



RASV example

Hazard & Risk Assessment

Draft # 01

Created __/__/2006

The recommendations and controls herein are to be addressed in a safety checklist

The information contained herein is intended as advice to the management of the event and does not remove the responsibility of management/proprietors to ensure all obligations under legislation are adhered to.

Hazard & Risk Assessment

Introduction

We at RASV are committed to assisting you to continually improve your risk management systems for events through a process of education, supervision and incident reporting.

We are aware of the importance of addressing occupational health and safety issues in the conceptual stages of the event to ensure that risks are identified and strategies to reduce or minimise identified risks are adopted.

This Example Hazard & Risk Assessment is designed to enable each organisation to add the hazards particular to their occupation and assess them in this uniform format.

The examples given are to assist you with your Risk Assessment and may or may not apply to your event. The information you present will be reviewed by our risk manager

Due to the very nature of the Royal Melbourne Show it is difficult to foresee all hazards and risks and many will be identified or known only by the relevant, artists, producers, stakeholders, contractors and/or suppliers of products or services. You must involve all of these experienced people in your event risk assessment.

The Hazard & Risk Assessment is a live document and is never final. Changes to hazards and controls should be reflected and actioned immediately. The Hazard & Risk Assessment must be constantly reviewed and input sought from all stakeholders.

Under Occupational Health and Safety (OH&S) legislation, common and other related law, we are obliged to ensure that reasonable steps are taken to ensure that events are conducted in a manner which provide for the safety of all persons that might be present at any time, including public, employees, independent contractors, their employees and attendees.

The Act, establishes a general “duty of care” that an employer owes to its employees. This also includes independent contractors and employees of the contractor. Liability arises where a person is “exposed” to the risk of injury to health and safety. This means, it is not necessary for a person to have been actually injured but merely “exposed to risk”. Put in context, we must focus our attention on the risk to health and safety rather than the consequences of an offence.

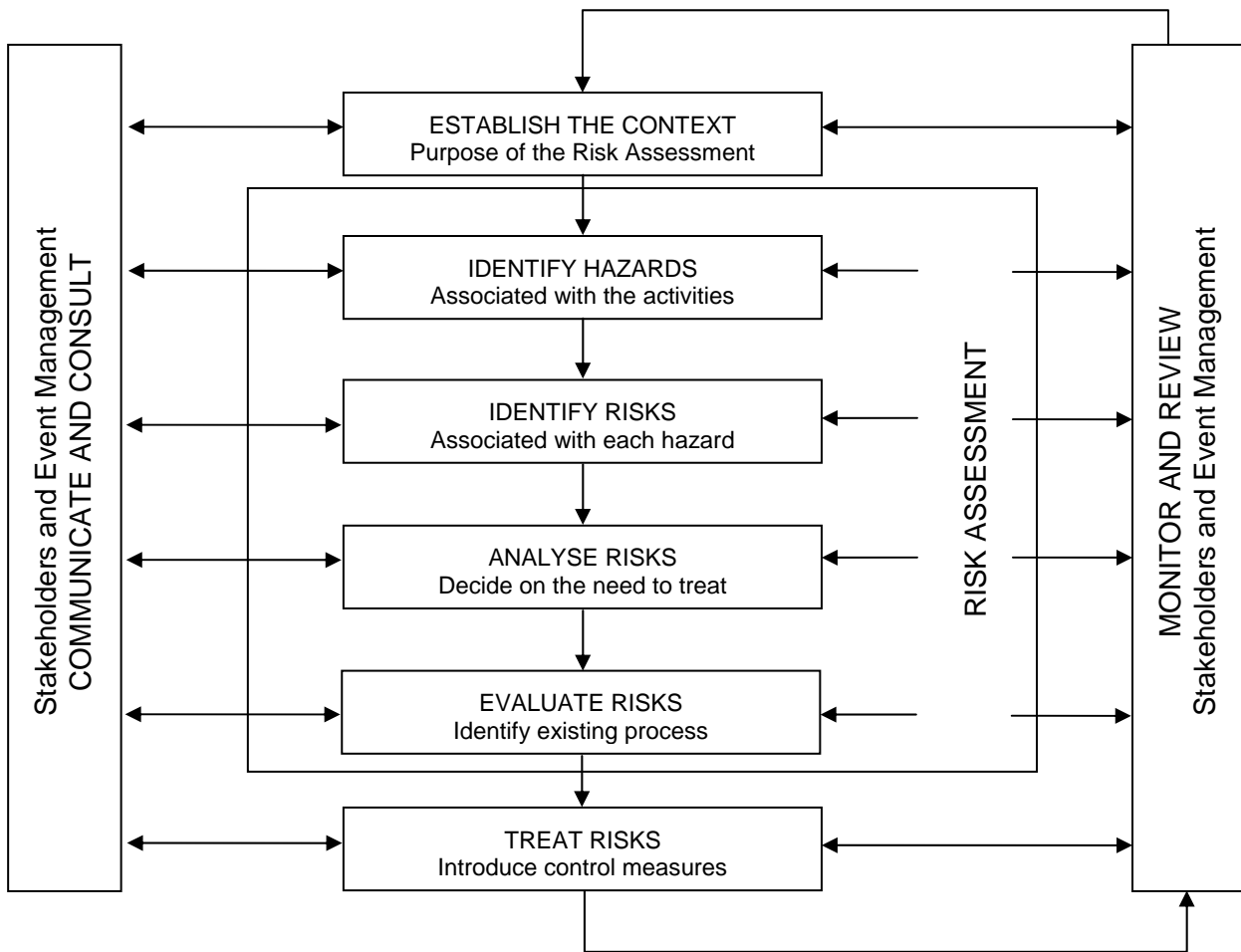
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Hazard & Risk Assessment

Event Risk Management Process – Overview



Control Hierarchy

The control hierarchy is a list of control measures, in priority order, that can be used to eliminate or minimize exposure to hazards. Below is the control hierarchy with general examples of each control measure:

- **Elimination**
Avoid the risk by removing the hazard completely.
- **Substitution**
Use less hazardous procedure/substances equipment/process.
- **Isolation**
Separate the process from people by the use of barriers/enclosures or distance.
- **Engineering Controls**
Mechanical/physical changes to equipment/materials/process.
- **Administrative Controls**
Change procedures to reduce exposure to a hazard
- **Personal Protective Equipment**
Gloves, hats, boots, goggles, masks, clothing etc.

Hazard & Risk Assessment

Consequence

Table 1: Risk Consequence Descriptors

Consequence	Category	Business Interruption	Environmental	Financial	Human	Public Image & Reputation
Catastrophic	5	Essential service failure, or key revenue generating service removed	Irreversible damage	Above \$5,000,000	Death(s) / many critical injuries	National & International Concern / exposure
Major	4	Service or provider needs to be replaced	Harm requiring restorative work	Up to \$5,000,000	Single Death/ multiple long term or critical injuries	State wide Concern / exposure
Moderate	3	Temporary, recoverable service failure	Residual pollution requiring clean up work	Up to \$500,000	Single minor disablement/ multiple temporary disablement	Local community concern
Minor	2	Brief service interruption	Remote, temporary pollution	Up to \$100,000	Injury	Customer complaint
Negligible	1	Negligible impact, brief reduction/loss of service 2-12 hours	Brief, non hazardous, transient pollution	Up to \$10,000	Minor First Aid	Resolved in day-to-day management

Likelihood

Table 2: Likelihood Ratings

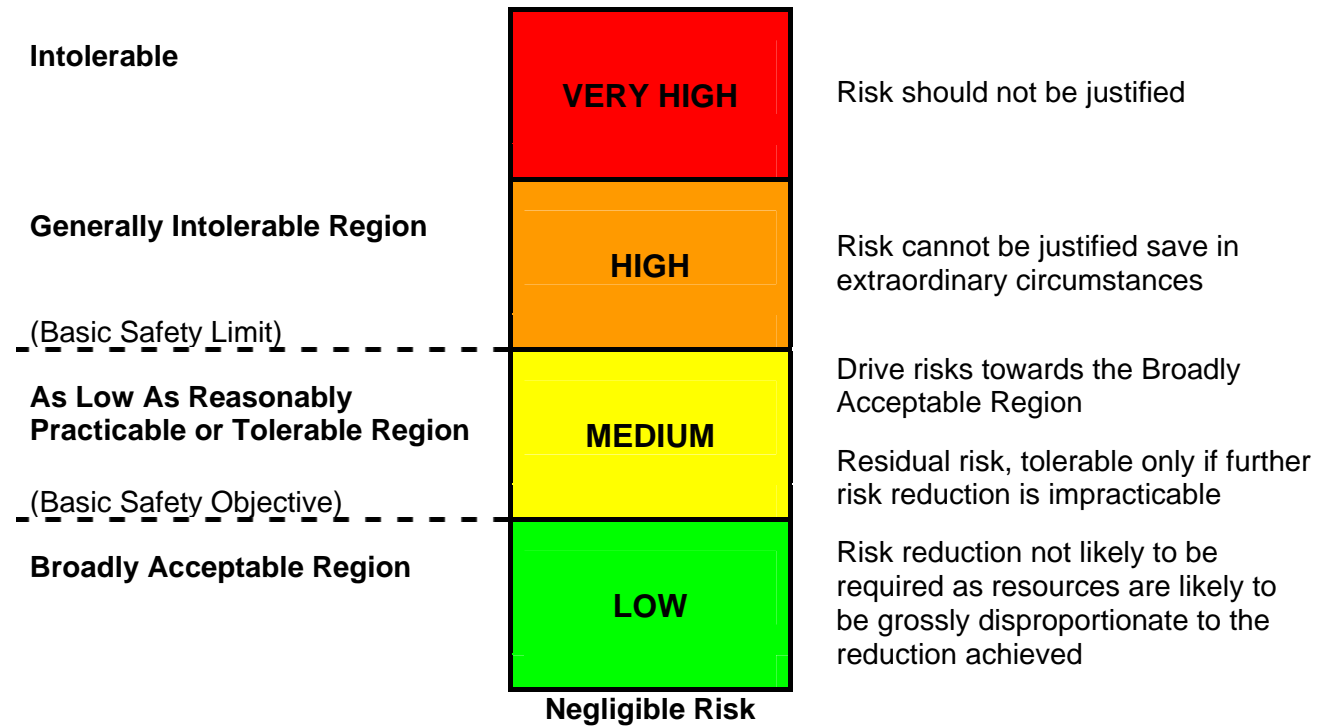
Likelihood	Category	Description
Almost Certain	A	The event is expected to occur in most circumstances
Likely	B	The event will probably occur in most circumstances
Possible	C	The event should occur at some time
Unlikely	D	The event could occur at some time
Rare	E	The event may occur only in exceptional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

Hazard & Risk Assessment

Table 3: Level of Risk Matrix

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Medium	High	High	Very High	Very High
B	Medium	Medium	High	High	Very High
C	Low	Medium	High	High	High
D	Low	Low	Medium	Medium	High
E	Low	Low	Medium	Medium	High

Table 4: Toleration of Risk



Hazard & Risk Assessment

Hazard and Risk Assessment Control Checklist

NO	DESCRIPTION	OK	NOT OK	NA	DETAILS
1.	Live electrical wires or faulty equipment				
2.	Slip, trip, fall and knock				
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MANAGER: (print)

COMPANY: (print)

SIGNATURE:(sign)

DATE: / / **TIME:**

NOTE: *This list addresses control measures recommended in the Hazard & Risk Assessment*

Hazard & Risk Assessment

Compiled by:		Phone:		Email:	
Attraction:		Event Date:		Attraction Manager:	
Reviewed by:		Position:		Review Date:	

Hazard	Risks	Existing Risk Controls	Risk Rating	Toleration of existing Risk Controls	Additional Risk Treatment or Action Plan	Risk Rating	Responsible to Monitor/Supervise
01	Live electrical wires or faulty equipment	<ul style="list-style-type: none"> ➤ Electrocutation hazard to patrons or performers 	E3 Medium	ALARP			<ul style="list-style-type: none"> ➤ Producer ➤ Warden ➤ Electrician

Hazard & Risk Assessment

Hazard	Risks	Existing Risk Controls	Risk Rating	Toleration of existing Risk Controls	Additional Risk Treatment or Action Plan	Risk Rating	Responsible to Monitor/Supervise
02	Slip, Trip, Fall and Knock	<ul style="list-style-type: none"> ➤ Bodily injury to public or participants 	<ul style="list-style-type: none"> ➤ Area Wardens, Staff, Performers and contractors briefed in recognition and prevention ➤ Serious trip and fall hazards identified and removed or treated to prevent injury ➤ Contractor site safety induction ➤ Cables flown overhead where possible ➤ Rubber mats & cable traps over cables ➤ Barriers placed around protruding equipment ➤ Changes in height and edges highlighted ➤ Slippery surfaces treated or isolated ➤ Additional lighting in dark areas 	C2 Medium	ALARP		<ul style="list-style-type: none"> ➤ Producer ➤ Contractors ➤ Area Wardens
03		<ul style="list-style-type: none"> ➤ 					<ul style="list-style-type: none"> ➤

Hazard & Risk Assessment

Hazard	Risks	Existing Risk Controls	Risk Rating	Toleration of existing Risk Controls	Additional Risk Treatment or Action Plan	Risk Rating	Responsible to Monitor/Supervise
04	➤						➤
05	➤						➤
06	➤						➤