

Small Event | Hazard Register Template

Event Description			
Location		Date	
Event Specific Hazard Register prepared by (Table 4)			

Table 1. The following are examples of hazards that may be encountered at Parks or Reserves (including beaches).

Hazard	Risk description (what can cause harm or what can go wrong)	Risk Control Measures <i>For each risk, identify control measures to eliminate or manage the risk</i>
High winds	Falling trees or branches	Cancel or delay event.
Ultraviolet (UV) sun exposure	Sun burn	Promote use of sunscreen.
Heavy rain	Slippery surfaces	Cancel or delay event. Identify slippery areas and use matting to prevent slipping.
High temperatures	Dehydration	Have water available.

Table 2. The following are examples of hazards that may be encountered inside Venues (e.g. halls).

Hazard	Risk description (what can cause harm or what can go wrong)	Risk Control Measures <i>For each risk, identify control measures to eliminate or manage the risk</i>
Electrical cables	Trip and/or fall	Cancel or delay event.
Wet floor	Slippery surface	Where required use barrier to isolate the area. Keep floor cleaning to a minimum during event.

Table 3. The following are examples of general hazards that may be associated with running an event.

Hazard	Risk description (what can cause harm or what can go wrong)	Risk Control Measures <i>For each risk, identify control measures to eliminate or manage the risk</i>
Manual handling e.g. lifting or carrying	Sprain, strain or discomfort/pain	Reduce or split loads to manageable weight/size. Ask for assistance e.g. two person lifts.
Aggressive or abusive members of public	Vandalism or violence	Remain calm and try to avoid confrontation. Encourage them to leave the event. Call Police if additional support is required.

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Table 4. Event Specific Hazard Register

The Applicant is required to use the following table to document specific hazards and risk controls associated with the event they are planning to run.

Hazard	Risk description (what can cause harm or what can go wrong)	Risk Control Measures <i>For each risk, identify control measures to eliminate or manage the risk</i>