Event Management
Pre-Event Initial Checklist

Organisers name:	

Requirement	Yes/No/NA	Person Responsible	Comment
Name of event and organising committee			
Date and time of the event			
Location of the event			
Event organiser and contact person			
Description of the event and objectives			
Number of attendees expected			
Has venue been booked?			
Event times			
Risk assessment • Has a Risk Management Checklist been completed?			
What permits, permissions and approval are required? • Approvals from Planning and Local Laws Departments • Liquor License • Traffic Management • Road Closures • Food Safety • Structure Permits (POPE) • Fireworks • A-Frame or Street Furniture • Street Trading Permit • Amplified Music Licensing • Waste Management • Water • Noise See guidelines for specific information			
Are appropriate insurances in place?			
Will there be site or ground preparation required?			
How will Volunteers be managed? e.g. training, briefing information and time of briefing?			
Will emergency services need to be involved? If so, is there a list of contacts?			

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Pre-Event Initial Checklist

Is a site plan for the event required? Details, location of infrastructure, access for emergency vehicles, key areas for events etc.			
Will noise be regulated for the event?			
Is security required? e.g. arrangements to secure site pre-during and after hours.			
Will inclement or extreme weather adversely impact the event?			
Is a communication plan required? For public/participators/spectators/key agencies.			
Will crowd control be needed for the event?			
Will the event be held in the fire season?			
Will the presence of first aid officers or ambulance be required?			
Are toilets required?			
Has disability access been considered?			
Are exists and egress suitable?			
Is additional waste services required?			
Is additional power required?			
Is additional lighting required?			
Is additional water required?			
Is the toilet facility adequate?			
Has cleaning been organized for before and after the event?			
Is there a requirement for a volunteer form, if so is there one in place?			

Event Management
Pre-Event Risk Assessment

Event Name:		
Venue:	Date:	Time:
Event Contact:	Phone:	

1. Determine the likelihood of the risk eventuating from Table 1 – Likelihood.
2. Determine the consequence from Table 2 – Consequence.
3. Determine Risk Rating and Risk Level (Low to Catastrophic).
4. Determine whether the risk is accepted or rejected.
5. If the risk is rejected develop a risk treatment plan to control the risk.
6. Reassess the risk to ensure that the risk level is reduced to an acceptable level.
7. Allocate responsibility to the correct person to ensure risk control measures are implemented.

Risk No.	Risk Description	Likelihood	Consequence	Risk Rating	Accept (A) Reject (R)	Treatment Plan	Residual Likelihood	Residual Consequence	Residual Risk Rating	Responsibility

Event Management
Pre-Event Risk Assessment

Pre-event - Risk Assessment Framework

The aim of the risk identification is to develop a comprehensive list of all risks that may affect the events objectives and operations. Identify risks associated with the event, each risk then needs to be assessed to determine the priority of the risk.

Table 1 - Likelihood

Likelihood – How likely is it to occur at the event?

Level	Likelihood	
A	Almost Certain	It is expected to occur in most circumstances.
B	Likely	Will probably occur in most circumstances.
C	Possible	May occur but there is a distinct possibility that it won't occur.
D	Unlikely	May occur but not anticipated.
E	Rare	It is unexpected to occur in most circumstances.

Table 2 – Consequence Description

Consequence – What is likely to be the impact on the event?

Level	Consequence	
1	Insignificant	• First Aid or minor medical treatment, full recovery. • Low financial loss • Results in local gossip. • Minor legal issues, minor breach of reputation.
2	Minor	• Significant medical treatment. • Medium financial loss. • Results in regional gossip. • Minor litigation, fines or legal costs; breach of regulations.
3	Moderate	• Short disability to one or more persons. • Major financial loss. • Results in regional media coverage. • Significant litigation and legal costs, breach of regulations results in investigation by authority and possible moderate fines.
4	Major	• Extensive injury or impairment to one or more persons. • Major financial loss. • Results in state media coverage. • Significant litigation, major breach of regulation with punitive fine.
5	Catastrophic	• Fatality and/or severe irreversible injury to one or more persons. • Catastrophic financial loss. • Results in national media coverage. • Major litigation, investigation by regulatory body.

Table 3 – Risk Rating

			Consequences				
			Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood			1	2	3	4	5
Rare		A	Medium (11)	High (16)	High (20)	Very High (23)	Very High (25)
Unlikely		B	Medium (7)	Medium (12)	High (17)	High (21)	Very High (24)
Possible		C	Low (4)	Medium (8)	Medium (13)	High (18)	High (22)
Likely		D	Low (2)	Low (5)	Medium (9)	Medium (14)	High (19)
Almost certain		E	Low (1)	Low (3)	Low (6)	Medium (10)	Medium (15)

Event Management
Pre-Event Risk Assessment

Table 4 – Risk Action Plan		
Once the level of the risk has been determined the following table may be issued to determine when to act to intervene and institute the control measures.		
Risk Level	Action	Details
Low	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	
Medium	Take reasonable steps to mitigate the risk. Until elimination, substitution, or engineering controls can be implemented, institute administrative or personal protective equipment controls. These "lower level" controls must not be considered permanent solutions.	Interim measures until permanent solutions can be implemented: • Develop administrative controls to limit the use or access • Provide supervision and specific training related to the issue of concern
High	Act immediately to mitigate the risk. Eliminate, substitute, or implement engineering controls.	An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented.
	If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.	Note: Risk and no cost, must be the primary consideration in determining the timeframe.
Very High	Act immediately to mitigate the risk. Eliminate, substitute or implement engineering control measures.	Removed the hazard at the source. An identified very high risk does not allow scope for the use of administrative controls, even in the short term.

Hierarchy of control	Action	Details
Most effective	Elimination	Eliminate the hazard.
	Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
	Engineering controls	Provide or construct a physical barrier or guard.
	Administrative control	• Develop policies, procedures, practices and guidelines to mitigate the risk. • Provide training, instruction and supervision about the hazard.
Least effective	Elimination	Eliminate the hazard.

Event Management
During the Event - Risk Management Checklist

During the event – Risk Management Checklist					
Event:		Date:			Time:
No.	Description	Adequate	Inadequate	N/A	Rectification Action
1	Barriers in place – safety fences				
2	Catering checklists				
3	Condition of plant and guards on all machinery				
4	Confined spaces				
5	Disabled access and facilities				
6	Drinking water				
7	Electrics – i.e. lighting, stands				
8	Elevated work platforms				
9	Emergency access				
10	Emergency exits unlocked/clear				
11	Emergency services briefed				
12	Exit signage				
13	Extension leads, cables, plugs, (tested and tagged)				
14	Flammable storage				
15	Fire Brigade briefed				
16	Fire extinguishers in position				
17	Gas bottles secured				
18	Hot surfaces out of public reach				
19	Housekeeping				
20	Ladders				
21	Manual handling				
22	Participants/marshals briefed				
23	Noise				
24	Pedestrian access				
25	Performers trained				
26	Powered and non-powered lifting devices – i.e. crane				
27	Police briefed				
28	Radio (2 way) function				
29	Roads and walkway condition				
30	Safety officers				
31	Scaffolding – i.e. sets				
32	Sharp and protruding objects				
33	Steps and handrails condition				
34	Sufficient number of toilets				
35	Tents/marquees secured				
36	Toilets functioning				
37	Tree and branches				
38	Tripping hazards/electrical cords, cables, ropes etc.				
49	Umbrellas secured				
40	Utilities identification (underground & overhead) including irrigation				
41	Wardens				
42	Warning signage				
43	Weather and wind conditions				
44	Work involving heights				

Event Management
Post-Event Condition Report

Post event – Condition Report				Page 1 of 1
Event Name:				
Venue:	Date:		Time:	
Event Contact:	Phone:			

Assessment item	Adequate (A)	Defect (D)	N/A	Comment/description
Roads				
Footpaths				
Trees				
Buildings (including all aspects, floor surfaces, windows, external/internal walls, roofing, gutters, downpipes etc.)				
Road Signs				
Park Assets (i.e. seats, playground equipment, sporting equipment, list if required)				
External ground surface condition (i.e. grass, asphalt, artificial turf, tennis court surface, other as indicated, please list)				
Waste				
Garden Areas				
Other Areas – please list:				

Overall comments:

Assessment completed by:		
Name:	Signature:	Date:

Event Management
Post-Event Debrief Form

Post event – Debrief Form			
Event Name:			
Venue:	Date:		Time:
Event Contact:	Phone:		

Debrief questions	Yes	No	Comments
Would you consider the event a success?			
Was the event within budget?			
Will the event be held again? If not explain in comments.			

List/describe what you thought was successful or worked well:

List/describe what you thought was unsuccessful or did not work well:

List/describe what you though was successful or observed to be working well during the event:

List/describe what you thought was not successful or to be working well in the whole event:

List/describe your recommendations for the whole event:

Issues for further consideration:

Debrief form completed by:		
Name:	Signature:	Date: