

Risk Assessment Form

Risk Assessments are primarily designed to do two things:

1. Identify potential hazards associated with your activity/program/event.
2. Help you take appropriate steps/measures to minimise or remove any risks prior to undertaking your activity/program/event.

Use the Risk Assessment Form to identify the potential hazards posed by activity/program/event, or any areas of potential risk to the public, staff, volunteers and participants. The risk assessment is used to check on areas such as:

- Access
- Fire safety
- Food safety
- Gas cylinders/appliances
- Power
- Security
- Structures / stages / infrastructure
- Trip hazards
- Environmental impacts

Completing a Risk Assessment

1. Identify the activity/program/event and understand the risk assessment process
2. Identify all hazards associated with your activity/program/event. (List these in your risk assessment template)
3. Assess the risk(s) associated with each identified hazard (Use Attachment A)
4. Determine the best control actions. (Identify control actions to minimise or remove the identified hazard – use the Hierarchy of Control)
5. The responsible person associated with the management for your activity/program/event must sign off acceptance of the risk assessment, and ensure that each corrective action is completed.
6. Once you have completed the Risk Assessment, **please ensure you give it the Safety Concerns Person before undertaking the activity/program/event for final approval.**
7. All Risk Assessments will be kept in the Risk Register, and will be reviewed annually.

Heirarchy of Control

The following Table may assist you in determining the appropriate measures to manage the risks associated with your event.

Elimination of the risk is always the best solution.

Reliance on Personal Protective Equipment (PPE) should be the last resort.

Elimination	Removal of the hazard/risk or discontinuing the process <i>For example: inappropriate use of generators in food vans where fuel could leak onto the ground could be <u>eliminated</u> by providing food vendors with power from the event site via a different source.</i>
Substitution	Using a less hazardous process <i>For example: use of market umbrellas to provide shade could be <u>substituted</u> by providing appropriately secured marquees.</i>
Engineering	Changing the physical characteristics <i>For example: design modification or installation of guarding provides an <u>engineering</u> solution.</i>
Isolation	Isolating the plant and using remote controls <i>For example: building a fence around a generator to prevent unauthorised access <u>isolates</u> the hazard.</i>
Administrative	Procedures that apply a safe system of work <i>For example: guest speakers/performers should be provided with <u>administrative</u> instructions on where to park and how to access the event site at a specified time to ensure they are ready to perform as scheduled.</i>
Personal Protective Equipment	Equipment that protects the user. <i>For example: traffic controllers should wear high visibility safety vests for <u>PPE</u>.</i>

Test of Practicability

Regard must be given to:

- The severity of the hazard or risk in question
- The state of knowledge about that hazard or risk and any ways of removing or mitigating that hazard or risk.
- The cost of removing or mitigating the hazard or risk.

Example of a Risk Assessment for a Fun-Run

Hazard (List the risks)	Control Measures (Nominate control measures)	Likelihood 1 – 5	Severity 1 – 5	Risk Score L x S	Further Action to be taken
Medical Emergency (severe asthma, heart attack)	Presence of Ambulance service personnel	2	2	Low	
Participant becomes dehydrated	Drinking water supplied along course and at finish	1	2	Low	
Overexposure to UV rays	Provision of Sunscreen. Warning during pre- start briefing.	1	2	Low	
Delay of emergency services responding to incident.	Local emergency services will be informed of the event time and location.	1	3	Low	

The risks identified above have been minimised through the development of practical measures to manage the risks or hazards.

Safety Contact Person

Name:	Karen Fletcher
Phone number:	0438 886 337
Email:	karenf@bcoc.com.au
Other contact details:	Church Office: 9702 1011 (Mondays to Thursdays)

Date Approved: Signed by Safety Contact Person:

Annual Review to be done on or before:

Attachment A – “Risk Assessment”

RISK LIKELIHOOD & CONSEQUENCE FACTORS AND VALUES

LIKELIHOOD FACTORS

Factors		Values
5	Almost certain	The hazard / risk is expected to occur in most circumstances.
4	Likely	The hazard / risk will probably occur in most circumstances (more than 50% of time).
3	Possible	The hazard / risk occurs sometimes (less than 50% of time).
2	Unlikely	The hazard / risk could occur at some time, usually in exceptional circumstances.
1	Rare	The hazard / risk is possible but is not expected to occur.

SEVERITY FACTORS

Factors		Values
5	Extreme	Death or critical injury; high financial loss; sustain national media coverage
4	Major	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative state media
3	Moderate	Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media
2	Minor	First Aid treatment on site; minor financial loss; one off digital media, TV or newspaper coverage
1	Insignificant	No injuries or treatment; low or no financial loss; one off local media coverage

RISK MATRIX

		Severity				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Extreme
Likelihood	5 Almost certain	Medium	Medium	High	High	High
	4 Likely	Low	Medium	Medium	High	High
	3 Possible	Low	Medium	Medium	High	High
	2 Unlikely	Low	Low	Medium	Medium	High
	1 Rare	Low	Low	Low	Medium	Medium

RISK ESCALATION & COMMUNICATION OPTIONS

Risk Rating	Escalation and Communication
High	Determine corrective actions – Implement as soon as possible. Provide an alternative that is safer (e.g. alternative transport). Provide a barrier or guard (e.g. protective clothing).
Medium	Communicate procedures, practices & guidelines; provide training (e.g. first aid), instruction & supervision.
Low	Provide or instruct participants to access personal equipment (e.g. hat, sunscreen, wet weather gear).

Attachment B

Risk Assessment - Checklist

Here is a list of things to consider when doing your Risk Assessment, they are purely there to provide some guidance, and some of the items listed will not be relevant and others may require more detail or there may be other items to consider.

- ▶ Obtain a site plan and ensure your proposed layout is safe. *For example: If you are setting up equipment (i.e. inflatables) inside the building you must not block any of the emergency exits and you must leave a clear pathways to the exits.*
- ▶ Construction of Equipment – *inappropriate installation or equipment is broken or lack of training on how to use the equipment.*
- ▶ Are you hiring or borrowing from a church member any equipment – *is it insured, if it's electrical has it been tagged and tested?*
- ▶ Is anyone attending an asthmatic / have anaphylaxis / or on medication – *what precautions do you need to take?*
- ▶ Accidents & Illness can happen at any time - *Have you got a fully qualified first aider in attendance at all times. Do you know where the First Aid Kits are kept? Do you know where the defibrillator is located and know how to use it?*
- ▶ Noise – *Loud noise created impacts nearby residents. Do you know the time restrictions in relation to noise? Develop a noise management plan and ensure that sound levels do not exceed EPA regulations and advise nearby residences of the event and the possibility of additional noise.*
- ▶ Hazards relating to extreme weather, strong wind, weather changes and heat – *have an extreme weather contingency – cancellation, postponement or a change of venue*
- ▶ Monitoring entry – *gate crashers, unruly and unauthorised access, abusive.*
- ▶ Lost children – *develop a security plan.*
- ▶ Traffic movement on site – *do you need to have traffic controllers?*
- ▶ Slip/Trip hazards – *e.g. leads/cables secured, and not placed across thoroughfares, water spills mopped up quickly.*
- ▶ If you are providing food – *do you have someone with a Food Handler's certificate? Our Kitchen is a registered commercial kitchen, so all bookings need to go to Melinda Izvekov.*