

## RISK ASSESSMENT WORKSHEET

| <b>Issue</b><br>(What is likely to cause a problem)                                  | <b>The Risk</b><br>(What could go wrong or contribute)  | <b>Likelihood</b><br>(How likely is it that the risk will happen i.e. Very unlikely, unlikely, likely, very likely) | <b>Consequence</b><br>(what is the result of something going wrong) | <b>Risk Rating</b><br>(High, Moderate, Low, minimal impact) | <b>Controls that can be Implemented</b><br>(Things that can be done to make sure the risk does not happen)                                       |
|--|---|---|---|---|--|
| Emergency response i.e. what will you do in the event of a fire, serious injury etc. | Event participants do not have adequate procedures  |   | Poor response time for an emergency                                 |   | Event participants to be made aware of emergency procedures  |
| Falling objects  | Loose objects at height   |   | Objects falling and hitting people                                  |   | All loose objects restrained or removed from height  |
| Gas cylinders  | Inadequate fitting, use, storage and transport of gas cylinders                               |   | Fire, explosion, damage to people, plant and equipment              |   | Ensure all gas bottles are within testing period. Ensure cylinders are kept away from ignition sources and away from direct sunlight             |
| Incident notification  | Event participants unaware of incident notification procedures                                |   | Poor incident response time   |   | Ensure all event participants are aware of Council's incident notification procedures and have access to relevant forms                          |
| Manual handling  | Poor handling techniques (lifting/carrying/pushing/pulling) when setting up or removing items |   | Risk of Injury  |   | Ensure everyone is aware of correct manual handling techniques and has access to appropriate equipment to assist with setup and removal of items |

|   |  |  |   |  |   |
|---|--|--|---|--|---|
| Slips, trip and falls   | Poor housekeeping providing in the potential for slip, trip and falls (i.e. liquids on ground, cord, and equipment lying on the ground on pathways etc.) |  | Risk of injury to patrons and participants    |  | Ensure area is checked for slip, trip and fall hazards prior to the event and that good housekeeping is maintained during and after the event |
| Sufficient lighting   | Insufficient internal or external lighting for activities being conducted  |  | Reduced visibility increased chance of injury |  | Ensure adequate internal and external lighting available for all activities   |
| <b>Enter any other issue that may apply to your specific activity. See the criteria for guidance.</b> |  |  |   |  |   |
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**RISK ASSESSMENT COMPLETED BY**

**NAME:** \_\_\_\_\_ **BUSINESS NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## RISK ASSESSMENT CRITERIA

When thinking about hazards and risks, consider the impacts these could have on the following categories:

- Operational – impact on services
- Human - people including staff and participants
- Financial and property - impact on budget, property damage
- Legal/Regulatory - breach of regulations and legal requirements
- Environmental – impact on the environment
- Stakeholder - negative publicity, public reactions

| <b>CONSEQUENCE</b>     |   |
|------------------------|---|
| <b>Consequence</b>     | <b>Description</b>  |
| <b>Minimal Impact</b>  | <ul style="list-style-type: none"> <li>• No or minor degradation of services, scheduled interruptions or unscheduled interruptions for less than 2 hours</li> <li>• No injury to persons or minor injuries requiring first aid treatment.</li> <li>• No or minimal adverse public/staff reaction and/or no negative publicity</li> <li>• Low financial loss &lt;2% to 8% of budget for the area/project and/or minimal damage to property</li> <li>• No or minimal environmental impact</li> <li>• No or minimal regulatory breach</li> </ul>   |
| <b>Low Impact</b>      | <ul style="list-style-type: none"> <li>• Minor degradation of services and operations</li> <li>• Minor injuries. Medical attention and several days off work</li> <li>• Minor adverse public/staff reaction and/or minor negative publicity</li> <li>• Minor financial loss from 2% to 8% of budget for the area/project and/or minimal damage to property</li> <li>• Minimal environmental impact handled internally</li> <li>• Minor regulatory breach</li> </ul>   |
| <b>Moderate Impact</b> | <ul style="list-style-type: none"> <li>• Significant degradation of services and operations</li> <li>• Extensive injuries requiring major medical treatment and/or long-term illness.</li> <li>• Significant adverse public/staff reaction and/or significant negative publicity</li> <li>• Major financial loss from 15% to 20% of budget for the area/project and/or extensive repairs to property required</li> <li>• Significant contained environmental impact EPA intervention</li> <li>• Significant regulatory breach/s including court proceedings</li> <li>• Widespread total degradation of operations and services</li> </ul> |
| <b>High Impact</b>     | <ul style="list-style-type: none"> <li>• Loss of life, permanent disability or ill health.</li> <li>• Extreme adverse public/staff reaction and/or major widespread negative publicity</li> <li>• Significant/material financial loss greater than 20% of budget for the area/project and/or total destruction of property</li> <li>• Significant widespread environmental impact, EPA intervention including significant fines</li> <li>• Significant regulatory breach/s including court proceedings</li> </ul>   |

| LIKELIHOOD    |   |                                  |
|---------------|---|----------------------------------|
| Likelihood    | Description   | Quantification                   |
| Very Unlikely | May only occur in exceptional circumstances. No past event history. Could happen but probably never will.         | Once every 50 years or more.     |
| Unlikely      | The event could occur in some circumstances. No past event history. Could happen, but rarely.                     | Once every 25 years.             |
| Likely        | The event should occur sometimes. Some past warning signs or previous event history. Could happen at some time.   | Once every 5-10 years.           |
| Very Likely   | The event will probably occur in most circumstances. Some recurring past event history. Could happen at any time. | Once a month or more frequently. |

|                    |                 |             |        |          |               |
|--------------------|-----------------|-------------|--------|----------|---------------|
| <b>Consequence</b> | High Impact     | 1           | 1      | 2        | 3             |
|                    | Moderate Impact | 1           | 2      | 3        | 4             |
|                    | Low Impact      | 2           | 3      | 4        | 5             |
|                    | Minimal Impact  | 3           | 4      | 5        | 6             |
|                    |                 | Very Likely | Likely | Unlikely | Very Unlikely |
| <b>Likelihood</b>  |                 |             |        |          |               |

| Key          |  |
|--------------|--|
| <b>STOP</b>  | Task cannot commence until risk is eliminated, or reduced using control and treatment plan.  |
| <b>CHECK</b> | Assess suitability of control measures and implement improved measures if possible. If measures cannot be improved, be alert and proceed with caution! |
| <b>GO</b>    | Considered an insignificant risk. Task may commence using normal procedures.   |