

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 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?								

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 hart)	Who Will fix the problem?	When will it be fixed?	Completed (signed off)
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?								
Are any participants going to be doing anything remotely dangerous (eg: 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?								

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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