



COOTAMUNDRA AERODROME EVENT MANAGEMENT PLAN

EVENT NAME:

EVENT DATE:

COOTAMUNDRA GUNDAGAI
REGIONAL COUNCIL
PO Box 420
COOTAMUNDRA NSW 2590
1300 459 689
www.cgrc.nsw.gov.au

A Safety Guide for Organisers

COOTAMUNDRA AERODROME

EVENT APPLICATION FORM AND LICENCE

ABOUT THIS FORM

This form can be used to conduct an event at the Cootamundra Aerodrome.

Once signed by the applicant (event holder) and Council, this form becomes a licence for the purposes of the event described in Part A, on the terms and conditions contained in Part B.

PART A – APPLICATION AND EVENT DETAILS

Event Holder:	Name	ACN/ABN																					
Postal Address:																							
Email:																							
Phone (w):	Phone (m):																						
Event Name																							
Event (Describe activities and participants)																							
	Does the Event require the closing of a runway: Required ☐ Not required ☐																						
Hire Period																							
Hire Fees	<table><thead><tr><th>Venue</th><th>Cost per Unit</th><th>Number of Units</th><th>Total</th></tr></thead><tbody><tr><td>Terminal Building</td><td>\$655 per day</td><td></td><td></td></tr><tr><td>Main Runway</td><td>\$2,848 per day</td><td></td><td></td></tr><tr><td>Runway (for gliding events)</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>			Venue	Cost per Unit	Number of Units	Total	Terminal Building	\$655 per day			Main Runway	\$2,848 per day			Runway (for gliding events)							
Venue	Cost per Unit	Number of Units	Total																				
Terminal Building	\$655 per day																						
Main Runway	\$2,848 per day																						
Runway (for gliding events)																							
Security Deposit	\$2,912 per Event																						
Insurance	Public Liability Insurance to the value of \$20,000,000.00																						
	[Provide details of types of additional policies and insured amounts]																						

CASA Approval for the Event: Required ☐ Not required ☐

If your event includes the use of a DRONE, you will need an application approval from CASA (Civil Aviation Safety Authority). Council will require a copy of this CASA approval prior to your event being approved. Failure to comply with this may result in your event not being approved by Council.

To apply for the approval please go to www.casa.gov.au/drone

Types of aviation or vehicle activity (please tick all applicable items)

Aerobatics ☐

Helicopter Rides ☐

Joy Flights ☐

Ultralight Aircraft ☐

Parachuting ☐

Vintage Aircraft ☐

Gliding ☐

Balloon Fights ☐

Model Aircraft ☐

Motor Vehicle Tests - Publicity ☐

Motor Vehicle Competition ☐

Other (please describe):

PART B - Terms and Conditions

Definitions

1. The following definitions apply to this document:

- a. **Aerodrome** means the Cootamundra Aerodrome located at 2 Quinlan Drive, Cootamundra New South Wales 2590.
- b. **Licence** means the non-exclusive licence granted by the Council to the Event Holder pursuant to clause 3;

2. Other capitalised words have the meaning set out in Part A.

Grant of Licence for the Event

- 3. The Council grants a Licence to the Event Holder to use the Venue during the Hire Period and the Event Holder agrees to hold the Event on the terms and conditions contained in this Licence.
- 4. The Event cannot proceed unless Council has first received the Hire Fee and the Security Deposit, and any other documents required by the Licence to be provided to Council in advance of the Hire Period.
- 5. Nothing in this document creates or gives to the Event Holder any estate or interest in the Venue or the Aerodrome.
- 6. The Event Holder may only use the Venue during the Hire Period, and not at any other time.
- 7. Council has no obligations or liability in respect of the Event other than expressly set out in this Licence.
- 8. The Event Holder must submit an Event Management Plan to Council in advance of the Hire Period which has been prepared in accordance with the Event Management Plan as published from time to time via Council's website. The Event management Plan must be complied with as part of the Licence.

9. To the extent of inconsistency between the Event Management Plan and this Licence, the terms in this Licence apply.
-

Hire Fee

10. The Event Holder agrees to pay to Council the Hire Fee on receipt of an invoice from the Council for the Hire Fee, by way of electronic funds transfer into the account nominated by the Council.
11. If the Event Holder does not vacate the Venue immediately at the end of the Hire Period, the Event Holder will be charged additional Hire Fees in accordance with the 'Cost Per Unit' set out in Part A.
12. The Event Holder is to bear all costs of holding the Event, including any preparation costs before the Event and any cleaning costs after the Event.
-

Security Deposit

13. The Event Holder will pay to Council the Security Deposit at the same time as the Hire Fee.
14. After the Hire Period, Council will undertake an inspection of the Venue and any facilities used for the Event and notify the Event Holder if it determines that there has been a breach of this Licence.
15. Council may call-up and apply the Security Deposit to cover its costs of remedying any breach of this Licence.
16. Council is to release and return the Security Deposit or any unused part of it to the Event Holder within 10 business days of the inspection referred to in clause 14 or once Council has remedied the breach of the Licence and determined all costs it needs to recover in connection with remedying the breach of the Licence.
17. If the Security Deposit is insufficient to cover any of Council costs incurred as a result of a breach of this Licence, the Council may recover its costs from the Event Holder as a debt in a Court of competent jurisdiction.
-

Cleaning and Waste Removal

18. The Venue and all Council's facilities, equipment and amenities at and near the Venue are to be left in a clean and tidy condition at the end of the Hire Period.
19. The Event Holder is to manage the cleaning of all parts of the Venue and Council's facilities, equipment and amenities at and near the Venue, and the collection and disposal of waste and must do so in accordance with the Event Management Plan.
20. If during Council's inspection of the Venue and its surrounds after the Hire Period, the Council determines that the Event Holder has not complied with its obligations in respect of cleaning and waste removal, the Event Holder will be charged for any cleaning or waste removal by Council calling on the Security Deposit in accordance with clause 15.
-

Food and Drink

21. The sale of any food and drink by the Event Holder at the Premises must be in accordance with all laws regulating food safety, guidelines for food businesses at temporary events as published by the NSW Food Authority and the Event Management Plan.

Protection of Property, Vegetation and Wildlife

22. The Event Holder is responsible for all damage to the Venue, any facilities, equipment or amenities of Council at and near the Venue, and any vegetation or wildlife caused by the holding of the Event.
23. The Event Holder must:
- a. take all necessary steps to prevent or minimise disturbance, and
 - b. ensure that the Event does not cause damage,
- to the Venue and any property, facilities, vegetation or wildlife.
24. The Event Holder must not attach any signs, decorations or other item or equipment to any trees.
25. If any damage occurs to the Venue, any facilities, equipment or amenities of Council, or any vegetation, the Event Holder will be charged for any repair or restoration by Council calling on the Security Deposit in accordance with clause 15.

Parking and Vehicular Access and Traffic Management

26. Vehicular access to the Venue is to only take place via formed vehicular tracks and sealed roadways in the Aerodrome. Vehicles must not be driven on any pathways or lawns.
27. The pits will be within the parking area outside of the aerodrome grounds. (map supplied)
28. At all times, the Event Holder must comply with the traffic directions of any authorised Council officer in relation to the runway section of the Aerodrome.
29. Maximum of 2 pit crew plus driver only
30. Maximum number of competitors entering the event will not exceed **80** vehicles
31. Only competitors and officials' vehicles will be allowed to drive within the aerodrome grounds. Exception to this is to recover a competitor's vehicle if it has broken down and needs to be towed or removed

Smoking

32. Smoking is strictly prohibited within the Aerodrome grounds.

Power

33. The Event Holder may access Council's power supply for the purposes of the Event as agreed from time to time in writing between the parties.

Use of Tents and Temporary Structure

34. The Event Holder may only erect a tent, marquee, or other temporary structure in accordance with the requirements of the Event Management Plan or with Council's prior written consent.

Sound

35. The use of amplified live music, loudspeakers or live entertainment must be in accordance with the Event Management Plan or as agreed by the parties in writing.
36. Noise generated by the Event must comply with the requirements of relevant noise policies published by the Environmental Protection Authority and standards at law.

Risk Management

37. The Event Holder must complete a risk management analysis for the Event in accordance with any reasonable directions by Council and the Event Management Plan and provide it to Council prior to the Hire Period.
38. At all times, the Event Holder is obliged to:
- a. identify and assess hazards.
 - b. minimise as far as reasonably practicable all risk of injury or property damage; and
 - c. immediately notify Council of material risks to the Terminal Building and Runway.

Insurance

39. During the Event Period, the Event Holder must take out and maintain the Insurances, and any other insurances required **by law which must note the Council as an interested party**. A copy of the certificate of currency for the Insurances, **noting Council as an interested party must be provided to Council prior to the Hire Period**.
40. The Event Holder must also ensure that any service provider and contractor associated with the Event has taken out and maintains during the Event the Insurances and any other insurances required by law.

Indemnity by Event Holder

41. The Event Holder indemnifies the Council for:
- a. all injury, loss or damage suffered or incurred by the Council, and
 - b. all actions, claims, demands made or brought against the Council, and
 - c. all liabilities of the Council,
- whenever occurring or arising and whether directly or indirectly in connection with the Event and the occupation by the Event Holder of the Venue unless arising from the Council's negligence.

Release by Event Holder

42. The Event Holder releases the Council and holds it harmless from and against all actions, claims, complaints, demands, proceedings, suits and the like which the Event Holder has or may at any time in the future have against the Council arising directly or indirectly in connection with the Event and the occupation by the Event Holder of the Venue.

Cancellation of Event by Council

43. Council may cancel the Event in the following circumstances:
- a. by providing written notice to the Event Holder no less than 10 business days prior to the Hire Period for any reason;
 - b. at any time, by a written notice to the Event Holder that the Event Holder is in breach of the Licence and the breach has not been rectified to the reasonable satisfaction of Council after it has made a written request to the Event Holder to do so; or

c. at any time, by a written notice to the Event Holder if the Council, acting reasonably, determines that:

- i. the Venue is unsuitable for the holding of the Event; or
- ii. due to inclement weather, there is a risk of irreparable damage to the Aerodrome surfaces.

44. If Council cancels the Event:

- a. under clause 43.a, Council will refund the Hire Fee to the Event Holder.
- b. under any other circumstances, the Event Holder is not entitled to a refund of the Hire Fee, however, Council may, in its absolute discretion, decide to grant a refund of the whole or part of the Hire Fee.

45. If Council cancels the Event, the Event Holder must, as soon as reasonably practicable:

- a. vacate and leave in a neat and tidy condition any land or premises of the Council occupied or used by the Event Holder for the purposes of the Event,
- b. return to the Council all facilities and other things provided to the Event Holder by the Council for the purposes of the Event.

Cancellation of Event-by-Event Holder

46. The Event Holder may cancel the Event by providing a written notice to Council.

47. If the Event Holder cancels the Event by providing at least 10 business days written notice, the Council will refund the Hire Fee to the Event Holder, subject to Council, in its discretion, retaining an amount of 10% of the Hire Fee to cover its costs resulting from the cancellation.

48. Otherwise, the Event Holder is not entitled to a refund of the Hire Fee, however, Council may, in its absolute discretion, decide to grant a refund of the whole or part of the Hire Fee.

Aviation Legislation

49. The Event Holder must not hinder the rights of existing Aerodrome users, and in particular aircraft.

50. The Event Holder must clear the Runway if a plane is approaching if the airstrip is not under a NOTAM restricted use.

51. Notwithstanding anything in this Licence, the Council may, at any time, take immediate action as it considers appropriate if it reasonably considers that the Event Holder or a third party related to the Event is in breach of the Aviation Legislation and such breach requires immediate rectification.

52. For the purpose of clause 49, Aviation Legislation means:

- a. the *Aviation Transport Security Act 2004* and the Aviation Transport Security Regulations 2005,
- b. the *Civil Aviation Act 1988*, the Civil Aviation Regulation 1988 and Civil Aviation Safety Regulations 1998,
- c. *Airspace Act 2007* and Airspace Regulations 2007,

- d. any amendment, re-enactment or replacement Act or regulation of the above Acts and Regulations,
- e. any regulation, direction, order, guideline, manual, standard or other instrument made under the above Acts and Regulations, and
- f. any other Act, regulation, direction, order, guideline, manual, standard or other instrument relevant to the safety, use and operation of the Aerodrome.

Other Provisions

53. Without limiting any other terms of the Licence:

- a. the Event Holder must ensure that the Event takes place in accordance with any relevant approval under any law and any other applicable law.
- b. the Event Holder must ensure that at any time, the Event Holder, its employees and any service provider and contractor associated with the Event hold the relevant approvals and licence required by law.

54. This Licence:

- a. is governed by the laws of New South Wales and the parties submit to the jurisdiction of its courts,
- b. contains the entire understanding of the parties relating to its subject-matter (together with Part A) to the exclusion of anything else,
- c. may not be amended except by written agreement between the parties.

55. Each party must bear its costs incurred in relation to the negotiation, preparation, execution of the Licence.

56. Any money payable by one party to the other under this Licence and not paid may be recovered by the other party as a debt due in a court of competent jurisdiction.

57. Any document attached to this Licence forms part of this Licence but, subject to the document having independent legal effect, has no effect to the extent to which its contents are inconsistent with this Licence.

Signature

Executed on behalf of the Event Holder

Signature:.....

Signature:

Name/Position:.....

Name/Position:

Date:

Date:.....

Executed on behalf of Council

Signature:.....

Office Use Only

Fee Charged:.....

Receipt Number:.....

Date Approved:.....

MANAGING YOUR EVENT

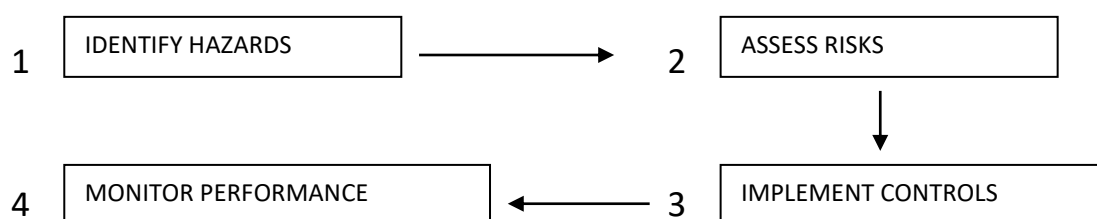
This **Information** is designed to assist you in the planning of your event, activity that ***will take place at Council's Aerodrome***. It is important that right from the start of your planning process, your committee/organisation is aware of the need to manage and mitigate any risks undertaken in the conduct of your event. Whilst you have public liability insurance this should not in any way be seen as a waiver of your responsibilities regarding the safety and security of your participants.

Why do we have to manage our risk?

On-site safety at the event is paramount – your participants expect to be able to enjoy your event in safe and secure surrounds - and your committee/organisation members need to identify potential hazards during the planning of, and on site at, your event and work to implement solutions.

What is risk management?

The basic principles of and processes in Risk Management are: -



The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event:

- Electrical leads on ground and untagged electrical equipment
- Overcrowding in carpark or mixing vehicle and pedestrian traffic
- Out of control vehicles at your event
- Out of control competitors or spectators

These examples could be rectified with simple solutions. By early identification of hazards risks can be minimised. It is your responsibility to ensure that you comply with Council's Risk Management procedures, and you complete the relevant paperwork.

So how do we go about this process?

To help with the risk assessment process we have prepared general forms, fact sheets and explanations to make the process a bit more manageable. The process will seem cumbersome for the first few times you undertake it, however after a while you will recognise the benefits and become more comfortable with it. This Pack includes:

- An ***Event Safety Checklist*** – which asks you to consider a range of questions to help identify what is needed for the event /activity you are organising.
- ***You're Event – Things to Consider Guide*** provides a guideline to matters that you should think about and address during your event planning.
- ***Hazard Summary Sheet*** – use this sheet to put down all the hazards that you can identify relating to your event. There are some 'triggers' included to help you focus on the areas of concern. Once you have exhausted the possible hazards make copies of the *Individual Hazard Assessment Sheet* (see below) one for each hazard.

- An **Events Risk Assessment Sheet** – this sheet provides information that summarises the event/activity and shows that you have completed an assessment.
- **Individual Hazard Assessment Sheet** – you will need to copy this sheet and complete for each separate hazard. If you repeat the event /activity at other times of the year the initial hazard assessment should remain relevant.
- **Risk Definitions and Classifications Factsheet (Appendix)** – this sheet explains how you measure a hazard by the likelihood of it occurring and the consequences of the occurrence. This will help you determine how you should respond to your possible hazards.
- **Detailed Site/Activity Information Sheet** – this sheet allows you to collect plans, documents etc. that are available for your event and show that you have considered elements of hazards and taken steps to manage these.

Planning and Programming

Careful planning is vital to make the event, that you are organising, a success. Developing an **Event Management Plan** may seem quite laborious, however the process is valuable to ensure you consider all matters and your time and effort in planning is reflected in a quality event or activity. Of course, the bigger the event the greater the management required. The job will be easier to do next time! The attached **EVENT PLANNING GUIDE** will assist you in this process. This guide covers the points below that you may find worth considering when planning your event:

- Decide on the type of event and the date 9-12 months ahead.
- Inform the Council and check if you need any permission on any aspect of your event as soon as you have formulated ideas
- Book your event 6-12 months ahead and confirm in writing.
- Notice for your event or activity should be given to the Council. The minimum notice for small/medium events is 3 months. In the case of a large-scale event at least 6 months notice should be given;
- Choose a time and date for your event that will suit the audience it is intended for, also check that no similar public events are taking place at the same time.

What to do when things go wrong

Remember as the organiser of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you will be liable.

If an incident does occur at any event on the Council's land, the Council will ask:

- Were plans in place to manage a major incident?
- Were there risk assessments completed, including all of the items included in the checklists?
- Are there enough emergency services resources on site?
- Is there a detailed casualty treatment, management and evacuation plan?
- Are the emergency procedures properly explained and practised?
- Is there a clear chain of command and control?
- Are communications between key personnel and the crowd adequate?

Remember careful planning and organisation will help ensure that your event is successful and above all else safe.

Suggested Action from Here for Risk Assessment

- 1 Review the **EVENT SAFETY CHECKLIST** and the **THINGS TO CONSIDER GUIDE**. E.g.
- 2 Then use the **EVENT PLANNING GUIDE** to start the process of your event management plan. This requires considerable information to be sourced. During this event management planning you are required to consider risk assessment. Use the following forms to assist you in this process.
- 3 Look at your event/activity as if you were a parent looking for hazards that may hurt your child. Use the **PRE-EVENT AUDIT** form to trigger your thinking on possible hazards. Identify and make a list of all those hazards using the **HAZARD SUMMARY SHEET**.
- 4 Copy enough **INDIVIDUAL HAZARD ASSESSMENT SHEETS** to cover each of the hazards listed in step 1 above.
- 5 Fill in the **INDIVIDUAL HAZARD ASSESSMENT SHEET** for each hazard, referring to the **RISK DEFINITIONS AND CLASSIFICATIONS FACT-SHEET (APPENDIX)** to determine the level of risk. The higher the level of risk the greater your controls and actions if it occurs will be.
- 6 Fill in the **DETAILED SITE/ACTIVITY INFORMATION SHEET** noting any plans, documents, forms etc that you have to attach to support your risk assessment.
- 7 Fill in the **EVENTS RISK ASSESSMENT SHEET** with your details and provide to the Council representative – the Risk Manager- for signing.
- 8 Use the **PRE-EVENT AUDIT** form at the commencement of your event as a way of alerting your staff (including volunteers) to the hazards and the fact that you have developed a risk management plan to minimise them. These staff (and volunteers) should sign the form. Keep this form with your other event records.

Further Information

Information or clarification can be obtained by calling Cootamundra-Gundagai Regional Council and ask for the Risk Officer on 1300 459 689.

Useful Publications

The APPENDIX includes a list of useful publications that give excellent advice about event management and safety.

YOUR EVENT – THINGS TO CONSIDER GUIDE

Risk Assessment

You must carry out and provide a written risk assessment as the first step in planning your event. This will ensure you have adequate health and safety measures in place.

For example, you need to know:

- Do you have enough adequately trained marshals for your event?
- Do they have correct equipment to do their job?
- Are they wearing high visibility clothing?

You will also need to take out insurance to cover your event.

Contact your insurance provider for advice and give them **all** the details of your event

In some cases a specialist insurance provider may be required, contact the group for more details.

**** Cootamundra-Gundagai Regional Council as an interested party to be stated on the insurance cover ****

Stewards

You must have enough stewards for the size and type of your event. The number of stewards you need will depend on several factors.

- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed.

Communication

- You must have a reliable method of communication in place for the event. It is essential for stewards and organisers to be able to communicate during the event
- Equally vital is the method of communication with the competitors and spectators.
- If you require a radio to communicate with any approaching aircraft please contact Council to be issued with one. ****If any damage or lost radio occurs there will be a fee charged. ****

Evacuation

- You must have an evacuation procedure as part of the risk assessment for your event. However, this is far less likely for outdoor events.

First Aid

- You must provide an agreed level of first aid, paramedical and medical facilities at your event depending on the type of event, number of people and risk. Access by ambulance in an emergency should be considered.

Fire Safety Arrangements

- You should agree on arrangements for fire prevention, detection and control with the Fire Brigade before your event.

Security

- You must ensure any special security measures are in place for example, if you have VIPS at your event, or large amounts of cash. The Police can advise you on this issue.
- Your security must be aware to prevent the **general public onto the airstrip**. - As this is prohibited

Barriers

- There are many different types of barriers. Some barriers can only be used if you have trained and experienced stewards who are familiar with how they work.
- Any temporary structure, which is load bearing, must comply with health and safety laws and building control regulations.

People with Disabilities

- You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

Signs

- You must provide clear direction and information signs at your event. Council may be able to assist with signage.
- Any temporary signs on public land will need to be approved by the Council. Remember to give plenty of time for this matter as approval cannot be assumed nor can it be dealt with immediately.

The Environment

- You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event that you are planning and take account of local concerns such as noise and litter. Where possible the site should always be left in the same condition as it was before the event. A reinstatement fee may be imposed by the landowner if the site has been damaged.

PRE-EVENT AUDIT

<i>Description of Event and Location:</i>											
<i>Company/Personnel/Organisation Running the Event:</i>											
<i>Date and Time:</i>											
HAZARD IDENTIFICATION Check the following and tick the appropriate box: NA=Not applicable; S=Satisfactory; US=Unsatisfactory											
			NA	S	US				NA	S	US
Paperwork Licences of Operation ☐ ☐ ☐ Specialist certificates required (eg special licences) ☐ ☐ ☐					Public Matters Crowd control measures in Place ☐ ☐ ☐ Fire fighting equipment ☐ ☐ ☐						
Activities Electrical equipment tagged ☐ ☐ ☐ Personal protective equipment (provided and worn) ☐ ☐ ☐ First Aid Kit available ☐ ☐ ☐ Lighting is adequate for activity ☐ ☐ ☐ Noise control/dust control ☐ ☐ ☐ Emergency procedures, eg fire, explosion, civil disturbance, etc ☐ ☐ ☐					Site Provisions for parking ☐ ☐ ☐ Emergency team access ☐ ☐ ☐ Site amenities, toilets, fresh water ☐ ☐ ☐ General site conditions, security, signage ☐ ☐ ☐ Rubbish disposal ☐ ☐ ☐						
Insurances sighted Public Liability ☐ ☐ ☐ Professional Indemnity ☐ ☐ ☐ Other ☐ ☐ ☐					COMMENTS/CONTROL MEASURES:						
EVENT ORGANISOR (PLEASE PRINT) Contact Number:											
Name..... Signature..... Date											

HAZARD SUMMARY SHEET

List under the triggers below the hazards you think could occur

Hazard	Risks	Controls
Think of issues about setting up the event		
What are the hazards with setting up		
Think of hazards relating to First Aid, providing, emergencies, etc		
During the event what could go wrong with people, parking, security, communications, etc		
Pulling the event down – what might the hazards be		

EVENT RISK ASSESSMENT

Organiser/Hirer	
Activity/Event	
Venue	
Activity Date(s)	
Organiser/Hirer Safety Contact	
Phone Numbers	
Venue Safety Contact	
Phone Numbers	
General Description of Activity: ▪ Type of Activity: ▪ Number of staff/volunteers: ▪ Description of activity:	

Assessment completed by:

Sign:	Date:
Organiser/Hirer Safety Contact	Received by:
	Sign:
	Council Representative

Revisions by: (Mark all amendments with an asterisk * and attach to this cover sheet)

Sign:	Date:
Presenter/Hirer Safety Contact	Received by:
	Sign:
	Council Representative

Attachments (please provide number of each)

HAZARD SUMMARY SHEET..... YES / NO	DETAILED SITE/ACTIVITY INFORMATION SHEETS -
INDIVIDUAL HAZARD ASSESSMENT SHEETS -	INCLUDING FOOD HOLDER PERMIT YES / NO
SUPPLEMENTARY DOCUMENTS (IF REQUIRED) -	OTHER -

Required Distribution:

Organiser/Hirer	Council Representative
Organiser /Hirer Safety Contact	Police & Emergency Services

INDIVIDUAL HAZARD ASSESSMENT SHEET

Complete a new page for each identified risk (as required)

What is the hazard? *eg manual handling, electrical, security*

What is the risk? *eg injured back lifting elements*

What are the elements of the risk occurring?

Likelihood*	Consequences*	Level of Risk*	Stakeholders

* Refer to Australian Standards terminology (Appendix)

Action to Control the Risk

Action	Who to take Action	Contact

Action taken in event of hazard occurring

Action	Who to take Action	Contact

DETAILED SITE/ACTIVITY INFORMATION

Please tick those copies attached to this document:

- ☐Plans,
☐Schedules,
☐Insurance coverage documentation
☐Other (please specify)

Assessment completed by:

Date:

Sign:

Name:

Organiser/Hirer Safety Contact

Revisions by:

Date:

Mark all amendments with an asterisk *

Sign:

Name:

Organiser/Hirer Safety Contact

Required Distribution:

Organiser/Hirer	Council Representative
Organiser/Hirer Safety Contact	Any person named in body of document

APPENDIX

Australian Standards Risk Definition and Classification

Qualitative measures of Likelihood

Level	Descriptor	Description
A	Very Likely	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Unlikely	Could occur at some time
D	Highly Unlikely	May occur only in exceptional circumstances

Qualitative measures of Consequence or Impact

Level	Descriptor	Example and detail description
1	Negligible Injuries (Insignificant)	No injuries, low financial loss
2	Minor Injuries (Minor)	First aid treatment, on-site release immediately contained, medium financial loss
3	Major Injuries (Major)	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
4	Fatality (Catastrophic)	Death, toxic release off-site with detrimental effect, huge financial loss

Qualitative Risk Analysis Matrix – Level of Risk

Likelihood	Consequences			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
A (very likely)	H	H	E	E
B (likely)	M	H	E	E
C (unlikely)	L	L	H	E
D (highly unlikely)	L	L	H	H

Legend:

- E: extreme risk; immediate action required
- H: high risk; senior management attention needed
- M: moderate risk; management responsibility must be specified
- L: low risk; manage by routine procedures