

How to complete a Risk Assessment



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BACKGROUND

To hire a Council facility you must complete a risk assessment. The purpose of this risk assessment is to demonstrate to Council that you have considered all aspects of your event and can manage it safely.

During the Risk Assessment process you will be required to:

- ▶ Determine the activities / tasks you are undertaking
- ▶ Identify hazards
- ▶ Determine the Consequence, Likelihood and Risk Rating of identified hazards
- ▶ Implement control measures to reduce potential risk

PLEASE NOTE: The information below has been provided for guidance purposes only.

STEP 1

Complete the Event Considerations Guide on page 4. This guide has been developed to help you identify activities / tasks that are included in your event. Tick the relevant box depending on your event.

STEP 2

Identify what activities / tasks you will be doing during your event. This must include from the time you arrive on site until the time you leave. Refer to your completed Event Considerations Guide to assist you with identifying your activities.

Some examples of activities / tasks involved with your event could include:

- ▶ Initial inspection of site / venue upon arrival
- ▶ Set-up of equipment and/or preparation of facility
- ▶ Conducting the event
- ▶ Pack-up equipment and cleaning the facility
- ▶ Post-inspection of site
- ▶ Any other activities that you can identify

Add your activities / tasks to the Risk Assessment form. Refer to example below:

Describe each activity / task that will be undertaken during your event (Consider each activity / task from set up to clean up)
1. <i>Initial inspection</i>
2. <i>Unpack equipment</i>

STEP 3

For each activity / task that was identified in Step 2 determine what hazards may be present. Add these hazards to the Risk Assessment Form. Refer to example below:

Describe each activity / task that will be undertaken during your event (Consider each activity / task from set up to clean up)	Possible hazards identified for each activity / task
1. Initial inspection	<i>Trip on fallen branches</i>
	<i>Slip on slippery surfaces</i>
2. Unpack equipment	<i>Back strain lifting heavy equipment</i>

STEP 4

For each possible hazard you have identified you must nominate an appropriate control measure. The purpose of each control measure is to reduce the risk to a safe level. Add the control measures to the Risk Assessment Form. Refer to example below:

Describe each activity / task that will be undertaken during your event (Consider each activity / task from set up to clean up)	Possible hazards identified for each activity / task	Nominated control for each hazard identified
1. Initial inspection	Trip on fallen branches	<i>Remove branches</i>
	Slip on slippery surfaces	<i>Wear appropriate shoes</i>
2. Unpack equipment	Back strain lifting heavy equipment	<i>Use 2 people to carry heavy equipment</i>

STEP 5

When your nominated controls have been added to the form the next step is to determine the Risk Rating. This process is used to ensure your nominated controls have reduced the risk to an acceptable level.

NOTE: Please refer to the section below (*How to use the Risk Matrix*) if you need any additional assistance with the risk assessment process.

Describe each activity / task that will be undertaken during your event (Consider each activity / task from set up to clean up)	Possible hazards identified for each activity / task	Nominated control for each hazard identified	Risk after nominated controls have been implemented		
			Likelihood	Consequence	Risk Rating
1. Initial inspection	Trip on fallen branches	Remove branches	<i>C</i>	<i>4</i>	<i>Low</i>
	Slip on slippery surfaces	Wear appropriate shoes	<i>B</i>	<i>4</i>	<i>Low</i>
2. Unpack equipment	Back strain lifting heavy equipment	Use 2 people to carry heavy equipment	<i>B</i>	<i>3</i>	<i>Medium</i>

STEP 6

The last step in the process is to nominate the person who is responsible for implementing the identified controls. This person can be different depending on the activity / task and controls required. The responsible person must be on site and be able to implement requirements. Refer to example below:

Risk after nominated controls have been implemented			Who is responsible for implementing this control
Likelihood	Consequence	Risk Rating	
<i>C</i>	<i>4</i>	<i>Low</i>	<i>Event organiser</i>
<i>B</i>	<i>4</i>	<i>Low</i>	<i>All persons</i>
<i>B</i>	<i>3</i>	<i>Medium</i>	<i>Event organiser</i>

HOW TO USE THE RISK MATRIX

The Risk Matrix is used when determining the Likelihood, Consequence and overall Risk Rating for each possible hazard after nominated controls have been implemented.

Determining the Likelihood

Likelihood is determined by considering how likely it is that the hazard will eventuate. The score can either be Very Likely (A), Likely (B), Unlikely (C) or Very Unlikely (D). When you have determined the Likelihood add this to the Likelihood section of the Risk Assessment Form.

Determining the Consequence

Consequence is determined by considering how much impact the hazard could have. The score can either be Major / Serious (1), Significant (2), Moderate (3) or Minor (4). When you have determined the Consequence add this to the Consequence section of the Risk Assessment Form.

Determining the Risk Rating

The Risk Rating for the possible hazard is determined by using the Likelihood and Consequence scores you had previously determined. Using the Risk Matrix follow each line to determine where they meet. For example if the Likelihood was C and the Consequence was 4 the Risk Rating would be LOW. Refer to example below:

NOTE: If the Risk Rating is assessed as HIGH you will need to consider more appropriate controls to implement or not undertaking the activity / task. Refer to example below:

		RISK MATRIX					
		CONSEQUENCE TABLE					
LIKELIHOOD TABLE		1	2	3	4		
		MAJOR / SERIOUS	<ul style="list-style-type: none"> • Death • Loss of property • Major environmental contamination • Event Cancelled 	SIGNIFICANT	<ul style="list-style-type: none"> • Serious injury • Significant property or environmental damage • Significant complaints or major disruptions 	MODERATE	<ul style="list-style-type: none"> • Medical attention • Some property or environmental damage • Minimal complaints or disruption
VERY LIKELY (In most instances)	A	HIGH	HIGH	MEDIUM	MEDIUM		
LIKELY (May happen sometime)	B	HIGH	MEDIUM	MEDIUM	LOW		
UNLIKELY (Could happen)	C	MEDIUM	MEDIUM	LOW	LOW		
VERY UNLIKELY (Probably won't happen)	D	MEDIUM	LOW	LOW	INSIGNIFICANT		

EVENT CONSIDERATIONS

This form is to assist you with identifying activity / tasks included in your event.

NOTE: Tick the box if applicable to your event

Type of event – Does your event include any of the following?

<input type="checkbox"/>	Members of the public	<input type="checkbox"/>	Music concert
<input type="checkbox"/>	Sports activities	<input type="checkbox"/>	Organised games
<input type="checkbox"/>	Community meetings	<input type="checkbox"/>	Family event – Birthday / Wedding / Anniversary etc.

Demographics – Are you expecting any of the following persons to attend?

<input type="checkbox"/>	Families	<input type="checkbox"/>	Contractors
<input type="checkbox"/>	Children	<input type="checkbox"/>	Government Agencies
<input type="checkbox"/>	Elderly persons	<input type="checkbox"/>	Volunteers

Size of Event – How many people are coming to your event?

<input type="checkbox"/>	Will <u>less</u> than 10 people be attending your event?	<input type="checkbox"/>	Will <u>more</u> than 10 people be attending your event?
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Location – Where will the event be held?

<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Indoors
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Access – Could any of the following be issues?

<input type="checkbox"/>	Suitability of venue
<input type="checkbox"/>	Entry and exit points for people, especially elderly and disabled
<input type="checkbox"/>	Parking and traffic movements

Services / facilities – Will you be using or need any of the following facilities / services?

<input type="checkbox"/>	Kitchen facilities	<input type="checkbox"/>	Waste collection
<input type="checkbox"/>	Electronic equipment (e.g. Projector, music stereo)	<input type="checkbox"/>	Disabled access
<input type="checkbox"/>	Portable toilets	<input type="checkbox"/>	Access to electrical power

Catering – How is the event being catered?

<input type="checkbox"/>	No catering
<input type="checkbox"/>	Prepared using in-house facilities
<input type="checkbox"/>	Professional caterers

Alcohol – Will alcohol be available at the event?

<input type="checkbox"/>	Yes – Does someone have Responsible Service of Alcohol (RSA)? Can alcohol be kept away from children under 18?
<input type="checkbox"/>	No

Food vendors – Will any food vendors be used during the event?

<input type="checkbox"/>	Yes – What services do they need? Do they comply with industry requirements (Food Handling Procedures)?
<input type="checkbox"/>	No

Temporary structures – Will any temporary structures (e.g. Tents) be used as part of your event?

<input type="checkbox"/>	Yes – Are they appropriate and comply with standards? Is Council approval required (e.g. Development Application)?
<input type="checkbox"/>	No

Contingency planning – Do you have a 'Plan B' if there are problems with your venue (e.g. Weather, Fire threat etc.)?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Emergency – Do you have key items if an emergency situation was to eventuate?

<input type="checkbox"/>	Emergency Plan	<input type="checkbox"/>	First Aid Kit
<input type="checkbox"/>	Key emergency contacts list	<input type="checkbox"/>	

Security – Have you considered if security is required for your event?

<input type="checkbox"/>	Yes – Consider security when your event involves youth parties, large numbers of people and/or service of alcohol.
<input type="checkbox"/>	No

Cleaning venue and collection of garbage – Do you need to clean up and remove your rubbish after the event?

<input type="checkbox"/>	Yes – What cleaning is required and how will rubbish be removed.
<input type="checkbox"/>	No