	Physical Injury Stakeholders Complaint	<input type="checkbox"/> All amplified sound complies with Shire of Narrogin and EPA restrictions <input type="checkbox"/> Stage is positioned to minimise noise to neighbouring property and approved by the Shire of Narrogin <input type="checkbox"/> Periodic monitoring is taken through the course of the event, at various points in relation to the stage and volume is adjusted accordingly <input type="checkbox"/> Written communication to neighbouring affected businesses prior to the event <input type="checkbox"/> Not Applicable	
41. Food Poisoning	Physical Injury	<input type="checkbox"/> All food vendors to comply with Shire of Narrogin Temporary Food Stall Permits	

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		<input type="checkbox"/> All food to be stored at appropriate temperatures <input type="checkbox"/> Hand washing facilities including running water, soap and basin are available <input type="checkbox"/> All cooked food are not mixed during preparation or serving <input type="checkbox"/> Not Applicable	
42. Animals	Animal Attack Biological Infection	<input type="checkbox"/> All animals are supervised by a competent animal handler <input type="checkbox"/> All animal waste is removed immediately <input type="checkbox"/> Animal handling areas are away from main stage, flags and bunting or amplified noise <input type="checkbox"/> Animals are removed from the event precinct immediately if any skittish or aggressive behaviour occurs <input type="checkbox"/> Not Applicable	
43. Contained Water	Physical Injury	<input type="checkbox"/> All water for drinking is to be served at an appropriate temperature <input type="checkbox"/> Qualified first aid staff on-site <input type="checkbox"/> Not Applicable	
Damage to environment i.e Dunes buffer zone etc.			
Other Risks and Hazards associated with your activity or event (i.e Fireworks, aerial performance, demonstrations, etc.)			
HAZARD	RISK	CONTROL MEASURES	RESPONSIBLE PERSON

HAZARD	RISK	CONTROL MEASURES	RESPONSIBLE PERSON (Name/ title)