# Risk Assessment & Management

Completing a Risk Assessment in the format below creates a Risk Management Plan and is an essential process that must be completed for Council to be satisfied that your event will be run in a safe manner with potential risks having been considered and controlled in some manner.

Council Officers have created the following risk assessment template to support you in identifying and documenting risks related to your project. The document includes the following:

* Risk Assessment Matrix and associated qualitative measures of Consequence and Likelihood
* An example Risk Management Plan
* Risk Management Template for your completion

We recommend that you complete this document in detail, distribute to all relevant members of your event team/organisation and obtain their feedback prior to finalising.

**How to complete this form:**

(Please refer to the example shown on the following page)

1. Identify who your event Risk Management Officer is, ie. who will have overall responsibility for preparation and implementation of your Risk Management Plan.
2. List who is involved in compiling the Risk Management Plan and the date.
3. **In column 1** – List all activities, processes or contributors involved in your event that may present hazards.
4. **In column 2** – List any hazard(s) & the risk(s) caused by the activity listed in column 1. Note: hazards can present risk to people, the environment, buildings or equipment. It is important to try and capture all risks. Note: hazards can present risk to people, the environment, buildings or equipment. It is important to try and capture all risks. **Consider anything that can cause harm or damage.**
5. **In column 3** – Use the **Qualitative measures of Consequence** on the page below to determine the level of consequence, This will range from A to E with A being Catastrophic through to E being Insignificant. Put the associated letter in column 4**.**
6. **In column 4** - Use the **Qualitative measures of Likelihood** on the page below to determine the level of likelihood, this will range from 1 to 5 with 1 being Almost Certain through to 5 being rare. Put the associated number in Column 5
7. **In column 5 -**  Rate the risk using the **Risk Assessment Matrix** on the below page, ie: to see how high the risk is. To do this, Use the Risk Assessment Matrix to determine the rating. The rating will either be E for Extreme, H for High, M for Medium or L for low.
8. **In column 6** – Write the control which you will use to mitigate the Hazard/Risk from column 2.
9. **In column 7** – Rate the risk again to see how the control you have identified has improved the situation. You should see a reduction in the likelihood and/or the consequence and therefore a lower risk rating overall.
10. **In column 8** – Nominate the person(s) responsible for putting the control in place.
11. **In column 9** – Nominate the date the control will be in place.
12. **In column 10** – Note when the control was put in place. Your Risk Management Plan is a living document and should be used to monitor effective risk management throughout the lifecycle of your event.
13. Ensure the Risk Management is communicated to all stakeholders.
14. Ensure a copy of the Risk Management Plan is provided to Emergency Services identified in Emergency Management Plan.

**Note:** Certain stakeholders such as performers, drone operators or amusement ride operators must provide a separate Risk Management Plan specific to their activity if the risk rating is greater than Low. These people will/should know the risks associated with their activity better than you. You must be confident their risks are controlled properly.

**Risk Assessment Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Consequence** | **Likelihood** | | | | |
| (1)  Almost Certain | (2)  Likely | (3)  Possible | (4)  Unlikely | (5)  Rare |
| (A) Catastrophic | **E** | **E** | **E** | **H** | **H** |
| (B) Major | **E** | **H** | **H** | **H** | **M** |
| (C) Moderate | **H** | **M** | **M** | **M** | **L** |
| (D) Minor | **M** | **M** | **L** | **L** | **L** |
| (E) Insignificant | **L** | **L** | **L** | **L** | **L** |
| **E** = extreme risk; immediate action required. If personal injury is imminent, do not proceed. | | | | | |
| **H** = high risk; senior management attention needed | | | | | |
| M = medium risk; management responsibility must be specified | | | | | |
| L = low risk; manage by routine procedures | | | | | |

**Qualitative measures of Consequence**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Example detail description** |
| **A** | Catastrophic | Death; >$500K loss; toxic release off-site with huge detrimental effect; widespread irreparable loss of habitat; serious national media outcry. |
| **B** | Major | Extensive injuries; $50K - $500K loss; loss of production capability; off-site toxic release with significant detrimental effects; significant irreparable loss of habitat; serious public or local media outcry. |
| **C** | Moderate | Medical treatment required; $10K - $50K loss; on-site toxic release contained with outside assistance; considerable irreparable loss of habitat; high financial loss; significant adverse media. |
| **D** | Minor | First aid treatment; $1K - $10K loss; on-site toxic release immediately contained; minor loss of habitat; attention from media; concern by community. |
| **E** | Insignificant | No injuries; low financial loss; no community concern. |

**Qualitative measures of Likelihood**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Description** |
| **1** | Almost certain | * Is expected to occur in most circumstances, or * Risk is occurring now, or * Could occur within “days to weeks” |
| **2** | Likely | * Will probably occur in most circumstances, or * Could occur within “weeks to months” |
| **3** | Possible | * Might occur at some time, or * Could occur within “months to years” |
| **4** | Unlikely | * Could occur at some time, or * May occur but not anticipated, or * Could occur in “years to decades” |
| **5** | Rare | * May only occur in exceptional circumstances, or * Only occur as a “100 year event” |

**Note:** This is a template ONLY, the list of hazards may be extensive depending on the activities within the event. Further information relating to hazards is available through Council’s Risk Officer 1800 065 993 or from the Work Safe publication - Advice for Managing Major Events Safely, please refer to [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK MANAGEMENT PLAN** | | | | | | | | | | | | | | | | | | | |
| **Name of Event** | | *Village Market* | | | | | | | | | | | | | | | | | |
| **Name of event’s Risk Management Officer** | | | *Ms Event Manager* | | | | | | **Organisation** | | *Events4us* | | | **Mobile** | | | | *0412 345 678* | |
| **People involved in compiling this plan** | | | *E Manager, A Helper, A Stall Holder, F Vendor* | | | | | | | | | | | **Today’s date** | | | | *Fri 31 May 2013* | |
| **Event description** | | *Stall holders selling home produce, entertainment and games for children* | | | | | | | | | | | | | | | | | |
| **Location** | | *Recreation reserve* | | | | | | | **Date of event** | *Sun 6 October 2013* | | | | **Time / duration** | | | | *Start - 10:00am. Finish – 4:00pm* | |
| **Expected crowd** | | *150 adults and children* | | | | | | | **Types of activities** | *Stalls selling produce, juggler, children’s games, wine tasting* | | | | | | | | | |
| **1** | **2** | | | | **3** | **4** | **5** | **6** | | | | **7** | | | **8** | **9** | | | **10** |
| **Activity/ process/ contributor** | **Hazard / Risk** | | | | **C** conse-quence | **L**  likely-hood | **Risk**  **rating** | **Control** | | | | **Risk rating after control in place** | | | **Control implemented by** | **Control to be in place by** | | | **Control actually in place** |
| *Setting up stalls & marquees* | *Underground power. Pegs may contact power cables. Potential electrocution causing death.* | | | | *A* | *3* | *Extreme* | *Accurately identify and locate underground power. Ensure clearance by 2.0m* | | | | *Low* | | | *Mrs A Citizen* | *2 weeks prior* | | | *1 week prior* |
| *Guy ropes may cause tripping hazard. Potential for personal injury.* | | | | *C* | *1* | *High* | *Guy ropes highlighted with bright tape.*  *Ropes limited to a span of 600mm from pole.* | | | | *Low* | | | *Ms Stall holder* | *On day* | | | *On day* |
| *Parking* | *Vehicles have potential for serious injury or death to pedestrians.* | | | | *A* | *2* | *Extreme* | *Documented Traffic Management Plan including designated parking area. Ensure vehicles maintain walking pace only with signage and trained traffic controllers.* | | | | *Medium* | | | *Mr Parking Coordinator* | *On day* | | | *On day* |
| *Weather* | *Extreme weather such as heat/wind/storm/flooding/bushfire/total fire ban days* | | | | *B* | *3* | *High* | *Weather will be monitored in the lead up to event and weather plan will be implemented if required \*see attached* | | | | *Medium* | | | *Ms Event Manager* | *Prior event and on day* | | | *On day* |
| *People* | *Excessive alcohol has potential for illegal activity, violence causing injury or death.* | | | | *A* | *2* | *Extreme* | *Liquor licence. Reduced serving hours. Also Refer Form Four. Security in attendance - details below. Police advised.* | | | | *High* | | | *Ms Event Manager* | *Prior event and on day* | | | *Licence 3 April*  *Police advised 5 April* |
| Dehydration (Loss of bodily fluids from illness, excessive temperature, exercise or not drinking enough water) | | | | *B* | *3* | *High* | *Additional water stations will be hired from Strathbogie Shire Council for people to fill their water bottles at event.*  *Water available at food stalls*  *First aid available* | | | | *Low* | | | *Ms Event Manager* | *On the day* | | | *On the day* |
| Lack of amenities resulting in illness/disease | | | | *B* | *3* | *High* | *Location has adequate toilet and fresh water drinking facilities, amenities will be checked prior to event to ensure working order* | | | | *Low* | | | *Ms Event Manager* | *One week prior and on day* | | | *One week prior and on day* |
| *Food vendors* | *Potential for food poisoning resulting in illness or death.* | | | | *A* | *3* | *Extreme* | *Compliance with Food Safety Program / Food Handling Permit* | | | | *Low* | | | *Mr Food Vendor* | *On day* | | | *On day* |
| *Electrocution from incorrectly used or faulty electrical items including exposure to water.* | | | | *A* | *3* | *Extreme* | *Electrical leads to be inspected and tagged.*  *Residual Current Devices to be in place.*  *Power circuits fitted with appropriate rated fuses or circuit breaker.*  *Use lead stands or insulated cable hangers to keep leads off ground. If not possible ensure suitable cover (matting) and no sharp stones etc. for pedestrian traffic. Timber protection for vehicular traffic.*  *Unless especially designed, keep leads and tools clear of damp or wet conditions. Lead joins must be weather proof.* | | | | *High* | | | *Mr Food Vendor* | *On day* | | | *On day* |
| *Electrical leads on ground have potential for trip/fall injury.* | | | | *C* | *1* | *High* | *Leads clear of pedestrian traffic.* | | | | *Low* | | | *Mr Food Vendor* | *On day* | | | *On day* |
| *Leads covered with secure matting to remove trip hazard. Ensure no sharp stones etc. Note: matting not suitable for vehicular traffic.* | | | | *Medium* | | | *Mr Food Vendor* | *On day* | | | *On day* |
| *Other Hazards may include:*  *(consider things that can cause harm or damage)* | * Temporary structures – may need a Council permit*  * Gas appliances – must be Energy Safe Victoria compliant and have a Gas Safety, Self-checklist (www.esv.vic.gov.au) on site and available for inspection*  * Powered equipment including amusement rides and inflatable devices must have own Risk Assessment and Public Liability Insurance*  * Hazardous Substances & Dangerous Goods*  * Working at Height (ie >2m) – must have licence from Vicotiran Building Authority*  * Noise*  * Fireworks – must have WorkSafe permit*  * Contractors –* ***must have*** *own Risk Assessment or Job Safety Analysis and Public Liability Insurance*  * Entertainers – may need own Risk Management Plan depending on risk level and Public Liability Insurance*  * Code Red days – event should be postponed / cancelled to eliminate the risk*  ***Note: most of these hazards have the potential for serious injury or death and therefore likely to score an ‘Extreme’ risk. Controls must be put in place to reduce the risk***  *Refer WorkSafe document Advice for Managing Major Events Safely available on www.worksafe.vic.gov.au for more information on hazards* | | | | | | | | | | | | | | | | | | |
| **If a security firm has been contracted, provide details below** | | | | | | | | | | | | | | | | | | | |
| **Name of company** | | | | *A Security* | | | | | | | | | **Contact phone** | | | | *03 0000 0000* | | |
| **Number of security personnel at event** | | | | *3* | | | | | | | | | | | | | | | |