Event Risk Register Template Guide



About this template

- The City of Swan has provided this Risk Register Template for use by its Customers and Event Partners who are planning and organising events within the City of Swan.
- This template will assist you in meeting your requirements for approval and addressing hazards at your event that may result in harm. It's a guidance tool of a general nature. Whilst it's there to help safe planning for events, it may not include all the risks and controls applicable to your event. Example risks and risk controls have been included as a guide. Some controls may or may not be applicable to your event. You will have some extra controls and risks you can add to customise the risk register to your event.
- It is suggested you work through the template in a logical fashion moving from left to right considering each individual hazard and completing the risk assessment for each one before moving to the next. You can always go back and make changes later on if needed.



How to use this template

1. Complete the event information at the top of register, see figure 1.

	Event Risk Register and Risk Con	ntrol Plan
Event Name:	Event Location:	
Event Date:	Expected Attendance:	
Event Times:	Date Register Completed:	
	RISK ASSESSMEN	r

2. Read through each individual Hazard and Un-wanted Event and indicate if the hazard is applicable to your event by choosing 'Yes' or 'No' from the drop-down box, see figure 2.

								RISK ASSESSMENT
					BEFORE YO	ESSMEN our risk cont ice)		
Source	Hazard / Aspect	Un-wanted Event (what could go wrong?)	Does this risk apply to your event? Choose Yes or No	Consequence	Likelhood	Risk Level	Rank	RISK CONTROLS (delete or add to this example list)
Administration	Excessive Noise	Noise levels of event exceeds Complaints from surrounds business/people received Damage to patrons ears Event closed down	No	9				
Administration	Ingress/Egress Congestion	Inadeguately organised crowd dispersal methods following event egress Disruptive and antisocial behaviour Delay in accessing event	Yest					Ensure maximum capacity is known and communicated Crowd Management Plan Traffic Management Plan Public Transport available and designated Taxi and Uber Rank Crowd Control to monktor gate for crowd congestion Crowd Control to monktor eater and monitor external perimeter fencing Signage directing patrons to entry points

FIGURE 2

If the hazard does not apply to your event, and the answer is 'No', the Risk Assessment and Risk Controls will automatically be greyed out in the template.

3. Once you identify a hazard that applies to your event, conduct a Risk Assessment by using the Consequence and Likelihood columns (see page 4 for information regarding consequence and likelihood). Once the information is entered into these columns the template will calculate the risk level and rank and automatically populate these columns, see figure 3.

								RISK ASSESSMENT
						SSMENT ar risk contro (e)	ols are ir	
Source	Hazard / Aspect	Un-wanted Event (what could go wrong?)	Does this risk apply to your event? Choose Yes or No	Consequence	Likelihood	Risk Level	Rank	RISK CONTROLS (delete or add to this example list)
Administration	Excessive Noise	Noise levels of event exceeds Complaints from surrounds business/people received Damage to patrons ears Event closed down	Yes	5- Severe	B- Likely	Very High	20	Obtain and comply with necessary permits, approvals and licenses issued by Council and other government agencies Noise Management Plan Vise of sound parriers and other noise controls including site layout and event timings/duration Communication with resident e.g. letter drop
Administration	Ingress/Egress Congestion	Inadequately organised crowd dispersal methods following event egress Disruptive and antisocial behaviour Delay in accessing event						Ensure maximum capaoity is known and communicated Crowd Management Plan Traffic Management Plan Public Transport available and designated Taxi and Uber Rank Crowd Control to monker gate for crowd congestion Crowd Control to monker gate for crowd congestion Signage directing patrons to entry points

FIGURE 3

4. Review example controls and remove or add your existing controls you have in place to manage the hazard, see figure 4.

(A **control** is something put in place to reduce the unwanted event)

	RISK ASSESSMENT	
rols are in		
Rank	RISK CONTROLS (delete or add to this example list)	RESPON (Per respon managin
20	 Obtain and comply with necessary permits, approvals and licenses issued by Council and other government agencies Noise Management Plan Use of sound barriers and other noise controls including site layout and event timings/duration Communication with residents e.g. letter drop 	Joe Bloggs
	 Ensure maximum capacity is known and communicated Crowd Management Plan Traffic Management Plan Public Transport available and designated Taxi and Uber Rank Crowd Control to monitor gate for crowd congestion Crowd Control to be positioned and monitor external perimeter fencing Signage directing patrons to entry points 	

FIGURE 4

5. Enter the name of the person responsible for managing the controls you have identified, see figure 5.

						RISK ASSESSMENT											
RISK ASSE SSMENT (risk lovel BiF FOIE your risk controls are in place)										RESIDUAL RISK ASSESSMENT (risk level AFTER your risk controls are in place)							
Un-wanted Event (what could go wrong?)	Dees this risk apply to your event? Choose Yes or No	Consequence	Likelihood	Risk Level	Rank	RISK CONTROLS (delete or add to this example list)	RESPONSIBILITY (Person/s responsible for managing control)	Consequence	Likelihood	Risk Level	Rark	Risk Tolerance Yes or No or ALARP					
Noise leves of event exceeds Complaints from surrounds unineex/people roceived Damage to patrons ears Event closed down	Yes	5- Severe	B- Likely	Very High	20	Obtain and comply with necessary permits, approvals and icenses issued by Council and other government agencies	Jue Bloggs	349-0	C-Perste	Medium		ALAPP					
Insdequately organised crowd spersal methods following event egness Disruptive and artitiscolar behaviour Deley in accessing event						Ensure maximum capacity is moren and communicated Corrent Ranagement Plan Tatlic Klenagement Plan Sound Control to moritors date for chined congestion Corrent Control to moritors date for chined congestion Sound Control to moritors date for chined congestion						ALAIF 5 Ai Rano Practical					

FIGURE 5

6. Assuming the controls identified are in place and working as intended, review the level of 'Residual' risk, see figure 6.

(Residual risk is the level of risk remaining after implementing controls. If your controls are effective and well applied your level of risk should decrease.)

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RISK ASSESSMENT (risk level BEFEE your risk controls are in place)									RESIDUAL RISK ASSESSMENT (risk lovel AFTER your risk controls are in place)								
Un-wanted Event (what could go wrong?)	Decs this risk apply to your event? Choose Yes or No	Consequence	Likelihood	Risk Level	Rank	RISK CONTROLS (delete or add to this example list)	RESPONSIBILITY (Person/s responsible for managing control)	Consequence	Likelihood	Risk Level	Rank	Risk Tolerance Yes or No or ALARP					
Noise leves of event exceeds Complaints from surrounds unexect/scople received Damage to atrons ears Event closed down	Yes	5- Severe	B- Likely	Vory High	20	Obtain and comply with necessary permits, approvals and locenses issued by Coundi and other povernment agencies	Jue Nogge	349-0	California	Medium	-	1949-1949 019435					
Insdequately organised crowd spersal methods following event egress Disruptive and arrbscoal behaviour Deley in accessing event						Ensure auximum capacity is inform and communicated Correct Ranagement Plan Tatlin Kenagement Plan Tatlin Kenagement Plan Tatlin Kenagement Plan Tatlin Kenagement Plan Sowid Control to monitor galace for droved donadation Sowid Control to monitor galace for droved donadation						ALATS As Reas Practica					

FIGURE 6

7. Assess the risk tolerance – Are you happy the risk has been addressed by the controls you have identified? 'Yes' or 'No' or 'ALARP' = (As Low As Reasonably Practical meaning you believe you have reduced the risk as much as you can) see Figure 7.

								RESIDUAL RISK ASSESSMENT (risk lovel AFTER your risk controls are in place)						
Un-wanted Event (what could go wrong?)	Dees this risk apply to your event? Choose Yes or No	Consequence	Lkelhood	Risk Level	Rank	RISK CONTROLS (delete or add to this example list)	RESPONSIBILITY (Person/s responsible for managing control)	Consequence	Likelihood	Risk Level	Rank	Risk Tolerance Yes or No or ALARP		
Noise leves of event exceeds Complaints from surrounds unines/people received Damage to patrons ears Event closed down	Yes	5- Severe	8- Likely	Very High	20	Obtain and comply with necessary permits, approvals and loanes issued by Council and other government agences	Joe Moggs	2494	C.Prestin	Medium		ALARP		
Insdequately organised crowd spersal methods following event egress Disruptive and artisocial behaviour Deley in accessing event						Ensure maximum capacity is morim and communicated Corrend Ranagement Plan Tatlic Henagement Plan Tatlic Henagement Plan Tatlic Henagement Plan Tatlic Ranack Cound Control to available and designated Taxi and Uber Rank Cound Control to monitor age for crowd contraction Signad contexplant pations for entry prints						ALATP - As Ranc Practical		

8. Complete the remainder of the risk table using the same process (steps 1 to 7) for each risk listed. Additional risks for your event can be added at the bottom of the table in the blank cells.

Consequence Table

	CONSEQUENCE OF TABLE:SEVERITY OF IMPACT
Descriptor	Description of Consequence
Insignificant	No injuries, low financial loss, low reputational damage, insignificant environmental impact
Minor	First Aid required, medium financial lose, minor impact on event, low profile media attention, minor environmental impact
Moderate	Medical treatment required, high financial lose, external assistance required, public complaint, moderate environmental impact
Significant	Extensive injury, major halt to event, major financial loss, emergency services required, high media attention, damage to reputation, significant environmental impact
Severe	Death, potential prosecution, catastrophic financial loss, irreversible reputational damage, severe environmental impact

Likelihood Table

	LIKELIHOOD TABLE: LIKELIHOOD OF IMPACT
Descriptor	Description of Likelihood
Almost Certain	The event is expected to occur, more than once a year
Likely	The event will probably occur, once a year event
Possible	The event should occur, once in 5 year event
Unlikely	The event could occur but probably won't, once in 10 year event
Rare	The event is not expected to occur, once in 20 year event

Risk Matrix

		R	ISK ASSESSM	IENT MATRIX		
				Consequence		
		Insignificant	Minor	Moderate	Significant	Severe
	Almost Certain	Medium (5)	High (10)	High (15)	Very High (20)	Very High (25)
-	Likely	Low (4)	Medium (8)	High (12)	High (16)	Very High (20)
Likelihood	Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
	Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

