

## Risk assessment template

Task or Issue/Hazard	Person affected and Location	Risk Rating	Risk Control Measures	By Who & When	Notes/Additional Planned Controls

## Risk descriptors:

Likelihood – How likely is it to occur at this event?

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

Consequence – What is likely to be the impact on the event?

Level	Descriptor	Example Detail Description Likely Impacts on Event
1	<b>Insignificant</b>	No injuries, low financial loss
2	<b>Minor</b>	First aid treatment; On-site release of chemical immediately contained Temporary halt of event; medium financial loss
3	<b>Moderate</b>	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	<b>Major</b>	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	<b>Catastrophe</b>	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

## Risk rating

The risk matrix determines a 'risk rating'. Based on the likelihood and consequences of risk

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

### 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.

### Example:

Task or Issue/Hazard	Person affected/location	Risk Rating	Risk Control Measures	By who & When	Notes/Additional Planned Controls
<p><b>Task/Hazard:</b> Animal parading/showing</p> <p><b>Risk:</b> Injury to member of public if they come into contact with animal/injury to handler if animal uncontrollable</p>	<p>Animal handler/member of public</p> <p><b>Main Arena</b></p>	<p>C 2</p> <p>MEDIUM</p>	<p><b>Currently:</b></p> <ul style="list-style-type: none"> <li>✓ Areas roped and fenced off to keep patron distance</li> <li>✓ Signage advising patrons not to enter area</li> <li>✓ Only competent handlers allowed to enter arena</li> <li>✓ Supervisor located inside arena with walkie-talkie</li> </ul>	<p>John Doe</p> <p>1/11/06</p>	<p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>- 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).</li> <li>- Supervisor to be appointed to stand security for event</li> <li>- Handler meeting prior to event to advise of new changes</li> </ul>

## Examples of Event Hazards

<p><b>Security</b> Bomb threats Cash handling</p> <p><b>People</b> Security staff numbers Patron demographics Inappropriate use of staff Alcohol Training/induction Lack of relevant certification/licences Background checks of staff</p> <p><b>Plant</b> Training Certification Supervision of operation Poor or absent maintenance Isolation/segregation – people</p> <p><b>Hazardous Substances/ Dangerous Goods</b> Fuel storage Cleaning products Water/waste water Pyrotechnics, explosives Inappropriate labelling Poisons</p> <p><b>The event</b> Interaction with law enforcement agencies Unsolicited acts of violence, theft</p> <p><b>Planning</b> Possible acts of terrorism Emergency management Contingency planning</p> <p><b>Accessibility</b> Ramps Parking Public transport Signage Access to venues Egress Seating</p> <p><b>Materials handling</b> Mechanical handling Food handling safety Furniture fixture and equipment Transport between venues/locations/storage Weights, height, dimensions Condition of terrain, path of travel</p>	<p><b>Contractors</b> Co-ordinating contractors Communication Legal compliance Contracts Job safety analysis/risk assessment and safety plans Training/licensing Accreditation</p> <p><b>Vehicle Safety</b> Maintenance Security of vehicles Vehicle/people segregation Speed Refuelling Parking supervision Lack of supervision Permits and certification/licensing Outdoor broadcast vehicles Accessibility during emergency Management Loading operations – docks and people</p> <p><b>Staff</b> First aid Food preparation/safety Fatigue Conditions – excessive heat/cold Competency/suitability Violence Crowd misbehaviour Welfare – breaks Sun exposure – sunscreen Temperature extremes – heat/cold Cultural issues Transport</p> <p><b>Working at height</b> Scaffolds – licenced/trained erectors Unsafe use of winches Unsafe use of ladders Proximity to overhead power lines Edge protection (off roofs or platforms) Camera platforms Rigging/lighting Improper use of safety harnesses</p>	<p><b>Slips and trips</b> Electrical cables across pathways Uneven ground, loose surfaces Adverse weather Flooring design/surfaces Poor design or placement of barriers Inadequate queuing systems Edge protection Climbing for vantage points Inappropriate footwear</p> <p><b>Electrical safety</b> Qualification of contractors Power supply – no spiking Overloading system/switchboards Faulty power tools Faulty insulation Underground services Protection of leads Cables/height/pathways Location in relation to other equipment</p> <p><b>Set up stage</b> Erection of temporary structures Unauthorised access Maintaining public access Plant Facilities management approval Electrical safety Slips/trips Interface with normal business activities Weather</p> <p><b>Fire safety</b> Evacuation plans Fire prevention plan Dangerous goods storage Knowledge and use of equipment Appropriate fire fighting equipment Obstruction and security of fire fighting equipment Pyrotechnics (fireworks or fire amusement displays) Warning and communication system Fire ban days</p> <p><b>Manual handling</b> Excessive weight or awkward dimensions Lack of mechanical aids Poor packaging by suppliers Time lines/lead times Lack of staff Crowd control – security training</p>
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