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| Event Risk Assessment- FAQ |
| First Aid Sector |
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# Reference

Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021, Part 10.

# Introduction

First aid services must understand their regulatory obligations in order to provide safe, quality and appropriate first aid at events. Part of these requirements is to consider the risk profile of any event you’re engaged to attend. This Frequently Asked Questions (FAQ) sheet provides information regarding event risk assessment and planning.

## What is an event?

An event is any activity whereby a first aid service licence holder provides a first aid service. The First Aid Services Regulations 2021 are applied in the same way regardless of the size or type of event.

## What to consider when planning to provide first aid at an event?

The first aid service needs to gather event information to determine if the service they can offer will be safe for the event. Communication with the event organisers is essential to understand and make an assessment against the key event information. Key event information includes:

* **Event description**:
	+ event venue and duration
	+ expected patrons and demographics, including vulnerable populations
	+ expected patron behaviour, including high risk activity such as alcohol and substance use, motorsport
	+ patron movement within the event and controlled or uncontrolled access e.g., ticketed and patron
	+ weather and other environmental impacts, e.g., heat, cold, topography
* **Anticipated Health Risks**

Previous event history is critical in predicting and anticipating future health risk. Information regarding anticipated risk should be sourced from event organisers and other relevant stakeholders.

* **Escalation of Care**

Part of providing a safe service is having a robust understanding of the potential need for escalation. This includes planning for potential surge requirements and consideration of when and how patient care may need to be transferred to an emergency service.

* **Servicing multiple events**

Consider the capacity of your first aid service to provide safe patient care when servicing concurrent events and the effect this may have on surge capacity, for both staff and equipment.

## Why do a risk assessment?

A risk assessment must be undertaken to determine if the first aid service can meet the event’s needs, with regard to clinical staff skill mix and scope of practice, equipment, infrastructure, logistics arrangements and other relevant factors. A risk assessment includes risk identification, analysis and evaluation and should be revised based on changing or new information gathered in collaboration with the event organisers and other key stakeholders.

## Is there a standard risk assessment tool?

Risk assessments need to be proportionate to your service’s licensed first aid level and therefore will be different for each service provider. It is expected that each first aid service will develop their own risk assessment tool. There are event risk assessment tools and guidelines available online to assist first aid services in developing their own.

## I’ve done the risk assessment, what do I do now?

Evaluation of risk assessment is an important step in the risk assessment process. Whilst the risk assessment should be dynamic, meaning responsive to changing needs and information, evaluation of the risk assessment and other key factors should be undertaken at the conclusion of an event. The evaluation will inform lessons learned and allow for improvements to be made, where necessary.

## How will the risk assessment be used by others?

The risk assessment may be used or reviewed by others both internal and external to the first aid service.

* **First Aid Service staff**: service providers may choose to provide staff with the risk assessment to better inform them of potential patient needs and numbers.
* **Event organisers:** may seek to review the risk assessment as part of their own risk assessment practices
* **Clinical oversight committee**: review risk assessments to determine if the service provided was appropriate for the risk profile of the event and the prospective patrons.
* **Authorised Officers**: under the Act, Authorised officers can request the risk assessment to be made available for review.
* **External Clinical Governance bodies**: the risk assessment is an important part of reviewing an adverse patient safety event.

## Who do I speak with for more information?

For further information please email neptfirstaidregulation@health.vic.gov.au

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