

# EVENT MANAGEMENT KIT



**WEIPA**  
TOWN AUTHORITY

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## 1. Introduction

Weipa Town Authority (WTA) supports and encourages local events and festivals that showcase our diverse region. Community events provide an opportunity for economic growth and support stronger community spirit, participation, engagement, creativity and wellbeing and are an important part of life within Weipa. We have developed this Event Management Kit to assist organisations, individuals and community groups who are planning events in Weipa. The kit provides an overview on key aspects of the event planning process and is designed to assist you with WTA's requirements and procedures including what licences, approvals or bookings may be required and what potential risks may need to be addressed to ensure your event is safe and successful.

This kit is a guide only and is by no means a definitive resource as each event will have its own specific requirements and needs. The Events in Queensland – Best practice guidelines for event delivery in Queensland handbook available from the Queensland Government website at <https://www.qld.gov.au/about/events-awards-honours/events/running-events> is a great resource for planning your event.

## 2. Event Approval

WTA regulates events by way of an event registration process to ensure events are carried out in a safe manner for patrons, whilst preventing nuisances to the surrounding environment. Event organisers are required to complete a Special Event Permit application form. You will also be required to provide a detailed Event Management Plan and Site Plan as part of the application process.

To ensure WTA has adequate time to assess and review your submission and process any approvals or licences, applications must be submitted to WTA at least **2 months** prior to the event (some larger events may require additional time). Fees may apply to the approvals and licences mentioned in this information kit. Please see timeframes to determine when you need to get your application in by.

**Please note that advertising of events must not commence until after WTA have issued a Special Even Permit pre-approval letter.**

## 3. Event Management Plan

An Event Management Plan is a comprehensive document that describes all the issues that have been considered and addressed in planning the event. Event Management Plans should address:

- Event details including purpose, time, place and target audience
- Organising committee and volunteers roles and responsibilities
- Venue details including site plan (see further details in the next section)
- Financial planning including budgets, grants and funding
- Insurance and risk management – public liability insurance, risk assessments, hazard identification, incident management and reporting
- Permits and approvals
- Stakeholders
- Public Health and facilities – food, alcohol, water, toilets, waste management, noise, first aid
- Public safety – lighting, place of public assembly, security, fireworks etc
- Traffic management – road closures, public access
- Event promotion – ticketing, advertising, signage

- Event evaluation
- Useful contact numbers

An event management plan template can be downloaded from the Queensland Government website at <https://www.qld.gov.au/about/events-awards-honours/events/running-events>.

Further information on how to organise events and festivals can be found on the Tourism and Events Queensland website <https://teq.queensland.com/industry-resources/how-to-guides/queensland-events-guide>.

## 4. Venues

An event can be held indoors or outdoors, in a fixed or temporary venue. It is important that the capacity of the venue is suitable and adequate for the number of people likely to attend the event. The venue should reflect the nature of the event. It is important to consider the hire costs, the image and atmosphere, whether the venue provides catering or has preferred supplier arrangements, noise restrictions and disability access. If an event is to be held outside, you will need to have contingency plans for hot weather, wet weather and wind. Ensure there are plenty of shelter and shade areas and plan an alternate venue as a backup for severe weather conditions.

WTA has many wonderful parks and facilities you can access for your event. If you would like to use a WTA venue or park you need to make a booking at least 6 weeks in advance of your event and comply with the relevant permit terms and conditions. We do recommend that event organisers book their venues well in advance to ensure availability of the requested facility. Fees and charges and/or a bond may also apply. For further information please contact WTA's booking officer and complete a WTA Venue Booking Form.

## 5. Site Plan

A Site Plan is an aerial drawing of the event venue and location, which details the layout of all the activities, buildings and facilities at your event. Your Site Plan should include the location of roads, car parking, emergency vehicle access, emergency exits, emergency assembly points, pedestrian walkways, first aid, stall holders, amusement operators, amenities, bins (including recycling, general waste and skip bins), stages/entertainment areas and the event information office.

An event site plan template can be downloaded from the Queensland Government website at <https://www.qld.gov.au/about/events-awards-honours/events/running-events>.

**Please note that as part of your Special Event Application Form, a site plan must be submitted.**

## 6. Public Liability Insurance

Only events managed and controlled by WTA/ Rio Tinto (RT) are covered under its public liability insurance policy and the policy indemnifies WTA/ RT and no other party. All other event organisers are required to provide a certificate of currency that covers the duration and scope of the event which notes "RTA Weipa Pty Ltd in its capacity as the Weipa Town Authority" under the interested parties section. All groups and third parties including entertainers, amusement rides, caterers, staging technicians etc. involved or participating in your event must be covered by their own Public Liability Insurance and a certificate of currency should be obtained from each of them prior to your event. Please ensure that your Public Liability coverage is in excess of \$20 million.

**Please note that as part of your Special Event Application Form, a copy of your public liability certificate of currency must be submitted.**

## 7. Risk Management

There are many possible risks associated with any event. WTA is committed to event safety and takes risk management seriously. Careful planning will help minimise risk and risk management must be an important component of your event planning. It is your responsibility to complete a Risk Assessment prior to the event to ensure the safety of staff, volunteers and event participants. WTA has provided a number of tools to assist you with this process. Please refer to Appendix A for the Risk Assessment Template and Risk Calculator, as well as the Events in Queensland – Best practice guidelines for event delivery in Queensland handbook available from the Queensland Government website at <https://www.qld.gov.au/about/events-awards-honours/events/running-events>.

A risk management plan template can be downloaded from the Queensland Government website at <https://www.qld.gov.au/about/events-awards-honours/events/running-events>.

**Please note that as part of your Special Event Application form, a risk assessment must be submitted.**

## 8. Community Awareness

The level of impact an event has on the surrounding community can vary depending on the size of the event and its location. You must consider if your event will affect the amenity of the surrounding neighbourhood including noise and parking. Often festivals and events create noise levels much higher than normal due to amplified music, fireworks, generators, crowds or increased parking of traffic on residential streets. WTA recommends you notify the community well in advance and provide them with the contact details for the Event Organiser should they have any queries. This could be in the form of advertising in the local newspaper or on social media. For more information regarding noise, please contact the Queensland Police Service.

## 9. Community Safety and Security

Community safety and security at events is essential. Different types, scale and scope of events require different levels of security and should be determined as part of the risk assessment. If event infrastructure remains at the event site overnight, you must engage appropriate security to ensure that nothing is tampered with or stolen. This may require you to provide additional lighting at your own expense.

We recommend you consult with the Queensland Police Service, Queensland Ambulance Service and Weipa Integrated Health Service dependent on the type, scale and scope of the event prior to your event as they may be able to assist you and or be able to better prepare their own services to be ready to respond in case of an emergency situation. WTA and/or the Queensland Police Service may require you to engage police officers on special duties, security guards and/or crowd control, at your expense.

Other Community Safety areas to consider include:

- Ensuring that all areas of your site, especially access paths and emergency exits are clearly illuminated
- Ensure that the lighting provided for your event does not create a nuisance to neighbouring properties (i.e. ensure that light from the event location does not emanate into neighbouring properties)
- An area for lost children and lost property should be clearly signed and staffed accordingly.

- All event staff and volunteers are briefed in how to respond to an emergency situation, including site evacuation

Please refer to the Events in Queensland – Best practice guidelines for event delivery in Queensland handbook available from the Queensland Government website at <https://www.qld.gov.au/about/events-awards-honours/events/running-events> for more information.

## 10. Traffic Management

Planned traffic management is essential for maintaining public safety at events and must be addressed in your event management plan. This includes both onsite and offsite traffic management for your event. Things to consider in regards to traffic management include:

- Approval from WTA and QPS for road closures or to alter traffic conditions on a road including complete and accurate details of what road closures are being sought and for what periods the roads will be closed
- Advertising obligations for road closures as well as costs of advertising the road closure (at the event organisers expense)
- Provide evidence of actions taken to consult with residents and businesses directly affected by the proposed road closure and make available to WTA details of any and all objections as known to you
- Legible maps or diagrams of the event site and traffic flow around it
- Appropriate signage, barricading and traffic control to be installed by authorised WTA personnel
- Confirmation that all persons involved in directing traffic are adequately qualified
- Distinctly identified emergency vehicle access

As the event organiser you must ensure that there is adequate parking for attendees (including disabled parking), that does not interfere with the usual parking available for residents and businesses. Please be aware that parking on nature strips, areas of open space and parkland is not permitted without written approval from WTA.

## 11. First Aid and Emergency Response

First aid service is critical at any event. First aid stations should be properly staffed, equipped and clearly identified so they can be easily located by those who may need them. The number of first aid stations will depend on the size and scale of the event as determined by your risk assessment. Please contact the Queensland Ambulance Service for assistance in the preparation of your emergency response plans and first aid requirements.

Communication during your festival or event is essential for the smooth operation of the event. Event managers must ensure that adequate devices are available on site for the duration of the event for communication between event personnel and also off site to emergency services. This can either be mobile phones, two way radios or satellite phones. Two way radios and satellite phones are essential devices for events held in remote areas where mobile phone service is not available or is very limited. It is extremely important to always have a backup communication device (fully charged) in case of any emergencies.

Please refer to the Events in Queensland – Best practice guidelines for event delivery in Queensland handbook available at <https://www.qld.gov.au/about/events-awards-honours/events/running-events> for more information.



## 12. Electricity, gas, fire and hazardous materials

Some of Weipa WTA's parks and facilities have power for event use. If you would like to access power supplies on WTA land, please specify these requirements on both the WTA Venue Booking Form and Special Event Application Form.

If your event requires the use of electricity, or hazardous materials such as gas or chemicals, it is recommended to seek professional advice about their safe use. Portable outdoor gas heaters can produce large amounts of toxic carbon monoxide if they are used incorrectly or are not operating properly. If they are used indoors, this can result in carbon monoxide poisoning.

It is important to ensure:

- reputable contractors are used
- all cylinders and generators are in good working order
- all electrical cords are tagged and tested and in good working order
- all electrical cords in public areas are appropriately covered and taped down to prevent trip hazards
- an adequate number of fire extinguishers are provided, and staff are briefed on their use
- hazardous items are protected and clearly marked on the site plan
- there is an adequate back up option in place of failure
- these items are considered as part of the risk assessment.

For the most part, in Queensland, it is illegal to light a fire in the open without a permit. You can apply through the 'Permit to Light Fire' through your local fire warden. The Rural Fire Service Queensland may impose conditions on your approved permit to reduce unwanted risk or nuisance to other people, property or to the environment. Visit [www.ruralfire.qld.gov.au](http://www.ruralfire.qld.gov.au) for further Information

## 13. Fireworks

You will need to carefully consider the appropriateness of the event site for a fireworks display, taking into account social and environmental impacts or potential issues. In Queensland, fireworks are controlled under the Explosives Act 1999 and the Explosives Regulation 2017 and as such fireworks display can only be conducted by a licensed pyrotechnic who must comply with the Queensland Code of Practice: Control of Outdoor Fireworks Displays.

At least one week prior to the event you must notify the local community of the fireworks display by advising residents in the immediate vicinity (minimum 500m radius) in writing and/or publishing a public notice in the local newspaper, with an emphasis on encouraging pet owners to secure their animals. Also ensure that you notify the local fire station, in case of an emergency.

If you are having fireworks at your event, please ensure you supply a copy of the following to WTA:

- Fireworks display notification form (submitted to the Department of Natural Resources and Mines (visit [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au) or phone 137 468)
- Fireworks insurance policy;
- Fireworks contractor licence; and
- Fireworks operator's licence (conducting the show)

Event organisers should check with the firework operator in regards to exclusion zones for safety purposes and ensure that they are adhered to during the fireworks display. For more information about fireworks and fireworks displays in the state of Queensland please go to <https://www.qld.gov.au/emergency/safety/explosives-fireworks/fireworks>

## 14. Food and Beverage

If food and refreshments are served or sold it may be necessary for food vendor operators to obtain a Temporary Food Licence. Generally food businesses that involve the preparation of food will require a licence. If you are unsure whether you require a food licence, please contact WTA's Environmental Health Officer on 07 4030 9400. Mobile food businesses must hold a current WTA Food Business Licence. It is the responsibility of the event organiser to ensure that all food vendors at the event are appropriately licensed.

For public safety, drinking water should be available to all people at your event irrespective of the event type or weather conditions. In the vast majority of cases, it is a legal requirement to ensure free drinking water is available when alcohol is being sold.

Please refer to the Events in Queensland – Best practice guidelines for event delivery in Queensland handbook available from the Queensland Government website at <https://www.qld.gov.au/about/events-awards-honours/events/running-events> for more information.

## 15. Liquor

If alcohol is to be sold or served at the event, an application may need to be made to the Office of Liquor and Gaming Regulation for a permit or licence. Please visit <https://www.business.qld.gov.au/industry/liquor-gaming> for further information.

## 16. Amusement Operators

As the event coordinator you must ensure all amusement ride operators provide you and WTA with a copy of their certificate of Registrable Plant for each ride. Please note that these are to be submitted at the same time as your Special Event Application form.

## 17. Animal Management

If your event includes domestic animals, Local Law No.2 (Animal Management) requires that all animals be under effective control or contained within an appropriate enclosure. As the event organiser and ultimately in control of the animals, please ensure you clean up after them. Protecting the community against risk or injury is paramount while ensuring the animals do not create a nuisance.

## 18. Temporary Buildings and Structures

Any stages, marquees or other temporary structures you want to have at your event need to be included on your site plan. Your structures need to be safe and secure and must be constructed in accordance with all relevant Australian Standards. For further information please contact WTA's Building & Planning Officer on 07 4030 9400.

Examples of temporary buildings and structures include:

- Marquees



- Viewing towers
- Tents
- Spectator seating/grand stands
- Stages

## 19. Environmental Management

WTA is committed to sustainable waste management practices to ensure environmental sustainability of our local area and the wider community. In conducting your event you must take all reasonable and practical measures to minimise environmental impacts. This includes:

- Preventing the release of any material that may cause environmental harm to land, water or waterways;
- Ensuring that liquid spills are cleaned up immediately;
- Preventing the release of materials into the air such as dust, fumes and smoke

### 22.1 Noise

You must take all reasonable and practical measures to minimise noise nuisance to local and surrounding residents and businesses by monitoring the level of noise produced by the event or festival. Give consideration to placement of your stage area including directing speakers away from residents and businesses to assist with this.

### 22.2 Waste and Waste Management

A sustainable event takes measures to minimise its environmental impact by adopting best management practice in recycling and waste collection including pre, during and after the event. This can be achieved by:

- Providing bins that are clearly signed and strategically placed to make it easy for people to do the right thing and encourage everyone to keep the site clean;
- Providing clearly signed bins for stallholders and vendors to recycle cardboard and paper;
- Providing receptacles for the recycling of beverage containers in accordance with the Queensland Government's Container Refund Scheme;
- Providing a regular bin collection service for the duration of the event;
- Working with stallholders and food vendors to minimise waste

As the event organiser, it is your responsibility to ensure the adequate supply of bins on site at the event. WTA recommends the minimum number of bins for attendee use as follows:

- 4 x 240L bins per 100 attendees
- At least 2 x 240L bins per food vendor

Additional bins can be requested in your Special Event Application Form.

### 22.3 Dust

Many of the events held in Weipa are located in rural or remote areas where dirt roads are prevalent, resulting in dust being created. Dust needs to be kept to a minimum during your event and dust mitigation provision should be in place. This could include frequent visits from a water truck to settle the dust and minimising vehicle traffic on areas which are not well grassed.

### 22.4 Water

For events that are held in areas without access to town water, the Event Organiser must ensure that treated water is available on site for food vendors, drinking water, hand washing, showers and toilets.

## 20. Amenities

As the event organiser it is your responsibility to ensure there are adequate toilet facilities specifically for event attendees. The number of toilets required is dependent on a number of factors including:

- Anticipated crowd size
- Sex of the patrons (women require more facilities than men)
- Duration of the event or festival
- If alcohol and/ or food will be available
- If the event is likely to attract families, consideration should also be given to providing baby change facilities
- If people will be camping on site

The following tables should be used as a guide only for events of one day or more. Events of shorter durations with no food and drink may require fewer facilities.

### Toilet facilities for events where alcohol is not available

Patrons	MALES			FEMALES	
	WC	Urinals	Hand Basin	WC	Hand Basin
< 500	1	2	2	6	2
< 1000	2	4	4	9	4
< 2000	4	8	6	12	6
< 3000	6	15	10	18	10
< 5000	8	25	17	30	17

### Toilet facilities for events where alcohol is available

Patrons	MALES			FEMALES	
	WC	Urinals	Hand Basin	WC	Hand Basin
< 500	3	8	2	13	2
< 1000	5	10	4	16	4
< 2000	9	15	7	18	7
< 3000	10	20	14	22	14
< 5000	12	30	20	40	20

### Reducing toilet facilities for shorter duration events

DURATION OF EVENT	QUANTITY REQUIRED
8 hours plus	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

In addition to the above tables, the following facilities must also be provided:

- one sanitary convenience bin per female toilet.
- separate toilet and hand washing facilities for food handlers.
- at least one unisex toilet for patrons with a disability at each group of toilet facilities (refer to the Building Code of Australia for more information).
- the Building Code of Australia indicates that 1 urinal space = 0.6m.

The event operator may also consider the provision of additional unisex toilets to alleviate long queues.

### **ABLUTION FACILITIES AT EVENT CAMPING SITES**

Suggested minimum requirements for camping facilities based on two to three nights camping according to the Emergency Management Australia Manual, *Safe and Healthy Mass Gatherings*:

<b>SEX</b>	<b>WC</b>	<b>URINAL</b>	<b>HAND BASIN</b>	<b>SHOWERS</b>
<b>Male</b>	1 per 50*	1 per 100*	1 per 75*	1 per 100*
<b>Female</b>	1 per 25*	N/A	1 per 75*	1 per 100*

(\* Units expressed as per person - i.e. WC per 50 persons)

### **Maintenance of Facilities**

A cleaning schedule should be established for toilet (and shower) facilities and hand basins to cover:

- frequency of cleaning (including task list)
- monitoring
- equipment (adequate supply of toilet paper and soap; cleaning supplies)
- Provision of disposal and removal of sanitary napkins

For further details, please contact WTA’s Environmental Health Officer.

## **21. Signage and Advertising**

Signage for events such as advertising banners or flags, sponsorship signage and other attention attracting signs placed on or visible from public land and roads will generally require written approval from WTA. Please note that signage cannot be placed on electrical poles and must be removed within 2 business days after the event. For more information, please contact WTA’s Event Officer on 07 4030 9400.

## **22. Sponsorship and Grants**

Sponsorship of community events and festivals has benefits for committees, as well as organisations and businesses in the local area. WTA provides financial assistance in the form of grants and sponsorships to help local community organisations and individuals with projects and events that will benefit the Weipa community. This can be in the form of financial or in kind contributions. Financial sponsorships assist towards increasing the budget to be utilised in the planning and organisation of the event or festival and in kind sponsorship can provide appropriate goods or services to contribute to improve the quality of your event or festival, eg WTA services that you would otherwise have to pay for.

If you wish to apply for a grant or in-kind support you will need to submit your application one month prior to submitting a Special Event Application Form.

(Please note if you wish to ask for a fee waiver for your Temporary Event Application form, this is required one month prior to the submission of the event application and in kind support forms. The Temporary Event Application form will not be processed until after the payment is made or the approval of in-kind fee waiver support has been granted. For further information please contact the WTA’s Event Officer.

## 23. Timeframes

To ensure WTA has adequate time to review your submission, request further information if required and process any approvals or licences, applications must be submitted at least 2 months prior to the event. Larger events, with a crowd of greater than 500 may require up to 4 months' notice and events with more than 5000 patrons could require between 6 to 12 months.

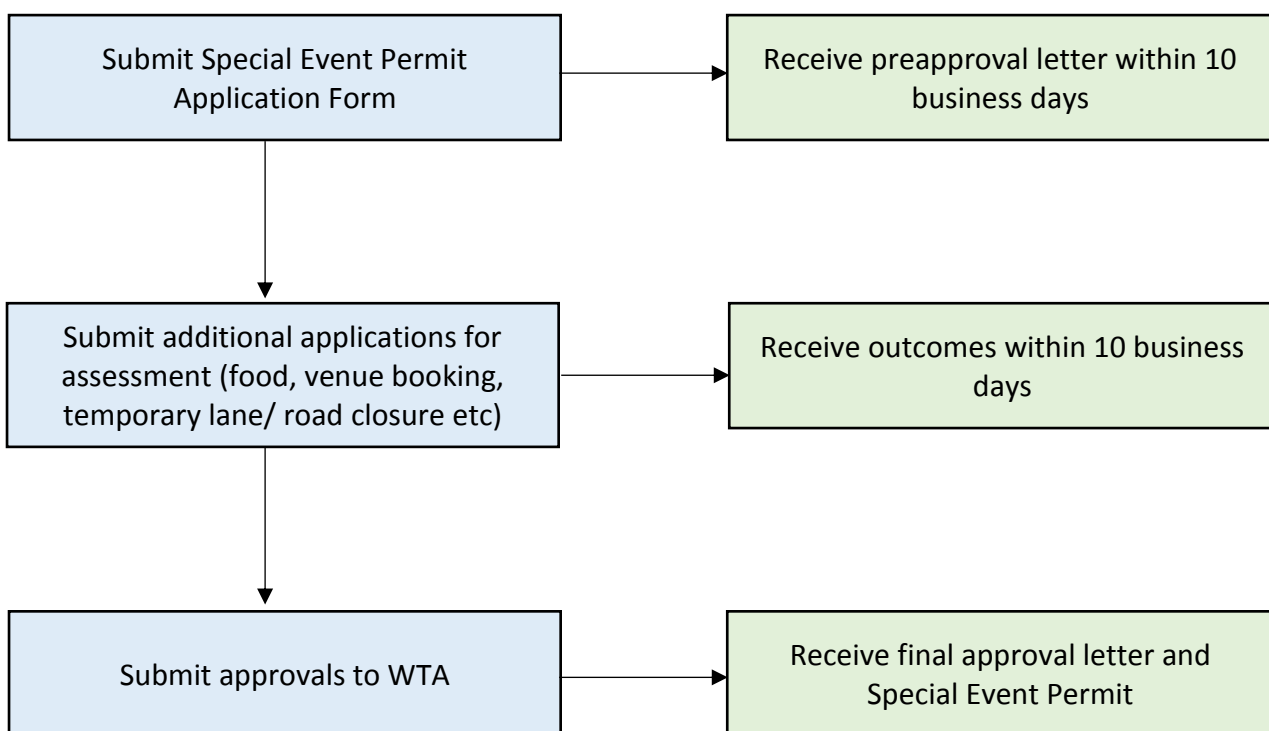
Use the following timeframes as a guideline:

- Special Event Permit (under 500 attendees) 2 months before the event
- Special Event Permit (under 5000 attendees) 4 months before the event
- Special Event Permit (Over 5000 attendees) 6 months before the event
- Food Business licence approval 6 weeks before the event
- Road Closure 6 weeks before the event
- Venue Booking Form 6 weeks before the event

## 24. Fees

Fees may be applicable for approvals or licences discussed in this information kit. There are currently no fees associated with the Special Event Permit application.

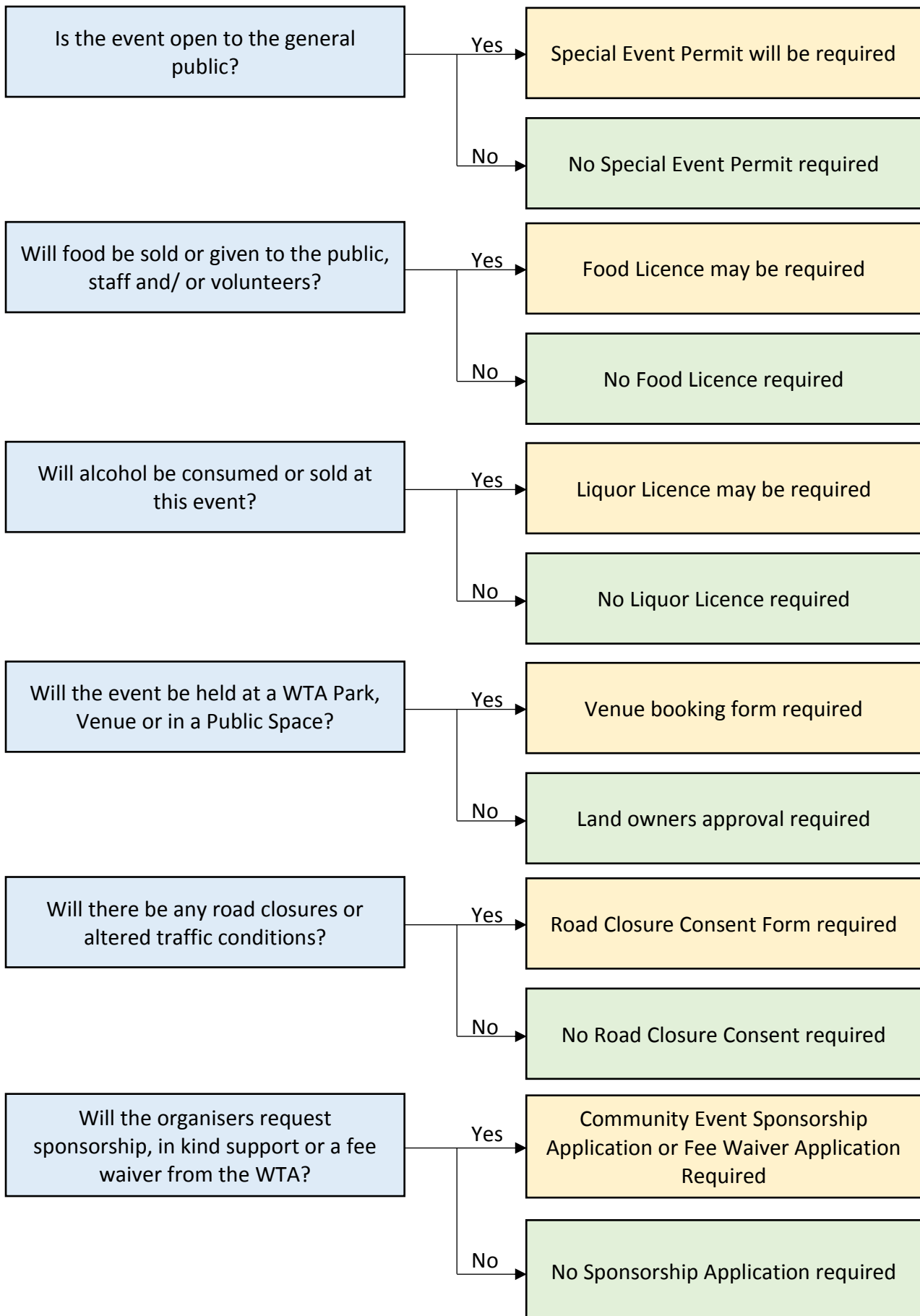
## 25. Special Event Permit application process



### Note:

Please note that temporary lane/ road closure requests require approval from both WTA and Queensland Police Service therefore additional time should be allowed for if your event requires a road closure.

## 26. Flowchart checklist



## 27. Checklist

Use the below checklist to ensure you have covered all items in planning your event:

Checklist Item	Yes	No	If yes
Does your event require a Special Event Permit?			Complete and submit a Special Event Permit Application form within the specified timeframe (based on patronage) – fees apply
Have you completed your event management plan?			A copy must be provided to WTA before any approvals can be given
Will your event be held at a WTA Park, Venue or in a Public Space?			WTA Venue Booking form will need to be completed – fees apply
Have you completed a risk assessment?			A copy must be provided to WTA before any approvals can be given
Have you submitted a current copy of your event's certificate of Public Liability to WTA?			A copy must be provided to WTA before any approvals can be given
Have you completed a Risk Assessment for your event?			Refer to Appendix A for a template
Have you advised the community (in advance) that your event is being held?			Suggest local newspaper, social media, letterbox drop or door to door
Have you advised the Qld Police, Qld Fire, Qld Ambulance and local hospital or Weipa Integrated Health Service of your event?			
Do you require security at your event?			
Do you require additional lighting at your event to ensure community safety and security?			Ensure that you have enough power for the event's peak demand
Do you require any road closures for your event?			Complete a Temporary Road Closure application form and obtain a Road Closure Permit from QPS
Have you organised qualified first aid staff and a designated, well equipped first aid station for your event?			
Has all your electrical equipment been tested and tagged by a qualified person?			
Do you require access to power at any of WTA's parks or facilities?			Specify any electrical requirements in the WTA Venue Booking form
Does your event require the use of generators?			Ensure safe use of generators in a public area and assess on risk assessment
Will your event be having a fireworks display?			You will need to supply a copy of the fireworks display notification form, fireworks insurance policy, fireworks contractor licence and fireworks operator's licence to WTA



Will food be sold or served at your event?		Submit a Temporary Food Stall Application Form (Approval not required for mobile vendors who hold a current WTA Food Business Licence)
Will alcohol be sold or served at your event?		A liquor licence will be required from the Office of Liquor and Gaming and supplied prior to final approval of the event.
Do you have adequate provisions in place for waste collection and recycling pre, during and after your event?		If extra wheelie bins are required, please specify your requirements in the Special Event Application Form
Are adequate toilet facilities available at your event?		
Will you be erecting any advertising banners, flags, sponsorship signage or other signage on or visible from public land or roads?		Please ensure all advertising materials is removed from around the township within two days of event completion
Have you applied for relevant grants or considered sponsorship for your event and have you acquitted all previous grant funding?		Submit your sponsorship form once your event has been preapproved.
Have you asked WTA to include your event on the <a href="http://www.weipatawnauthority.com.au">www.weipatawnauthority.com.au</a> website?		Submit your event details online

## 28. Appendix A – Risk Assessment Template

The risk calculator is designed to assist you to undertake the risk assessment process.

To complete a risk assessment, we suggest you take the following steps:

1. IDENTIFY any risks or hazards relevant to your event.
2. ASSESS the risks or hazards using the risk calculator's likelihood and consequences table
3. CONTROL the risks or hazards by using the Risk Assessment template to document any control measures to prevent the risk or hazards from occurring

Likelihood	Consequences				
	Insignificant No Injury, 0 - low \$ loss	Minor First Aid Injury, low - medium \$ loss	Moderate Medical Treatment , medium - high \$ loss	Major Serious Injuries, major \$ loss	Catastrophic Death, huge \$ loss
<b>Almost Certain</b> is expected to occur at most times	H - 5	H - 4	E - 3	E - 2	E - 1
<b>Likely</b> will probably occur at most times	M - 5	H - 5	H - 4	E - 3	E - 2
<b>Possible</b> might occur at some time	L - 7	M - 6	H - 5	E - 4	E - 3
<b>Unlikely</b> could occur at some time	L - 8	L - 7	M - 6	H - 5	E - 4
<b>Rare</b> may occur in rare circumstances	L - 9	L - 8	M - 7	H - 6	E - 5

Code:

- E Extreme Risk – unacceptable risk. Immediate action required
- H High Risk- action required. Prioritise in order of severity
- M Moderate Risk – can be managed within current risk treatments
- L Low Risk – acceptable risk. No Further treatment required. Monitor periodically

For further information, please visit [www.riskmanagement.com.au](http://www.riskmanagement.com.au).

## RISK ASSESSMENT TEMPLATE

Event name: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

The risk – what can happen and how?	Likelihood	Consequences	Risk Rating	Risk Treatments	Who is responsible for implementing the risk treatments?
<i>Example: Food poisoning</i>	<i>Possible</i>	<i>Major</i>	<i>E-4</i>	<i>Ensure all fixed and mobile food businesses hold a current licence and permit. All food and beverage stalls operate in accordance with the National Food Safety Standards.</i>	<i>Event organiser and food operators</i>

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