Event Risk Register
Template Guide

city of swan

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.

FIGURE 1

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.

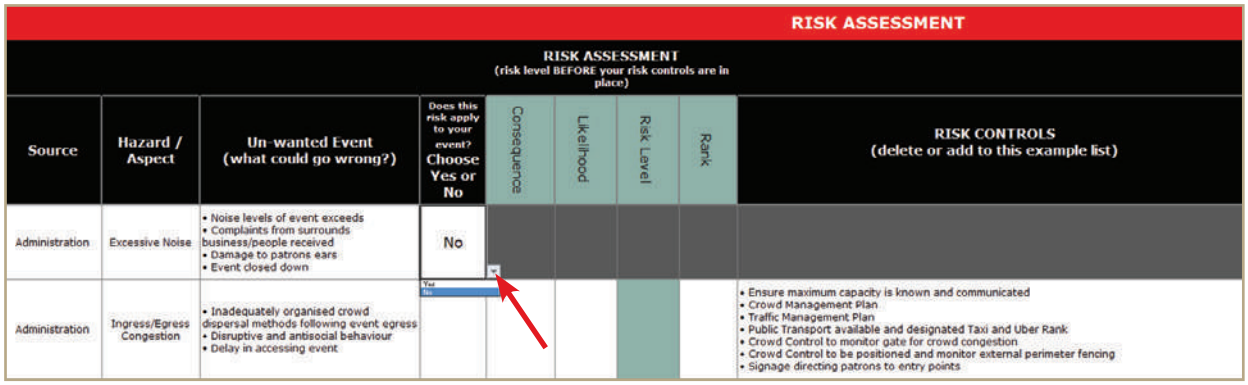

FIGURE 2

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.

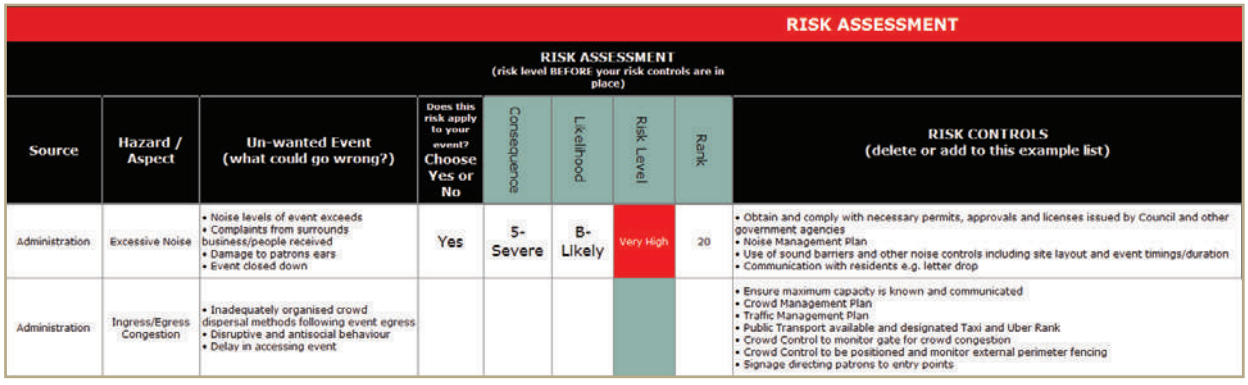

FIGURE 3

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

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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.

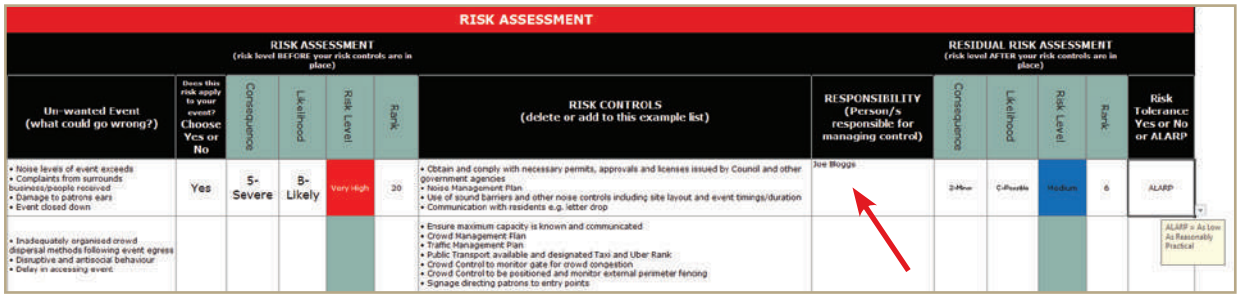
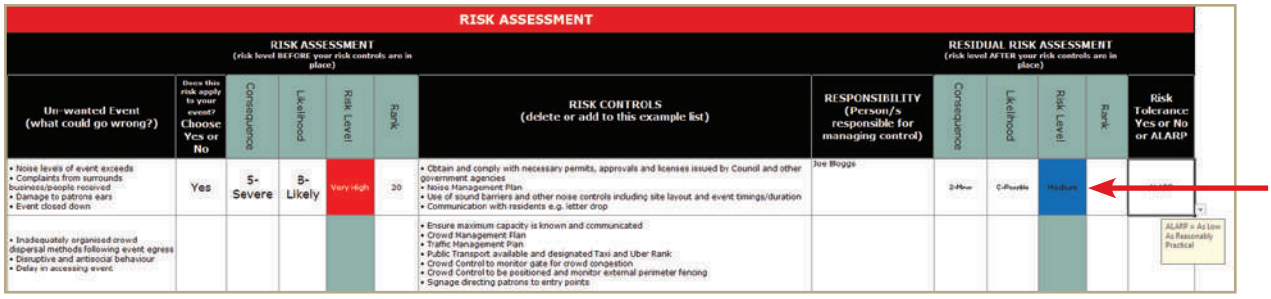


FIGURE 5

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

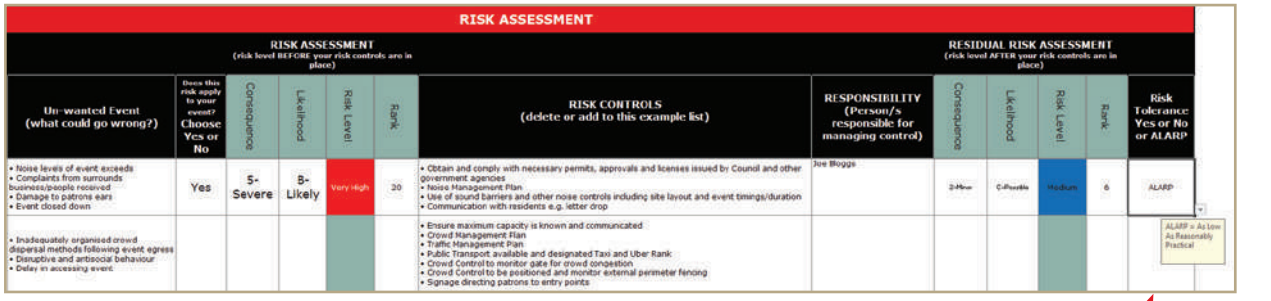
   (Residual risk is the level of risk remaining after implementing controls. If your controls are effective and well applied your level of risk should decrease.)



RISK ASSESSMENT													
RISK ASSESSMENT (risk level BEFORE 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?)	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)	RESPONSIBILITY (Person/s responsible for managing control)	Consequence	Likelihood	Risk Level	Rank	Risk Tolerance Yes or No or ALARP
• 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 • Use of sound barriers and other noise controls including site layout and event timings/duration • Communication with residents e.g. letter drop	Joe Bloggs	2-Minor	C-Possible	Medium		
• 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 be positioned and monitor external perimeter fencing • Signage directing patrons to entry points						ALARP = As Low As Reasonably 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.



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• 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 be positioned and monitor external perimeter fencing • Signage directing patrons to entry points						ALARP = As Low As Reasonably Practical

FIGURE 7

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

RISK ASSESSMENT MATRIX						
		Consequence				
		Insignificant	Minor	Moderate	Significant	Severe
Likelihood	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)
	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)