



# RISK ASSESSMENT MATRIX AND PLAN

EVENT NAME			
EVENT DATE		EVENT TIME	
EVENT ORGANISER		ASSESSMENT PREPARED BY	
RESPONSIBLE PERSON AT EVENT		CONTACT NUMBER	
EMAIL			

The success of an event is often measured by factors such as crowd numbers and economic benefit. The level of safety is also of paramount importance to the overall success of any event.

People expect to attend events without risk of injury. They expect that there will be systems in place to protect their safety.

For event organisers to meet their duty of care, comprehensive event safety planning is required. Risk assessment and management form part of this process.

## RISK ASSESSMENT

The principles of risk assessment and risk management involve a systematic use of available information to determine how often incidents may occur and the magnitude of their likely consequences. A basic risk analysis for a place of assembly should consider:

- How likely is an incident to happen; and
- What are the potential consequences and their magnitude?

## WHY RISK NEEDS TO BE MANAGED?

- Reduce unexpected and costly surprises
- More effective and efficient allocation of resources
- More informed decision making
- Well organised event will encourage greater participation
- Compliance with regulatory requirements
- You may have difficulty making a claim on your insurance in the event of an accident.



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## HOW TO MAKE YOUR RISK MANAGEMENT PLAN

1. Identify the potential risks for your event, see example hazards list.
2. Assess the Likelihood for each risk, see 'risk analysis matrix'.
3. Assess the Consequence for each risk.
4. Describe Mitigation Strategies for each risk.
5. Nominate the Responsible Person for each particular risk.
6. Keep a record of your plan and reassess risk if the scope of the event changes.

All of this information is best captured in a table like the example given in this info sheet. If you would like the template in word document format, please contact Council Reception on 6382 8800

Helpful Resources can also be found on the Worksafe website: <https://worksafe.tas.gov.au/topics/Health-and-Safety/safety-forms-and-guides/sample-checklists-forms-and-registers>



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## EXAMPLES OF RISKS AND HAZARDS

The following checklist items are not exhaustive but can be used as a prompt. You will also need to consider site and event specific risks

### People

- Disorderly unruly behavior
- Public accessing non-public areas of event
- Misuse of amusements and rides
- Drug and/or Alcohol affected persons
- Criminal Activity
- Overcrowding
- Terrorism/Bomb threat
- Medical Emergency (i.e. Heart Attack) Lost Children
- Water Hazard - drowning
- Lack of patron awareness of facility locations

### Trip/Slip Hazards

- Electrical cables
- Uneven ground, loose surfaces Flooring design/surface
- Lighting
- Climbing for vantage points
- Temporary Fencing

### Health

- Food poisoning
- Disease outbreak
- Animal to human spread of disease Excessive noise levels
- Inadequate number of toilets
- Inadequate maintenance of toilets Needles/ Syringes
- Sunburn/ Dehydration
- Smoking

### Hazardous materials

- Chemical hazards
- Pyrotechnics/ Fireworks
- Fuels i.e., Petrol, LPG, Diesel

### Technical Management

- Inadequate site management
- Lack of staff briefing
- Communications failure
- Power failure
- Water failure
- Toilet failure
- Unregistered food vendors
- Unsafe temporary structures Extreme weather
- Electrocution/shorting out
- Fire

### Vehicular

- Disabled parking
- Lack of parking spaces
- Traffic congestion
- Collisions
- Emergency Services access

### Accessibility

- Inadequate seating space
- Difficulty touring through site
- Inaccessible toilet facilities

### Waste

- Insufficient rubbish bins
- Collection of wastewater
- Sites clean up
- Removal of wastewater
- Inadequate emptying
- Inadequate emptying of bins
- Litter collection



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## RISK ANALYSIS MATRIX

A risk is the combination of the *likelihood* (is this risk likely to happen?) and the *consequence* (what is the impact?) of this incident occurring.

Brainstorm these questions with your team. There is usually more than one answer to these questions.

Give each risk a Likelihood value (A-E or Almost Certain – Rare) and a Consequence rating (1-5 or Insignificant – Catastrophic) and record these.

### Likelihood of Risk

LIKELIHOOD		
Level	Descriptor	Description
A	Almost Certain	Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Moderate	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	may occur only in exceptional circumstances
F	Never	It is not foreseeable that this will occur

### EVALUATION: Level of Risk

Likelihood	CONSEQUENCE				
	1	2	3	4	5
A	Medium	Medium	High	Extreme	Extreme
B	Low	Medium	High	High	Extreme
C	Low	Medium	Medium	High	High
D	Low	Low	Medium	Medium	Medium
E	Low	Low	Low	Low	Medium

### Consequence of Risk

CONSEQUENCE		
Level	Descriptor	Description
1	Insignificant	<ul style="list-style-type: none"> <li>No Injuries.</li> <li>Low financial loss</li> </ul>
2	Minor	<ul style="list-style-type: none"> <li>First Aid treatment</li> <li>Medium financial loss</li> <li>Release immediately contained</li> </ul>
3	Moderate	<ul style="list-style-type: none"> <li>Medical treatment required</li> <li>High financial loss</li> <li>On site release contained with outside assistance</li> </ul>
4	Major	<ul style="list-style-type: none"> <li>Extensive injuries</li> <li>Major financial loss</li> <li>Offsite release with no detrimental effects</li> <li>Loss of production capability</li> </ul>
5	Catastrophic	<ul style="list-style-type: none"> <li>Death</li> <li>Huge financial loss</li> <li>Toxic release off site</li> </ul>



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RISK	LIKELIHOOD	CONSEQUENCE	RATING	MITIGATION STRATEGIES	PERSON RESPONSIBLE
<b>PEOPLE</b>					
<b>TRIP HAZARDS</b>					



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RISK	LIKELIHOOD	CONSEQUENCE	RATING	MITIGATION STRATEGIES	PERSON RESPONSIBLE
<b>HEALTH</b>					
<b>HAZARDOUS MATERIAL</b>					
<b>TECHNICAL MANAGEMENT</b>					



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RISK	LIKELIHOOD	CONSEQUENCE	RATING	MITIGATION STRATEGIES	PERSON RESPONSIBLE
<b>VEHICULAR</b>					
<b>WASTE</b>					



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RISK	LIKELIHOOD	CONSEQUENCE	RATING	MITIGATION STRATEGIES	PERSON RESPONSIBLE
<b>ACCESSIBILITY</b>					
<b>OTHER EVENT/ SITE SPECIFIC RISKS</b>					





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