

Guide to Risk Assessment

Plan for Safety

Safe events are well planned events. In planning your event, whether simple or complex, a risk assessment is essential to ensure no harm is caused to people and that the interests of all stakeholders are protected. A risk assessment will also help ensure the event complies with Australian Occupational Health & Safety Legislation, which requires employers to eliminate reasonably foreseeable hazards and risks to all persons in workplaces.

Risk assessments need not be overcomplicated however all risks need to be carefully considered. If you are unfamiliar with the range of typical event hazards and risks, then before using the Risk Assessment Template become familiar with the LPA [Safety Guidelines for the Entertainment Industry](#) and refer to the [Huntingtower Performing Arts Centre Event Safety Policy](#) which includes a checklist. If you require additional assistance, please do not hesitate to contact us.

What is Risk Assessment?

Risk assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, the event planning group can rank risks to systematically eliminate or control the hazards.

What is the Risk Assessment Process?

The risk assessment process can be appreciated and applied following five key points;

1 Identify the hazards

Carefully thinking, examining and listing the specific ways people or property may be harmed in the course of the event. This is usually best done by a planning group including those involved in doing the tasks as well as those involved in organizing the event.

2 Assess the risks

Pondering if an identified hazard did cause harm, what would be the consequence, to whom, to what extent, etc. and deliberating on the likelihood of this happening.

3 Evaluate existing controls

Observing if things are already being done to prevent an identified hazard from causing harm. Using a 'hierarchy of controls' to judge if these measures are the most effective and 'reasonably practicable' ways to eliminate or lower the risk. Applying what is known as the risk assessment 'matrix' to determine the level of risk with the existing control measures in place.

4 Implement additional controls

Putting in place additional control measures with reference to the 'hierarchy of controls' to eliminate or lower the risk if the existing measures are inadequate and the risk level is intolerable. Substantiating the effectiveness of the additional controls by the 'matrix' rating.

5 Review and update

Reviewing and where necessary amending if unforeseen hazards arise, control measures become ineffective and risk ratings change due to unplanned occurrences, such as equipment breakdowns, schedule changes etc. etc.



Terminology

Hazard - Essentially an energy source between people and things that when released or uncontrolled has the potential to cause damage.

Risk - A potential injury to person or damage to property from an uncontrolled hazard. January 2010 Version 1.1
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Hierarchy of Controls - The event planning group needs to eliminate or reduce the risks identified using the following hierarchy of controls, which describes the order that shall be followed when choosing among options for controlling hazards.

Elimination

removing the hazard entirely by new design, set up, or process

Substitution

replacing hazardous materials, processes, set ups or methods with less hazardous alternatives

Engineering

improving design to isolate, enclose or contain the hazard

Administration

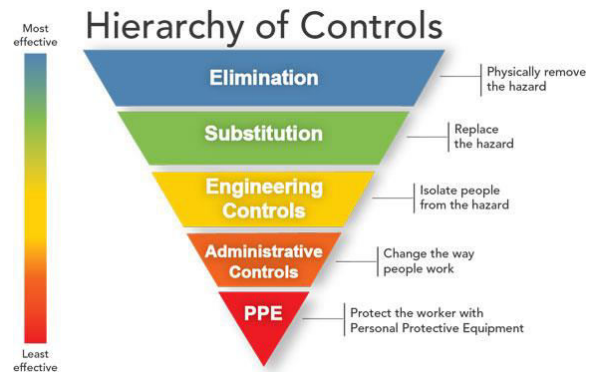
ensuring safe operating procedures, effective training, induction and monitoring is available to all in the workplace

Personal Protective Equipment

making sure that appropriate safety equipment such as gloves, hats, sunscreen etc is available

'reasonably practicable' - Relates to what a person concerned knows, or ought reasonably to know about the hazard or risk and any ways of eliminating or reducing it taking into account potential harm, likelihood of injury, availability, suitability and costs of controls as well as duty to do what a reasonable person would do in the particular circumstance to eliminate or reduce the risk. Reasonably practicable is a term of limitation that for a given situation is something to be determined objectively.

'the Matrix'- Includes a guide table for attributing measures of risk consequence, a guide table for assigning measures of risk likelihood and a chart for looking up the resultant risk ratings based on these designated measures. See blow.



1. Qualitative Measures of Likelihood

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

2. Qualitative Measures of Consequence or Impact

1	Insignificant	No injuries. Low financial loss.
2	Minor	First aid treatment. On-site release immediately contained. Medium financial loss.
3	Moderate	Medical treatment required. On-site release contained without outside assistance. High financial loss.
4	Major	Extensive injuries. Loss of production capability. Off-site release with no detrimental effects. Major financial loss.
5	Catastrophic	Death. Toxic release off-site with detrimental effects. Huge financial loss.

3. Qualitative Risk Analysis Matrix - Level of Risk

	Consequences	Consequences	Consequences	Consequences	Consequences
	Insignificant	Minor	Moderate	Major	Catastrophe
Likelihood	(1)	(2)	(3)	(4)	(5)
A	S	S	H	H	H
B	M	S	S	H	H
C	L	M	S	H	H
D	L	L	M	S	H
E	L	L	M	S	S

Legend

H:	High risk.	Detailed research and management planning required at senior levels.
S:	Significant risk.	Senior management attention required.
M:	Moderate risk.	Management responsibility must be specified.
L:	Low risk.	Manage by routine procedures.

Dependent upon the level of identified risk, the time frames below need to be considered when implementing controls

Red	The hazard is to be addressed immediately. (Task/process ceased, corrective actions started immediately To reduce level of risk to a level as low as practicably possible).
Orange / Yellow	The hazard is addressed as soon as possible and recommended corrective actions implemented within the month (reduce risk levels to 5 or 6).
Green	The hazard may not need immediate attention but is regularly monitored by Supervisor until addressed. (controls to be implemented sometime in the near future according to budget and /or project timeframes).

Using the Risk Assessment Template

The template is designed for the word processing environment and utilizes active fields for data entry.

• Event Summary

Tab to each field and enter the event details as known. During the RA process it may be necessary to return to the summary to update details as new versions of the assessment are developed.

• Register of Event Risks

Across the top of this table are headings relating to the RA process. In the hazard and risk columns are listed some well known hazards and risks in generic categories with nominated risk ratings and typical control measures noted alongside. It is likely your event has most of these generic hazards and risks so in the first instance this form identifies them and becomes a checklist for you to ensure those responsible for the controls have actioned them. In the second instance these pre-tabulated generic hazards and risks should act as a prompt for considering if there are specific hazards and risks that require control for that category in your event.

- 1) First Identify the specific hazard and enter it in the hazards column
- 2) Then note in the adjacent risk column the potential harm to people or harm to people or harm to people or property if uncontrolled
- 3) along record the control measures that may already exist
- 4) Then consult the matrix for a measure of consequence and enter the number for existing controls
- 5) Then enter letter the letter from the matrix for likelihood of the risk occurring with existing controls
- 6) Record a risk level for the hazard from the matrix

If the risk is high you will have to implement additional control measures, record and rate them similarly. If the risk is significant there should be some serious management involvement in the controls.

• Further Event Risks

This table is an extension of the register to allow for adding further hazards and risks. It is a place to consider and record event particular hazards and risks, which fall outside the generic categories and may include Special Performance Conditions.

Safe Events are Well Planned Events

Managing event risks can be demanding and if not done well devastating. Methodically drafting an event risk assessment can inform those at risk of the dangers and helps ensure a safe and successful event for all.

Date document updated:		Who's responsible:	Name:
			Position:
Next review date:			