

RISK ASSESSMENT

Events / Bookings / Functions



OVERVIEW

This risk assessment template is designed to assist you 'the hirer' to carefully examine what could impact the delivery of or cause harm to people attending your event, booking or function held at VenuesWest facility. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures. You are legally required to assess the risks in your workplace, in this case your selected VenuesWest facility, so that you can put in place a plan to control the risks.

Step 1	Step 2	Step 3	Step 4	Step 5
Identify risks or any potential hazards.	Decide what the impact could be, e.g. who might be harmed, and how.	Evaluate the risks scores and decide on precautions.	Record your findings, communicate your plan, and implement them.	Review the risk assessment and update if necessary. Submit to VenuesWest.

WHAT AREAS SHOULD BE RISK ASSESSED?

You are required to identify any significant risks associated with the working practices and products (event) that you will be bringing into the facility. Therefore, all of your activities, services and operations need to be assessed. In addition, you also need to judge whether the current control measures are suitable and sufficient to either eliminate, or adequately control, the risks identified.

Please note, VenuesWest will manage emergency response requirements for the safe evacuation of people from any effected areas or the venue. Those managing minors need to identify and plan for the safe transport and monitoring of those under their direct supervision, (i.e. school students and/or volunteers).

WHO SHOULD CONDUCT A RISK ASSESSMENT?

A competent person with a suitable and sufficient knowledge of the activities, services, operations and the premises would be ideal. An understanding of health and safety legislation and principles of risk assessment would be sufficient for a person to be considered suitable.

Risk should be discussed with co-workers, event workers and consult with other Person Conducting Business or Undertaking (PCBU) involved in the activities and confirm all hazards have been identified.

Once completed, this risk assessment should be distributed to contractors and other stakeholder for their input and comments.

REFERENCES

There are many free risk assessment tools and resources available online in addition to this template and the link provided below:

- <https://www.safeworkaustralia.gov.au/risk>

VENUESWEST RISK MATRIX (for reference)

RISK CATEGORY	CONSEQUENCE (C)				
	1	2	3	4	5
	LOW	MINOR	MODERATE	MAJOR	CRITICAL
SAFETY/SECURITY OF PEOPLE	First Aid treatment	Ambulance Transfer Medical Treatment Case	Classified Injury (Lost Time Injury or Restricted Work case)	Fatality or severe permanent disability	Multiple deaths/ health effects to multiple people
LEGAL & ETHICAL COMPLIANCE	Public concern restricted to local complaints	Minor, adverse local public or medical attention and complaints	Attention from media and /or heightened concern from community	Significant adverse national media/ public attention	Serious public or media outcry
FINANCIAL & ECONOMIC	<\$9,999	\$10,000-\$49,999	\$50,000-\$499,999	\$500,000-\$4 million	>\$4 million
REPUTATION & IMAGE	Suggested improvements and unsubstantiated complaints	Substantiated complaints, lobby group correspondence and/or single negative report/article	Complaints and short-term drop in patronage and/or news report(s) and parliamentary questions	Sustained drop in patronage and/or high-profile news report(s) and political embarrassment	Major political or government repercussions or change
ENVIRONMENT	No harm to the environment	Minor environmental damage remaining within VenuesWest premises or systems	Pollution or emission without long-term impact. Can be easily cleaned up if necessary. One- time violation of a requirement or a single complaint.	Pollution or emission with long- term damage to the environment. Repeated exceedances of limits or repeated complaints.	Severe damage requiring extensive clean-up. Continual exceedances of limits and/or long-term environmental damage.

LIKELIHOOD (L)	DESCRIPTION		1	2	3	4	5
			LOW	MINOR	MODERATE	MAJOR	CRITICAL
ALMOST CERTAIN	Is expected to occur in most circumstances. More than once a year	5	Moderate	High	Extreme	Extreme	Extreme
LIKELY	Will probably occurs. Once very year	4	Moderate	High	High	Extreme	Extreme
POSSIBLE	Might occur at some time in the future. Once every five years	3	Low	Moderate	High	Extreme	Extreme
UNLIKELY	Could occur but doubtful. Once every 10 years	2	Low	Low	Moderate	High	Extreme
RARE	May occur but only in exceptional circumstances	1	Low	Low	Moderate	High	High

RISK RATING (RR)	ACCEPTANCE CRITERIA
Low	Acceptable without further treatment when controls effectiveness is 'adequate' or better.
Moderate	Generally acceptable when controls effectiveness is 'adequate' or better and the risk can be demonstrated to be SO FAR AS IS REASONABLY PRACTICAL.
High	Significant Risk – Generally unacceptable. Routine and long-term risk exposures are not permitted. Implement risk treatment with urgency. CEO may approve exposure in emergency situations.
Extreme	Unacceptable Risk. Risk exposure not permitted without Board approval.

EVENT DETAILS – hirer to complete

EVENT/ ACTIVITY TITLE:	
EVENT/ ACTIVITY DATE:	
VENUE/ LOCATION:	
DESCRIPTION OF ACTIVITIES OR EVENT:	

ASSESSMENT PREPARED BY

NAME:	
POSITION / ROLE:	
COMPANY:	
SIGNATURE:	

EXAMPLE

HAZARD / IMPACT (What can cause harm or damage and result of hazard)	RISK CATEGORY	INHERENT RISK ANALYSIS (Without controls implemented)			CONTROL STRATEGY Actions & processes to mitigate the risks	RESIDUAL RISK ANALYSIS (Controls implemented)			RISK OWNER
		L	C	RR		L	C	RR	
Risk assessment not submitted on time and reviewed by VenuesWest. Cancellation of events	Operational	Major	Likely	High	<ul style="list-style-type: none">Research & consult event specific risks for the eventSubmit quality risk assessment by the due dateComplete this document	Major	Rare	Low	Hirer, Contractor, VenuesWest

HAZARD / IMPACT (What can cause harm or damage and result of hazard)	RISK CATEGORY	INHERENT RISK ANALYSIS (Without controls implemented)			CONTROL STRATEGY Actions & processes to mitigate the risks	RESIDUAL RISK ANALYSIS (Controls implemented)			RISK OWNER/S
		L	C	RR		L	C	RR	

HAZARD / IMPACT (What can cause harm or damage and result of hazard)	RISK CATEGORY	INHERENT RISK ANALYSIS (Without controls implemented)			CONTROL STRATEGY Actions & processes to mitigate the risks	RESIDUAL RISK ANALYSIS (Controls implemented)			RISK OWNER/S
		L	C	RR		L	C	RR	

VENUESWEST REVIEW

The risks and control strategies contained in this document have been reviewed.
VenuesWest has reviewed level of residual risks and how they are to be managed. Yes / No
(Residual risks rated extreme or high are not acceptable)

NAME:		COMMENTS:	<i>(FREE FORM FIELD)</i>
ROLE / POSITION:			
DATE:			