



RISK ASSESSMENT

Issued December 2019

Next Review December 2021

This Form is to be used in Conjunction with FORM-001 Event Permit Application (Section 8)

Name of the Event: _____

Location: _____

Event Date(s):

Start: _____

Finish: _____

Organisation: _____

Address: _____

Contact Person: _____

Phone Number: _____

E-mail: _____

AIM

The **aim** of the **risk assessment** process is to evaluate hazards, then remove that hazard or minimize the level of its **risk** by adding control measures, as necessary.

The success of your event is measured in many ways and safety is one of them. As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

Start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety – from the planning phase right through to the overall evaluation of the event.

This guide breaks down the risk assessment process, outlining each step:

HAZARD IDENTIFICATION

Hazard identification is the process of recognising hazards associated with an event. It is helpful to identify risks by considering the people involved and their roles to ensure their safety at all times.

Hazard 'groupings' that can assist in the identification process include:

- human - type and size of crowd expected, level of crowd participation
- technological - mechanical, utilities such as gas and electricity
- natural - the physical location and site area conditions
- environmental - weather, Environment Protection Authority controlled, ground impact etc.

RISK ASSESSMENT

Risk assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimisation.

In order to determine a risk rating, consider:

- the consequence - what will happen, the extent of harm; and
- the likelihood - chances or possibility of it occurring.

When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

HOW TO DO A RISK ASSESSMENT

FIND IT

List all of the hazards or possible situations associated with the event activity that may expose people to injury, illness or disease. List these hazards in the 'hazards' column of the template
Use experts or experienced people to advise you on your risk assessment.

ASSESS IT

Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring if controls were not in place, inadequate or faulty.

	CONSEQUENCE				
LIKELIHOOD	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Rare (1)	Low	Low	Low	Low	Low
Unlikely (2)	Low	Low	Low	Medium	Medium
Possible (3)	Low	Low	Medium	Medium	Medium
Likely (4)	Low	Medium	Medium	High	High
Almost certain (5)	Low	Medium	Medium	High	Extreme

Level	Likelihood	Expected or actual frequency experienced
1	Rare	May only occur in exceptional circumstances; simple process; no previous incidence of non-compliance
2	Unlikely	Could occur at some time; less than 25% chance of occurring; non-complex process &/or existence of checks and balances
3	Possible	Might occur at some time; 25 – 50% chance of occurring; previous audits/reports indicate non-compliance; complex process with extensive checks & balances; impacting factors outside control of organisation
4	Likely	Will probably occur in most circumstances; 50-75% chance of occurring; complex process with some checks & balances; impacting factors outside control of organisation
5	Almost certain	Can be expected to occur in most circumstances; more than 75% chance of occurring; complex process with minimal checks & balances; impacting factors outside control of organisation

Level & descriptor	Health Impacts	Critical services interruption	Organizational outcomes/objectives	Reputation and image per issue	Non-compliance
Insignificant (1)	First aid or equivalent only	No material disruption	Little impact	Non-headline exposure, not at fault; no impact	Innocent procedural breach; evidence of good faith; little impact

Minor (2)	Routine medical attention required (up to 2 wks incapacity)	Short term temporary suspension – backlog cleared < 1 day	Inconvenient delays	Non-headline exposure, clear fault settled quickly; negligible impact	Breach; objection/complaint lodged; minor harm with investigation
Moderate (3)	Increased level medical attention (2 wks to 3 mths incapacity)	Medium term temporary suspension – backlog cleared by additional resources	Material delays; marginal under-achievement of target performance	Repeated non-headline exposure; slow resolution; Ministerial enquiry/briefing	Negligent breach; lack of good faith evident; performance review initiated
Major (4)	Severe health crisis (incapacity beyond 3 mths)	Prolonged suspension of work – additional resources required; performance affected	Significant delays; performance significantly under target	Headline profile; repeated exposure; at fault or unresolved complexities; ministerial involvement	Deliberate breach or gross negligence; formal investigation; disciplinary action; ministerial involvement
Catastrophic (5)	Multiple severe health crises/injury or death	Indeterminate prolonged suspension of work; non performance	Non achievement of objective/ outcome; performance failure	Maximum high level headline exposure; Ministerial censure; loss of credibility	Serious, wilful breach; criminal negligence or act; prosecution; dismissal; ministerial censure

By determining the consequences and likelihood of risks occurring, you can now, aim to eliminate, minimise and control the hazards.

FIX IT (RISK CONTROL)

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

HEIRACHY OF CONTROLS	
ELIMINATION Eliminate the hazard	The most effective control measure involves eliminating the hazard and associated risk by: <ol style="list-style-type: none"> Not introducing the hazard. Designing out hazards. Removing the hazard completely, for example, by removing trip hazards on the floor or disposing of unwanted chemicals. If the hazard cannot be eliminated, eliminate as many of the risks associated with the hazard as possible.
SUBSTITUTION Substitute the process	Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. If this is not practical, then engineer.
ENGINEERING Change the equipment	An engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches). If this is not practical, then:
ISOLATION	This involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in a fume cabinet. If this is not practical, then administer
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. If this is not practical, then PPE
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.

Often people pick the 'easier' option by going straight to administrative controls or PPE but there are often more effective ways to control the hazard. In many cases consultation and discussion with the people involved reveals new ideas or better ways of handling hazards and reducing the risks of injury. Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It is vital to ensure that risk assessment covers the entire event – from set up (bump in) to dismantling (bump out), not just during the event itself.

Most importantly, consult with those involved.

For Risk Assessment enquiries, please contact Councils Risk Management Coordinator on 8569 0100.

ASSESS IT (AGAIN)

Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring, considering the controls you now have in place

Risk Register

(FIND IT)	(ASSESS IT)	(FIX IT)		(ASSESS IT AGAIN)
Hazard & Brief Description	Risk Ranking – <i>Assume NO Controls are in place</i> (Use Risk Assessment Matrix) e.g. C3 = Medium	Control / Action	Who <i>is responsible to make sure they are implemented / monitored?</i>	Re Rate Risk Ranking <i>Assume Controls listed are in place</i> (Use Risk Assessment Matrix) e.g. C3 = Medium

(Copy and attach additional pages as required)

DECLARATION

I acknowledge that I have read and understood the hazards and controls identified in this risk assessment and agree to ensure the listed controls are implemented and monitored, for and on behalf of the Event Organiser:

Risks have been identified and rated

Control measures have been established for each risk

Control measures will be reviewed and monitored during the course of this event

Risk Assessment Team:

Name (Print):

Name (Print):

Name (Print):

Name (Print):

Name:

Date:

Position:

Signature:

FOR OFFICE USE ONLY –

Received by or on behalf of Council:

Name:

Date:

Position:

Signature:

Notes:

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