

Site Assessment Tool - July 2015

	RISK			Considerations	Risk before controls in place (L, M, H)	Risk Controls (review controls organizer has implemented and revise assessment)	Risk after controls in place (L, M, H)	Inspector Comments
	Low	Medium	High					
Event size	500 or less	500 - 10,000	> 10,000	Number of expected patrons.				
Event character	e.g. classical, jazz music concert; family oriented event; mass participation event (e.g. running event)	event with accessible machinery (exhibition grounds with rides)	e.g. heavy-metal, punk, hard rock, adult-oriented event; presence of mosh-pit	Is the event likely to encourage physical contact, loud interaction, conflict, or pose other hazards?				
Patron demographic	seniors, families	Pre-dominantly adult or teen	large number of minors; possible criminal affiliations	Is the event likely to attract groups who may be more predisposed to risky or hazardous behavior or activities?				
Crowd density	well spread-out	general intermingling but easy movement	mobility difficult; packed mosh-pit	Close physical quarters increases risk of negative physical contact, and violence.		Is there fencing, corrals, dividers, etc., to create physical space between patrons?		

Event duration	2 – 3 hours	6 hours	12 hours / multi-day	The longer the event, the more chance of intoxication and unruly behavior.		Will the organizer consider reducing the duration of the event?		
Security-to-patron ratio	1:~50	1: ~ 200	1: > 500	Increased security means better monitoring and control. Need for security depends on many of the other factors in this list.		Has the organizer provided a security plan setting out an optimal number of security staff?		
Lighting	well-lit	dimly lit	darkness	Poor lighting makes the event difficult to monitor. After dark, does the organizer have adequate artificial lighting?		Are there plans for adequate lighting?		
Site visibility	open, no obstructions	some obstructions, generally easy to monitor	multiple obstructions	The more physically open the event, the easier for organizers, security, police and inspectors to monitor the event.		Are obstructions to visibility minimized, or are there plans for added monitoring of obstructed areas?		
Compliance history	none	CN-NEAR; NOEA > 2 years ago	multiple previous NOEAs	Poor compliance history may be a predictor of future non-compliance.		If poor compliance history, has the organizer demonstrated willingness to improve compliance?		
Event history	proven history of well-managed events	new, unproven or unknown history	proven history of poorly managed events	Even if there is no record of non-compliance, the organizer may or may not have a history of poor event management.				

Organizer history	unblemished	some known difficulties	multiple past issues	Distinct from compliance history, this may include information about the organizer from other jurisdictions or types of events.			
Access / Egress	multiple points, wide, with easy-to-operate gates	a few points, narrow; some congestion	few points relative to size of event, narrow, high congestion, gates not easily operable	Affects crowd control and emergency preparedness.		Are there plans to ensure sufficient access and egress?	
Availability of food water	well provided	Restricted / costly	costly, or not offered; extreme environmental factors	Lack of these may be higher risk for longer duration events, and may be weather dependent.		Will the organizer make water freely available? Will food be available / sold?	
Hazards / objects	few or none	multiple chairs and tables; beach; patrons carrying items (e.g. heavy objects, swords, cabers)	animals, moving vehicles, tools; presence of cliffs, water	Related to event character; might include presence of animals, or vehicles that could disrupt orderly crowd flow; physical site conditions like cliffs, beach, water.		Has the organizer sought to remove dangerous objects, or made plans to minimize their potential danger?	
Additional factors identified by inspector (use other sheet if necessary)					Consider imposing beer garden if predominantly medium and / or high risk factors.		

Other factors or considerations:

- Police and local government approval
- Number of police on site
- Motor racing/sports events
- Urban v. rural setting
- Proximity to residential land uses
- Event location within community
- Event performer/ specific band/act and whether they have a history
- Patron behavior-based factors
- How will a whole-site licence add to customer experience
- Fluctuations in number of patrons during course of event
- Event purpose
- Proposed on-site locations of liquor points-of-sale and proposed queue controls
- Mitigation factors
 - Risk management strategies/plans
 - Medical care
 - Harm reduction programs
 - Availability of emergency services/first responders
 - Event organizers understanding of risk

Inspectors may consider giving greater weight to these factors than others:

- Patron demographic
- Organizer history
- Event character
- Compliance history