

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-ilt, 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 event have adequate lighting?										
Do you have emergency power and lighting?										
If you are erecting any temporary structures, such as stages or marquees, do you have appropriate permits and are the structures secure?										

<p>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?</p> <p>Are entry and exit routes to the event clear and well sign-posted?</p>										
<p>Are exits clear of obstructions?</p> <p>If portable gas cylinders will be used (in cooking, to inflate balloons, etc) will they be properly secured?</p>										
<p>If you are planning to use fireworks, has a permit been obtained?</p> <p>Will fireworks be operated by a qualified pyrotechnician?</p>										
<p>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?</p>										
<p>Is the camping area provided with facilities such as water, shelter, toilets and a first-aid station?</p>										
<p>Are any participants going to be doing anything remotely dangerous (eg: horseriding, trampolining, rock-climbing)? Have you taken precautions to ensure their safety?</p>										
<p>Will there be rides? Are they safe?</p>										

If you are having other people provide rides or attractions, are you confident they are qualified and reliable?										
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?										
2. Other venues										
Is the area safe from flooding?										
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? Are signs in place?										
If a pool is part of the event do you have staff with appropriate training in water safety?										
Are there any plants or wildlife (including snakes and insects) 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 bushfire risk? Is the area subject to flooding? Is the area subject to high winds? 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?										

RISK CHART LIKELIHOOD

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

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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