Greater Hume Council

Risk Assessment Example

Risk Assessment

This risk assessment is provided as an example only to demonstrate possible scenarios which may be applicable. Activities may vary considerably dependant on the nature of the particular event and therefore all events should be individually assessed to address associated risks associated and relevant control measures. Accordingly, additional or alternate risks and control measures may be applicable for your event.

Liability Risk Assessment and Control Recommendations

Event/Activity Name _____

Location _____ **Date** _____ **Time** _____

Task/Activity/Asset	Hazard/Risk	Control Measures	Risk Assessment After Controls Refer to Risk Matrix Attached			Person Responsible	Completion Date
List the individual tasks or activities. For risk assessments on Council assets - list the Council asset involved.	Identify the range of potential Risks associated with each task/activity. What can happen? How can it happen?	Identify suitable control measures for each identified Risk taking into consideration the Risk Rating	Likelihood Refer (I) Risk Matrix	Consequence Refer (II) Risk Matrix	Risk Rating Refer Risk Matrix Low, Medium, High Extreme	Name of the person responsible for implementing controls	The date the intended Controls will be implemented and/or managed.
Extreme Weather	Disruption, postponement or cancellation of event. Safety issues, injury to patrons Damage to equipment/structures Financial impact	• Monitor Bureau of Meteorology website for forecasts • Have contingencies for unsuitable weather • Infrastructure correctly weighted • Contingencies for cancellation, communication and dismantling unsafe infrastructure • First Aid available • Electrical equipment covered • Adequate water & shelter/shade for hot weather					
Land/Property/Assets	Loss or damage	• Conduct a thorough site inspection • Provide barriers and signage for unsafe areas • Signage for any site rules • Induct and brief any contractors • Use equipment in accordance with manufacturer's instructions					

Document Name	Version Number	Date of Issue	Review Date
RISK – Risk Assessment Example	1.0.1	24 February 2023	February 2025

Task/Activity/Asset	Hazard/Risk	Control Measures	Risk Assessment After Controls Refer to Risk Matrix Attached			Person Responsible	Completion Date
List the individual tasks or activities. For risk assessments on Council assets - list the Council asset involved.	Identify the range of potential Risks associated with each task/activity. What can happen? How can it happen?	Identify suitable control measures for each identified Risk taking into consideration the Risk Rating	Likelihood Refer (I) Risk Matrix	Consequence Refer (II) Risk Matrix	Risk Rating Refer Risk Matrix Low, Medium, High Extreme	Name of the person responsible for implementing controls	The date the intended Controls will be implemented and/or managed.
Use of Electrical Equipment	Electrocution Slip/Trips/Fall Hazards	• Electrical leads and appliances to have current test and tag certification • All electrical leads to be away from areas with potential exposure to water/rain • Leads to be positioned appropriately or taped to remove trip hazards • Use only qualified electrical contractors where electrical works required					
Use of Gas/fire	Burns Explosion Damage to property	• Gas cylinders to be inspected and have current stamp • BBQ/Cooking Facilities/Fittings/Hoses to be inspected for damage prior to use • Cooking facilities to be kept away from combustible materials (eg: hay bales, chemicals) • Fire fighting equipment on site • Restricted access to cooking facilities eg children					
Traffic Incidents/Transport Failure	Injury to Patrons Damage to vehicles Limited Access to Event	• Traffic Management and Traffic Control Plans in place where there is a potential impact on traffic including parking • Notify local residents/businesses of event • Sufficient appropriate parking available • Limit vehicular movement in areas of patron activity eg authorised vehicles only, reduced speed limits. • Ensure all personnel undertaking traffic control have suitable qualifications					
Crowd Behaviour	Injury to Patrons Disruption to Event Excessive Noise	• Security personnel • Police presence • Traffic controllers • Alcohol free areas					
Children	Lost Children Inappropriate Behaviour	• Ensure all applicable staff and volunteers in child related roles have completed Working with Children checks as required via www.kids.nsw.gov.au • Arrange a plan for lost children eg. Lost childrens area • Request children to be appropriately supervised by guardians					

Electronic Version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy verify that it is the current version.

Page 2 of 6

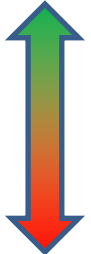| Task/Activity/Asset	Hazard/Risk	Control Measures	Risk Assessment After Controls Refer to Risk Matrix Attached			Person Responsible	Completion Date
List the individual tasks or activities. For risk assessments on Council assets - list the Council asset involved.	Identify the range of potential Risks associated with each task/activity. What can happen? How can it happen?	Identify suitable control measures for each identified Risk taking into consideration the Risk Rating	Likelihood Refer (I) Risk Matrix	Consequence Refer (II) Risk Matrix	Risk Rating Refer Risk Matrix Low, Medium, High Extreme	Name of the person responsible for implementing controls	The date the intended Controls will be implemented and/or managed.
Workplace Health and Safety Preparation, Setup, Pack up	Manual Handling Injuries Slips/Trips/Falls	• Provide workers with suitable equipment, shelter and clothing eg high visibility • Provide protective equipment where necessary • Use suitable lifting technique eg two person, lifting devices • Restrict access during set up/pack up • Ensure workers are provided with sufficient breaks, food and water • Workers/Volunteers/Contractors to undergo induction					
Food preparation and service	Injury from Sharps and Burns Food poisoning Allergic Reaction	• Appoint qualified first aid officer to be onsite • Have first aid kit available • Food providers to comply with safe food handling procedures as required by Food Standards Aust - www.foodstandards.gov.au • Store and use sharps appropriately • Place urns and hot items in suitable area to avoid burns					
Plant/Equipment failure	Communication failure Injury Disruption to event Financial Impact Damage to reputation	• Inspect plant/equipment for damage or faults prior to use • Use equipment in accordance with manufacturers instructions					
Budget Blowout	Damage to reputation Cancellation of event or reduction in or inability to provide programmed activities	• Agreed budget set in advance • Regular review of budget • Contingencies contained in budget					
Emergency and Evacuation	Disruption or cancellation of event Injury or Fatality Damage to reputation Mass crowd movement Financial impact	• Prepare site plan including access points • Establish Emergency procedures prior to the event • Prepare or obtain copy of evacuation plan • Advise staff/volunteers of emergency procedures • Have trained first aid attendant on site eg StJohns Ambulance • Have first aid kit available on site • Have fire extinguishing equipment available on site, particularly near hazardous areas					

Task/Activity/Asset	Hazard/Risk	Control Measures	Risk Assessment After Controls Refer to Risk Matrix Attached			Person Responsible	Completion Date
List the individual tasks or activities. For risk assessments on Council assets - list the Council asset involved.	Identify the range of potential Risks associated with each task/activity. What can happen? How can it happen?	Identify suitable control measures for each identified Risk taking into consideration the Risk Rating	Likelihood Refer (I) Risk Matrix	Consequence Refer (II) Risk Matrix	Risk Rating Refer Risk Matrix Low, Medium, High Extreme	Name of the person responsible for implementing controls	The date the intended Controls will be implemented and/or managed.
Waste Management	Breach of food safety requirements Injury/Illness Disruption to event Damage to Reputation	• Develop waste management plan • Request additional bins from Council • Position bins for easy access • Ensure waste removal is arranged • Promote recycling					
Amenities	Health Issues Damage to reputation	• Estimate patronage numbers prior to event to ensure sufficient amenities available • Conduct site inspection and ensure facilities are working prior to event • Ensure access is suitable eg disabled. • Appoint an attendant to monitor, clean & restock facilities.					
Noise	Complaints Hearing damage Damage to reputation	• Determine EPA guidelines for noise levels • Arrange sound checks before event • Advise local residents of event • Monitor sound levels during event					
Provision of Alcohol	Inappropriate behaviour Damage to reputation Financial loss	• License to be provided by Office of Liquor, Gaming and Racing • Water and food to be available for patrons • Appoint security personnel • All staff serving alcohol to have current RSA certification • Display signs required by liquor license					
Animals	Injury to patrons	• Location of animals to be considered in planning stage • Restricted access by patrons to animals, barricades where necessary • Animals to be restrained • Removal of animal waste arranged					

Risk Assessment Completed By _Print Name_ **Event Organiser** _Print Name_ **Time**

Signature _Signature_

Note: If further pages are required please print the amount needed and attach to this assessment.

Risk Assessment Example Version 1.0.1

Risk Assessment Matrix	Consequences				
	Negligible	**Minor**	**Moderate**	**Major**	**Severe**
Certain to Occur Expected to occur in most circumstances	Medium 8	High 16	High 20	Extreme 23	Extreme 25
Very Likely Will probably occur in most circumstances	Medium 7	Medium 12	High 17	High 21	Extreme 24
Possibly May occur occasionally	Low 5	Medium 10	High 15	High 18	High 22
Unlikely Could happen at some time	Low 2	Low 4	Medium 11	Medium 13	High 19
Rare May happen only in exceptional circumstances	Low 1	Low 3	Medium 6	Medium 9	High 14

Likelihood

Risk Assessment Example Version 1.0.1

Risk Level	Recommended Actions
Extreme 23 - 25	This rating level is not acceptable. Report immediately to Senior Management. Consider alternative activity unless controls implemented. Develop specific Treatment/Action Plan for immediate implementation to address extreme risks. Allocate actions and budget for implementation within one month. Report to senior management on effectiveness of control.
High 14 - 22	Develop and implement a Treatment/Action Plan for high risks. Consider alternative activity unless controls implemented. Allocate actions and budget to minimise risk. Monitor implementation. Report to management on effectiveness of control.
Medium 6 - 21	Develop and implement a specific Treatment/Action Plan for medium risks. Allocate actions and budget to minimise risk where controls deemed inadequate. Monitor implementation. Management to consider additional controls.
Low 1 - 5	Accept and monitor low priority risks. Manage via routine procedures where possible. Monitor via normal internal reporting mechanisms.

Hierarchy of Controls	
Start at the Top and Work down	**Control Method**
Most Effective Control	**Elimination** - Discontinue use of product, equipment, cease work process.
	Substitution – Replace with a similar item that does the same job but with a lower hazard level.
	Isolation – Put a barrier between the person and the hazard.
	Administration Controls – Guidelines, procedures, rosters, training etc. to minimise the risk.
Least Effective Control	**Personal Protective Equipment** – Equipment worn to provide a temporary barrier.

Electronic Version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy verify that it is the current version.

Page 6 of 6

Risk Assessment Example Version 1.0.1