



INSTRUCTIONS FOR USING RISK ASSESSMENT TEMPLATE

When completing a risk management assessment focus your thoughts on three critical areas:

1. People
2. Environment
3. Equipment

Step 1

Using Section 2;

Identify the tasks and;

Identify the hazards associated with the activity or event

List them in the first 2 columns

Step 2

Read tables 1,2,3 below to work out

- the likelihood of the hazard occurring
- the consequence of the hazard occurring
- the risk rating of the hazard

Firstly, work out the likelihood using table 1 and reading the statements and deciding the most appropriate likelihood;

Secondly, work out the consequences of the risk using the consequences rating in table 2

Thirdly, using the Risk rating table (table 3) see what risk rating your likelihood and consequences shows. Record it under step 2 column on your template.

Step 3

Work out what the best control measure is to reduce the risk of your hazard. Record in controls in your step 3 column on your template.

Step 4

Repeat step 2 and see if your risk rating has reduced to a level you are happy to run your activity with. Record your rating in your step 4 column of your template.

Step 5

Complete Section 3 Emergency Response Plan

Step 6

Transfer the information from Section 2 into Section 4 which is a summary of your Risk Assessment and forms the Risk Management plan. Your plan can then be shared with the appropriate people.

TABLE 1
Likelihood Rating Table

| LIKELIHOOD | DESCRIPTION |
|-----------------------|--|
| Almost Certain | The event is expected to occur in most circumstances. (At least 5 times a year) |
| Likely | The event will probably occur in most circumstances. The event will probably occur in most circumstances. (Twice a year) |
| Possible | The event might (or could) occur at some time. (Once a year) |
| Unlikely | The event will probably not occur. (Once in five years) |
| Rare | The event may only occur in exceptional circumstances. (Hasn't happened yet) |

TABLE 2
Consequence Rating Table

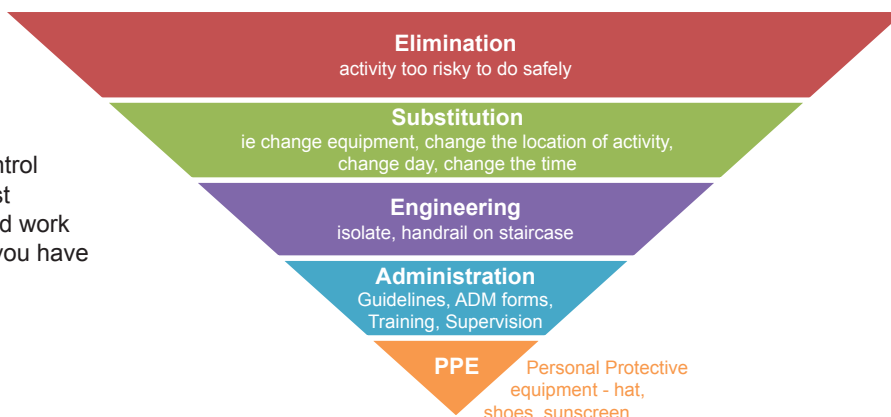
| CONSEQUENCE | DESCRIPTION |
|----------------------|--|
| Insignificant | Low level Impact with negligible consequences on the aim or activity objectives that can be controlled by routine management procedures (no injuries, negligible financial Loss or disruption to non-essential infrastructure/data). |
| Minor | The consequences would threaten the efficiency or effectiveness of achieving some aspects of the organisation's aim or activity objectives, requiring management effort to minimise Impact (minimal financial Loss , injuries requiring first aid only, minor political Impact or disruption to non-essential infrastructure/data). |
| Moderate | A significant/medium potential of affecting the achievement of the organisation's aim or activity objectives (moderate financial Loss or political Impact , injuries requiring medical treatment only, medium term Loss of some essential infrastructure/data). |
| Major | A very high potential to impair the achievement of the organisation's aim or activity objectives (major financial Loss or political Impact , significant occupational, health, safety and welfare incident/s, long term Loss of some critical infrastructure/data). |
| Catastrophic | An extreme potential to threaten the sustainability of the organisation or its aims and activities (huge financial Loss or political Impact , very serious occupational health, safety and welfare incident/s, permanent Loss of critical infrastructure/data). |

TABLE 3 Risk Analysis Matrix

| LIKELIHOOD RATING | CONSEQUENCES – what is the maximum reasonable consequence? | | | | |
|-----------------------|--|--|--|--|---|
| | Insignificant Minor temporary. Irritation, first aid. Reversible health effects | Minor Major temporary. Medical treatment required | Moderate Minor permanent. Loss of body part or function | Major Major permanent. Single fatality, life threatening. | Catastrophic Multiple fatalities. Long term chronic illness for many people. |
| Almost Certain | Moderate | High | Catastrophic | Catastrophic | Catastrophic |
| Likely | Moderate | High | High | Catastrophic | Catastrophic |
| Possible | Low | Moderate | High | Catastrophic | Catastrophic |
| Unlikely | Low | Low | Moderate | High | Catastrophic |
| Rare | Low | Low | Moderate | High | High |

TABLE 4
Hierarchy of Control

You may like to use the Hierarchy of Control to help you work out the best control for your risks. Start at the top for the most effective way of reducing your hazard and work your way down until you are happy that you have controlled your risk.



Section 1. Details of Activity requiring Risk Assessment

| | | | | | |
|------------------------|----------|--|-------------------------|-------|--|
| Activity Type | | | Outline of activities: | | |
| Location for activity | | | Date/s of activity | | |
| Unit | District | | Region | State | |
| Leader in Charge (LIC) | | | Qualifications of LIC | | |
| Aims of activity | | | Assessment conducted by | | |

Section 2. Risk Assessment

| Step 1 Identify the hazards People, Environment, Equipment | | Step 2 Assess the initial risk See tables 1,2,3 | Step 3 Control the problem (Table 4 may assist) | Who & When | Step 4. Reassess the risk Use table 1,2,3 again |
|---|--|--|--|-------------------|--|
| Identify the task | What is the hazard associated with the task? | Is the risk low, moderate, high, catastrophic? | If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk? | By whom? By when? | Now that strategies have been put in place reassess the risk |
| People Risks | | | | | |
| Overnight Camping | e.g. Behavioural problems of participants | | | | |
| | e.g. Health problems of participants | | | | |
| | e.g. Physical abilities of participants | | | | |
| | e.g. Personal safety of participants | | | | |
| Physical activities on site | e.g. Slip trips and falls | | | | |
| | e.g. Dehydration | | | | |
| | e.g. Exhaustion | | | | |
| | | | | | |
| | | | | | |

| Environmental Risks | | | | | |
|---------------------|---|--|--|--|--|
| Weather | e.g. Cold | | | | |
| | e.g. Thunderstorms | | | | |
| | e.g. Fire | | | | |
| Sun exposure | e.g. Sunstroke | | | | |
| | e.g. Heat exhaustion | | | | |
| | e.g. Dehydration | | | | |
| Traffic | e.g. Cars | | | | |
| | e.g. Trucks delivering food and resources | | | | |
| | e.g. Foot traffic in tight spaces | | | | |
| Insects, Snakes | e.g. Bites, stings | | | | |
| Under foot hazards | e.g. Rocks, sharp objects | | | | |
| | | | | | |
| | | | | | |
| Equipment Risks | | | | | |
| Camping Kit | e.g. Insufficient equipment | | | | |
| | e.g. Broken equipment | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| Section 3. Emergency Response Plan | | |
|--|--------|---------------------------------|
| Response Procedures to be followed in an emergency | What? | Where? |
| | | |
| | | |
| Specific task allocation | Who | What? |
| | | |
| | | |
| Emergency, First Aid, Survival equipment | What? | Where located? |
| | | |
| | | |
| Escape Routes | Where? | |
| | | |
| | | |
| Emergency transportation | What? | Where are each area evacuating? |
| | | |
| | | |
| Communication plan and equipment | Who? | How will they be contacted? |
| | | |
| | | |
| Emergency Contacts | Who | Phone Number |
| LIC | | |
| Police | | |

| | | |
|-----------|--|----------|
| Doctors | | |
| Ambulance | | 112, 000 |
| Hospital | | |
| GGT | | |
| GGA | | |

Section 4. Risk Management Plan (Summary from Risk Assessment for Distribution)

| Risk | Control Strategy | Evaluation /Comments |
|------------------------------------|-------------------------|-----------------------------|
| People | | |
| Behavioural | | |
| Health problems | | |
| Physical abilities of participants | | |
| Slip trips and falls | | |
| Dehydration | | |
| Exhaustion | | |
| | | |
| | | |
| | | |
| Environment | | |
| Weather | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Equipment | | |
| Insufficient equipment | | |
| | | |
| | | |
| | | |