



Risk assessment template

General information

At Melbourne Convention and Exhibition Centre (MCEC), we are committed to ensuring that our customers, those with whom they work, and the attending public are kept safe and away from harm. For this reason, the assessment of potential hazards prior to your event taking place is very important.

The attached template is created to assist you to:

- Identify the potential hazards of your event and their initial level of risk as either Low, Medium, High or Severe.
- Consider what should be put in place to reduce either the likelihood of that hazard occurring or its consequences to a more acceptable level.

To assist you with this important task, we have pre-populated the template with a list of typical hazards and risks that we commonly see and that may be relevant to your event.

Note: This is not an exhaustive list and the information and risk profiles outlined may not necessarily be correct or relevant to your event and there may be other risks not included here that are relevant to your event. Sections which are not relevant may be deleted. Please feel free to amend any information to suit your event's particular circumstances. Importantly, you will need to add any additional risks that are otherwise not already covered within the template.

Please speak with your Event Planner if you require any further assistance with completing this template. You may also choose to use your own risk assessment template that should consider all the inherent items in this template as a minimum.

How to use this form

Step 1

Identify the hazard (situation or activity that has the potential to cause harm to a person and or property).

Step 2

Assess the initial risk level by:

(i) Assessing the likelihood of the hazard in the first column by using the criteria in the second column:

Likelihood	Criteria
Almost Certain	>80% probability, or risk could occur in most circumstances within days or weeks
Likely	>50% probability, or will probably occur in most circumstances within weeks or months
Possible	>20% probability, or may occur at some time (e.g. months or a year)
Unlikely	>5% probability, or not generally expected but may occur at sometime within years or decades
Rare	>1% probability, or may occur in exceptional circumstances (e.g. one in a 100-year event)

(ii) Consider the downside consequences of the hazard (from extreme to insignificant) by referring to the criteria in the following table.

Risk Consequence Scale - Downside					
Risk Categories	Extreme	Major	Moderate	Minor	Insignificant
	(threat to survival)	(threat to operations)	(disruption to operations)	(reduced operational effectiveness)	(no discernible operational impact)

(iii) Taking the likelihood and downside consequences into account, determine the risk by using the following table:


		Consequence				
		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	Almost Certain	Medium	Medium	High	Severe	Severe
	Likely	Low	Medium	Medium	High	Severe
	Possible	Low	Low	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

(iv) Understand the level of risk of each hazard using the following table:

Level of Risk	
Severe	Risk must not be accepted. Stop the task / activity or use of plant / equipment immediately
High	Risk should not be accepted, take immediate action to reduce risk by implementing a higher level hierarchy of control
Medium	Risk should only be accepted if further risk reduction is not practicable
Low	Risk is broadly acceptable when managed by routine procedures

Step 3

Consider how the level of risk of each hazard can be reduced taking into account the hierarchy of controls below as a guide (lists most effective to least effective controls).

Controls - Hierarchy of Controls		
Most effective  Least effective	<i>High order controls</i>	Elimination – Remove the hazard Substitution – Reduce the hazard, i.e., use a boom lift instead of a ladder, etc
	<i>Medium order controls</i>	Isolation – Separate people from the hazard, i.e., use barriers or fencing Engineering – Make physical changes to the hazard, i.e., plant guarding, etc
	<i>Low order controls</i>	Administrative – Use procedures to reduce the risk, i.e., safe work procedures, etc Personal Protective Equipment – Safety boots, hardhat, gloves, etc

Step 4

Reassess the risk of the hazard again to determine whether the risk has been reduced to a level that is acceptable.

Step 5

Assign the person responsible for ensuring that controls are implemented and monitored.

Step 6

Monitor, signoff, and date when controls (where required) have been put in place.

Event Name	Date(s) of Event	Event Organiser

General Event Activities

Hazard / Risk	Initial Risk Level	Risk Mitigation Strategies	Residual Risk Level	Responsible Person	Risk NA
Example: <i>Exceeding venue capacity resulting in loss of crowd control.</i>	<i>Unlikely x Moderate = Medium</i>	• <i>Attendance limited to less than that permitted within the venue.</i>	<i>Rare x Moderate = Low</i>	<i>Event Organiser</i>	<i>Tick if the risk does not apply</i>
Exceeding venue capacity resulting in loss of crowd control.					
Slips/trips & falls due to the introduction of infrastructure into the venue, resulting in injury/harm.					
First aid and medical incidents.					
Blocked or impaired access and egress in and around the venue.					
Attendees with accessible needs unable to enter and exit the venue resulting in distress/injury and or reputational harm.					

Lack of appropriate waste and rubbish management causing risk of illness or injury to attendees and contamination of venue waste streams.					
Unprotected assets or valuables with the risk of theft or damage to property.					
Smoking Ceremony including risk of fire resulting in injury/illness of patrons and potential infrastructure damage.					
Damaged or faulty electrical equipment causing risk of injury, loss of power or damage to property.					
Animals in the venue without adequate control measures causing a risk of injury/illness or biological infection, plus risk of harm to animals.					
Sensitive content that deals with trauma, violence, involves nudity or other potentially challenging, triggering or difficult content causing distress and/or harm to staff and attendees.					

Inadequate manual handling practices causing injury.					
Use of lasers within the venue that are not fit for purpose or appropriate for use (includes lasers for event lighting displays and tools/ measurement devices).					

Food and Beverage Service & Other

Hazard / Risk	Initial Risk Level	Risk Mitigation Strategies	Residual Risk Level	Responsible Person	Risk NA
Risk of illness due to inappropriate food handling practices and/ or contamination. Risk of reputational damage.					
Risk of illness due to inappropriately labelled food items and allergens.					
Service of alcohol with risk of intoxication by those attending the event leading to injury or illness.					
Undertaking of cooking demonstrations causing risk of injury/illness.					
Use of naked flames causing risk of injury/illness and property damage.					

Show Builds					
Hazard / Risk	Initial Risk Level	Risk Mitigation Strategies	Residual Risk Level	Responsible Person	Risk NA

Use of vehicles and mobile plant (e.g. scissor lifts, boom lifts and forklifts). Risk of collision with motor vehicle/mobile plant resulting in injury and or damage to property. Risk of combustion and fire due to malfunction or incorrect handling.					
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Bump in/out construction of structures causing injury and or damage to property in the event of structural failures/ access to work zones.					
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Show Builds

Hazard / Risk	Initial Risk Level	Risk Mitigation Strategies	Residual Risk Level	Responsible Person	Risk NA
Installation of temporary structures (custom builds) causing risk of injury or damage to property in the event of structural failures/ access to work zones.					
Installation of rigging with risk of lighting, public address systems and banners not being appropriately installed and causing injury and/or property damage. Risk of injury for contractors working at heights.					

Acknowledgement

I acknowledge this risk assessment and its controls in the context of the event are complete based on the information currently known to me, and that the noted controls measures, where indicated, will be fully implemented and monitored throughout the event in consultation with MCEC.

Name	Signature	Date

Got a question?

Chat to your
Event Planner today.

