



Event Risk Assessment Plan

RISK MANAGEMENT FOR UWA STUDENT GUILD AFFILIATED EVENTS

Section 1 - Event and management details

1.1 Event details

Event name:

Event start date:

End date:

Event start time:

End time:

Venue name:

Event location:

1.2 Event Manager

Event Manager's name:

Address:

Telephone (Mobile):

(Home):

(Work):

Email address:

Facsimile:

Qualification/s (ie. RSA):

OFFICE USE ONLY

Date received:

Received by:

Event Management Plan sighted: Yes No

Approved

Pending

Comments:

1.3 Second In-Charge to the Event Manager

Event Manager's name:

Address:

Telephone (Mobile):

(Home):

(Work):

Email address:

Facsimile:

Qualification/s:

1.4 Other key event staff

(please provide their names, contact telephone numbers and qualifications):

Staff #3:

Name:

Contact number/s:

Qualification/s:

Staff #4:

Name:

Contact number/s:

Qualification/s:

Staff #5:

Name:

Contact number/s:

Qualification/s:

Staff #6:

Name:

Contact number/s:

Qualification/s:

Section 2 - Risk assessment

Hazard(s) identified	Risk control strategies	Likelihood rating (A-E)	Consequence rating (1-5)	Risk rating (E, H, M, L)	Resource requirements	Timing	Person responsible	Risk control strategy updates	Notes
Event site									
EXAMPLE: Venue not available due to storm flooding	Organise contingency venue. Update media. Signage at original venue.	E (rare)	1 (insignificant)	L (low)	\$150	3 January 2013	John Smith	Back-up venue contacted.	Back-up venue was not required.
Bump in / bump out									
EXAMPLE: Collision risk with vehicles and personnel on the event site	Schedule separate timings for vehicle and personnel access. Have a vehicle speed limit. Remind personnel about on-site safety.	C (possible)	3 (moderate)	H (high)	Timetable. Contact with staff, volunteers and contractors.	15 March 2013	Jane Brown	Timetable provided to personnel and contractors. Speed limit signs erected. Safety email sent.	No collision occurred.
Equipment									
EXAMPLE: Public announcement system fails.	Organise a back-up system (handheld loud speaker).	C (possible)	1 (insignificant)	L (low)	\$90	8 January 2013	John Smith	Back-up handheld loud speaker supplied.	Needed to use handheld loud speakers.
Activities									
EXAMPLE: Snorkelling cancelled due to dangerous weather	Organise a contingency activity. Advise guests.	C (possible)	1 (insignificant)	L (low)	\$75	3 January 2013	Sam Spiel	Notified guests of activity change at breakfast.	Went ten-pin bowling.
Health and Safety									
EXAMPLE: Sexual assault of a guest	Ensure bar staff are trained in RSA. Ensure Event Managers have undertaken relevant training in event safety and preventing sexual violence. Employ qualified security and first aid staff.	D (unlikely)	4 (major)	H (high)	\$250	25 April 2013	John Smith	Safety messages on tickets. Signs at venue. Checked all RSA qualifications. Event Manager attended training sessions. Security firm and first aid staff briefed.	No reported cases.
EXAMPLE: Service of alcohol to underage guests	Ensure bar staff are trained in RSA. Hire security staff to check the identification of all guests.	D (unlikely)	3 (moderate)	M (medium)	Security staff - costs already covered in budget.	25 April 2013	John Smith	Safety messages on tickets. Signs at venue. Checked all RSA qualifications. Event Manager attended training sessions. Security firm and first aid staff briefed.	No incidents of underage drinking were noted at the event.

Hazard(s) identified	Risk control strategies	Likelihood rating (A-E)	Consequence rating (1-5)	Risk rating (E, H, M, L)	Resource requirements	Timing	Person responsible	Risk control strategy updates	Notes
Event parking									
EXAMPLE: Not enough parking	Arrange buses from a central point. Notify taxi companies of event. Nominate a separate parking place for staff, volunteers and contractors. Encourage public transport use.	A (almost certain)	1 (insignificant)	H (high)	Communication materials and signage.	With tickets to guests at least 7 days prior to event.	Jane Brown	Buses arranged before and after event. Staff, volunteers, guests and contractors notified. Taxi companies notified.	Hazard did not transpire.
Event staff and volunteers									
EXAMPLE: Some volunteers do not turn up	Engage more volunteers than necessary. Have a Volunteer Coordinator to redirect volunteers to other tasks if necessary.	C (possible)	1 (insignificant)	L (low)	Volunteer schedule.	6 March 2013	Karla Robins	Nil	Hazard did not transpire.
Utilities									
EXAMPLE: Electrocution when power being installed	Use qualified electrical contractors- sight qualifications. Ensure safe perimeter established when installation occurs.	E (rare)	5 (catastrophe)	H (high)	Safety tape for installation perimeter. \$50	9 January 2013	Sam Spiel	Obtained qualifications	Hazard did not transpire.
Waste management									
EXAMPLE: Litter on site	Adequate number of bins. Volunteers and staff briefed to keep venue litter free. Organise a waste removal company. Employ cleaning staff for post-event.	C (possible)	2 (minor)	M (medium)	Rubbish bins. Signage to bins. Cleaning staff.	5 March 2013	John Smith	30 bins and 5 cleaning staff booked. Staff and volunteers briefed.	Full venue bond returned.
Weather									
EXAMPLE: Heavy rain precluding outdoor music festival from running	Organise a contingency venue. Update communication materials and place signage at original venue.	E (rare)	2 (minor)	L (low)	Communication materials and signage.	3 January 2013	John Smith	Nil	Hazard did not transpire.
Event goals									
EXAMPLE: Event goals are not achieved	Prepare an Event Management Plan with clearly defined goals. Link event activities to these goals.	D (unlikely)	2 (minor)	L (low)	Activities \$500	5 March 2013	John Smith	Activities linked to event goals.	Event evaluated positively. Goals achieved.

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Section 3 - Declaration

Compiled by (name of Event Manager):

Contact telephone number:

Email address:

Declaration

1. To the best of my knowledge, all relevant hazards for this event have been identified.
2. I accept the residual level of risk as being appropriate for the event¹.
3. The identified risk control strategies will be implemented.

Signature: _____

Date: _____

Submitting this form

This form must be submitted to the Events Manager at the UWA Student Guild for review and approval at least 7 days prior to a minor event or 1 month prior to a major event. A copy of the completed Event Management Plan is to be submitted with this form.

Completed forms should be emailed to the UWA Student Guild Events Manager at events@guild.uwa.edu.au.

¹If you are concerned about the residual level of risk, contact the UWA Student Guild Events Manager for further advice on (08) 6488 2291 or email events@guild.uwa.edu.au.