**Risk Assessment – Additional Event Hazards/Risks**

**RISK MANAGEMENT – IT’S A MUST**

**RISK CONTROL**

In order to control the risk, work out the best method/s of treating the risk.

Look at the following methods, which are referred to as the ‘hierarchy of controls’, to see if you can eliminate or reduce the risk.

* **Elimination** – by removing the hazard entirely through new design or implementing a new process.
* **Substitution** – by replacing hazardous materials or methods with less hazardous alternatives.
* **Engineering** – by isolating, enclosing or containing the hazards or through design improvements.
* **Administrative** – by ensuring safe operating procedures are in place and that effective training, induction and monitoring is available to all in the workplace.
* **Personal Protective Equipment (PPE)** – by making sure that appropriate safety equipment, such as gloves, hats, sunscreen etc are available.
* Training, information, instruction and supervision

Other 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 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 may require more than 1 type of control to do the job, but that’s ok**. It is vital to ensure that your additional risk assessment covers hazards during the entire event – from set up to dismantling, not just during the event itself**. Most importantly, consult with those involved.

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. When conducting a risk assessment, include the people who are actually involved in undertaking the task.

Experience is important as a fresh perspective when undertaking risk assessment.

**HAZARD IDENTIFICATION**

This is the process of recognising hazards associated with an event and identifying the subsequent risks to those people involved or likely to be exposed.

Look for hazards (other then those on the Event Safety Checklist) by considering them in groupings – Human; Technological/Mechanical; Natural or Built Environment or by Activity or Task.

**RISK ASSESSMENT**

Risk assessment is the next step of estimating the potential effects or harm of a hazard to determine its risk and an appropriate rating. By allocating a risk rating, event organisers can prioritise risks in order of likely severity to ensure that they deal with all risks systematically – eliminating or minimising them.

To determine a risk rating consider:

* The consequence – what will happen, the extent of harm; and
* The likelihood – chances or possibility of it occurring given the current level of controls in place.

A risk assessment matrix on the following page provides some descriptor for risk factors in regards to events.

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**RISK DESCRIPTORS:**

**LIKELIHOOD** – How likely is it to occur at this event?

**CONSEQUENCE** – What is likely to be the impact on the Event?

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Example Detail Description Likely Impacts on Event** |
| **1** | **Insignificant** | No injuries  Low financial loss |
| **2** | **Minor** | First aid treatment  On-site release of chemical immediately contained  Temporary halt of event  Medium financial loss |
| **3** | **Moderate** | Medical treatment required  On-site release of chemical contained with outside assistance  Temporary halt of event requiring outside assistance (e.g. fire, police, ambulance)  Major financial loss |
| **4** | **Major** | Extensive injuries  Off-site release of chemical with no detrimental effects  Complete halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance)  Major financial loss |
| **5** | **Catastrophe** | Death  Toxic release off –site with detrimental effect  Complete halt of event with investigation and potential prosecution (e.g. fire, police, ambulance)  Catastrophic financial loss |

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| --- | --- | --- |
| **Level** | **Descriptor** | **Example description of Likelihood of occurrence for the event** |
| **A** | **Almost certain** | Its expected to occur in most circumstances |
| **B** | **Likely** | Will probably occur in most circumstances |
| **C** | **Possible** | Might occur at some time |
| **D** | **Unlikely** | Could occur at some time |
| **E** | **Rare** | May occur but only in exceptional circumstances |

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**RISK RATING**

The risk matrix determines a ‘risk rating’ based on the likelihood and consequences of risk

**RATINGS**

E = Extreme risk: immediate action required

H = High risk: senior management attention needed

M = Moderate risk: management responsibility must be specified

L = Low risk: manage by routine procedures

Risk rating enable organisers to allocate priorities to hazards so they can address them in a systematic way. An example is shown below, where the risk assessment process results in a Risk Control Plan or Risk Register.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONSEQUENCES** | | | | | |
| **LIKELIHOOD\*** | **Insignificant**  **1** | **Minor**  **2** | **Moderate**  **3** | **Major**  **4** | **Catastrophic**  **5** |
| A (Almost certain) | **H** | **H** | **E** | **E** | **E** |
| B (Likely) | **M** | **H** | **H** | **E** | **E** |
| C (Possible) | **L** | **M** | **H** | **E** | **E** |
| D (Unlikely) | **L** | **L** | **M** | **H** | **E** |
| E (Rare) | **L** | **L** | **M** | **H** | **H** |

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| --- | --- | --- | --- | --- | --- |
| **Task or Issue/Hazard** | **Person affected/ location** | **Risk Rating** | **Risk Control Measures** | **By who & When** | **Notes/Additional Planned Controls** |
| **Task/Hazard:** Animal parading/showing  **Risk:** Injury to member of public if they come into contact with animal/injury to handler if animal uncontrollable | Animal handler/ member of public  **Main Arena** | C 2  MEDIUM | **Currently:**   * Areas roped and fenced off to keep patron distance * Signage advising patrons not to enter area * Only competent handlers allowed to enter arena * Supervisor located inside arena with walkie-talkie | John Doe  1/11/06 | **Next Steps:**   * Loudspeakers announcement advising member of public event about to commence and to keep behind the fenced and roped areas (5 minutes prior and just before). * Supervisor to be appointed to stand security for event * Handler meeting prior to event to advise of new changes |

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**Additional Event Risk**

**Register:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task or Issue/Hazard | Person affected  and Location | Risk Rating | Risk Control Measures | By Who & When | Notes/Additional Planned Controls |
| Task/Hazard:  Risk: | Who:  Where: |  | Currently: | John Doe  1/11/06 | Extra: |
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