

(Event)

# Hazard & Risk Assessment

## Melbourne Fringe 2006

**Draft # 01**

**Created \_\_/\_\_/2006**

***The recommendations and controls herein are to be addressed in a safety checklist***

*The information contained herein is intended as advice to the management of the event and does not remove the responsibility of management/proprietors to ensure all obligations under legislation are adhered to.*

# **(Your event) Hazard & Risk Assessment**

## **Introduction**

We at Melbourne Fringe are committed to continually improving our risk management systems through a process of education, supervision and incident reporting.

**This Example Hazard & Risk Assessment is designed to enable each event to add the hazards particular to their event and asses them in this uniform format.**

**The first six examples are to assist you in this Risk Assessment and may or may not apply to your event. The information you present will be reviewed by our risk manager**

Due to the very nature of events it is difficult to foresee all hazards and risks and many will be identified or known only by the relevant, artists, producers, stakeholders, contractors and/or suppliers of products or services. We must involve all of these experienced people in our event risk assessment.

The Hazard & Risk Assessment is a live document and is never final. Changes to hazards and controls should be reflected and actioned immediately. The Hazard & Risk Assessment must be constantly reviewed and input sought from all stakeholders.

Under Occupational Health and Safety (OH&S) legislation, common and other related law, we are obliged to ensure that reasonable steps are taken to ensure that events are conducted in a manner which provide for the safety of all persons that might be present at any time, including public, employees, independent contractors, their employees and attendees.

The Act, establishes a general “duty of care” that an employer owes to its employees. This also includes independent contractors and employees of the contractor. Liability arises where a person is “exposed” to the risk of injury to health and safety. This means, it is not necessary for a person to have been actually injured but merely “exposed to risk”. Put in context, we must focus our attention on the risk to health and safety rather than the consequences of an offence.

We are aware of the importance of addressing occupational health and safety issues in the conceptual stages of the event to ensure that risks are identified and strategies to reduce or minimise identified risks are adopted.

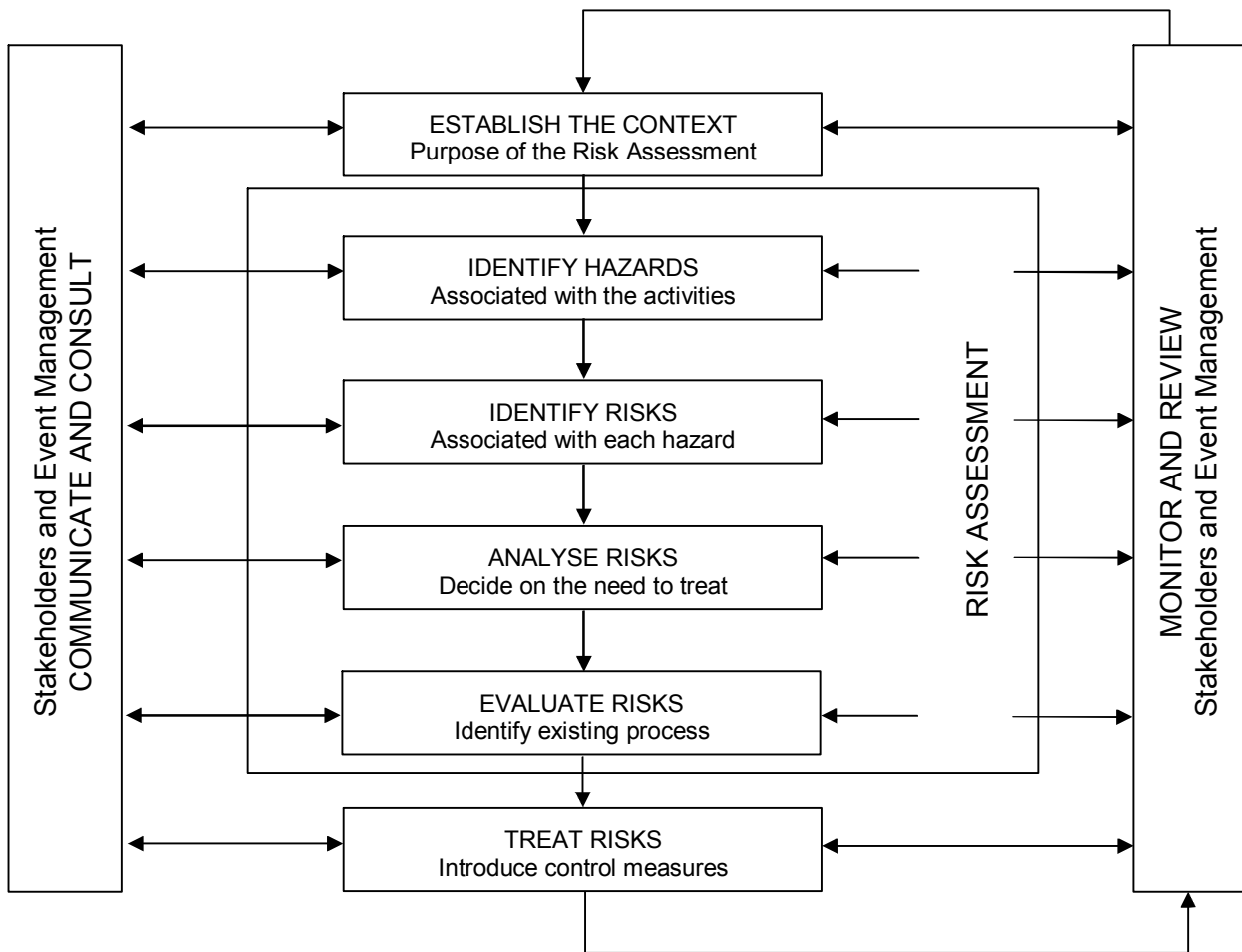
### **PLEASE NOTE:**

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Every effort has been made to ensure the accuracy and completeness of this information; however Coleby Consulting makes no warranty regarding its use, and assumes no liability for any damages or loss suffered as a result of any inaccuracy or omission.

# (Your event) Hazard & Risk Assessment

## Event Risk Management Process – Overview



### Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards. Below is the control hierarchy with general examples of each control measure:

- **Elimination**  
Avoid the risk by removing the hazard completely.
- **Substitution**  
Use less hazardous procedure/substances equipment/process.
- **Isolation**  
Separate the process from people by the use of barriers/enclosures or distance.
- **Engineering Controls**  
Mechanical/physical changes to equipment/materials/process.
- **Administrative Controls**  
Change procedures to reduce exposure to a hazard
- **Personal Protective Equipment**

# (Your event) Hazard & Risk Assessment

## Consequence

**Table 1: Risk Consequence Descriptors**

Consequence	Category	Business Interruption	Environmental	Financial	Human	Public Image & Reputation
<b>Catastrophic</b>	<b>5</b>	Essential service failure, or key revenue generating service removed	Irreversible damage	Above \$5,000,000	Death(s) / many critical injuries	National & International Concern / exposure
<b>Major</b>	<b>4</b>	Service or provider needs to be replaced	Harm requiring restorative work	Up to \$5,000,000	Single Death/ multiple long term or critical injuries	State wide Concern / exposure
<b>Moderate</b>	<b>3</b>	Temporary, recoverable service failure	Residual pollution requiring clean up work	Up to \$500,000	Single minor disablement/ multiple temporary disablement	Local community concern
<b>Minor</b>	<b>2</b>	Brief service interruption	Remote, temporary pollution	Up to \$100,000	Injury	Customer complaint
<b>Negligible</b>	<b>1</b>	Negligible impact, brief reduction/loss of service 2-12 hours	Brief, non hazardous, transient pollution	Up to \$10,000	Minor First Aid	Resolved in day-to-day management

## Likelihood

**Table 2: Likelihood Ratings**

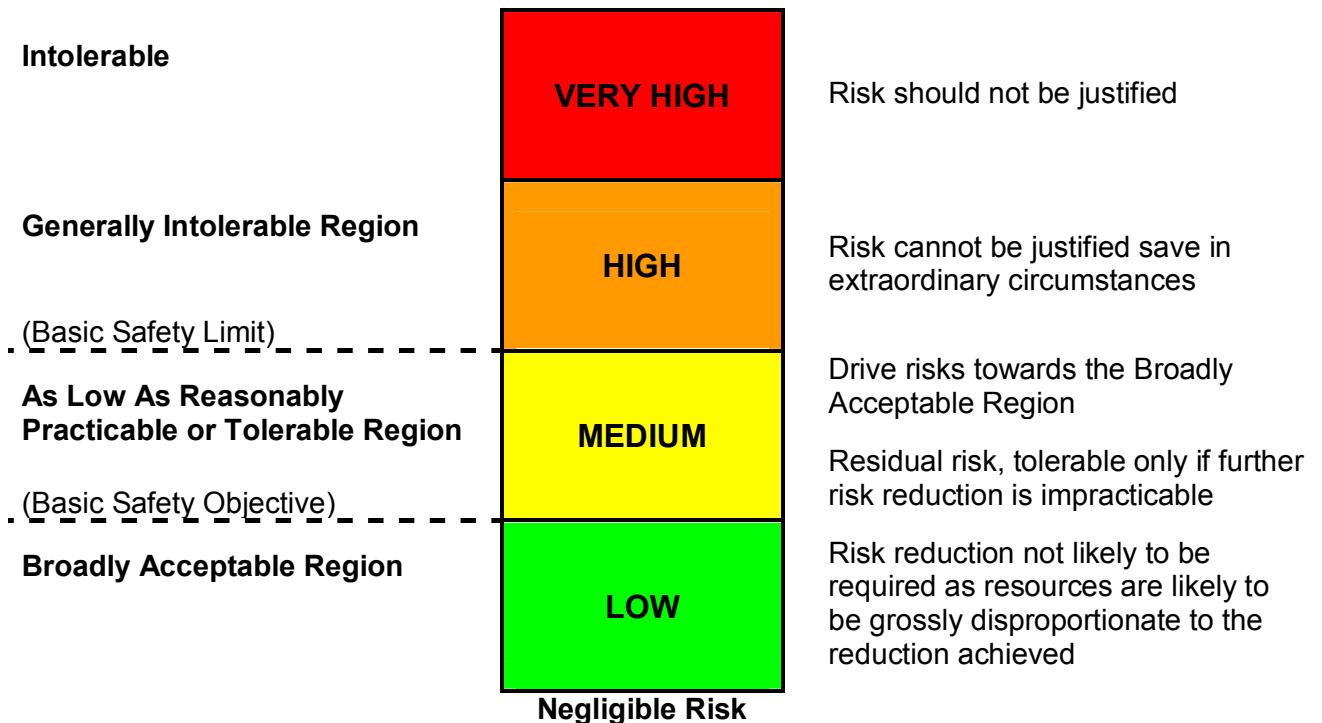
Likelihood	Category	Description
Almost Certain	<b>A</b>	The event is expected to occur in most circumstances
Likely	<b>B</b>	The event will probably occur in most circumstances
Possible	<b>C</b>	The event should occur at some time
Unlikely	<b>D</b>	The event could occur at some time
Rare	<b>E</b>	The event may occur only in exceptional circumstances

# (Your event) Hazard & Risk Assessment

Table 3: Level of Risk Matrix

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

Table 4: Toleration of Risk



# (Your event) Hazard & Risk Assessment

## Hazard and Risk Assessment Control Checklist

NO	DESCRIPTION	OK	NOT OK	NA	DETAILS
1.	Fire, cooking, candles, naked flame				
2.	Live electrical wires or faulty equipment				
3.	Equipment bumping in and out				
4.	Performers activities falls and props				
5.	Slip, trip, fall and Knock				
6.	Stages, scaffold platforms etc.				
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WARDEN: ..... (print)

EVENT: ..... (print)

SIGNATURE: .....(sign)

DATE:    /    /         TIME:       

**NOTE: This list addresses control measures recommended in the Hazard & Risk Assessment**

# (Your event) Hazard & Risk Assessment

<b>Compiled by:</b>		<b>Phone:</b>		<b>Email:</b>	
<b>Event:</b>		<b>Event Date:</b>		<b>Event Manager:</b>	
<b>Reviewed by:</b>		<b>Position:</b>		<b>Review Date:</b>	

Hazard	Risks	Existing Risk Controls	Risk Rating	Toleration of existing Risk Controls	Additional Risk Treatment or Action Plan	Risk Rating	Responsible to Monitor/Supervise
01 Fire Cooking Candles Naked flame Hot surfaces	➤ Burn injury & loss if fire breaks out	<ul style="list-style-type: none"> <li>➤ All sources of heat or naked flame are required to have extinguishers &amp; blankets at all risk areas</li> <li>➤ All drapes, props and cloths to be fire rated and treated with retardant</li> <li>➤ Candles/naked flame to be placed in suitable holders and clear of flammable materials</li> <li>➤ Candles/naked flame to be away from clothing of patrons</li> <li>➤ All hot surfaces and naked flame to be out of reach of public</li> <li>➤ Fire Safety Warden to be assigned task of monitoring candles/naked flame</li> </ul>	D2 Low	Acceptable			<ul style="list-style-type: none"> <li>➤ Producer</li> <li>➤ Stage Manager</li> <li>➤ Fire Warden</li> </ul>

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Hazard	Risks	Existing Risk Controls	Risk Rating	Toleration of existing Risk Controls	Additional Risk Treatment or Action Plan	Risk Rating	Responsible to Monitor/Supervise
<b>02</b> Live electrical wires or faulty equipment	➤ Electrocutation hazard to patrons or performers	<ul style="list-style-type: none"> <li>➤ All installations to be carried out by qualified electrical contractors</li> <li>➤ All leads and appliances to be tagged and tested</li> <li>➤ Earth leakage protection to be fitted and tested</li> <li>➤ All electric's to be installed in accordance with appropriate regulations</li> <li>➤ Switchboards are to be identified with signage "Danger – High Voltage"</li> <li>➤ Temporary installations to run overhead where possible</li> <li>➤ Regular inspections by Area Wardens</li> <li>➤ Emergency lighting installed as required</li> </ul>	E3 Medium	ALARP			<ul style="list-style-type: none"> <li>➤ Producer</li> <li>➤ Warden</li> <li>➤ Electrician</li> </ul>
<b>03</b> Equipment relocations Bumping in and out Staff carrying large or awkward objects	➤ Bodily injuries to staff and public	<ul style="list-style-type: none"> <li>➤ Pre bump in contractor &amp; production Staff induction</li> <li>➤ Bump in movements to be scheduled &amp; agreed on by all Stakeholders prior to the event</li> <li>➤ Bump in areas barricaded &amp; warning signage erected</li> <li>➤ Public kept off site during bump in</li> <li>➤ No major relocations when site is open</li> <li>➤ Staff instructed to exercise care in such circumstances</li> </ul>	D2 Low	Acceptable			<ul style="list-style-type: none"> <li>➤ Producer</li> <li>➤ Warden</li> <li>➤ Staff</li> </ul>

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Hazard	Risks	Existing Risk Controls	Risk Rating	Toleration of existing Risk Controls	Additional Risk Treatment or Action Plan	Risk Rating	Responsible to Monitor/Supervise
04 Performers engaged in activities Falls and prop failure	➤ Bodily injury to performers and public	<ul style="list-style-type: none"> <li>➤ Performers to attend safety briefing</li> <li>➤ Competent performers working with professional equipment</li> <li>➤ Performers aware of the risk of public being struck by props and allow adequate safe distances at all times or suspend activity</li> <li>➤ Stage managers and area wardens supervising all performances</li> </ul>	E2 Low	Acceptable			<ul style="list-style-type: none"> <li>➤ Producer</li> <li>➤ Stage Manager</li> <li>➤ Performers</li> <li>➤ Area Wardens</li> </ul>
05 Slip, Trip, Fall and Knock	➤ Bodily injury to public or participants	<ul style="list-style-type: none"> <li>➤ Area Wardens, Staff, Performers and contractors briefed in recognition and prevention</li> <li>➤ Serious trip and fall hazards identified and removed or treated to prevent injury</li> <li>➤ Contractor site safety induction</li> <li>➤ Cables flown overhead where possible</li> <li>➤ Rubber mats &amp; cable traps over cables</li> <li>➤ Barriers placed around protruding equipment</li> <li>➤ Changes in height and edges highlighted</li> <li>➤ Slippery surfaces treated or isolated</li> <li>➤ Additional lighting in dark areas</li> </ul>	C2 Medium	ALARP			<ul style="list-style-type: none"> <li>➤ Producer</li> <li>➤ Contractors</li> <li>➤ Area Wardens</li> </ul>

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Hazard	Risks	Existing Risk Controls	Risk Rating	Toleration of existing Risk Controls	Additional Risk Treatment or Action Plan	Risk Rating	Responsible to Monitor/Supervise
06 Stages Scaffold platforms etc.	<ul style="list-style-type: none"> <li>➤ Fall from height</li> <li>➤ Public access</li> <li>➤ Bodily injury to performers, public, participants or others on or adjacent to structures</li> </ul>	<ul style="list-style-type: none"> <li>➤ Safety barriers/hand rails fixed to all structures where required as per legislation</li> <li>➤ Stage boundaries highlighted to assist performers</li> <li>➤ Fall protection systems used on any high work over 2 metres unless trained performers etc</li> <li>➤ Fall protection systems used to eliminate falls from less than 2 metres</li> <li>➤ General public not permitted on stages or other structures intended for performers</li> <li>➤ Security monitoring stages when not in use</li> <li>➤ Performers are competent in specific tasks have a thorough knowledge of requirements</li> <li>➤ Wardens supervising all performances to ensure compliance</li> </ul>	D2 Low	Acceptable			<ul style="list-style-type: none"> <li>➤ Producer</li> <li>➤ Security</li> <li>➤ Performers</li> <li>➤ Area Wardens</li> </ul>

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Hazard	Risks	Existing Risk Controls	Risk Rating	Toleration of existing Risk Controls	Additional Risk Treatment or Action Plan	Risk Rating	Responsible to Monitor/Supervise
07	➤						➤
08	➤						➤
09	➤						➤