

Developing a Risk Assessment for your Event

There are always risks associated with an event. The purpose of a Risk Assessment is to ensure that risk and uncertainty are properly managed so that your event is a success and no unpleasant surprises are encountered. It enables you as event managers to identify possible risks, the losses or injuries that they could cause and the most appropriate means of controlling the risks you have identified.

Preparing a Risk Assessment will assist you to:

- Better manage the risk which your event or activity may present, by directing resources to where they are most needed
- Assist in the legal defence of any claims that may arise from the conduct of that event or activity, by demonstrating a documented due diligence approach to managing the event, and
- Sleep better the night before, knowing that you have all contingencies covered.

Q1. When do I have to prepare a Risk Assessment?

A1. An event that will be held on Council owned land requires a Risk Assessment.

Q2. What risk should my Risk Assessment address?

A2. Risks to the public, volunteers or staff, Council assets and the environment

Q3. How do I prepare a Risk Assessment?

A3. A sample Risk Assessment, a blank Risk Assessment and Risk Matrix are attached for your information and use.

Should you require further assistance, please contact Council's Risk Management Officer on 02 42216061 or email records@shellharbour.nsw.gov.au.