Cumberland Council **Community Events** **Risk Identification and Risk Control Worksheet**	Event: EVENT NAME Location: WHERE IS THIS HELD Date of Assessment: DATE THIS HAS BEEN COMPLETED (**BEFORE THE EVENT) Event Date: DATE OF THE EVENT Undertaken by: YOUR NAME Title: YOUR POSITION	**Template supplied by** 

Please refer to the Safety Risk Ranking Table to ascertain the Risk Rating.

The Risk Ratings are to be agreed to in consultation with relevant staff from the area concerned.

Identified Hazards (List all known hazards) LIST ALL ITEMS THAT ARE DEEMED HAZARDS	**Identified Risks** WHAT HARM OR THINGS WILL THE HAZARDS DO	**Risk Rating**			**Risk Control Measures** (list all control measures) LIST HOW THE ACTION YOU WILL DO TO CONTROL HAZARDS	**Risk Rating**		
		How Severe?	How Likely?	Risk		How Severe?	How Likely?	Risk
Medical Services	Services needed for injuries sustained from passive participation activities.	C5	L2	B				
Stallholders for food / beverage items (Food, Drink, Ice-cream items)	Potential choking hazard, may cause people to be unwell if food is not stored correctly, burns from appliances whilst cooking.	C3	L2	C				
Trip Hazards	Electrical leads, marquee fixtures, sound equipment, general trip hazards from stalls and activities placed in on the grounds, as well as insufficiently marked obstructions	C3	L2	C				

Noise Pollution Communication	Noise pollution caused by bands, vehicles, performers	C2	L2	D				
Wet Weather	Injury caused by wet weather	C4	L1	C				
Waste and Recycling	Bins, litter patrols and waste. Potential environmental impact and clean up.	C3	L3	B				
Vehicle Access	Injury/death/damage of property due to moving vehicles (stallholders and exhibitors) around the grounds	C5	L1	C				
Vandalism/Theft	From insufficiently secured objects, lack of security on duty	C2	L2	D				
Crowd Control	Insufficiently marked pedestrian traffic ways in venue, confined event space.	C3	L2	C				
Lost Children	Lost children	C3	L2	C				
Equipment & carnival items	Noise pollution caused by people, music, injuries from rides, electrical faults with machines.	C3	L2	C				

	LIKELIHOOD				
CONSEQUENCES	**L1 Rare**	**L2 Unlikely**	**L3 Possible**	**L4 Likely**	**L5 Almost Certain**
C5 Catastrophic	**Medium C**	**High B**	**Extreme A**	**Extreme A**	**Extreme A**
C4 Major	**Medium C**	**High B**	**High B**	**Extreme A**	**Extreme A**
C3 Moderate	**Low D**	**Medium C**	**High B**	**High B**	**High B**
C2 Minor	**Low D**	**Low D**	**Medium C**	**Medium C**	**High B**
C1 Insignificant	**Low D**	**Low D**	**Low D**	**Medium C**	**Medium C**

Safety Risk Ranking Table

Rating	Definition	Safety Action Due Date
Extreme A	**Fatality or permanent disability,** or huge property or environmental damage	Immediately
High B	**Hospital admission required, long term illness or serious injury,** or major property or environmental damage	Immediately
Medium C	**Medical attention and several days off work,** or medium property or environmental damage.	1 Month
Low D	**Injuries not requiring First aid,** or minimal property or environmental damage.	1 Month

Safety Risk Criteria

DEFINITIONS:

The likelihood of occurrence is the probability of an event occurring. When considering the likelihood of a risk, you need to consider both the probability and frequency of occurrence.
The consequence assessment is the effect or impact of the risk event. It is measured both financially and operationally.
Inherent (Initial) risk is the overall raw risk before controls are implemented.
Residual risk is the level of risk after considering existing controls. It is determined by applying the effectiveness of existing controls to inherent risk.

Hierarchy of Hazard Control Measures

Elimination of the hazard must always be the first priority.

Where elimination is not reasonably practicable, different ways to control or deal with the hazard in the following order of priority must be implemented

1) Substitute the Hazard – If the hazard can't be eliminated, try to replace it with a less hazardous material, equipment or work method
2) Isolate the Hazard – Separate the Hazard from the person. For Example, install guards, fencing or environmental protection devices
3) Engineering Controls – Utilise engineering means to control the Hazard
4) Administrative Controls – Change work methods – alter tools,
Equipment, adopt safe systems of work / procedures, training in manual handling or cleaner work practise
5) Personal Protective Equipment – and training is use. Only use as last resort

Definitions for the various levels of Consequence are:

Rating	Consequence	Description
5	Catastrophic	- Demand of government enquiry. - Death. - Long term cessation of core activities. - Huge financial loss not covered by insurance
4	Major	- Public / media concern resulting in possible civil action against Council - Extensive injuries - Short term cessation of core activities - Major financial loss not covered by insurance
3	Moderate	- Unfavourable external media coverage - Injuries requiring medical treatment leading to numerous days off work - Significant long term disruption of core activities - High financial loss not covered by insurance
2	Minor	- Probable limited unfavourable media coverage - Injuries requiring medical treatment leading to some work days lost - Significant short term disruption of non-core activities - Medium financial loss not covered by insurance
1	Insignificant	- Unlikely to have impact on corporate image - Minor injuries with no work days lost - Minimal impact on operations - Low financial loss

Definitions for the various levels of Likelihood are:

Rating	Likelihood	Description	Quantification
1	Rare	The event may occur but only in exceptional circumstances. No past event history.	Once every 100 years or more
2	Unlikely	The event could occur in some circumstances. No past event history.	Once every 50 years
3	Possible	The event may occur sometime. Some past warning signs or previous event history.	Once every 10 years
4	Likely	The event will probably occur. Some recurring past event history	Once a year
5	Almost Certain	The event is expected to occur in normal circumstances. There has been frequent past history.	Will occur more than once a year

Examples of Potential hazards may include but are not limited to

Electrical	Mechanical	Psychological	Chemical	Gravity	Noise	Radiation	Biomechanical	Biological
• Contact with live wires or terminals causing – Shock – Flash to eyes – Burns – Falls • Discharge of capacitor causing – Shock – Flash to eyes – Burns – Falls	• Caught by operating machinery • Struck by moving machinery or objects • Caught by movement of mechanical parts • Crushed by objects moving or falling • Entrapment • Excessive vibration	– Harassment – Threats – Lack of instruction – Lack of training – Lack of consultation – Fear	• Fire or Explosion from – Build up of flammable gases – Ignition of existing flammable products • Contaminants/ toxic substances causing – Suffocation – Burns – Poisoning from products	• Falls from or into vessels • Falls from structures • Impact injuries from falling objects • Engulfment by product Pressure Injury from release of stored energy in – Hydraulics, – Pneumatics – Springs	Sound levels>85dBA causing hearing damage from – Operating machinery – Using equipment End product **Consider end product and safe disposal**	• Extremes of temperature • Burns • UV from welding flashes • UV from exposure to sun • X-ray exposure • Eye damage from laser	• Strains and sprains while lifting objects • Strains and sprains while moving objects • Slips & trips from – Spillage/slippery surfaces – Uneven/unstable surfaces – Poor lighting • Crush injury	• Disease or illness from spores eg Legionnaires • Disease from infected blood products eg hepatitis, brucellosis • Other Communicable diseases

Q. What is Risk Management?

A. If, as an employer (PCBU – Person Conducting a Business or Undertaking under Work Health and Safety Act 2011), you have identified a hazard you must assess how dangerous it is. Ask yourself: how likely is it that an injury or illness will occur and how seriously could someone be affected? This is risk assessment.

The level of significance of the risk will determine the priority assigned to its elimination or control action taken to eliminate the risk, or, if that is not practicable, control the risk of harm occurring.

There are many types of hazards and methods for assessing them will differ. An employer must:

- Evaluate the likelihood of an injury or illness occurring and the likely severity of any injury or illness;
- Review all available health and safety information relevant to the hazard (for example, information from the supplier of plant, material safety data sheets, labels, registers of installed asbestos;
- Review results of biological monitoring and atmospheric monitoring of atmospheric contaminants, previous incident, injury or illness reports);
- Identify factors that contribute to the risk (for example, layout and condition of working environment; capability, skill, experience and age of people ordinarily doing the work;
- systems of work being used and reasonably foreseeable abnormal conditions);
- Identify actions necessary to eliminate or control the risk;
- Identify any records necessary to be kept to ensure that risks are eliminated or controlled (including how long they should be kept).

Note: Under Clause 12 of the Regulation, an employer must review a risk assessment, including any measures adopted to control the risk, whenever:

- There is evidence that the risk assessment is no longer valid; or
- Injury or illness results from exposure to the particular hazard; or
- A significant change is proposed in the place of work or in work practices or procedures to which the assessment relates.

Q. Who is responsible for Risk Management?

A. The employer must undertake risk management for all foreseeable hazards in their workplace that may arise from work activities and that have the potential to harm employees and any other person at that workplace.

In particular the employer must take reasonable care to identify hazards arising from (but not limited to):

- Work premises
- Work practices, systems and shift working arrangements (including hazardous processes, psychological and fatigue related hazards)
- Plant (including the transport, installation, erection, commissioning, use, repair, maintenance, dismantling, storage or disposal of plant)
- Hazardous substances (including the production, handling, use, storage, transport or disposal of hazardous substances)
- Presence of asbestos
- Manual handling (including potential for occupational overuse injuries)

- Layout and condition of the workplace (eg lighting and workstation design)
- Physical working environment (including the potential for any one or more of:
    - electrocution; drowning; fire or explosion; people slipping, tripping or falling; contact with moving objects; exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere)
    - Potential for workplace violence and
    - Biological hazards.

Q. Who should be involved in Risk Management?

A. The employer must consult with employees (Workers under Work Health and Safety Act 2011) about any Work Health and Safety (WHS) matter that affects them - this includes the risk management process. Involving employees in risk management can be done through the consultative arrangements that have been agreed to at the workplace (e.g. workplace and safety committee, health and safety representative or through other agreed arrangements).
Consulting with employees about the hazards and how to eliminate or control them will help:

- to comply with the law
- to get the whole team involved in the process
- to give you many different points of view
- to encourage safe thinking.

Q. What if the employer uses a supervisor or employee or consultant to undertake the Risk Management on their behalf?

A. Obligations for risk management remain the responsibility of the employer regardless of any delegation or contracting arrangements that may be made in carrying out the risk management process.

Q. What is a hazard?

A. A hazard is anything (including work practices or procedures) that has the potential to harm the health or safety of a person. Hazards can arise from:

- The workplace environment
- The use of plant and substances
- Poor work design or practices
- Inappropriate management systems and procedures
- Human behaviour

Q. I have a number of hazards that are the same but occur in different places. Do I have to do a separate Risk Management for each of them?

A. A general risk assessment of the hazard is enough, however you will need to examine the different places or circumstances in which the hazard occurs and make sure that your risk assessment outcomes are applicable. You will also need to check that

the risk is eliminated or effectively controlled for each place or circumstance.

Q. What is risk control?

A. It is not enough to identify hazards. Action must be taken to do something to fix (ie eliminate or control) the hazard before it has the chance to cause injury and illness. This is risk control. The first priority of the employer is to try to eliminate the risk altogether. If this is not reasonably practicable, the employer must take action to control the risk. An employer must also make sure that all measures taken to eliminate or control risks to health and safety are properly used and maintained.
The Regulation ranks control strategies from the most effective to the least effective strategy. The employer must take the following measures in the order specified to minimise the risk to the lowest possible level. (Remember that the employer should only be using this list if they have not been able to eliminate the hazard):

- substitute the hazard with a hazard that poses a lower risk of harm eg less hazardous chemical or different equipment
- isolate the hazard from the person put at risk eg. machine guards, remote handling
- minimise the risk by engineering means eg. ventilation
- use administrative means to minimise the risk eg. safe work methods, training, job rotation
- use personal protective equipment (PPE) eg hard hat, respirator, gloves.

Q. When must risk management be done?

A. Employers must identify hazards:

- before using any premises as a place of work
- before and during installation, erection, commissioning or alteration of plant in a place of work
- before changes to work practices and systems of work are introduced
- before hazardous substance are introduced into a place of work
- while work is being carried out
- when new or additional health and safety information relevant to the employer's business becomes available.

Q. What are some ways in which you can identify hazards?

A. A number of procedures can be implemented in your organisation to enable workplace hazards to be identified:

- observation;
- consultation;
- workplace inspections;
- health and environment monitoring;
- safety audits;
- monitoring complaints;
- monitoring injury and illness records.

Q. Who has responsibilities with regard to Personal Protective Equipment?

A. Employers must provide personal protective equipment (PPE) to workers and visitors as a control measure when work hazards are unable to be eliminated or adequately controlled by other methods. An employer must undertake a risk assessment before choosing PPE as the appropriate control measure. PPE must be provided when other methods of control do not adequately control the risk. It is the least preferred means of control and can be used in addition to other methods to minimise the risk to the lowest level reasonably practical. The employer must:

- ensure that the equipment provided is appropriate for the person and controls the risk for that person;
- ensure that the person using PPE is informed about any limitations of the equipment;
- ensure that appropriate instruction and training is provided so that the equipment controls the risk for the person;
- ensure that the equipment is properly maintained, repaired or replaced as necessary to control the risk for the person;
- provide clean and hygienic equipment;
- ensure that equipment is stored in a place provided by the employer for that purpose;
- clearly identify places of work where PPE must be used.

Employees/Workers also have obligations under the WHS Act 2011 to:

- take reasonable care of themselves and others
- comply and co-operate with reasonable instruction, policy and procedures imposed by the employer in the interests of health, safety and welfare, and not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. This can include the use, cleaning, storage etc of PPE.