

## RISK ASSESSMENT WORKSHEET

<b>Issue</b> (What is likely to cause a problem)	<b>The Risk</b> (What could go wrong or contribute)	<b>Likelihood</b> (How likely is it that the risk will happen i.e. Very Unlikely, Unlikely, Likely and Very Likely)	<b>Consequence</b> (what is the result of something going wrong)	<b>Risk Rating</b> (High Impact, Moderate Impact, Low Impact and Minimal Impact)	<b>Controls that can be Implemented</b> (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 dangerous height and location
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 to vendors		Ensure everyone is aware of correct manual handling techniques and has access to appropriate equipment to assist with setup and removal of items

Slip, trips and falls	Poor housekeeping providing in the potential for slip, trip and falls (i.e. liquids on ground, cords and equipment lying on the ground on pathways etc)		Risk of injury to participants and festival audience		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 at the festival in the spaces available below.</b>					

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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.

Consequence	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
Likelihood					

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