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**RISK ASSESSMENT – IT’S A MUST**

The success of your event is measured in many ways and safety is one of them. As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

While most of us can identify hazards, we can find it difficult to apply to a working event document, such as Risk Assessment or Risk Management. This guide breaks down the risk assessment process, outlining each step:

1. Risk Identification
2. Risk Evaluation
3. Risk Control
4. Risk Communication

**HAZARD IDENTIFICATION**

Hazard identification is the process of recognising hazards associated with an event. It is helpful to identify hazards by considering the people involved and their roles to ensure their safety at all times.

**RISK ASSESSMENT**

This publication contains information regarding occupational health and safety. It includes some of your obligations under the Occupational Health and Safety legislation that SafeWork SA administers.

**DISCLAIMER**

This publication may refer to legislation that has been amended or repealed. When reading this publication you should always refer to the latest laws.

**EVENT SAFETY RISK ASSESSMENT**

[Document title]

[Contact information]

**FREE INTERPRETING SERVICE**

**EVENT SAFETY MANAGEMENT INFORMATION SHEET**

[Publication details]
EVENT SAFETY 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, event organisers can prioritize risks to ensure systematic elimination or minimization.

In order to determine a risk rating consider:
- the consequence – what will happen, the extent of harm, and
- the likelihood – chances or probability of it occurring.

A risk assessment matrix modeled from examples given in AS/NZS 4360:2004 Risk Management, is provided on page 5. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

RISK CONTROL

In order to control the risk we need to work out the best method of handling the risk. Look at the following methods, which are referred to as the ‘Hierarchy of controls’, to see if you can eliminate or reduce the risk.

- Elimination – by removing the hazard entirely through new design or implementing a new process
- Substitution – by replacing hazardous materials or methods with less hazardous alternatives
- Engineering – by existing, modifying or containing the hazard or through design improvements
- Administrative – by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace

These photos have been used as examples for the Risk Register (or Risk Control Plan).

RISK ASSESSMENT TABLES

**LIKELIHOOD**

<table>
<thead>
<tr>
<th>Level</th>
<th>Descriptor</th>
<th>Example Detailed Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Almost certain</td>
<td>Expected to occur in most circumstances</td>
</tr>
<tr>
<td>B</td>
<td>Likely</td>
<td>Very likely to occur in moderate circumstances</td>
</tr>
<tr>
<td>C</td>
<td>Possible</td>
<td>Might occur</td>
</tr>
<tr>
<td>D</td>
<td>Unlikely</td>
<td>Slight chance of it occurring</td>
</tr>
<tr>
<td>E</td>
<td>Almost impossible</td>
<td>Nearly impossible</td>
</tr>
</tbody>
</table>

**CONSEQUENCE**

<table>
<thead>
<tr>
<th>Level</th>
<th>Descriptor</th>
<th>Example Detailed Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Catastrophe</td>
<td>Death</td>
</tr>
<tr>
<td>M</td>
<td>Major</td>
<td>Extensive injuries</td>
</tr>
<tr>
<td>H</td>
<td>Moderate</td>
<td>Major financial loss</td>
</tr>
<tr>
<td>E</td>
<td>Minor</td>
<td>Low financial loss</td>
</tr>
<tr>
<td>I</td>
<td>Insignificant</td>
<td>No injuries</td>
</tr>
</tbody>
</table>

**RISK ASSESSMENT MATRIX**

**RISK RATING**

The risk matrix determines a ‘risk rating’, based on the likelihood and consequence of risk.

<table>
<thead>
<tr>
<th>CONSEQUENCE</th>
<th>LIKELIHOOD*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>A (Almost certain)</td>
</tr>
<tr>
<td>Major</td>
<td>B (Likely)</td>
</tr>
<tr>
<td>Moderate</td>
<td>C (Possible)</td>
</tr>
<tr>
<td>Minor</td>
<td>D (Unlikely)</td>
</tr>
<tr>
<td>Insignificant</td>
<td>E (Rare)</td>
</tr>
</tbody>
</table>

**RATINGS**

- **E** = Extremes risk: immediate action required
- **M** = Moderate risk: management attention needed
- **I** = Insignificant risk: manage by routine procedures
- **L** = Low risk: manage by routine procedures

Risk assessment tables enable event organizers to allocate risk ratings to all hazards so they can prioritize and address them in a systematic way. Examples are shown on page 5, where the risk assessment process results in a Risk Control Plan or Risk Register.

**RISK CONTROL PLAN – RISK REGISTER**

These photos have been used as examples for the Risk Register (or Risk Control Plan).

Examples used are basic and may require a more detailed document, depending on your event size and specific hazards. This template is designed as a guideline to assist event planners in addressing their hazards in line with risk management processes.

Remember, consultation with those people involved in the tasks is crucial to this process.
EVENT SAFETY 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, event organisers can prioritise risks to ensure systematic elimination or minimisation. In order to determine a risk rating, consider:

- The consequence - what will happen, the extent of harm, and
- The likelihood - chances or probability of it occurring.

A risk assessment matrix modelled from examples given in AS/NZS 4360:2004 Risk Management, is provided on page 5. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

RISK CONTROL

In order to control the risk we need to work out the best method of handling the risk. Look at the following methods, which are referred to as the ‘hierarchy of controls’, to see if you can eliminate or reduce the risk:

- Elimination - by removing the hazard entirely through new design or implementing a new process
- Substitution - by replacing hazardous materials or methods with less hazardous alternatives
- Engineering - by isolating, enclosing or containing the hazard or through design improvements
- Administrative - by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace
- Personal protective equipment (PPE) - by making sure that appropriate safety equipment, such as gloves, hats, sunscreen etc. are available.

When people talk of the "easier" option by going straight to administrative controls or PPE, but there are often more effective ways to control the hazard. In many cases, consultation and discussion with the people involved reveal new ideas or better ways of handling hazards and reducing the risks of injury. Focus on what is both more effective ways to control the hazard.

Often people pick the 'easier' option by going straight to administrative controls or PPE, but there are often more effective ways to control the hazard. In many cases, consultation and discussion with the people involved reveal new ideas or better ways of handling hazards and reducing the risks of injury. Focus on what is both more effective ways to control the hazard.

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Risk assessment tables enable event organisers to allocate risk ratings to all hazards so they can prioritise and address them in a systematic way. Examples are shown on page 5, where the risk assessment process results in a Risk Control Plan or Risk Register.

RISK ASSESSMENT TABLES

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>How Likely Is It to Occur?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Almost certain</td>
</tr>
<tr>
<td>B</td>
<td>Likely</td>
</tr>
<tr>
<td>C</td>
<td>Possible</td>
</tr>
<tr>
<td>D</td>
<td>Possible</td>
</tr>
<tr>
<td>E</td>
<td>Won't occur</td>
</tr>
</tbody>
</table>

RISK ASSESSMENT MATRIX

A risk matrix determines a ‘risk rating’, based on the likelihood and consequence of risk.

<table>
<thead>
<tr>
<th>CONSEQUENCE</th>
<th>LIKELIHOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic</td>
<td>A (Almost certain)</td>
</tr>
<tr>
<td>Major</td>
<td>B (Likely)</td>
</tr>
<tr>
<td>Minor</td>
<td>C (Possible)</td>
</tr>
<tr>
<td>Insignificant</td>
<td>E (Rare)</td>
</tr>
</tbody>
</table>

RISK RATING

RISK ASSESSMENT TABLES

<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>What is Likely to be the Impact?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>No injuries</td>
</tr>
<tr>
<td>B</td>
<td>First aid treatment</td>
</tr>
<tr>
<td>C</td>
<td>On-site release of chemical contained with outside assistance</td>
</tr>
<tr>
<td>D</td>
<td>On-site release of chemical immediately contained</td>
</tr>
<tr>
<td>E</td>
<td>Loss of production capability</td>
</tr>
</tbody>
</table>

RISK CONTROL PLAN – RISK REGISTER (continued next page)

These photos have been used as examples for the Risk Register (or Risk Control Plan).

Examples used are basic and may require a more detailed document, depending on your event size and specific hazards. This template is designed as a guideline to assist event planners in addressing their hazards in line with risk management processes.

Remember, consultation with those people involved in the tasks is crucial to this process.
**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, event organisers can prioritise risks to ensure systematic elimination or minimisation.

In order to determine a risk rating consider:
1. The consequence — what will happen, the extent of harm, and
2. The likelihood — chances or possibility of it occurring.

A risk assessment matrix modelled from examples given in AS/NZS 4360:2004 Risk Management, is provided on page 4. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

**RISK CONTROL**

In order to control the risk, we need to work out the best method of handling the risk. Look at the following methods, which are referred to as the “Tiers of control”, to see if you can eliminate or reduce the risk.

- Elimination — by removing the hazard entirely through new design or implementing a new process
- Substitution — by replacing hazardous materials or methods with less hazardous alternatives
- Engineering — by isolating, enclosing or containing the hazard or through design improvements
- Administrative — by ensuring safe operating procedures are in place, and that effective training, induction and monitoring is available to all in the workplace
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Often people pick the ‘easier’ option by going straight to administrative controls or PPE, but there are often more effective ways to control the hazard. In many cases, consultation and discussion with the people involved reveals new ideas or better ways of handling hazards and reducing the risks of injury. Focus on what is both realistic and practical so that risks are minimised to an acceptable level. It is vital to ensure that risk assessment processes are performed in a systematic way. Examples are shown on page 5, where the risk assessment process results in a Risk Control Plan or Risk Register.

**RISK ASSESSMENT TABLES**

**LIKELIHOOD**

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Example Detail Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Almost certain</td>
<td>Is expected to occur in most circumstances</td>
</tr>
<tr>
<td>B</td>
<td>Likely</td>
<td>Will probably occur in most circumstances</td>
</tr>
<tr>
<td>C</td>
<td>Possible</td>
<td>Might occur in some time</td>
</tr>
<tr>
<td>D</td>
<td>Unlikely</td>
<td>Very unlikely to occur in exceptional circumstances</td>
</tr>
</tbody>
</table>

**CONSEQUENCE**

<table>
<thead>
<tr>
<th>What is likely to be the impact?</th>
<th>Likelihood</th>
</tr>
</thead>
<tbody>
<tr>
<td>No injuries</td>
<td>1 Insignificant</td>
</tr>
<tr>
<td>Loss of financial loss</td>
<td>2 Minor</td>
</tr>
<tr>
<td>First aid treatment</td>
<td>3 Moderate</td>
</tr>
<tr>
<td>On-site release of chemical</td>
<td>4 Major</td>
</tr>
<tr>
<td>Medium financial loss</td>
<td>5 Catastrophic</td>
</tr>
</tbody>
</table>

**RISK ASSESSMENT MATRIX**

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The risk matrix determines a ‘risk rating’, based on the likelihood and consequence of risk.

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HAZARD IDENTIFICATION

Hazard identification is the process of recognising hazards associated with an event. It is held in order to identify risks by considering the people involved and their roles to ensure their safety at all times.

Hazard (grouping) that can assist in the identification process include:

- Human: type and size of crowd expected, level of crowd participation
- Technological: mechanical, Colin’s such as gas and electricity
- Natural: the physical location and site area conditions
- Environmental: weather, Environment Protection Authority controlled, ground impact etc.

SAFETYFAK

www.safework.sa.gov.au

HELP CENTRE 1300 219 369

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Check these... before you venture out.

RISK ASSESSMENT – IT’S A MUST

The success of your event is measured in many ways and safety is one of them. As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury to your patrons. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks. While most of us handle these issues, you can find it difficult to apply to a working event document. Your Event Risks or Risk Control Plan. Remember to start with something simple and build it on. It will become an invaluable tool that you can use to assess event safety – from the planning phase right through to the overall evaluation of the event.

The guide breaks down the risk assessment process, outlining each step:

FREE INTERPRETING SERVICE

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EXCLUSION

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Hazard identification is the process of recognising hazards associated with an event. It is helpful to identify risks by considering the people involved and their roles to ensure their safety at all times.

To ensure you comply with your legal obligations you must refer to the appropriate Acts and Regulations.

This publication contains information regarding occupational health and safety.

DISCLAIMER

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The success of your event is measured in many ways and safety is one of them. As part of any good planning process hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

While most of us understand this, we can find it difficult to apply to a working event document, such as the Risk Registers or Risk Control Plans. Remember to start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety – from the planning phase right through to the overall evaluation of the event.

This guide breaks down the risk assessment process, outlining each step:

1. Hazard Identification
2. Risk Evaluation
3. Risk Control
4. Risk Review

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