

ROUNDHOUSE

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EVENT OPERATIONS RISK ASSESSMENT WORKSHEET

EVENT DETAILS *Client To Complete*

EVENT NAME:	EVENT DATE:
EVENT LOCATION:	EVENT NUMBER: (ROUNDHOUSE TO COMPLETE):

FORM COMPLETED BY:	SIGNATURE	DATE
RESPONSIBLE SUPERVISOR/AUTHORISING OFFICER:	SIGNATURE	DATE

IDENTIFY THE ACTIVITY AND THE LOCATION OF THE ACTIVITY *Client To Complete*

DESCRIPTION ACTIVITY:	IDENTIFY WHO MAY BE AT RISK OF ACTIVITY: (This may include fellow workers, visitors, contractors and the public. The types of people may affect the risk controls needed and the location may affect the number of people at risk)
DESCRIPTION OF LOCATION:	PERSONS AT RISK:
	HOW WERE THEY CONSULTED ON THE RISK

LIST LEGISLATION, STANDARDS, CODES OF PRACTICE, MANUFACTURER'S GUIDANCE, ETC USED TO DETERMINE CONTROL MEASURES NECESSARY

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

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IDENTIFY HAZARDS AND CONTROL THE RISKS

1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.
2. Determine controls necessary based on legislation, codes of practice, Australian standards, manufacturer's instructions, safety data sheets etc.
3. List existing risk controls and any additional controls that need to be implemented
4. Rate the risk once all controls are in place using the risk rating matrix

SHADED GREY AREAS

If you need to determine whether it's reasonably practicable to implement a control based on the risk, complete the shaded grey columns

Task/Scenario	Hazard	Associated harm	Existing Controls	Any additional controls required	Risk rating			Cost of controls (In terms of time, effort, money)	Is this reasonably practicable Y/N
					Consequence	Likelihood	Risk		

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RISK RATING METHODOLOGY AND MATRIX

CONSIDER THE CONSEQUENCES

Consider: What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task etc.). How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate

- 5. **Severe:** death or permanent disability to one or more persons
- 4. **Major:** hospital admission required
- 3. **Moderate:** medical treatment required
- 2. **Minor:** first aid required
- 1. **Insignificant:** injuries not requiring first aid

CONSIDER THE LIKELIHOOD

Consider: How often is the task done? Has an accident happened before (here or at another workplace)? How long are people exposed? How effective are the control measures? Does the environment affect it (e.g. lighting/temperature/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?

- A. **Almost certain:** expected to occur in most circumstances
- B. **Likely:** will probably occur in most circumstances
- C. **Possible:** might occur occasionally
- D. **Unlikely:** could happen at some time
- E. **Rare:** may happen only in exceptional circumstances

CALCULATE THE RISK

1. Take the consequences rating and select the correct column
2. Take the likelihood rating and select the correct row
3. Select the risk rating where the two ratings cross on the matrix below.

VH = Very high, H = High, M = Medium, L = Low

		CONSEQUENCES				
		1	2	3	4	5
LIKELIHOOD	A	M	H	H	VH	VH
	B	M	M	H	H	VH
	C	L	M	H	H	VH
	D	L	L	M	M	H
	E	L	L	M	M	M

RISK LEVEL REQUIRED ACTION

VERY HIGH	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls
HIGH	Act today: The proposed activity can only proceed, provided that: <ul style="list-style-type: none"> (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls and (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and (iii) the document has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared and (v) the supervisor must review and document the effectiveness of the implemented risk controls
MEDIUM	Act this week: The proposed task or process can proceed, provided that: <ul style="list-style-type: none"> (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and (ii) the document has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared
LOW	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.

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LIST EMERGENCY PROCEDURES AND CONTROLS

List emergency controls for how to deal with fires, spills or exposure to hazardous substances and/or emergency shutdown procedures

IMPLEMENTATION

ADDITIONAL CONTROL MEASURES NEEDED	RESOURCES REQUIRED	RESPONSIBLE PERSON	DATE OF IMPLEMENTATION

REVIEW

Scheduled review date:			
Are all control measures in place?			
Are controls eliminating or minimizing the risk?			
Are there any new problems with the risk?			
REVIEW BY: (NAME)			
REVIEW DATE:			

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ALL PERSONS PERFORMING THESE TASKS MUST SIGN THAT THEY HAVE READ AND UNDERSTOOD THE RISK MANAGEMENT

Note: for activities which are low risk or include a large group of people), only the persons undertaking the key activities need to sign below. For all others involved in such activities, the information can be covered by other methods including for example a safety briefing, induction, and/or safety information sheet (ensure the method of communicating this information is specified here)

RISK MANAGEMENT NAME AND VERSION NUMBER:

I HAVE READ AND UNDERSTAND THIS RISK MANAGEMENT FORM

NAME:	SIGNATURE:	DATE: