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.

	RISK ASSESSMENT	
vent Times:	Date Register Completed:	
Event Date:	Expected Attendance:	
vent Name:	Event Location:	
	Event Risk Register and Risk Cont	trol Plan

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													
	RISK ASSESSMENT (risk level BEFORE your risk controls are in place)													
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	No	9										
Administration	Ingress/Egress Congestion	Inadequately 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 Menagement Plan. Public Transport available and designated Taxi and Uber Rank Crowd Control to monitor quate for crowd congestion Crowd Control to monitor quate for crowd congestion 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
				R (risk level	ISK ASSE BEFORE you place	SSMENT ur 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: Sun Noise Management Sun Vise of sound parniers and other noise controls including site layout and event timings/duration Communication with residents =.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 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 monitor gate monitor external perimeter fencing Signage Gratem patrients 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						
		R (risk level	ISK ASS	ESSMENT ur risk contr te)	ols are in		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	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 susines/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 loanses issued by Council and other government agencies	Joe Mogge	349-00	California	Medium		ALARP
 Inadequately organised crowd depersal methods following event egress Disruptive and artitoccar behaviour Delay in accessing event 						e Bruise maximum catacity in thromin and communicated 0 Yound Nanagement Rian • Traitin: Khanagement Pian • Raiker Transport examiliar and designated Taxi and Uber Rank • Raiker Changers et available and designated Taxi and Uber Rank • Oreind Control to be persisted and monther external permeter feroing • Oreind Control to be persisted and monther external permeter feroing • Oreind Control to be persisted and monther external permeter feroing • Oreind Control to be persisted and monther external permeter feroing						ALAIS As Rass Practice

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.)

						RISK ASSESSMENT									
RISK ASSESSMENT (rikk level liteFOH 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	Rank	Risk Tolerance Yes or No or ALARP			
Noise leves of event exceeds Complaints from surrounds susines/people roceived Damage to patrons ears Event cloced down	Yes	5- Severe	8- Likely	Very High	20	Obtain and comply with necessary permits, approvals and loanses issued by Council and other government agencies	Jue Bloggs	3494	C-Porella	Medium	-	internet Ultrast			
Inadequately organised crowd fepersal methods following event egress Disruptive and artipocal behaviour Delay in accessing event						Ensure basisism capacity is finning and communicated Correct Nanagement Plan Traffic Nanagement Plan Plant Transport available and designated Taxis and Uber Rank Public Transport available Correct Control to monitors gate flas droved compatition Correct Control to monitors and the provides Control to monitore provides Control to monitors and the provides Control						ALATP > A At Resons Practical			

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.

RISK ASSESSMENT (risk level BEFGE yvar risk controls are in place)								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 usinese/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 ensuring capacity is innown and communicated Corond Reaspacement Run Traint, Neuragement Pan Traint, Neuragement Pan Traint, Neuragement Pan Corond Control to available and designated Taxi and Uber Rank Corond Control to available and designated Taxi and Uber Rank Corond Control to available and designated read monther estantial permeter fending						ALARP - 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	1	
		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)
Likelihoo	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)

