

RISK MANAGEMENT

Identifying Risks and Hazards

The risk assessment form is used to:

- 1 identify likely hazards at a proposed event
- 2 rate identified hazards against the chance of them occurring and the impact they could have
- 3 identify appropriate measures to minimise or reduce the hazard
- 4 implement/plan hazard reduction measures prior to the event

Use the risk assessment form to identify the potential hazards posed by the site and event activities, or any areas of potential risk to the public, event staff, volunteers and participants. As your event approaches, the risk assessment is used to check on areas such as:

- access
- fire safety
- food safety
- gas cylinders/appliances
- power
- security
- structures/stages/infrastructure
- trip hazards
- environmental impacts

Once you have completed your risk assessment, you need to undertake an on-site check to ensure that all areas of risk and potential hazard have been addressed.

As the event organiser, you are responsible for the safe practices of any contractors engaged in the bump-in, staging, or bump-out of your event.

Completing A Risk Assessment

- 1 Identify job/process
- 2 Identify all the steps/processes
- 3 Identify the hazards associated with the tasks/process
- 4 Assess the risk associated with each identified hazard. (Use the risk ranking table and the risk rating table)
- 5 Determine the control of that risk
- 6 Assess residual risk for each proposed control. Refer to hierarchy of control table. If the hazard can be eliminated, the residual risk score is 0 and the residual risk rating is nil.

Hierarchy of Control

| | |
|-------------------------------|---|
| Elimination | Removal of the hazard/risk or discontinuing the process |
| Substitution | Using a less hazardous process |
| Engineering | Changing the physical characteristics |
| Isolation | Isolating the plant and using remove controls |
| Administrative | Procedures that apply a safe system of work |
| Personal Protective Equipment | Equipment that protects the user. This is the least preferred method of control and more suitable as a short-term measure |

Test of Practicability

Regard must be given to:

- the severity of the hazard or risk in question
- the state of knowledge about that hazard or risk and any ways of removing or mitigating that hazard or risk
- the cost of removing or mitigating the hazard or risk.

An Example of a Risk Assessment

Example: A fun-run risk assessment could include the following:

RISK/HAZARD IDENTIFICATION

| | | | |
|---|--|-----------|------------|
| 1 | Medical emergency such as heart failure, severe asthma | Medium 4B | (score 12) |
| 2 | Participant becomes dehydrated | Low 4D | (score 5) |
| 3 | Overexposure to UV rays | Low 4E | (score 3) |
| 4 | Delay of emergency services responding to incident | Medium 4B | (score 12) |

RISK/HAZARD ASSESSMENT

| | | | |
|---|--|--------|-----------|
| 1 | Presence of ambulance service personnel | Low 4D | (score 5) |
| 2 | Drinking water supplied along course and at finish | Low 5E | (score 1) |
| 3 | Warning during pre-start briefing and provision of sunscreen | Low 5E | (score 1) |
| 4 | Local emergency services will be informed of the event time and location | Low 5D | (score 4) |

THE RESULT

The risks identified above have been minimised through the development of practical measures to manage the risks or hazards.

RISK ASSESSMENT FORM

PART A - HAZARD IDENTIFICATION

Organisation:

Unit/Department:

Date:

Assessment Team
(include full name and title)

Responsible Person

Task Description

| | Activity/Process | Identified Hazard | Risk Level | Risk Score |
|----|------------------|-------------------|------------|------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

Risk Ranking Table

| PROBABILITY | | CONSEQUENCE | |
|-------------|-----------------|-------------|----------------------|
| 1 | Expected | A | Death |
| 2 | Often | B | Permanent Disability |
| 3 | Sometimes | C | Lost Time Injury |
| 4 | Rarely | D | Medical Treatment |
| 5 | Highly Unlikely | E | First-Aid Treatment |

Risk Rating Table

■ High 20-25
 ■ Med 11-19
 ■ Low 1-10

| | A | B | C | D | E |
|---|----|----|----|----|----|
| 1 | 25 | 24 | 22 | 19 | 15 |
| 2 | 23 | 21 | 18 | 14 | 10 |
| 3 | 20 | 17 | 13 | 9 | 6 |
| 4 | 16 | 12 | 8 | 5 | 3 |
| 5 | 11 | 7 | 4 | 2 | 1 |

PART B - RISK ASSESSMENT

| | Corrective Action/s (refer to hierarchy controls) | Residual Risk Level | Residual Risk Score | Person Responsible | Start Date | End Date | Control Type |
|----|--|---------------------------|---------------------------|-----------------------|---------------|-------------|--------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

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