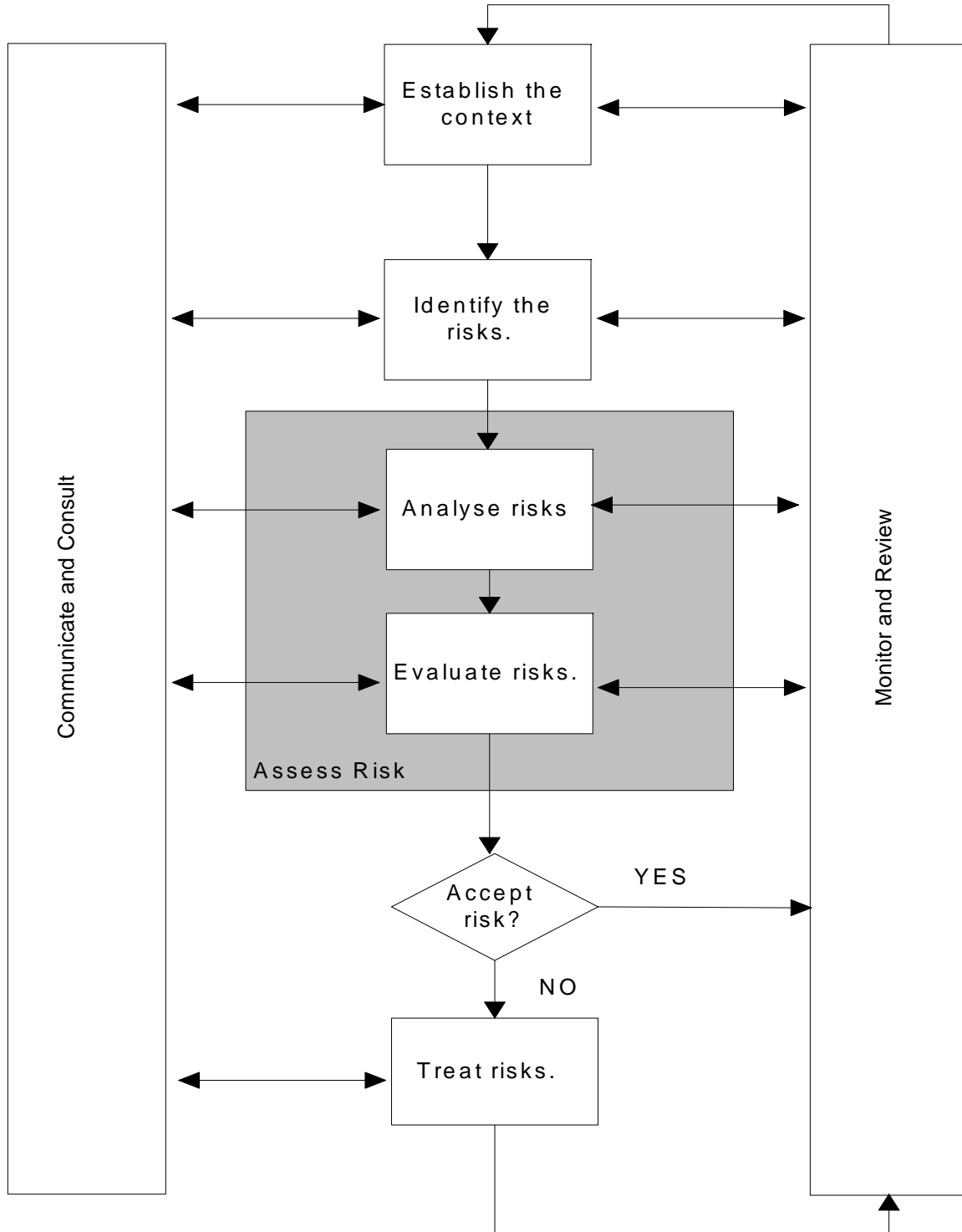




Appendix F: Risk Assessment Plan Template

Event organisers should develop their event Risk Management Plan in accordance with the Australian Standard 4360:2004 Risk Management.



Source: Risk Management Guidelines Companion to AS/NZS 4360:2004



Include the following information in your Risk Assessment Plan:

Version control

- Insert date and document version control details – e.g. Version 3, April 30, 2009.
Author
- Insert amendment details – when document was amended, and areas of amendment.

Risk Management Policy Statement

Sample goals:

- Identify and measure the impact or consequences of risks that might jeopardise the event objectives.
- Ensure all Occupational Health and Safety (OHS) issues are addressed in the planning stages of the event and strategies identified to minimise or reduce risk.
- Ensure the event is compliant with all relevant legislation, regulations, standards and codes.
- Effectively manage any incident, emergency, evacuation that may occur during the event and related activities that may need to be managed within the event area.

Responsibilities

- Insert key responsibility areas and commitment to ensuring relevant people will accept responsibility for delivery the plan.

Risk Assessment Process

- Insert details regarding managing risk in accordance with the process described in the Australian Standard (AS/NZS 4360:2004) and specific steps.

Definitions

- Insert relevant definitions, including event specific definitions.

Event context and details

- Insert details regarding the event, it's history, key issues, management structure etc.
- Insert description of the event.

Key Contact details

- Insert contact details for organisers, committee, key personnel



Risk Ratings and Assessment

AS/NZS 4360:2004 – Risk Consequence, Likelihood & Matrix Table

Table 1: Likelihood Ratings

Likelihood	Category	Description
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional circumstances

Table 2: Risk Consequence Descriptors

Consequence	Category	Description
Catastrophic	5	The consequence would threaten the event and the event organisation e.g. death, huge financial loss.
Major	4	The consequence would threaten the continued effective functioning of the event organisation and therefore the event e.g. major financial loss, important external resources required.
Moderate	3	The consequence would not threaten the event, but would mean that the event would be subject to manageable changes e.g. high financial loss, medical treatment required.
Minor	2	The consequence would not threaten the efficiency or effectiveness of some aspects of the event, but would be dealt with internally e.g. medium financial loss, first aid treatment.
Insignificant	1	Consequence would be dealt with by routine operations, e.g. no injuries, no financial loss.

Table 3: Level of Risk Matrix

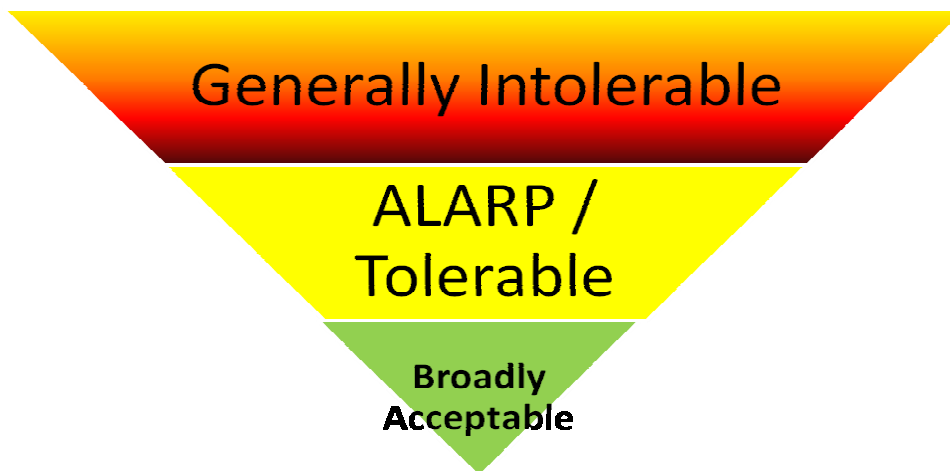
Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A Almost Certain	Moderate	High	High	Extreme	Extreme
B Likely	Moderate	Moderate	High	High	Extreme
C Possible	Low	Moderate	High	High	High
D Unlikely	Low	Low	Moderate	Moderate	High
E Rare	Low	Low	Moderate	Moderate	High



- Extreme risk – immediate action required
- High risk – Attention needed to develop risk reduction strategies
- Moderate risk – specific risk reduction strategies needed.
- Low risk – manage using existing controls

ALARP

Risks will be treated to ensure they are “As Low As Reasonably Practical” (ALARP) or in the “Broadly Acceptable” areas.



Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards. Below is the control hierarchy with general examples of each control measure:

- **Elimination** - Avoid the risk by removing the hazard completely.
- **Substitution** - Use less hazardous procedure/substances equipment/process.
- **Isolation** - Separate the process from people by the use of barriers/enclosures or distance.
- **Engineering Controls** - Mechanical/physical changes to equipment/materials/process.
- **Administrative Controls** - Change procedures to reduce exposure to a hazard
- **Personal Protective Equipment** - Gloves, goggles, enclosed shoes etc.



Sample Risk Assessment

Compiled by:		Phone:		Email:	
Event:		Event Date:		Event Manager:	
Version control details:				Review Date:	

Hazard	Risks	Existing Risk Controls	Likelihood	Consequence	Risk Rating	Additional Treatment	Risk Rating	Responsible to Monitor/Supervise
01 Access and egress of patrons	<ul style="list-style-type: none"> ➤ Anxiety ➤ Frustration ➤ Vehicle accidents ➤ Injury ➤ Traffic jams ➤ Disruption to public transport 	<ul style="list-style-type: none"> ➤ Traffic management plans will be in place. ➤ Designated pedestrian access ways to be kept clear of vehicles and marquees. ➤ Exit gates to be unlocked and clear at all times ➤ Wardens to be trained to evacuate via allocated routes (where possible) during emergencies 	Likely - C	Moderate - 3	High	<ul style="list-style-type: none"> ➤ Wardens to be allocated responsibility for keeping access ways clear of vehicles ➤ Traffic Controllers to assist vehicles arriving/departing event 	<ul style="list-style-type: none"> ➤ ALARP 	<ul style="list-style-type: none"> ➤ Event Manager ➤ Wardens
02 Missing Person Lost Child	<ul style="list-style-type: none"> ➤ Trauma to those directly involved 	<ul style="list-style-type: none"> ➤ Lost children, missing person policy/procedure developed ➤ Missing Person checkpoint established. 	Likely - C	Moderate - 3	High	<ul style="list-style-type: none"> ➤ Security, Wardens & volunteers trained in a procedures. 	<ul style="list-style-type: none"> ➤ ALARP 	<ul style="list-style-type: none"> ➤ Security ➤ Wardens



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Hazard	Risks	Existing Risk Controls	Likelihood	Consequence	Risk Rating	Additional Treatment	Risk Rating	Responsible to Monitor/Supervise
03	Slip, Trip, Fall and Knock	<ul style="list-style-type: none"> ➤ Bodily injury to public or participants 	<ul style="list-style-type: none"> ➤ Wardens trained in recognition and prevention ➤ Serious trip and fall hazards identified and removed or treated to prevent injury ➤ Cables flown overhead ➤ Rubber mats & cable traps over on-ground cables ➤ Barriers placed around protruding equipment ➤ Changes in height and edges highlighted ➤ Slippery surfaces isolated 	Possible – C	Minor - 2	Low		<ul style="list-style-type: none"> ➤ ALARP ➤ Event Manager ➤ Contractors ➤ Wardens
04	Needle stick injury	<ul style="list-style-type: none"> ➤ Physical and psychological trauma to volunteers, event team, visitors, contractors ➤ Legal ramifications 	<ul style="list-style-type: none"> ➤ Pre-event inspection of site by event volunteers. 	Likely - B	Major - 4	High	<ul style="list-style-type: none"> ➤ Staff, volunteers trained in procedure for handling syringes. ➤ Sharps container provided. ➤ Land manager to undertake inspection pre-event. 	<ul style="list-style-type: none"> ➤ ALARP ➤ Safety Officer
05	On field sporting injury	<ul style="list-style-type: none"> ➤ Ball or stick injury to players/umps ➤ Wounds, fractures, sprains and strains and bruising and lacerations 	<ul style="list-style-type: none"> ➤ Qualified umpires to be used ➤ All players/umps to do warm up prior to playing ➤ All players to use protective equipment ➤ Pre-event pitch inspection 	Possible – C	Major – 4	High	<ul style="list-style-type: none"> ➤ First aid at all matches 	<ul style="list-style-type: none"> ➤ ALARP ➤ Chief umpire



Sample Incident Report Form

Name of person reporting incident: _____ Person affected: _____
 Address (person affected): _____ Telephone: _____

<p>1. Incident/Near Miss/Injury (also complete section 3 for injury)</p> <p>Exact Location: _____ Date of Incident: ___/___/___ Time: ___am/pm Reported to: _____</p> <p>Name(s) of witnesses: _____</p> <p>Description of incident: _____ _____</p>
<p>2. Property/Equipment Loss/Damage</p> <p>Was there property/equipment: Lost <input type="checkbox"/> Damaged <input type="checkbox"/> Stolen <input type="checkbox"/></p> <p>Details of property/equipment (e.g. registration no., serial no., model, building etc.) _____ _____</p> <p>Nature & extent of damage: (Please attach any additional information if necessary): _____ _____</p>
<p>3. Injury/Illness</p> <p>Injured person's name: _____</p> <p>Address: _____ Telephone: _____</p> <p>Nature of injury: _____</p> <p>Cause of injury: _____</p>
<p>4. First Aid given (if any)</p> <p>_____</p> <p>Name of First Aider: _____ Phone: _____</p>
<p>5. Action Taken -</p> <p>Describe corrective action taken: _____</p> <p>By Who: _____ When: _____</p>
<p>Other Comments: _____ _____</p>

Please give form to (insert Event organiser) at the (location) as soon as possible after the incident.

Events taking place on City of Monash land or venues, should forward incident/accident details to the City of Monash venue manager within two days of the event. Serious incidents/accidents should be reported as soon as possible.