

Event Risk Management: A Practical Guide for Organisers

A professional framework for identifying, evaluating, and controlling risk — before, during, and after your event.





Every Event Carries Risk

Whether you're running a major festival, a corporate conference, or a public exhibition, risk is inherent. The question isn't whether something could go wrong — it's whether you're prepared when it does.

Wide-Ranging Hazards

Risks range from weather disruptions and technical failures to crowd dynamics and security incidents — no event is immune.

Proactive Protection

Proactive risk management protects attendees, staff, and your event's reputation — long before the first guest arrives.

What Is an Event Risk Assessment?

A risk assessment is the structured process of identifying, evaluating, and controlling potential hazards that could affect an event's success. It goes beyond a compliance exercise — it's about foresight and accountability.

1 Anticipate

Provides a clear framework for anticipating what could go wrong — before it has the chance to.

2 Control

Enables organisers to put robust control measures in place before issues arise, not in reaction to them.



Why Risk Assessments Matter

A well-executed risk assessment delivers measurable value to every stakeholder involved in your event.

Event Organisers

Adds structure and clarity, streamlines stakeholder coordination, and reduces last-minute surprises when time pressure is highest.

Corporate & Government Clients

Demonstrates accountability and preparedness — critical for high-profile or public-facing events where scrutiny is greatest.

All Events

Helps meet regulatory requirements and satisfy insurance obligations, ensuring your event is legally and operationally sound.

Coordinating Across Stakeholders

For complex events, risk assessments serve as the connective tissue that holds every team and agency together.

→ **Build Team Confidence**

Risk assessments build confidence across your entire team by making responsibilities explicit and removing ambiguity.

→ **Coordinate Across Agencies**

For complex events, they help coordinate across multiple agencies and balance competing operational priorities.

→ **One Shared Playbook**

A shared, documented assessment ensures everyone — from security to catering — is working from the same plan.

Key Components of an Effective Risk Assessment

1

Hazard Identification

List all potential risks — crowd movement, weather, equipment, transport, and third-party contractors.

2

Risk Analysis

Evaluate each hazard's likelihood and potential impact using a standardised risk matrix.

3

Control Measures

Define practical steps to prevent, mitigate, or respond to each identified risk scenario.

4

Responsibility Allocation

Assign a named lead or team accountable for every action — no risk should be left without an owner.

Keeping the Assessment Live

A risk assessment is not a one-off document. It should evolve alongside your event plans and be updated as conditions change.

Review Continuously

Review and revise as new contractors, venues, or activities are added to the event plan.

Safety Is a Lifecycle Commitment

Treat safety as an integral part of your event's entire lifecycle — not a box to tick at the start and file away.