

Risk Register

Date of Assessment / Review : 20-Feb-14

18.1										Calculated		Risk Accepted	Risk Owner	Risk Treatment Plan (refer no. & tab)	Updated	Risk Status	Next Review Date
Ref.	Risk Name or Description	Causes	Existing Controls	Control Evaluation	Risk Category	Consequence	Likelihood	Risk Rating	Risk Score								
1.1	Risk Assessment	Not capturing all of the hazards and correct controls for the event	Risk assessment developed by competent personnel in conjunction with key stakeholders. Risk assessment prior to mobilisation and commencement of works. Risk assessment revised progressively during		Health & Safety	Moderate	Unlikely	Medium	6								
1.2		Incident weather	Alternate venues or appropriate shelter is considered and planned for prior to any event		Health & Safety	Minor	Unlikely	Low	4								
2.1	Personnel / Volunteers	Personnel not fit for work / task	Volunteer statement of existing restrictions Assessment of skills / availability Volunteers are not to consume or be affected by alcohol or other drugs (including prescription medication that affects ability) when performing volunteer duties		Health & Safety	Moderate	Unlikely	Medium	6								
2.2		Participants / volunteers unfamiliar with BMG goals / specific volunteer roles	Orientation prior to undertaking volunteer roles. Briefings prior to activities. Mentoring by experienced volunteers Skills matched to volunteer roles		Management	Minor	Unlikely	Low	4								
2.3		Participants / volunteers not adequately qualified or trained	Volunteers provide details of experience or skills. Detailed briefings and appropriate training where necessary or specific tasks.		Health & Safety	Moderate	Unlikely	Medium	6								
2.4		Inexperienced personnel not monitored or trained for task	Detailed briefings and appropriate training where necessary or specific tasks. Mentoring by experienced volunteers		Health & Safety	Moderate	Unlikely	Medium	6								
3.1	Equipment compliance	Equipment not fit for purpose	Inspection prior to use Equipment compliant to Australian standards.		Health & Safety	Moderate		Medium	6								
3.2	Live electrical wires or faulty equipment	Electrocution hazard to patrons or performers	All installations to be carried out by qualified electrical contractors		Health & Safety	Major	Rare	Medium	4								
3.3			All leads and appliances to be tagged and tested		Health & Safety	Major	Rare	Medium	4								
3.4			Earth leakage protection to be fitted and tested		Health & Safety	Major	Rare	Medium	4								
3.5			All electric's to be installed in accordance with appropriate regulations		Health & Safety	Major	Rare	Medium	4								
3.6			Switchboards are to be identified with signage "Danger – High Voltage"		Health & Safety	Major	Rare	Medium	4								
3.7			Temporary installations to run overhead where possible		Health & Safety	Moderate	Unlikely	Medium	6								
3.8			Regular inspections by Area Wardens		Health & Safety	Moderate	Rare	Medium	6								
4.1	Slip, Trip, Fall and Knock due to uneven, untidy, cluttered area	Bodily injury to public or participants	Crowd Managers and staff trained in recognition and prevention.		Security	Moderate	Unlikely	Medium	6								
4.2			Serious trip and fall hazards identified prior to event and removed or treated to prevent injury.		Health & Safety	Major	Unlikely	Medium	8								
4.3			Staff site safety induction.		Health & Safety	Minor	Unlikely	Low	4								
4.4			Cables flown overhead where possible.		Health & Safety	Moderate	Unlikely	Medium	6								
4.5			Rubber mats and cable traps over cables.		Health & Safety	Moderate	Unlikely	Medium	6								
4.6			Barriers placed around protruding equipment.		Health & Safety	Minor	Unlikely	Low	4								
4.7			Barriers across stage fronts during work phases.		Health & Safety	Minor	Unlikely	Low	4								
4.8			Pits fenced during work phases.		Health & Safety	Moderate	Unlikely	Medium	6								
4.9			Changes in height and edges highlighted or barricaded.		Health & Safety	Minor	Unlikely	Low	4								
4.10			Slippery surfaces treated or isolated.		Health & Safety	Moderate	Unlikely	Medium	6								

4.11		Additional lighting in dark areas.		Health & Safety	Minor	Unlikely	Low	4						
4.12		Spills etc. isolated then cleaned by crews as soon as reported.		Health & Safety	Minor	Unlikely	Medium	6						
4.13	Loose / unsecured loads	All loads are to be secured or correctly packed to ensure potential for flying objects in the event of a sudden stop is avoided		Health & Safety	Moderate	Unlikely	Medium	6						
5.1	Required permits / insurance not in place	Failure to apply for a permit from the appropriate authorities and notified emergency services	Event checklists in place to identify all relevant permit / applications	Compliance/ statutory	Moderate	Unlikely	Medium	6						
5.2		Property and equipment not insured	Insurance cover verified	Compliance/ statutory	Moderate	Unlikely	Medium	6						
5.3		Public liability insurance not in place for organiser and stall holders where required	Insurance cover verified	Compliance/ statutory	Moderate	Unlikely	Medium	6						
6.1	Communication	No contact list for committee members responsible for each area of the event	Contact list developed and distributed to all stakeholders and available to all committee members	Management	Minor	Unlikely	Low	4						
6.2		No effective communication on-site - PA system, mobile phones, loud-hailer etc.	Sound system installed and checked prior to event	Service delivery	Moderate	Unlikely	Medium	6						
6.3		No checklist to ensure all appropriate documentation, such as the event plan, contracts, sponsorship letters, licences/permits, event program, accounts and emergency plan	Event checklists in place to identify all relevant permit / applications	Management	Moderate	Unlikely	Medium	6						
6.4		Failure to contact all key stakeholders, such as local councils, police, ambulance service, food vendors and security	Event checklists in place to identify all relevant stakeholders notified	Management	Moderate	Unlikely	Medium	6						
6.5		No contact list for all stakeholders and stall holders	Contact list developed and distributed to all stakeholders and available to all stakeholders and stall holders	Management	Minor	Unlikely	Low	4						
6.6		No site map of the event distributed to all stakeholder and stall holders.	Site map developed as required	Management	Minor	Unlikely	Low	4						
6.7		No information centre for event patrons	Information booth established as event with appropriate signage	Management	Minor	Unlikely	Low	4						
6.8		No signs on-site indicating where to find phones, toilets, water, first-aid posts, parking, security, lost and found, public transport, etc.	Appropriate signage placed around site	Management	Minor	Unlikely	Low	4						
6.9		No appropriate signs on-site indicating rules regarding smoking, alcohol, bag searches, etc.	Appropriate signage placed around site	Management	Minor	Unlikely	Low	4						
7.1	Mobilisation of personnel / vehicles to site	Traffic management plan for the event not developed	Traffic management plan to be developed identifying traffic flow, parking, emergency access / pick-up points, pedestrian access and walkways	Management	Moderate	Unlikely	Medium	6						
7.2		Inadequate car parking – for cars, buses, taxis, emergency vehicles	Assessed at event venue in consultation with local authorities	Health & Safety	Minor	Unlikely	Low	4						
7.3		Non compliant light / heavy vehicles	Licensed vehicles and drivers. Vehicles fit for purpose	Health & Safety	Minor	Rare	Low	2						
7.4		Personnel unfamiliar with travel route / road requirements	Detailed planning and briefings for all drivers. Consider preparing route maps. Escorts familiar with route lead others if necessary	Management	Minor	Unlikely	Low	4						
7.5		Speeding	All drivers are to comply with posted speed limits and WA rules	Health & Safety	Moderate	Unlikely	Medium	6						

7.6	Alcohol and other drugs	Volunteers are not to consume or be affected by alcohol or other drugs (including prescription medication that affects ability) when performing volunteer duties	Health & Safety	Major	Unlikely	Low	4							
7.7	Loose / unsecured loads	All loads are to be secured or correctly packed to ensure potential for flying objects in the event of a sudden stop is avoided	Health & Safety	Moderate	Unlikely	Medium	6							
7.8	Workers fatigued - long travel and working days	Volunteers assessed for fatigue at completion of event prior to departing	Health & Safety	Moderate	Unlikely	Medium	6							
8.1	Emergency response (General)	No emergency response plan		Moderate	Unlikely	Medium	6							
8.2	No evacuation plan	Event evacuation plan to be developed and distributed to all stakeholders and announced at commencement of event to public	Health & Safety	Moderate	Unlikely	Medium	6							
8.3	Emergency agencies not aware of event (Police, St John ambulance etc.)	Relevant emergency services contacted prior to event and included in Emergency plan distribution	Health & Safety	Moderate	Unlikely	Medium	6							
8.4	No emergency tools on-site, such as a fire axe and bolt-cutters	Appropriate emergency tools to be available on-site prior to event commencing	Health & Safety	Moderate	Unlikely	Medium	6							
8.5	Inadequate emergency power and lighting (if required for event)	Appropriate emergency power and lighting to be available on-site prior to event commencing as required	Health & Safety	Minor	Unlikely	Low	4							
8.6	Emergency response (Fire)	Fire services not consulted to ensure you have all necessary fire fighting equipment required by law	Health & Safety	Moderate	Rare	Medium	3							
8.7	Portable fire protection equipment not located throughout the venue	Sufficient portable fire protection equipment to be located throughout the venue	Health & Safety	Moderate	Unlikely	Medium	6							
8.8	Declaration of a total fire ban or fire danger period on the day of the event not considered	Weather conditions and alerts to be assessed prior to event	Health & Safety	Moderate	Rare	Medium	3							
8.9	Inadequate hydrants or suitable water supply available to fire services	Consultation with fire emergency services	Health & Safety	Moderate	Rare	Medium	3							
8.10	Portable gas cylinders (cooking, inflating balloons, etc) not properly secured	All portable gas cylinders secured against falling	Health & Safety	Moderate	Unlikely	Medium	6							
8.11	No permit to use fireworks	Application for appropriate permit to be submitted and approval given prior to event	Compliance/ statutory	Moderate	Rare	Medium	3							
8.12	Fireworks not operated by a qualified pyrotechnician	Fireworks to be used only by authorised personnel	Compliance/ statutory	Major	Rare	Medium	5							
9.1	Security	Security plan not developed for the event		Management	Minor	Unlikely	Low	4						
9.2	Security personnel not licenced and trained	All Security personnel to be licenced and trained	Compliance/ statutory	Minor	Unlikely	low	4							
10.1	Medical	No first-aid post on-site that is set up with lighting, power, running water (or bottled) and appropriate equipment	Health & Safety	Moderate	Unlikely	Medium	6							
10.2	Trained staff or volunteers to man the first-aid post not provided	Appropriately trained and experienced first aid personnel and volunteers to be used	Health & Safety	Moderate	Unlikely	Medium	6							
10.3	St John Ambulance not notified of event	Consultation with St John Ambulance for presence on site or availability to respond	Health & Safety	Moderate	Unlikely	Medium	6							
10.4	First aid personnel not prepared for a medical emergency	Appropriately trained and experienced first aid personnel and volunteers to be used	Health & Safety	Moderate	Unlikely	Medium	6							
10.5	Signage of safety messages such as First Aid post location, sun-smart, appropriate use of alcohol and attitudes to drink-driving not in place	Relevant guidance and promotional signage in place at event	Health & Safety	Minor	Unlikely	Low	4							

11.1	Lost & Found	Arrangements for lost and stolen property or lost children not considered	Relevant guidance and promotional signage in place at event	Management	Minor	Unlikely	Low	4										
12.1	Hygiene	No arrangement for waste management	Wste management needs assessed and resources sourced in conjunction with council	Health & Safety	Minor	Unlikely	Low	4										
12.2		Insufficient bins	Waste management needs assessed and resources sourced in conjunction with council	Health & Safety	Minor	Unlikely	Low	4										
12.3		Noise levels not considered	Potential noise levels assessed and appropriate controls introduced. Neighbouring residents advised	Health & Safety	Minor	Unlikely	Low	4										
12.4		Plans for infection control, including contact details for environmental health officers not in place	As per council Health Management requirements	Health & Safety	Moderate	Rare	Medium	3										
12.5		Steps to stop the spread of infection, such as ensuring safe waste disposal and disposal of sharps not in place	Appropriate waste disposal bins available	Health & Safety	Moderate	Rare	Medium	3										
12.6		If food is being served at the event, appropriate food handling procedures, including any necessary licenses/permits not in place	As per council Health Management requirements	Health & Safety	Moderate	Unlikely	Medium	6										
12.7		Insufficient toilets for the expected number of patrons	As per council Health Management requirements	Health & Safety	Moderate	Unlikely	Medium	6										
12.8		Toilets not clean or provided with soap and hand-washing equipment, away from food areas, cleaned and re-stocked regularly, etc. and safe (well-lit, appropriate for wet weather, etc)	As per council Health Management requirements	Health & Safety	Moderate	Unlikely	Medium	6										
12.9		Toilets not accessible for people with limited mobility	As per council Health Management requirements	Health & Safety	Moderate	Unlikely	medium											
13.1	Food	Necessary licenses/permits not in place if food is being served at the event.	As per council Health Management requirements	Compliance/ statutory	Moderate	Unlikely	Medium	6										
13.2		Appropriate food handling procedures not adhered to	As per council Health Management requirements	Compliance/ statutory	Moderate	Unlikely	Medium	6										
13.3		Burn injury and loss	Stalls, food vendors and power supplies having dry chemical extinguishers and blankets at all risk areas.	Health & Safety	Major	Unlikely	Medium	8										
13.4			Access routes for emergency vehicles to be made available through event areas free of infrastructure with 6 metres of clearance.	Health & Safety	Moderate	Unlikely	Medium	6										
13.5			BBQs to be guarded and out of public reach and fire contained so it can't blow onto public.	Health & Safety	Moderate	Unlikely	Medium	6										
13.6			All drapes, props and cloths to be fire rated and treated with retardant and labels attached indicating treatment and date.	Health & Safety	Moderate	Unlikely	Medium	6										
13.7			Candles/naked flame to be placed in suitable holders and clear of flammable materials.	Health & Safety	Moderate	Unlikely	Medium	6										
13.8			Candles/naked flame to be away from clothing of patrons.	Health & Safety	Moderate	Unlikely	Medium	6										
13.9			All hot surfaces and naked flame to be out of reach of public.	Health & Safety	Moderate	Unlikely	Medium	6										
13.10			Performers and participants using naked flame to be thoroughly trained and to be dressed in cotton clothing.	Health & Safety	Moderate	Unlikely	Medium	6										
13.11			Crowd Marshals briefed in guiding Emergency vehicles to the scene and evacuation of patrons from affected areas.	Health & Safety	Minor	Unlikely	Low	4										

14.1	Temporary structures	Appropriate permits not in place if erecting any temporary structures, such as stages or marquees	As per council and manufacturers requirements	Compliance/ statutory	Minor	Unlikely	Low	4						
14.2		Temporary structures not secured	All structures are to be secured with appropriate tie-downs and anchor points	Health & Safety	Moderate	Unlikely	Medium	6						
14.3		Temporary seating not safe or seats not secured to the floor or each other to guard against injuries from falls or hostile crowds using them as weapons	All temporary seating to be secured where possible	Health & Safety	Moderate	Unlikely	Medium	6						
14.4		Structures, fences, stacked materials, etc collapsing	Structures constructed by staff or contractors with relevant qualifications.	Health & Safety	Major	Unlikely	Medium	8						
14.5		Crushing injury to public or participants	Structures erected according to Job Safety Analysis and building regulations.	Compliance/ statutory	Major	Unlikely	Medium	8						
14.6			Use of materials with manufacturer's specifications.	Health & Safety	Moderate	Unlikely	Medium	6						
14.7			Adhere to Council requirements for occupancy of temporary structures.	Health & Safety	Moderate	Unlikely	Medium	6						
14.8			Stacked materials held by suitable racking systems and devices to prevent collapse.	Health & Safety	Moderate	Unlikely	Medium	6						
14.9			Quantities of materials and fencing to be stacked flat to prevent collapse.	Health & Safety	Moderate	Unlikely	Medium	6						
14.10			Managers and staff monitor all structures.	Health & Safety	Minor	Unlikely	Low	4						
14.11			All buildings and structures to have safe capacity posted at entry and adhered to.	Compliance/ statutory	Minor	Unlikely	Low	4						
15.1	Access & Egress	Entry and exit routes to the event not clear and well sign-posted	Access signage to be in place	Health & Safety	Minor	Unlikely	Low	4						
15.2		Exits not kept clear of obstructions	All exits are to be kept clear at all times	Health & Safety	Moderate	Unlikely	Medium	6						
16.1	Activities with public participation	Adequate precautions to ensure the safety of any participants e.g. horse-riding, trampolining, rock-climbing, carnival rides	Trained attendants,	Health & Safety	Moderate	Unlikely	Medium	6						
16.2		External providers operating rides or attractions not qualified and reliable	Operators trained or qualified and reliable	Health & Safety	Moderate	Unlikely	Medium	6						
17.1	Manual Handling Injuries		Pre start briefing on correct manual handling and Stretches Use mechanical aids to move largere possible objects Gloves to be used for all manual handling activities	Health & Safety	Moderate	Unlikely	Medium	6						