

RISK ASSESSMENT FORM

Risk Assessment Name:	Events example
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HAZARD IDENTIFY	HAZARD DESCRIPTION	LIKELIHOOD ASSESS	CONSQ ASSESS	RISK LEVEL	ACTION CONTROL	CONTROL TYPE Hierarchy of Control Eliminate, Substitute, Isolation, Engineering, Administrative or PPE	ACTION DUE DATE	PERSON RESPONSIBLE	EVALUATE RISK LEVEL AFTER CONTROL
Wind gusts Storm warnings	Strong winds may blow marquees or other items around	Possible	Major	High	Ensure all marquees, tents, entertainment items are secured with correct weights and suitable pegs and ropes where applicable.	Engineering		OHS Coordinator	Medium
	Storm warning issued by the weather bureau	Unlikely	Major	Medium	Monitor forecast and if storm or high wind warnings are issued postpone or relocate event.	Eliminate			Low
Traffic management Road blockages	Vehicles operating in areas where pedestrians are walking.	Possible	Major	High	A traffic management plan that includes isolating people from where vehicles operate.	Isolation Administrative		OHS Coordinator/ event committee	Medium
	Event may spill onto road or vehicles attending event may block access to other road users.	Possible	Moderate	Medium	Traffic management plan so that roads can be closed, and detours put in place. Barriers to limit likelihood of people walking onto road surface.	Administrative Isolation			Low
Crowd control	Large number of people attending event creating crush.	Unlikely	Moderate	Medium	Employee security or use volunteers to control numbers. Record numbers entering and exiting site especially in confined areas. Security or volunteers to refuse entry to intoxicated people,	Isolation Administrative		event committee	Low

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Alcohol control	Intoxicated people attending event, people becoming intoxicated at event	Possible	Moderate	Medium	contact police if required. Ensure events serving alcohol have permit and trained volunteers.	Isolation Administrative		event committee	Low
Financial	Financial loss if incident occurred during event	Unlikely	Moderate	Medium	Ensure Public Liability is current and appropriate to event	Administrative		event committee	Low
Frist aid OHS	Medical emergency occurs during event.	Possible	Major	High	Ensure first aid is available on site, emergency contacts are clear and easily found, defibrillator locations are noted.	Administrative		OHS Coordinator/ event committee	Medium
	Safety issue occurs during event.	Possible	Major	High	Ensure risk assessments are completed before event. Safety inspections to occur before event starts and ongoing during event.	Administrative			Medium
Marquee, tent security Building electrical equipment	Strong winds blow Marquee or tent away causing injury.	Possible	Major	High	Ensure all marquees, tents, entertainment items are secured with correct weights and suitable pegs and ropes where applicable.	Engineering		OHS Coordinator/ event committee	Medium
	Electrical equipment failing causing electric shock	possible	Major	High	Current test & tags in place. Electrical circuit breakers in place	Isolation Administrative			Low
Food safety	Person becoming ill from poorly prepared food	Possible	Moderate	Medium	Ensure all stall holder preparing food have current food handling certificate. Permit for Public health officer	Administrative Administrative		event committee	Low

	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Extreme

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Likelihood	5 Almost certain	Medium	High	Extreme	Extreme	Extreme
	4 Likely	Medium	Medium	High	Extreme	Extreme
	3 Possible	Low	Low	Medium	High	Extreme
	2 Unlikely	Low	Low	Medium	Medium	High
	1 Rare	Low	Low	Low	Medium	High

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Likelihood		The event with its associated consequence
Tier 5	Almost certain	The event is expected to occur as there is a history of regular occurrence at the organisation and/or similar institutions, or new conditions make it very likely to occur.
Tier 4	Likely	There is a strong possibility the event will occur as there is a history of frequent occurrence at the organisation or similar institutions, or new conditions make it likely to occur.
Tier 3	Possible	The event might occur at some time as there is a history of casual occurrence at the organisation or similar institutions, or new conditions make it possible to occur.
Tier 2	Unlikely	The event is not expected and has not casually occurred before, but there is a small possibility it may occur at some time in certain circumstances.
Tier 1	Rare	The event is highly unlikely. It may occur in exceptional circumstances but has never occurred before. It could happen, but probably never will.

Consequence		The event with its ass
Tier 5	Extreme	One or more fatalities or severe irreversible disability / Resignations of key management level staff with high level skills and knowledge / National media coverage; significant impact on funding for several years
Tier 4	Major	Extensive injury or impairment to one or more persons / Large number of key staff resign with large amounts of key skills and knowledge / State media coverage.
Tier 3	Moderate	Short term disability (injury) to one or more persons / Some turnover of key staff and loss of key skills & knowledge / Local media coverage over several days
Tier 2	Minor	Significate medical treatment; lost injury time less than 2 weeks / Some staff turnover with minor loss of skills & knowledge / Local media coverage.
Tier 1	Insignificant	First Aid or Minor Medical Treatment / No Staff Turnover / No media coverage

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Low	Existing controls are to be maintained. Risk assessment is to be reviewed and approved by Director.
Medium	Plans are to be developed to reduce these risk areas to low within two years. Risk assessment and action plans are to be reviewed and approved by Director. Where no reasonable options can be identified, the risk may be accepted, provided it is approved by the Leadership Team and Audit and Risk Committee.
High	Plans to reduce the risk or are to be developed, in consultation with the applicable Director, within a month of identifying the risk. Permanent controls are to be implemented within six months to reduce the risk to medium or lower. Existing controls are to be monitored to confirm they are effective. High-rated risks and associated action plans are to be reviewed by the Leadership Team within one month of being identified and presented to the Audit and Risk Committee each quarter and reported on a monthly basis to the Council.
Extreme	Actions must be taken immediately, in consultation with the Director and/or CEO, to develop a plan to address the risk/opportunity before continuing. Where possible interim measures must be identified to manage the risk before a permanent control can be implemented. Permanent controls are to be implemented as soon as practicable to reduce the risk to high or lower. Existing controls are to be monitored to confirm they are effective.

Refer to Council's [Risk Management Manual](#) for guidance on how to complete a Risk Assessment Form.