

RISK MANAGEMENT PLAN & HAZARD SUMMARY

>5,000

PRE-EVENT AUDIT			
EVENT NAME:			
EVENT DATE AND TIME:			
LOCATION OF EVENT:			
ORGANISERS:			
STALL HOLDER(S) ACTIVITY:			
HAZARD IDENTIFICATION			
Check the following requirements for your event and tick the appropriate response. N/A: not applicable, S: satisfactory, US: unsatisfactory			
PAPERWORK	N/A	S	US
Contractor Toolbox Meeting Record and Assessment completed (attach copies)			
Licences of operation			
Chemical usage and Material Safety Data Sheets completed and available			
Specialist certificates (Traffic Management, Confined Spaces, Working at Heights, etc.)			
Food handling approvals sighted			
PUBLIC MATTERS	N/A	S	US
Crowd control measures in place			
Appropriate clothing for staff (hot, cold, visibility)			
Loud hailer available			
Entry controlled			
Fire-fighting equipment			
ACTIVITIES	N/A	S	US
Electrical equipment tagged			
Personal protective equipment (provided and worn)			

First aid kit(s) available			
Lighting of venue adequate			
Environmental protection (air, water, litter, noise – attach plan if applicable)			
Noise control			
Dust control			
Condition of plant and guards on all machinery			
Ladders (good condition, properly secured, and weight rated)			
Manual handling and lifting equipment			
Gas cylinders and equipment in order to comply			
Emergency procedures (fire, explosion, civil disturbance, lost child, ect.)			
SITE	N/A	S	US
Traffic control plan, provisions for parking (attach copies of plan)			
Pedestrian access (slips, trips, and falls)			
Site amenities (toilets, fresh water)			
General site conditions and security			
Correct signage			
Adequate protection and fencing			
Utilities identification, including irrigation (underground and overhead)			
Adequate ventilation			
Waste disposal			
Material storage			
Presence of hazardous materials (e.g. asbestos)			
INSURANCE SIGHTED	N/A	S	US
Public Liability Insurance			
Professional Indemnity Insurance			
Workers Compensation Insurance			

Other:			
COMMENTS & CONTROL MEASURES			

ATTENDANCE LIST		
NAME	DATE	SIGNATURE
PROJECT SUPERVISOR		

HAZARD	RISKS (refer to the Australian Risk Definition and Classification)	CONTROLS
POTENTIAL ISSUES GETTING ONTO SITE FOR THE EVENT		
SETTING UP EVENT		

HEALTH (first aid, provision of food, emergencies)		
DURING THE EVENT (interpersonal, parking, cash handling, security, communications, etc.)		
PULLING DOWN EVENT		