

Activity Risk Assessment Form

Event organisers are required to identify and manage risks associated with any event through a risk assessment process. Hazards (i.e. something that has the potential to cause harm) and risks (i.e. what can happen as a result of the hazard) must be identified and assessed and arrangements put in place to minimise and manage those identified hazards and risks. It is mandatory for all event organisers to complete and submit a Risk Assessment with all event applications.

Event/ Activity

Date(s)

Location

Name

Contact Number

IDENTIFY THE RISK

Please tick where a hazard/risk has been identified. The following hazard and risk checklist items are not exhaustive, and you will also need to consider further site and event specific risks.

Hazard/ Risk Checklist

Personal Injury/Illness or Death due to:	Fire Due to:
Access to and departure from site	Ignition source in hazardous area (naked flame, sparks)
Exposure to infection/infectious disease	Ignition of flammable vapors
Chemical exposure	Runaway uncontrolled chemical reaction
Disorderly unruly behavior	Reaction of incompatible materials
Drug and alcohol affected person	Other – specify
Dust/particles	Explosions Due to:
Electrocution/electrical shock	Detonation of explosive materials
Falls/trips from height	Overpressure of vessel or tank (e.g. gas container)
Falls/trips from ground level	*If using a gas cylinder please fill in LP Gas Checklist
Food poisoning	Ignition of flammable vapors
Insect/animal bites and/or stings	Fuel (i.e. petrol, LPG, diesel)
Laceration (sharp/rough edges/objects/materials)	Other - specify
Medical emergency (e.g. heart attack)	Property Damage Due to:
Overcrowding	Lack of parking spaces
Overhead hazards (power lines, equipment etc.)	Structural damage
Public accessing non-public areas of event	Vandalism
Slipping (e.g. on loose or wet, slippery surface)	Other - specify
Sunburn	Environmental Damage Due to:
Temperature (heat/cold)	Insufficient rubbish bins
Temporary structures (tents/marqueses not secure)	Release of pollutants into waterways/sewerage system
Traffic / pedestrians	Flora and/or fauna damage
Tripping/falls (e.g. pegs/rope)	Sound/noise
Uneven surface (e.g. gradient)	Other - specify
Weather conditions (wind, rain, visibility etc.)	Other Hazards/Risks (please list)
Other – specify	

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EVALUATE THE RISK

The risk rating for each risk is calculated by plotting the likelihood and consequence response scores on the below Risk Rating Matrix. A risk rating will need to be determined for both the inherent level of risk (i.e. no controls in place) and residual level of risk (i.e. after the preventative and corrective controls are taken into consideration). Determining the inherent level of risk will assist in identifying the risks that require further treatment, whilst the residual tolerance levels.

Risk Rating Matrix

Likelihood	Consequences				
	Severe	Major	Moderate	Minor	Negligible
Almost Certain	1	1	2	4	5
Likely	1	1	2	4	5
Possible	1	1	3	5	5
Unlikely	2	2	4	5	5
Rare	3	3	4	5	5

RISK ASSESSMENT

Please complete the Risk Assessment by referencing the Risk Rating Matrix above.

Event/ Activity Name

Event Date

Event/Activity Location

Assessment Date

Organiser

Contact Number

Description of Hazard (something that has the potential to cause harm)	Description of the Risk (what can happen as a result if the hazard)	Risk Rating (refer to matrix)	Control Measures	Residual Risk (refer to matrix)

Declaration

Risk assessment conducted by

Signature

Date

Submit Form



Return via email: council@narrandera.nsw.gov.au



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