

RISK MANAGEMENT CHECKLIST TEMPLATE: Event Management

The varying activities that can be part of a community event or festival can provide a difficult environment for risk management. Activities can involve other groups or individuals, can involve some major risks, or can involve a number of people coming together for a short period of time. The physical environment can be challenging, and the weather can intervene and cause chaos at any time. Proper planning is essential.

This checklist is intended to be used in the context of the organisation's overall [Risk Management Policy](#).

This checklist can do no more than provide a starting point for you to use in the development of your own specific risk management checklists. Every group has risks that are particular to their own operations, and only you can identify them. You can learn more about the risk management process at www.ourcommunity.com.au/risk.

While this checklist deals with the specific risks associated with environment, conservation and heritage operations, there are of course other risks involved in running a community group – financial risks, IT risks, HR risks – and your organisation will have to take account of them, too. Consult the list of [Risk Management Checklists](#) to see which ones are relevant to your situation.

<i>This checklist was commenced on [date] by [name of Risk Management Officer]</i>								
What potential risks have you identified?	Date of Assessment	Likelihood A, B, C, D, E	Impact A, B, C, D, E	Risk Rating H,M,L (see risk chart)	What should we do about it?	Who will do it?	When will it be done?	Completed (signed off)
Event management								
Do you have any required permits?								
Will there be road closures for the event? Have you applied for a permit from the appropriate authorities and notified emergency services?								
Do you have a contact list for committee members responsible								

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for each area of the event?								
Do you have a checklist to ensure you have all appropriate documentation, such as the event plan, contracts, sponsorship letters, licences/permits, event program, accounts and emergency plan?								
Do you have public liability insurance?								
Is property and equipment insured?								
Have you contacted all key stakeholders, such as local councils, police, ambulance service, food vendors and security?								
Do you have a contact list for all stakeholders?								
Have you prepared a site map of the event or festival? Do all stakeholders have a copy?								
Have you organised an information centre for event patrons?								
Are your staff and volunteers adequately qualified or trained?								
Do you have signs on-site indicating where to find phones,								

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toilets, water, first-aid posts, parking, security, lost and found, public transport, etc?								
Do you have appropriate signs on-site indicating rules regarding smoking, alcohol, bag searches, etc?								
Do you have adequate car parking – for cars, buses, taxis, emergency vehicles?								
Have you developed a traffic management plan for the event?								
Do you have contingency plans for transport if the event finishes late, is cancelled or affected by wet weather?								
Do you have an emergency response plan?								
Do you have an evacuation plan?								
Do you have emergency tools on-site, such as a fire axe and bolt-cutters?								
Do you have effective communication on-site?								
Have you consulted with fire services to ensure you have all necessary fire fighting equipment								

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required by law?								
Will portable fire protection equipment be located throughout the venue?								
Has the declaration of a total fire ban or fire danger period on the day of the event been considered?								
Are hydrants or suitable water supply available to fire services?								
Do you have a security plan for the event?								
Have you hired a security firm?								
Have you decided to ban any items from the event?								
Will you be conducting bag searches?								
Have you made arrangements for lost and stolen property or lost children?								
Do you have a first-aid post on-site that is set up with lighting, power, running water and appropriate equipment?								
Do you have trained staff or volunteers to man the first-aid post?								

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Have you arranged for the first-aid posts to be regularly serviced?								
Are you prepared for a medical emergency?								
Have you arranged waste management?								
Have you considered noise levels?								
Will alcohol be available at the event? If so, have you arranged for the appropriate licences/permits?								
Are you prepared for the effects of alcohol, such as dehydration, potential medical concerns or crowd disturbances?								
Do you have designated alcohol-free areas?								
Have you ensured alcohol is not available to under-age patrons?								
Will you be providing alcohol in plastic cups to lessen the risk of injuries?								
Do you have plans for infection control, including contact details for environmental health officers?								
Have you taken steps to stop the spread of infection, such as								

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ensuring safe waste disposal and disposal of sharps?								
If food is being served at the event, do you have appropriate food handling procedures, including any necessary licenses/permits?								
Do you have enough toilets for the expected number of patrons?								
Are the toilets clean (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)?								
Are the toilets accessible for people with limited mobility?								
Will sunscreen be provided at the event?								
Do you have signage of safety messages such as sun-smart, appropriate use of alcohol and attitudes to drink-driving?								
Do patrons have access to public telephones?								
Does the event have adequate lighting?								

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Do you have emergency power and lighting?								
If you are erecting any temporary structures, such as stages or marquees, do you have appropriate permits and are the structures secure?								
If you are using temporary seating, are the seats safe and have you arranged for seats to be secured to the floor or each other to guard against injuries from falls or hostile crowds using them as weapons?								
Are entry and exit routes to the event clear and well sign-posted?								
Are exits clear of obstructions?								
If portable gas cylinders will be used (in cooking, to inflate balloons, etc) will they be properly secured?								
If you are planning to use fireworks, has a permit been obtained?								
Will fireworks be operated by a qualified pyrotechnician?								
Will there be camping at the event? If so, do you have a								

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designated, safe camping area that avoids potential hazards such as trees dropping limbs, flooding and power lines?								
Is the camping area provided with facilities such as water, shelter, toilets and a first-aid station?								
Are any participants going to be doing anything remotely dangerous (e.g. horse-riding, trampolining, rock-climbing)? Have you taken adequate precautions to ensure their safety?								
Will there be rides? Are they safe?								
If other people provide rides or attractions, are you confident they are qualified and reliable? Do they have insurance?								
Have you arranged for a post-event debriefing to assess what worked and what didn't?								
Have you completed a full risk assessment of the site where the event will be held?								
Insert your own								
Insert your own								

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2. Outdoor venues								
Is the area safe from flooding?								
Is the terrain safe (look for cliffs, gullies, reclaimed or unstable land)?								
Are there any water bodies nearby? Have steps been taken to ensure they cannot be accessed by patrons and that safety equipment and staff are available? Are signs in place?								
If a pool is part of the event, do you have staff with appropriate training in water safety?								
Are there any plants or wildlife (including snakes and insects) in the area that could cause problems?								
Are there any potential technical hazards in the area, such as power lines?								
Is the area a potential bushfire risk?								
Is the area subject to flooding?								
Is the area subject to high winds?								
Have you taken steps to ensure								

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safety for pedestrians on or near major or minor roads or other transport areas such as airstrips or railway lines?								
Is the area subject to extreme heat or extreme cold?								
Are there any chemicals or potentially dangerous materials stored on the site or nearby?								
Are any buildings or structures on the site safe?								
Have you investigated the history of the site (to ensure, for example, that it has not been used as a toxic waste dump)?								
Is the venue accessible for emergency service vehicles (Look at roads, ground surfaces, gates and parking)?								
Does the venue cater for people with limited mobility?								
Is the venue easy and safe to access by pedestrians?								
Do you have plans for wet weather?								
Are basic services, such as water,								

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available on-site?								
Does the area have adequate shade?								
Have you checked the General Checklists at www.ourcommunity.com.au								
Insert Your Own								
Insert Your Own								
<i>This checklist will next be reviewed on [date] by [position]</i>								

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Risk Chart

LIKELIHOOD

IMPACT	RATING		A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
	A	Catastrophic	High	High	High	High	High
	B	Critical	High	High	High	Medium	Low
	C	Marginal	High	Medium	Medium	Low	Low

MEASURE	IMPACT	Effect/description
A	Catastrophic	Death – severe injury (e.g. loss or crushed limb, brain damage)
B	Critical	Major Injuries – require medical assistance (inc concussions)
C	Marginal	Minor Injuries, cuts, treated internally (inc minor sprains)
D	Negligible	No injury

MEASURE	LIKELIHOOD	Description
A	Frequent	Will occur regularly – day to day
B	Probable	Will occur on most occasions, circumstances
C	Occasional	Will occur from time to time
D	Remote	May occur but not regularly or often
E	Improbable	Unlikely to ever occur

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