Hazard & Risk Assessment

So you are planning a special event! Fantastic, we hope it all goes well and please remember we are here to help. For events, assessing any possible risk is a MUST! Nobody wants anything to go wrong, but accidents do happen. So, now we have established that, how do we go about assessing possible risks? Well I am glad you asked!!!!

Firstly:

Identify the Hazard

This is the process of identifying hazards that will pop up with your event. Consider the people will be involved and what roles they will fulfil and how do you ensure their safety. Consider the following:-

- Human – type and size of crowd expected, level of crowd participation and what demographic the attendee's will represent.
- Technological – mechanical including utilities such as water, gas electricity
- Natural – the physical location and site area conditions
- Environmental – weather, EPA controlled, ground impact etc.

TIP – Use your completed event checklist to help you identify the hazards.

THEN

Assess the risk

This is the process of estimating the potential outcome of a hazard to determine its risk rating. By doing this, event organisers can prioritise risks to ensure systematic elimination or minimisation.

In order to determine a risk rating, have a think about:

- The consequence – what will happen if things go astray and the likely extent of harm:
- The likelihood – chances or possibility of it occurring. A risk assessment matrix modelled from AS/NZS 4360:2004 Risk Management, is provided on page 4. When assessing risk, try to get a mix of people involved that provide both experience and a fresh perspective.

AND LAST BUT NOT LEAST

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.

Hierarchy of Controls

(below is the preferred order in which to control the identified hazards, where possible elimination should be considered first and PPE is the least desired option but maybe the only option to reduce the risk).

1. **Eliminate:** remove the hazard completely
2. **Substitute:** replace a hazardous process/substance with one which is less hazardous
3. **Isolation:** remove the person from the hazardous environment or the hazardous environment form the person
4. **Engineering:** provide a physical barrier or other engineered modifications to manage the hazard
5. **Administrative:** establish policies, procedures & work practices, provide training
6. **Personal Protective Equipment (PPE):** use equipment that provides protection to all individual persons against the hazard

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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 covers the entire event – from set up (bump in) to dismantling (bump out), not just during the event itself. Most importantly, consult with those involved.

If you are using contractors such as plumber, electrician or other trades you will require their Public liability and risk assessment/s for the task/s that they are performing. Volunteers will be under the care and control of the event organiser/s and need to be considered when identifying and assessing the event hazards.

RISK RATING MATRIX

Ask yourself
How likely is this risk to occur?

The agreed estimation of the likelihood of harm occurring by considering the following and applying the classification table below:

1) How often is the task done? Does this make the harm more/less likely?
2) How often are people exposed to the hazard? How close do people get to it?
3) Has it ever happened before, in your workplace or somewhere else?
4) Could any changes in the organisation increase the likelihood?
5) Are hazards more likely to cause harm because of the working environment?
6) Could the way people act and behave affect the likelihood of a hazard causing harm?
7) Do differences between individuals in the work place make it more likely for harm to occur

a) The level of risk is identified by locating where the selected measures for likelihood and consequence (harm) meet in the following table:

LIKELIHOOD	CONSEQUENCE				
	Insignificant **1** No injuries, low financial loss	**Minor** **2** First aid treatment, on-site release immediately contained, medium financial loss	**Moderate** **3** Medical treatment required, on site release contained with outside assistance, high financial loss	**Major** **4** Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss	**Catastrophic** **5** Death, toxic release off-site with detrimental effect, huge financial loss
Certain to occur 5 - Is expected to occur in most circumstances	**Moderate** **7**	**High** **14**	**Extreme** **20**	**Extreme** **23**	**Extreme** **25**
Very likely 4 - Will probably occur in most circumstance	**Moderate** **6**	**Moderate** **10**	**High** **16**	**Extreme** **21**	**Extreme** **24**
Possible 3 - Might occur occasionally	**Low** **3**	**Moderate** **9**	**High** **15**	**High** **18**	**Extreme** **22**
Unlikely 2 - Could happen at some time	**Low** **2**	**Moderate** **8**	**Moderate** **11**	**High** **17**	**High** **19**
Rare 1 - May occur only in exceptional circumstances	**Low** **1**	**Low** **4**	**Low** **5**	**Moderate** **12**	**Moderate** **13**

PART A – Assessment Summary

Assessment Title (Item/Activity Description):

☐ Initial Assessment ☐ Revised Assessment

Site:	
Location:	
Other:	

RISK ASSESSMENT TEAM

POSITION	NAME	SIGNED	DATE

Purpose of the Risk Assessment:

Incident History (Incident Numbers):

PART B – Hazard Identification

Use the following prompts to identify the hazards associated with the item or activity. If the prompt is applicable tick '**Yes**' then continue with the risk assessment in the following section. If the prompt is not applicable tick '**No**'. If the prompt does not apply tick '**N/A**'.

Code	A. Explosion – Due to…	Yes	No	N/A
A1	Detonation of explosive materials			
A2	Bleve (Boiling Liquid Expanding Vapour Explosion) i.e. LGP Gas			
A3	Overpressure of vessel or tank			
A4	Dust explosion			
A5	Ignition of flammable or explosive vapours			
A6	Chemical reaction			
Code	**B. Fire – Due to…**	**Yes**	**No**	**N/A**
B1	Ignition source in hazardous area			
B2	Generation of static discharge			
B3	Ignition of flammable vapours			
B4	Decomposition reaction			
B5	Runaway uncontrolled chemical reaction			
B6	Reaction of incompatible materials			
Code	**C. Personal Injury/Illness or Death – Due to…**	**Yes**	**No**	**N/A**
C1	Manual handling (lifting, bending, twisting, repetitive, cramped, awkward, heavy)			
C2	Ergonomics			
C3	Plant and equipment (entanglement, crush, cut, stab, puncture, shear, burn, strike, stuck by)			
C4	Electrocution/electric shock			
C5	Slipping			
C6	Tripping			
C7	Falling from the same level			
C8	Falling from height			
C9	Falling objects			
C10	Suffocation (lack of oxygen, exposure to toxic chemical vapours, exposure to toxic combustion products, exposure to toxic chemical reaction gases)			
C11	Chemical exposure (use and handling, spill or leak)			
C12	Noise			
C13	Vibration			
C14	Radiation (solar UV or other)			
C15	Laceration from sharp or rough edges			

Code	D. Property Damage – Due to…	Yes	No	N/A
D1	Vehicle impact (truck, car, forklift) i.e. traffic management of site / event			
D2	Aircraft impact			
D3	Corrosion failure			
D4	Fatigue failure			
D5	Structural failure			
D6	Lifting equipment failure			
D7	Pressure vessel failure			
D8	Flood			
D9	Lightning strike			
D10	Storm			
D11	Cyclone/winds			
D12	Earthquake			
Code	**E. Environmental Damage – Due to…**	**Yes**	**No**	**N/A**
E1	Release into waterways			
E2	Release into sewerage system			
E3	Release to groundwater			
E4	Release to soil			
E5	Firewater runoff			
E6	Flora and/or fauna damage			
E7	Environmental noise			
E8	Release of toxic gas/vapour			
E9	Odour release off-site			
E10	Visual air pollution			
Code	**F. Other**	**Yes**	**No**	**N/A**
F1	Loss of power and services			
F2	Adverse publicity			
F3	Loss of business			
F4	Reduced security			
F5	Other – specify: • I.e. Public safety Emergency Management Access/ Egress. • I.e. Inflatable jumping castle			

PART C – Risk Rating & Action Plan

Can the item/activity be eliminated? ☐ **Yes** ☐ **No**

Code	Task Step and Hazard Description	Current Controls	Risk Rating	Proposed Additional Controls	Risk Rating	Responsible Person
Examples below						
C5/6	Slips & trips	• Identify potential tripping points and slippery surfaces and treat by covering, removing or highlighting.	**Low 3**	Nil	**Low 3**	**Responsible: Event Organiser** **Due date:**
F5	Inflatable jumping castle	• Ensure operator has appropriate insurances and certificates of compliance obtained • If the castle requires a continuous supply of air pressure to stay inflated ensure copy castle is registered with Safe Work SA	**High 19**	Obtain appropriate certificates from operator	**Med 13**	**Responsible: Event Organiser** **Due date:**
Pre event site inspection –						
		•				**Responsible:** **Due date:**
		•				**Responsible:** **Due date:**
Event set up ('bump in') -						
		•				**Responsible:** **Due date:**
		•				**Responsible:** **Due date:**
		•				**Responsible:** **Due date:**

Code	Task Step and Hazard Description	Current Controls	Risk Rating	Proposed Additional Controls	Risk Rating	Responsible Person
Event commencement						
		•		.		**Responsible:** **Due date:**
		•				**Responsible:** **Due date:**
		•				**Responsible:** **Due date:**
		•				**Responsible:** **Due date:**
		•				**Responsible:** **Due date:**
		.				**Responsible:** **Due date:**
		.				**Responsible:** **Due date:**
						Responsible: **Due date:**
						Responsible: **Due date:**

Code	Task Step and Hazard Description	Current Controls	Risk Rating	Proposed Additional Controls	Risk Rating	Responsible Person
Event conclusion – (bump out)						
		•				**Responsible:** **Due date:**
		•				**Responsible:** **Due date:**
		• .				**Responsible:** **Due date:**
Post event site inspection						
		•				**Responsible:** **Due date:**
		•				**Responsible:** **Due date:**