



RISK MANAGEMENT FORM (updated January 2023)

This form must be completed & returned at least two weeks prior to any event that has been organised by the branch.

Original form must be documented in branch minutes & stored indefinitely.

A risk assessment is designed to:

- consider all foreseeable hazards and detail the controls used to eliminate or reduce the risk of those hazards
- detail how an emergency during the event will be handled
- be approved by at least one member of the ICPA Qld state council

The checklist below has been developed as a basic event risk assessment to ensure that controls are in place to eliminate or minimise risks at the event. Given the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here.

BRANCH	
BRANCH RISK MANAGER	
EVENT NAME/DESCRIPTION	
EVENT LOCATION	
START TIME & DATE	
END TIME & DATE	
NUMBER OF PEOPLE ATTENDING	
EVENT TYPE (please indicate)	Fundraiser Social Meeting (not branch) Sporting/Educational

Please note:

If your event is being held in multiple locations, please include additional details of locations and what times you will be in each location.

If you require more information to be included, which is not covered in this form, please include this in an additional attachment.

Please return this complete form for approval to:

Amanda Clark

Treasurer / Risk Management Officer

ICPA Qld Inc.

Mail: Ibis Creek Station, Mt Coolon Q 4804

Email: treasurer@icpaqld.com.au

Phone: 0427 835 298

Activity/task/hazard	Yes	No	N/A	Person responsible	Additional controls / comments
Volunteers / Employees					
Do you have a volunteer's / employee's register? <i>(Please ensure all volunteers & employees sign in and out)</i>					
Incident report register, on hand during event					
All event personnel (employees & volunteers) have completed an appropriate site induction					
Contractors have submitted risk assessments					
All contractors have received a site induction					
Emergency planning					
Event personnel have completed necessary emergency procedure training					
Event emergency plan has been documented and communicated to all event personnel, including method of communication in the event of emergency					
First Aid					
Does anyone have a First Aid Certificate? <i>If yes, please provide a register of names</i>					
First aid kit on hand for the duration of event <i>(Please note location)</i>					
If outside mobile reception, is a phone available in an emergency?					
Closest hospital					
Planning / Setup					
Grass and grounds maintained					
Plan/timetable developed for set up times and arrival					
Site plan developed: with clearly defined areas, including access & exit points, no vehicle areas, parking, speed limits, emergency evacuation assembly point					
Event management plan completed, and available throughout event <i>(helpful tool, but only relevant for large events, where estimated alcohol consumption includes 1000 patrons)</i>					

Activity/task/hazard	Yes	No	N/A	Person responsible	Additional controls / comments
Restricted public access during set up					
Equipment installed in accordance with manufacturer's guidelines					
All free standing objects (marquees, pin boards, etc) are weighted and/or secured					
Occupancy limits (indoor events)					
Occupancy limits for the venue has been checked and is appropriate for expected number of attendees					
Traffic and parking					
Restricted pedestrian access during set up & event					
Provision of access for emergency vehicles & personnel					
Traffic management <i>(if required, provide details)</i>					
Traffic management staff to wear high vis vests					
Clear signage					
Adequate parking facilities for people with disabilities					
Parking attendants required					
Event signage					
Access and egress points are clearly signed					
Any restricted entry areas are adequately signed					
Emergency exit pathways are clearly signed (indoor events)					
Emergency assembly areas are adequately signed					
Site maps available					
Amenities					
Sufficient toilets and hand washing facilities for expected number of attendees					
Adequate amenities provision for people with disabilities					
Adequate drinking water available for attendees					

Activity/task/hazard	Yes	No	N/A	Person responsible	Additional controls / comments
Power					
All portable electrical equipment/tools, leads and power boards tested and tagged as required					
No daisy chaining of extension cords and power boards					
Lead connections etc are protected from weather or any other liquid					
All leads secured					
Leads/cables not to be placed across thoroughfares					
Generators, if used, safely positioned and access to area restricted					
Lighting					
For night time events, is there adequate lighting available					
Slips, trips and falls					
Site inspection to identify trip hazards					
Pathways and thoroughfares kept free of trip hazards					
Signage where necessary					
Noise					
People who may be affected by nuisance noise have been alerted to time and duration of noise					
Noisy activities are planned for time of least disturbance of other activities					
Security					
Local police, and emergency services (if relevant), have been informed of the event					
Any activity which may produce smoke, fire or dust has been reported prior to the event					
Security personnel required during the event (<i>Please note paid or volunteer, and number on duty</i>)					

Activity/task/hazard	Yes	No	N/A	Person responsible	Additional controls / comments
Waste management					
Adequate bins have been provided					
Increased bin emptying has been arranged					
Site clean up plan, after event					
Food service / vendors					
Food vendors hold appropriate food licence/permit - license displayed					
Food vendors have been provided a site map					
Have been provided with event emergency plan					
Food vendors have contact details for event manager, and any relevant event personnel					
Any vendor, whose activities may potentially place themselves or others at risk have submitted their own risk assessment					
Will food be prepared and served by branch members					
Will food be prepared on site					
If branch is preparing, and serving, food, it will be prepared and stored in accordance with hygienic food handling procedures (<i>i.e. suitable handling/prep, heating, cooling, storage, plastic gloves</i>)					
Person responsible for overseeing food safety and ensuring all volunteers are aware of Food Standard's fact sheets and preparing food safely (<i>name nominated person</i>)					

Activity/task/hazard	Yes	No	N/A	Person responsible	Additional controls / comments
Alcohol					
<i>An eligible non-profit organisation holding a low risk fundraising event may not need a community liquor permit, to sell/supply alcohol at their event. Event organisers are urged to check if your event is eligible by visiting www.olgr.qld.gov.au or calling 13 74 68</i>					
Will alcohol be available at the event					
Will alcohol be BYO (please note that BYO alcohol is not permitted in conjunction with a community liquor permit)					
Will alcohol be sold by the branch					
Will alcohol be sold by a third party					
Has a liquor permit been obtained					
Liquor permit on display					
Required alcohol consumption signs & warnings are displayed, and easily viewed by patrons					
At least one person serving behind bar will hold an RSA (Responsible Service of Alcohol certificate), or the number stipulated on liquor permit					
Strategy in place for dealing with broken glass					
Strategy in place to deal with intoxicated and disruptive patrons					
Amusement devices/rides					
The owner or operator must provide current Plant Registration certificate and current Maintenance / Inspection certificate					
Weather					
Australian Bureau of Meteorology website is accessed to check for forecast adverse weather conditions (www.bom.gov.au)					
An extreme weather contingency has been planned (i.e. cancellation, postponement, venue change, etc)					

Activity/task/hazard	Yes	No	N/A	Person responsible	Additional controls / comments
Sun and heat exposure					
Provision of undercover areas (for shade)					
Employees and volunteers working outside required to wear sun safe clothing and sunscreen					
Provision of sunscreen for outdoor employees, volunteers and patrons					
Adequate drinking water readily available					
Camps					
<i>Please contact the Treasurer / Risk Management Officer to see if the proposed activities are covered by insurance before proceeding</i>					
Approximate number of children / students attending					
Who is responsible for the children during camp					
Will the parents of the children attending be present for the duration of the event					
Are coaches or instructors involved (who are not parents of children attending)					
If yes, do they have a current blue card					
If camping overnight, how many adults will be there to supervise the children					
Strategy in place to maximise Child Protection					
Strategy in place to minimise infectious diseases					
If BYO alcohol will be available, do you have a safe consumption of alcohol strategy in place					
What sport and/or activities will be available to children / students attending the camp?					
Each sport/activity must be listed below with specific risks detailed					

Checklist / Risk assessment completed by:

Name: _____Position: _____

Signature: _____Date: ____ / ____ / ____

Approved by:

Name: _____Position: _____

Signature: _____Date: ____ / ____ / ____

Event specific risks	Yes	No	N/A	Person responsible	Additional controls / comments

Additional information

Helpful links:

<https://www.police.qld.gov.au/programs/drugs/Documents/EventMgmentGuide.pdf>

<https://publications.qld.gov.au/storage/f/2014-06-24T23%3A47%3A44.633Z/event-management-planning-guide.pdf>

http://www.foodstandards.gov.au/consumer/safety/faqsafety/documents/CharityFS_Introduction_new_Food_Safety_Standards_July07.pdf