

## Appendix E: Risk Identification Questions

Event Management - General	Answer
Do you have the required permits?	
Will there be road closures for the event? Have you applied for a permit from the appropriate transport authority/local council and notified emergency services?	
Do you have a contact list for members/managers responsible for each area of the event?	
Do you have a checklist to make sure you have all documentation, such as the event plan, contracts, sponsorship letters, licences, permits, event programme, accounts and emergency plan?	
Do you have public liability insurance?	
Do you have event insurance to refund paid tickets if the event needs to be cancelled?	
Is property and equipment insured?	
Have you contacted all key stakeholders, such as local councils, police, ambulance service, food vendors and security?	
Do you have a contact list for all stakeholders?	
Have you prepared a site map of the event? 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 signs on site indicating rules regarding smoking, alcohol, bag searches, etc?	
Do you have sufficient car parking – for cars, buses, taxis, emergency vehicles?	
Do you have 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 considered noise levels?	
Have you consulted with fire services to ensure you have all necessary firefighting equipment required by law?	

Will portable fire protection equipment be located throughout the venue?	
Have you considered the possibility of a total fire ban or fire danger period on the day of the event?	
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 (alcohol, etc)?	
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/volunteers or St Johns for 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?	
Will alcohol be available at the event? If so, have you arranged for the appropriate licences/permits?	
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?	
Do patrons have access to public telephones?	

Does the venue have adequate lighting?	
Do you have emergency power and lighting?	
If you are erecting temporary structures, such as stages or marquees, do you 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?	
How will exits be kept 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 (e.g. unsafe trees, floods, powerlines)?	
Does the camping area have facilities such as water, shelter, toilets and a first-aid station?	
Are any participants going to be doing anything dangerous (e.g. horse-riding, trampolining, rock-climbing)? Have you taken precautions to ensure their safety?	
Will there be rides? Are they safe?	
If you are having other people provide rides or attractions, are you confident they are qualified and reliable?	
If there are food stalls do they comply with health and hygiene standards?	
Have you arranged for a post-event debriefing to assess what worked and what didn't?	
Have you completed a full risk assessment of the site where the event will be held?	
How will you keep cash and credit card details secure?	

Event Management – Outdoor venues	Answer
Is the terrain safe (look for cliffs, gullies, reclaimed or unstable land)?	
Are there any water bodies nearby? Have steps been taken to ensure they cannot be accessed by patrons and safety equipment and staff are available?	
If a pool or natural water way is part of the event or nearby do you have staff with appropriate training in water safety?	
Are there any plants or wildlife in the area that could cause problems?	
Are there any potential technical hazards in the area, such as power lines?	
Is the area a potential fire risk?	
Is the area subject to flooding?	
Is the area subject to high winds?	
Is the area subject to extreme heat or extreme cold?	
Have you taken steps to ensure safety for pedestrians on or near major or minor roads or other transport areas such as airstrips or railway lines?	
Are there any chemicals or potentially dangerous materials stored on the site or nearby?	
Are buildings or structures on the site safe?	
Have you investigated the history of the site (to ensure, for example, that it has not been used as a toxic waste dump)?	
Is the venue accessible for emergency service vehicles (roads, ground surfaces, gates and parking)?	
Does the venue cater for people with limited mobility?	
Is the venue easy and safe to access by pedestrians?	
Do you have plans for wet weather?	
Are basic services, such as water, available on-site?	
Does the area have adequate shade?	

Public performance	Answer
Will any dangerous items (e.g. fire sticks) be used in the performance? Have you taken steps to ensure the safety of performers and the audience?	
Have you checked the stage or performance area is stable, clean, dry and free of obstructions?	
Is there a safe distance between performers and the audience?	
Have you taken steps to ensure crowd control?	
Will you be using PA equipment, microphones or speakers? Are they safe and properly installed?	
Are any electrical cables out of the way or safely secured?	
Are the cables or any power cords in good condition and tested and tagged?	
Do you have any necessary permits or permission from appropriate authorities?	
Is the performance part of a larger event or festival? Are you confident the organisers of the event are reputable and have taken the appropriate safety measures?	
Have you checked the area where the performance will be conducted, and where the audience will be, for potential hazards?	

Holding an exhibition	Answer
Are the premises appropriate for public exhibitions?	
Are the items on display secured to the wall or floor?	
Will there be supervision in the exhibition area at all times when members of the public are present?	
Are the exhibition items suitable for public display?	
Have your staff or volunteers received training in dealing with public complaints?	
Are items for sale? Do you have proper financial procedures?	
Are there barriers or rules preventing members of the public from touching exhibits? Or if you don't mind people touching exhibits, are they safe to touch?	
Do you have a first-aid kit on hand? Do you know how to use it?	
Do you have a list of emergency contact numbers? Is this where everyone can see it?	
Are trestle tables, easels, displays properly secured and unlikely to cause slip, trips or falls?	

Dance	Answer
Are instructors properly qualified?	
Are your premises or performance venue appropriate for dancing?	
Is the floor non-slip and clear of obstructions and loose objects?	
Do you have a first-aid kit on hand and trained personnel?	
Do you have a list of emergency contact numbers? Is this where everyone can see it?	
Are the dances appropriate for the age and skill level of participants?	
Do you ensure participants have removed jewellery, tied back long hair and secured any loose clothing where appropriate?	
If any children are participating, do you have parental or guardian permission for this?	
Are you aware of participants' medical history and conditions which could affect their participation (e.g. asthma, diabetes, ankle/neck injuries)?	
Are you prepared to deal with these conditions?	

Multi-cultural needs	Answer
Are there potential problems for people from non-English speaking backgrounds? Can important signs or notices understood by anyone likely to use your premises?	
Are language barriers likely to present problems on outings or activities outside your premises?	
Are your staff or volunteers aware of cultural needs and trained to deal with them?	
Have you addressed issues of cultural sensitivity involving your group's activities?	
Have children's needs been taken into account?	

Working with substances	Answer
Are toxic materials, such as paints, glues and varnishes, used in your activities? Are these materials stored in a safe place 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 (e.g. inhaling clay dust) and from chemicals associated with it (e.g. 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?	
Do you use spray painting? Do you have rules for the use of spray paints and safety procedures (e.g. using a spray booth) to guard against the specific dangers associated with spray painting (e.g. 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 (e.g. 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?	
Do you keep an up-to-date list of dangerous substances or chemicals on your premises? Do you know their effects?	

***DISCLAIMER:** This information is a guide only and may not be accurate for all situations. It should not be used as a substitute for legal or other expert advice.*