

What potential risks have you identified?	Date Inspected	What Problem was Detected (if any)	Likelihood A,B,C,D,E	Impact A,B,C,D	Risk Rating H,M,L (see Risk Chart)	Who Will fix the problem?	When will it be fixed?	Completed (signed off)
Have you prepared a site map of the event or festival? Do all stakeholders have a copy?								
Have you organised an information centre for event patrons?								
Are your staff and volunteers adequately qualified or trained?								
Do you have signs on-site indicating where to find phones, toilets, water, first-aid posts, parking, security, lost and found, public transport, etc?								
Do you have appropriate signs on-site indicating rules regarding smoking, alcohol, bag searches, etc?								
Do you have adequate car parking – for cars, buses, taxis, emergency vehicles?								
Have you developed a traffic management plan for the event?								
Do you have contingency plans for transport if the event finishes late, is cancelled or affected by wet weather?								
Do you have an emergency response plan?								
Do you have an evacuation plan?								
Do you have emergency tools on-site, such as a fire axe and bolt-cutters?								
Do you have effective communication on-site?								
Have you consulted with fire services to ensure you have all necessary firefighting equipment required by law?								

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Will portable fire protection equipment be located throughout the venue?								
Has the declaration of a total fire ban or fire danger period on the day of the event been considered?								
Are hydrants or suitable water supply available to fire services?								
Do you have a security plan for the event?								
Have you hired a security firm?								
Have you decided to ban any items from the event?								
Will you be conducting bag searches?								
Have you made arrangements for lost and stolen property or lost children?								
Do you have a first-aid post on-site that is set up with lighting, power, running water and appropriate equipment?								
Do you have trained staff or volunteers to man the first-aid post?								
Have you arranged for the first-aid posts to be regularly serviced?								
Are you prepared for a medical emergency?								
Have you arranged waste management?								
Have you considered noise levels?								
Will alcohol be available at the event? If so, have you arranged for the appropriate licences/permits?								

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Are you prepared for the effects of alcohol, such as dehydration, potential medical concerns or crowd disturbances?								
Do you have designated alcohol-free areas?								
Have you ensured alcohol is not available to under-age patrons?								
Will you be providing alcohol in plastic cups to lessen the risk of injuries?								
Do you have plans for infection control, including contact details for environmental health officers?								
Have you taken steps to stop the spread of infection, such as ensuring safe waste disposal and disposal of sharps?								
If food is being served at the event, do you have appropriate food handling procedures, including any necessary licenses/permits?								
Do you have enough toilets for the expected number of patrons?								
Are the toilets clean (provided with soap and hand-washing equipment, away from food areas, cleaned and re-stocked regularly, etc) and safe (well-lit, appropriate for wet weather, etc)?								
Are the toilets accessible for people with limited mobility?								
Will sunscreen be provided at the event?								
Do you have signage of safety messages such as sun-smart, appropriate use of alcohol and attitudes to drink-driving?								

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Do patrons have access to public telephones?								
Does the event have adequate lighting?								
Do you have emergency power and lighting?								
If you are erecting any temporary structures, such as stages or marquees, do have have appropriate permits and are the structures secure?								
If you are using temporary seating, are the seats safe and have you arranged for seats to be secured to the floor or each other to guard against injuries from falls or hostile crowds using them as weapons?								
Are entry and exit routes to the event clear and well sign-posted?								
Are exits clear of obstructions?								
If portable gas cylinders will be used (in cooking, to inflate balloons, etc) will they be properly secured?								
If you are planning to use fireworks, has a permit been obtained?								
Will fireworks be operated by a qualified pyrotechnician?								
Will there be camping at the event? If so, do you have a designated, safe camping area that avoids potential hazards such as trees dropping limbs, flooding and power lines?								
Is the camping area provided with facilities such as water, shelter, toilets and a first-aid station?								

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Have you checked the area where the performance will be conducted, and where the audience will be, for potential hazards?								
Insert Your Own								
4. Working with dangerous substances								
Are toxic materials, such as paints, glues and varnishes, used in your activities? Are these materials stored in a safe spot when not in use?								
Do you have rules for handling toxic materials?								
Do you have and use protective equipment when dealing with dangerous substances?								
Do you work in ceramics? Are you aware of the dangers associated with this art (eg: inhaling clay dust) and from chemicals associated with it (eg: many materials can liberate toxic fumes when they are fired)? Are there appropriate safety measures in place?								
Do you use a kiln? Is it vented and exhausted to the outdoors?								
Do you have protective eyewear for people looking into the kiln while it is firing?								
If you are using toxic paints or materials, is your work area properly ventilated?								

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Do you use spray painting? Do you have rules for the use of spray paints and safety procedures (eg: using a spray booth) to guard against the specific dangers associated with spray painting (eg: cans are a fire hazard, sprayed mist can remain in the air for hours after use)?								
Is your work area set up – and do you know proper work practices - to prevent back, wrist and other injuries?								
Do you work with potentially dangerous equipment or tools (eg: for woodworking)? Are staff, volunteers and participants properly trained in using the equipment? Is the equipment maintained to ensure it is in good condition? Do you supply and use protective equipment?								
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Do you supply and use protective equipment?								
Do you keep an up-to-date list of dangerous substances or chemicals on your premises? Do you know their effects?								
Have you checked the General Checklists available at www.ourcommunity.com.au ?								
INSERT YOUR OWN								
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Risk Chart

LIKELIHOOD

IMPACT	RATING		A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
	A	Catastrophic	High	High	High	High	High
	B	Critical	High	High	High	Medium	Low
	C	Marginal	High	Medium	Medium	Low	Low
D	Negligible	Medium	Low	Low	Low	Low	

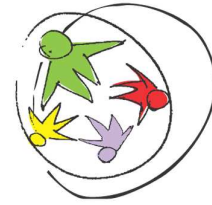
MEASURE	IMPACT	Effect/description
A	Catastrophic	Death – severe injury (e.g. loss or crushed limb, brain damage)
B	Critical	Major Injuries – require medical assistance (inc concussions)
C	Marginal	Minor Injuries, cuts, treated internally (inc minor sprains)
D	Negligible	No injury

MEASURE	LIKELIHOOD	DESCRIPTION
A	Frequent	Will occur regularly – day to day
B	Probable	Will occur on most occasions, circumstances
C	Occasional	Will occur from time to time
D	Remote	May occur but not regularly or often
E	Improbable	Unlikely to ever occur

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