

## Event Risk Assessment:

Risk Assessment Name:	
Describe task you are undertaking:	<i>Assessing risks that may occur for event that is proposed to be held at Griffith University.</i>
Date of Risk Assessment:	
Who is the Risk Owner?	
Who are the members of the Assessment Team?	
Have you referenced any documents?	Yes / No
Do you have any attachments that are relevant to this risk assessment?	Yes / No

### Procedure for completing your risk assessment

1. <a href="#"><u>Identify hazard</u></a>	The hazard is the source of harm, e.g. luggage. Use the Hazard Identification table at the end of this document to assist you.
2. <a href="#"><u>Describe your risk</u></a>	The risk is what could happen as a result of the hazard, e.g. back strain from lifting luggage.
3. <a href="#"><u>Assess risk</u></a>	Existing controls – what do you currently have in place to lessen the level of risk.  Use the <a href="#"><u>risk matrix</u></a> to assess the level of risk, considering these existing controls.
4. <a href="#"><u>Risk Control measure</u></a>	What further control measures will you put in place to minimise the risk. Think of both short term and long term control measures.  Assign a person responsible to implement these controls and a due date for their completion.  Given these further control measures what will be the new risk rating. Use the <a href="#"><u>risk matrix</u></a> to re-assess the level.



## The Hierarchy of Control

Eliminate the risk, or if this not reasonably practicable, control the risk to the fullest extent possible by using the following hierarchy of controls:

1. Elimination – remove the hazard. Change the activity or stop using it,
2. Substitution – replace the activity, material or equipment with a less hazard one, e.g. substitute a manual task for an automated task.
3. Isolation – isolate the hazard from the person at risk, e.g. separate pedestrian access from vehicular access.
4. Engineering – Use guarding on equipment in workshops.
5. Administrative Controls – Training, Standard Operating Procedures and completing a Risk Assessment.
6. Personal Protective Equipment (PPE) – Use appropriate and proper fitting equipment, e.g. safety goggles, gloves and lab coats. PPE is to be used in conjunction with other control measures.

## Practicable – Consider

When completing a risk assessment the following must be considered in the priority of order of Number 1 – 4:

1. Severity of hazard or risk;
2. Knowledge of hazard or risk and ways of removing it;
3. Availability and suitability of ways to remove or mitigate risk;
4. Cost of removing or mitigating hazard or risk.

## Risk Matrix

### Risk Rating

Consequences/ Likelihood	Insignificant No injuries*	Minor First Aid treatment*	Moderate Medical treatment*	Major Serious or extensive injuries*	Catastrophic Death or large number of serious injuries*
Almost Certain	Low	Medium	High	High	Extreme
Likely	Low	Medium	Medium	High	High
Possible	Low	Low	Medium	Medium	High
Unlikely	Low	Low	Low	Medium	Medium
Rare	Low	Low	Low	Low	Medium

### Likelihood Rating

The number of times within a specified period in which a risk may occur either as a consequence of business operations or through failure of operating systems, policies or procedures.

Rating	Description	Occurrence	Probability
Almost Certain	Expected to occur in most circumstances	Multiple/12 months	> 80%
Likely	Strong possibility of occurrence	Within 12 months	61% – 80%
Possible	May occur occasionally	Within 5 years	31% – 60%
Unlikely	Not expected to occur but may happen	Within 10 years	5% – 30%
Rare	May only occur in exceptional circumstances	>10 years	< 5%

### Prioritising Risks – Table of Management Action

Risk Score	What should I do?
Extreme	Immediate action required
High	Action plan required, senior management attention needed
Medium	Specific monitoring or procedures required, management responsibility must be specified
Low	Manage through routine procedures. Unlikely to need specific application of resources.

## Identify, assess and control your risks

IDENTIFY			ASSESS		CONTROL			
Activity Description (Task based risk assessment)	Risk Factor/ Hazard	Describe your risk	What are your existing controls?	What is the current risk rating?	To further reduce risk what proposed controls have you considered?	Who is responsible for these controls?	Due date	What is the residual risk rating?

Approved by (Name): \_\_\_\_\_ Signature (email address when completing this form on-line is acceptable): \_\_\_\_\_

Date: \_\_\_\_\_