

Event Risk Management Checklist

This Checklist is intended to provide general information to assist your organisation in managing risks relating to you running an event. This is not an exhaustive list. A 'Blank' response to any question indicates that further planning and investigation is required to effectively manage risk.

Event name	
Event description	
Proposed venue or location	
Proposed date(s) and time(s)	
Organiser	
Contact details	

KEY CONTACTS

NAME	ROLE	RESPONSIBILITY	CONTACT DETAILS

PRE-EVENT RISK MANAGEMENT

PRE-EVENT RISK MANAGEMENT						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Detailed Event Management Plan must include all organisations involved in the event						
Do you have in place procedures should the event be cancelled?						
Has a post event de-brief been organised?						
INSURANCE						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Does your insurance include coverage for an event?						
If at an external venue, have you received a copy of the venues insurance Certificate of Currency?						
Have you received proof of insurance from contactors (stall holders, food vendors, ride operators, security, sound & lighting)?						

* Not Applicable

SITE VISIT

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have you undertaken a site inspection of the event venue/site to identify potential hazards, indoor & outdoor facilities, evacuation routes?						

RISK ASSESSMENT

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have risks assessments been conducted by your organisation for the event?						
Have risk assessments been conducted for activities run by or at the event?						
Have risk assessments been conducted for all activities to be held outside of the venue of the event?						
Have all identified risks have been examined						
Have risk controls been developed?						
Is there a process for monitoring and reviewing risk controls?						

* Not Applicable



EXTERNAL VENUE (If the event is at an external venue)						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have a risk assessment been conducted by your organisation for the event?						
Have risk assessments been conducted for activities run by or at the event?						
Have risk assessments been conducted for all activities to be held outside of the venue of the event?						
PERMITS						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Ensure any public consultation policies are complied with						
Ensure all activities comply with relevant council requirements						
Ensure all activities are listed on your Event Permit (if required)						

* Not Applicable

PERMITS (Continued)						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Ensure all amusement rides are registered with local authorities						
Check that activities and structure comply with relevant legislation and regulations						
EMERGENCY MANAGEMENT PLAN						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Does your organisation have an emergency management process for the event?						
If the event is being held at another venue, have you seen the venue's emergency management plan?						
Have your staff been advised of the your organisations and the venues emergency management plan?						

* Not Applicable

INCIDENT AND HAZARD MANAGEMENT						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Have you notified emergency Services of event plans and make arrangements and if they are required to attend?						
Have all hazards and risk controls, including those associated with foreseeable weather conditions been identified and implemented?						
Have all applicable site safe work been identified and communicated?						
Does the venue and your organisation have an incident management process?						
Have your staff and volunteers been trained on the incident management process?						
Is there a nominated staff member or volunteer responsible for managing, investigating and reporting on any reported incidents or hazards?						

* Not Applicable

EVENT SAFETY

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Event Safety reviews organised during the event as needed						
Event Safety Officer – monitoring and review responsibilities established throughout the event						
Event Safeguarding Officer – monitoring any incident or proposed incidents to the safety of participants						
Do you have incident procedures?						
Do you have Emergency Procedures?						
Are On-Road and Road Closure procedures required and in place?						

* Not Applicable

SAFEGUARDING OR CHILD SAFE PROGRAM						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Does the venue and your organisation have a Safeguarding/ Child Protection Policy?						
Have your staff and volunteers been trained on your Safeguarding/ Child Protection Policy?						
Has your organisation nominated a Safeguarding Officer for the duration of the venue?						
Has the safeguarding officer been trained in accordance with the organisation's safeguarding/child protection policy?						
Are any external provider's used for the venue?						
Have all external provider's staff been trained in the venue's safeguarding/ child protection program?						

* Not Applicable

STAFF AND VOLUNTEERS (If the event requires volunteers)

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
If your organisation uses volunteers for the event, have they completed a formal interview process?						
Do you undertake background checks including screening interviews, reference checks, police checks and Working with Children Checks for staff and volunteers ?						
Do you have up to date police checks and Working with Children Checks for staff, volunteers and contractors?						
Have all of your staff and volunteers been advised of their roles and responsibilities throughout the duration of the event?						
Has all required training and/or instruction been carried out for all of your staff and volunteers?						
Have the skills, qualifications and safety arrangements of all staff, volunteers and external providers been identified, verified and documented?						

* Not Applicable

STAFF AND VOLUNTEERS (If the event requires volunteers)						
	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
If at a venue, does the venue's staff, volunteers and/or contractors trained in first aid?						
Have all roles, responsibilities, incident and emergency management procedures and safeguarding policy and procedures been clarified with staff and volunteers?						

* Not Applicable

NEED TO CONTACT US?

For further advice, Ansvar Insurance customers can email us at info@ansvarrisk.com.au
 For queries about your policy cover or claims please contact your insurance broker.

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