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| **Event / Venue** |  | **Type of Work being performed** *e.g. refuelling, waving flag, walking to work area* |
| **Area / Location** |  |
| **Date** |  |

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| ***RISK MATRIX*** | **Consequence** |
| **Likelihood** | **1****Insignificant** | **2** **Minor** | **3** **Moderate** | **4****Major** |
| **A - Almost  Certain** | High | High | ***Extreme*** | ***Extreme*** |
| **B - Likely** | Medium | High | High | ***Extreme*** |
| **C - Possible** | Low | Medium | High | ***Extreme*** |
| **D – Unlikely** | Low | Low | Medium | High |

***ACTIONS REQUIRED FOLLOWING ASSESSMENT OF RISK:***

Extreme risk Immediate actions required

High risk Senior Management (Senior Event Official) attention needed

Medium risk Management (Organiser) responsibility must be specified

Low risk Manage by current procedures / continue current process

*Note: “Management” and “Official” are considered to be like terms*

*See reverse for descriptions of Likelihood and Consequence outcomes*

***IDENTIFIED RISKS:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description of identified Risks** | **Likelihood(A-D)** | **Consequence****(1-4)** | **Resultant Risk** | **Controls / Treatment performed****What has been done about it ?** | **Who will Implement?** | **Who will Check?** | **Who confirmed actions were completed (sign)** |
| *Example: spectator could be hit by debris from car* | *C* | *3* | *HIGH* | *Debris fence, move spectators further back, additional crowd control officials* | *Organiser**Marshals* | *Race Sec* |  |
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***LIKELIHOOD/CONSEQUENCE DESCRIPTIONS:***

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| --- | --- | --- | --- | --- |
| **Likelihood** |  | **Consequence** | **Personal Injury** | **Administrative** |
| A - Almost certain | Action will probably occur numerous times or in many circumstances | 4 – Major Consequence | Death, permanent or extensive injury requiring hospitalisation to one or more people. | Significant hardship to Organisation |
| B - Likely | Action may occur occasionally or in some circumstances | 3 – Moderate Consequence | Serious injury requiring hospitalisation; broken limbs or stand down for duration of event | Significant rejigging of organisational plans required |
| C - Possible | Action may occur in exceptional circumstances and has been known to occur elsewhere | 2 – Minor Consequence | Medical attention on-site or ongoing attention to injury may be required | Minor rearrangement of plans required to address the situation |
| D - Unlikely | Whist theoretically possible is not known to have occurred | 1 – Insignificant Consequence | Minor first aid, if at all. No ongoing medical attention | Localised assessment of affected issue to be considered |

***POINTS TO REMEMBER:***

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| **Levels of Control Methods** |
| * Avoid ← Try to start here
* Substitute
* Isolate
* Reduce by physical controls
* Reduce by admin warning and rules
* Use Personal Protection Equipment ← Last resort
 |

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| **Four Risk Treatments** |
| * Avoid: Don’t do the activity
* Treat: Reduce by use of controls
* Accept: If low or if consequences can be tolerated.
* Transfer: (Caution – not possible to transfer duty of care.)
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| **What can cause injury or death?** |
| * slips/trips
* Collapse of structures
* Dangerous or flammable Materials
* Electrical cables
* Heavy equipment
* Public access / egress / behaviour
* Weather (e.g. Rain / Hail / Wind / Thunderstorms)
* Projectiles
 |

***WHO DID YOU TALK TO IN ASSESSING AND IDENTIFYING THIS RISK?***

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Name | Position | Signature |
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| **Completed by:**  | **Signed:**  | **Date:** |