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| Site / Area: | | |  | | | | Date of Assessment | | |  | | | Risk Assessment # | **RA015** |
| Completed by (name) | | |  | | | | Signature | | |  | | | | |
| In Consultation with: | | |  | | | | Signature | | |  | | | | |
| Identify / describe activity, equipment, area or event you are assessing: | | | | | | | | | | **EVENT MANAGEMENT** | | | | |
| Authorised by: | | |  | | | | Signature: | | | Template only MUST modify to site conditions | | | Date: |  |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | | | | | | | | | |
| **Amusement Structures:** Refer to Amusement Structures 034RA - [Amusement Structures risk assessment](https://www.csaim.org.au/assets/documents/Risk-Assessments/Events/Amusement-Structures_034RA.docx)  **BBQ:** Refer to BBQ Gas 016RA or Trailer BBQ 017RA - [Gas BBQ risk assessment](https://www.csaim.org.au/assets/documents/Risk-Assessments/Plant-and-Equipment/Gas-Barbeque_016RA.docx) or [Trailer BBQ risk assessment](https://www.csaim.org.au/assets/documents/Risk-Assessments/Plant-and-Equipment/Trailer-BBQ_017RA-1.docx)  **Fireworks:** Refer to Fireworks 035RA - [Fireworks risk assessment](https://www.csaim.org.au/assets/documents/Risk-Assessments/Events/Firework-Displays_035RA.docx)  **To assist with managing your event, refer to the following:** [Event safety | SafeWork SA](https://safework.sa.gov.au/industry/recreation-and-events/event-safety) and [Event-safety\_Checklist\_Dec-2023](https://www.safework.sa.gov.au/__data/assets/pdf_file/0008/143918/Event-safety-Checklist.pdf) | | | | | | | | | | | | | | |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards? What could happen? | | | | | | **Step 2: Assess the potential risks:**  What do you believe are the risks?  How could this happen? | | | | | | **Step 3: Reducing the risk:**  What do you believe can be done to reduce the risk?  Controls | | |
| **TRAFFIC MANAGEMENT** | | | | | | | | | | | | | | |
| **Vehicles on site (bump in / bump out)** | | | | | | * Workers / contractors being hit by moving vehicles * Vehicle collisions | | | | | | * Delivery vehicles, contractors etc are advised of the designated driveways to access event area. Vehicle ‘paths’ designated with witches hats, falgs etc., and signage where required. * Advised of restricted speed on site (walking pace and drive with hazard lights on). * Advised of where vehicles can park whilst uloading / setting up for the event. * Delivery schedule developed and communicated to contractors / volunteers. * Use of spotters where required (wearing high vis vests). | | |
| **General Traffic Management** | | | | | | * Pedestrians being hit by moving vehicles * Vehicle collisions | | | | | | * Car park attendant/s to direct traffic and is provided with appropriate PPE (e.g. safety vest, hat etc.). * ‘No parking’ areas are marked. * ‘Disabled Car Parks’ made available. * Restricted access onto the event grounds. * Pedestrian walkways maintained and clearly identified (where possible). * Clear route maintained for emergency services. | | |
| **Access / Egress**   * Not easily accessible in the event of an emergency | | | | | | * Slips, trips and falls | | | | | | * Entry and exit areas are clearly well defined and clearly marked. * Map of site available. | | |
| **Stall Holders setting up marquees, tables etc.** | | | | | | * Marquees could collapse * Tables could collapse | | | | | | * Competent persons to complete erection of equipment. * Access/egress to stalls (walkways min. 1200mm). | | |
| **ENVIRONMENTAL HEALTH** | | | | | | | | | | | | | | |
| **Food** | | | | | | * Food poisoning * Death | | | | | | * Food areas used for food storage, preparation and services must be kept clean, free from vermin and build-up of dirt and food residue. * Refer to the following fact sheets from Food Safety Standards Australia that provides further information about the requirements for the food safety legislation at [Information for charities and community organisations (foodstandards.gov.au)](https://www.foodstandards.gov.au/consumer/safety/faqsafety/Pages/default.aspx): * [Temperature control (foodstandards.gov.au)](https://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/temperaturecontrolma1477.aspx). * [Preparing and cooking food (foodstandards.gov.au)](https://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/preparingandcookingf1479.aspx). * [How to label and provide information about food sold at fundraising events (foodstandards.gov.au)](http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/labellingseptember201476.aspx). * [Sausage sizzles and barbeques (foodstandards.gov.au)](http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/sausagesizzlesandbar1478.aspx). * [Transporting food (foodstandards.gov.au)](http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/transportingfoodmay21480.aspx). * [Camping (foodstandards.gov.au)](http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/campingmay2002.aspx). * [Health and hygiene for food handlers (foodstandards.gov.au)](http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/healthandhygieneforf1482.aspx). * [Skills and knowledge (foodstandards.gov.au)](http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/skillsandknowledgema1475.aspx) OR [Charity and community groups | SA Health](https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/public+health/food+safety+for+businesses/food+industry+sector/charity+and+community+groups+and+food+safety) | | |
| **Food Stalls** | | | | | | * Food poisoning | | | | | | Structure & Location   * Ensure the site is suitable for the safe placement of food stalls. * Tent/marquee walls and roof do not absorb grease and are easily cleaned. * Check with your local council on their requirements for sale/supply of food AND food labelling requirements.   Washing Facilities   * Separate hand and utensil washing facilities are provided. * Soap and paper towels are available for hand washing * Cooking utensils are thoroughly cleaned and sanitised before use. * E.g. 2 containers (around 20L) set up and labelled. * Determine workflow to reduce cross-contamination (e.g. 1 person food preparation and another collecting money).   Cooking   * All cooking and hot food storage equipment will be kept undercover. * Where cooking is occurring, gas bottles to be set up outside the tent and secured. * Cooking equipment (e.g. deep fryer) must have adequate ventilation and not be placed against side of tent. * Cooking equipment must have adequate clearance around hot plates. * Fire extinguisher/fire blanket is available.   Equipment   * Mobile refrigerators/cold rooms to store high risk food (e.g. chicken or meat). * Insulated containers such (e.g. Eskies) will be used for storing of food and drinks. * A thermometer will be kept on site to check on temperatures of food. | | |
| **Waste Management** | | | | | | * Pest/vermin * Fire * Slips, trips and falls | | | | | | * Appropriate number of bins available and regularly emptied. * Recycling bins available and regularly emptied. * Waste oil must be placed into a suitable container and removed from site. * Waste water to be stored in a container and labelled ‘waste water only’, disposed of appropriately. * Waste company arranged to collect waste at conclusion of the event. * Bins secured overnight. | | |
| **Needles and Syringes** | | | | | | * Puncture wounds * Infections * Diseases | | | | | | * Sharps disposal containers provided. * Key staff are trained in safe collection & disposal of discarded needles and syringes (SOP available) | | |
| **Noise** | | | | | | * Hearing loss * Ringing in the ears | | | | | | * Application may be required through Environment Protection Authority for exemption from the provisions of the Environment Protection (Machine Noise) Policy. * Immediate neighbours have been notified of the planned event and potential noise exposure. Bands etc. will cease to operate by 11:00pm. | | |
| **Dust** | | | | | | * Respiratory illnesses * Irritated eyes * Asthma | | | | | | * Area to be moistened as required. | | |
| **TEMPORARY INFRASTRUCTURE** | | | | | | | | | | | | | | |
| **Erection of Marquees –** could collapse hitting people, could blow away in strong winds | | | | | | * Serous injuries * Death | | | | | | * Table cloths secured; no overhanging to floor. * Sufficient weight for gazebo tie-down weights. * Check with local council requirements if Structural engineer sign-off for marquees after set up is required (over 6m in length). * Whilst being erected, area to be cordoned off with bollards and hazard tape. Site supervior/s to monitor the area and ensure that the public are not entering the work space. * Ensure sufficient weighting is applied to prevent wind damage, instability. * Check [Bureau of Meteorology](http://www.bom.gov.au/sa/?ref=hdr) for weather forecast to determine if safe to erect marquee. | | |
| **Portable Electricity** | | | | | | * Electrocution * Electric shock * Slips, trips and falls | | | | | | * Licenced electricians engaged to provide and make changes to the power supply. * Electrical installation completely guarded with fencing. * Locked and limited access to authorised personnel. * Vendors / contractors are advised in advance that all leads and equipment must be currently tested and tagged. * Portable electrical boards are placed out of public access areas. * Leads are protected from weather. * Portable RCD’s in use and tested prior to use. | | |
| **Damaged electrical equipment / faulty wiring** | | | | | | * Electrocution * Electric shock * Burns | | | | | | * Electrical work done by qualified electricians. * Testing & tagging/RCD testing conducted by competent personnel. * Fit for purpose extension cords are used for outside work * Weatherproof fittings are used where required. * Portable RCDs used where required. | | |
| **Amenities** | | | | | | * Not enough toilets * Unhygienic | | | | | | * Appropriate number of toilets available. (refer to attachment at end of the RA). * Portable toilets hired and placed at the site (away from food areas). * Disabled toilets made available. * Regular cleaning. * Checking to ensure enough toilet paper available. * Check floors aren’t wet. | | |
| **Portaloo’s** | | | | | | * Unhygienic * Sewerage spill | | | | | | * Where portaloos are provided, they are clean, hygienic and conveniently located. * They must be placed on stable, flat grounds to ensue effective operation and stability. * They must be accessible by a clear path suitable for all weather conditions. | | |
| **Hazardous Manual Tasks** | | | | | | * Sprains / strains * Shoulder injuries | | | | | | * Training as required for role. * Mechanical aids (sack trucks, tractors, forklifts, etc.) available | | |
| **GENERAL WHS** | | | | | | | | | | | | | | |
| **Gravity - slips, trips and falls**   * Uneven path - holes * Slippery ground * Leaf litter * Wet ground * Excessive debris * Uneven terrain | | | | | | * Sprains/strains * Contusions * Fractures | | | | | | * Cords are secured or covered. * Avoid cords across walkways. * Non-slip mats available for wet conditions (for hard surfaces). * Large ‘pot holes’ in grassed areas to be filled with soil. Pot holes in parking area to be fixed or temporarily filled with road base. Where not possible to fix uneven area (e.g. tree roots lifting bitumen, curb lifting), yellow paint should be applied to identify area. | | |
| **Poor Lighting** | | | | | | * Tripping | | | | | | * Sufficient natural/artificial lighting available. * Portable lighting is tested & tagged. * Suitable emergency lighting is available (Generator onsite). | | |
| **Inclement Weather (e.g. extreme temperature, wind, rain, storms)** | | | | | | * Heat stress/stroke * Sunburn * Cold and wet * Flying debris | | | | | | Check [Bureau of Meteorology](http://www.bom.gov.au/sa/?ref=hdr) website for weather conditions for event.  Hot weather   * Extreme hot weather – event cancelled/postponed (event organiser to make the call in consultation with committee members). * Drinking water available. * Shaded areas available. * Sunscreen available. * Fans provided for stall holders. * Hot weather policy developed and implemented in consultation with key stakeholders (organising committee and school).   Windy/rainy weather   * Extreme wind/rain - event cancelled/postponed (event organiser to make the call in consultation with committee members). * In excessive winds, ensure items are secured. * Undercover areas available. | | |
| **Serving of Alcohol** | | | | | | * Robbery/Theft * Assault * Hold up | | | | | | * Plastic cups used. * Alcohol sold in cans or plastic cups (e.g. beer). * Only persons over 18 years of age permitted to sell &/or serve alcohol. * Office of the Liquor & Gambling Commissioner Phone: (08) 8226 8477 or (08) 8226 8473 to be contacted to obtain a limited license. Minimum 14 days’ notice is required to obtain the license (event organiser to arrange)   <https://www.cbs.sa.gov.au/> | | |
| **Cash Handling** | | | | | | * Robbery/Theft * Assault * Hold up | | | | | | * Secured and locked facility available (e.g. safe). * Regular pickups. * Raffles / prizes. * No licence needed for a Minor Lottery (i.e. one where the total prize pool value is $5,000 or less). * A license is required for a Major Lottery (i.e. one where the prize pool value exceeds $5,000). * Event organiser to check Consumer & Business Affairs for licencing details. * Only persons over the age of 15 years is permitted to sell tickets in a minor or major lottery (unless they are accompanied by an adult). * <http://www.fundraisingdirectory.com.au/south-australian-raffle-rules> | | |
| **Smoking** | | | | | | * Fires * Smoke inhalation | | | | | | * Event to be smoke and vape free and if appropriate, a designated area defined. * ‘No Smoking, No Vaping’ signs to be displayed. * Organising committee to identify a designated smoking/vaping area that should be set up with appropriate signage and bins made available. | | |
| **Volunteers and Contractors** | | | | | | * Unauthorised personnel on site * Unlicensed contractors | | | | | | * Event induction to be provided and recorded. * Specific information/instruction and/or training as required for volunteers. * Sign in / out procedures implemented. * Obtain contractor’s documents. * Include emergency procedures relevant to the event. * Refer to CSaIM Procedure 6 – Contractors   Refer to CSaIM Procedure 21 - Volunteers | | |
| **Emergency Management** | | | | | | * Managing injuries & emergencies | | | | | | * Trained first aiders identified and available (St Johns First Aid to be contacted to arrange for event). * First aid kits accessible (St Johns First Aid). * Designated assembly points identified. * Liaise with SAPOL / MFS when required. * Emergency vehicle access/egress to be clear at all times. * Public access areas clearly defined. * Emergency escape routes readily available, especially where barriers or locked doors are used to limit public access. | | |
| **Lack of Security / Crowd control** | | | | | | * Unwanted intruders * Theft * Vandalism | | | | | | * Licensed Security guards / crowd controllers contracted to patrol the areas overnight & throughout the event (as required). * Nominated persons to patrol the event to monitor the crowd. | | |
| **Insufficient Communication** | | | | | | * Poor or delayed response to emergencies or operational matters | | | | | | * Consider using 2 way radios, mobile phones etc. | | |
| **Working alone** | | | | | | * Medical episode * Death * Other injury * Assault | | | | | | * It is preferable to always work in pairs. * Ensure communication plan is implemented and someone is aware of approximate time of activity / work. * If required to work alone, workplace to ensure regular checking in of workers is undertaken. | | |
| **Other** | | | | | |  | | | | | |  | | |
| **TOILET requirements**  The tables are provided from the Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*:  **Toilet facilities for events where alcohol is not available:**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | **Males** | |  |  | **Females** | | | **Patrons** | **WC** | **Urinals** | **Handwashing basins** |  | **WC** |  | **Handwashing basins** | | *<500* 1 | | 2 2 | |  | 6 | 2 | | | *<1000* 2 | | 4 4 | |  | 9 | 4 | | | *<2000* 4 | | 8 6 | |  | 12 | 6 | | | *<3000* 6 | | 15 10 | |  | 18 | 10 | | | *<5000* 8 | | 25 17 | |  | 30 | 17 | | | **Toilet facilities for events where alcohol is available:** | | | | | | | | |  |  | **Males** | |  |  | **Females** | | | **Patrons** | **WC** | **Urinals** | **Handwashing basins** |  | **WC** |  | **Handwashing basins** | | *<500* 3 | | 8 2 | |  | 13 | 2 | | | *<1000* 5 | | 10 4 | |  | 16 | 4 | | | *<2000* 9 | | 15 7 | |  | 18 | 7 | | | *<3000* 10 | | 20 14 | |  | 22 | 14 | | | *<5000* 12 | | 30 20 | |  | 40 | 20 | |   **Depending on the duration of the event, the number of toilet facilities can be reduced proportionally as follows:**     |  |  | | --- | --- | | **Duration of event** | **Quantity required** | | *8 hours plus* | 100% | | *6-8 hours* | 80% | | *4–6 hours* | 75% | | *Less than 4 hours* | 70% |     These figures differ from the specifications provided by the *National Construction Code of Australia*, which are more stringent. For requirements, the relevant health authority or other relevant agencies should be contacted, e.g. SA Health or Office of the Liquor and Gambling Commissioner. **Toilets and ablutions for persons with a disability**  It is recommended that at least 1 unisex toilet (including handbasin) for persons with a disability be provided for every 100 WCs or part thereof.  Specific requirements for unisex access toilets and ablutions facilities are stipulated in *Australian Standard 1428.2 – Design for access and mobility – Enhanced and additional requirements – Buildings and facilities*, and in the *Building Code of Australia*. | | | | | | | | | | | | | | |
| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** | | | | | | | | | | | | | | |
| **Step 4: Monitor & Review:** | | | | | | | | | | | | | | |
| Were the controls effective? | | | | | Were there any unforeseen hazards / incidents? | | | | | | | New controls | | |
| Yes |  | No | |  | Yes | | |  | No | |  |
|  | | | | |  | | | | | | |  | | |