

NAMBUCCA SHIRE COUNCIL – HELPING YOU MANAGE YOUR RISKS, TO ENSURE YOUR EVENT IS CONDUCTED IN SAFETY

RISK ASSESSMENT TOOL

This section contains:

- Risk Assessment Tool.
- Risk Rating Table.
- General Information.

NOTE: This section is intended as a guide only and is not to be considered as a comprehensive document of every risk or hazard associated with your event. You may need to consult with your insurer, organisations like NSW Workcover and other consultants (legal, financial etc) who can provide recommendations or professional advice.

Frolic In The Valley - Risk Assessment

Name of Business/Person	Indent Committee (Youth Week)	Date	9 April 2006	
Name of Event/Function	Frolic In The Valley: Youth Week	Prepared By	Kerry Grace	
Location of Event/Function	Bellwood Park	Reviewed By		
Risk Related Issues (eg. hazards)	Likelihood	Consequence	Risk Rating	Control Measures
NON COMPLIANCE WITH RISK ASSESSMENT	D	1	E	<ul style="list-style-type: none"> Volunteer appointed as Safety officer during the event. Role to ensure risk management procedures and safety controls are implemented
SET UP STAGE Injury to pedestrians Injury to stage users	C	1	E	<ul style="list-style-type: none"> Observer / Supervisor to watch for pedestrians. Vehicle accesses through one designated access point Organiser setting up stage (Tom Benson) to provide certificate of currency for minimum \$10 million public liability insurance Stage to be kept clear of trip hazards such as cords and items secured
POWER SUPPLY, FOOD PREPARATION & ENTERTAINMENT Electrocutation	D	1	E	<ul style="list-style-type: none"> Power leads tagged Power leads elevated & secured

Risk Assessment continued

Risk Related Issues (eg. hazards)	Likelihood	Consequence	Risk Rating	Control Measures
USE OF ROAD AREA Injury to pedestrians	C	1	E	<ul style="list-style-type: none"> • Plastic mesh fencing to restrict access to road
TRANSPORT AND PARKING Safe transport of youths	C	1	H	<ul style="list-style-type: none"> • Free bus transport provided • Youths to supply permission note to board buses • Buses promoted as alternative transport
INSURANCE COMPLIANCE No coverage for public liability for volunteers	C	1	E	<ul style="list-style-type: none"> • Certificate of currency to be presented to committee prior to setup

Risk Assessment continued

Risk Related Issues (eg. hazards)	Likelihood	Consequence	Risk Rating	Control Measures
<p>FIRST AID REQUIRED</p> <p>Medical emergency</p>	C	1	E	<ul style="list-style-type: none"> • A first aid site is identified in Bellwood Park. • St Johns Ambulance to provide first aid services by competently trained first aider officers if required. • The local Macksville Police and Ambulance facilities have been informed of this event for staff contact in case of an emergency.
<p>EMERGENCY EVACUATION</p> <p>Access and egress</p> <p>Site large enough to accommodate crowd if evacuation required</p> <p>Communication</p>	C	1	E	<ul style="list-style-type: none"> • Multiple exit points for pedestrians • Access provided and identified. • Evacuation to assembly point will be identified on the site plan in case of an emergency. • The evacuation site is identified as Stuart Island that is situated on the southern side of Bellwood Park, with an identified cleared pathway from the event area access points. • The event co-ordinators site is to be located within Bellwood Park mobile phone communication will be available to contact assistance in the case of an emergency. Security Officers will have two way radio communication.

Risk Assessment continued

Risk Related Issues (eg. hazards)	Likelihood	Consequence	Risk Rating	Control Measures
<p>FOOD SALES</p> <p>Food poisoning</p>	C	1	E	<ul style="list-style-type: none"> • Food stalls have been instructed to use the council’s policy for out door food preparation for event. • All of the food out lets will need to produce a certificate of currency of \$10,000,000.00 public liability insurance before the start of the event set up.
<p>ENTERTAINMENT</p> <p>Noise</p>	C	4	M	<ul style="list-style-type: none"> • Safety controls under council event policy • Stage to face away from residential areas
<p>INFORMING LOCAL RESIDENTS</p> <p>Conflict from lack of communications</p>	D	3	M	<ul style="list-style-type: none"> • Residents informed in the application process • Advertise the event
<p>ANIMAL CONTROL</p> <p>Dogs / horses</p>	D	2	H	<ul style="list-style-type: none"> • No animals allowed Owners asked to leave by security
<p>SHUT DOWN STAGE</p> <p>Pedestrian safety</p>	C	1	E	<ul style="list-style-type: none"> • Supervisor to coordinate shut down process. • V.R.A. to coordinate traffic flow • Committee responsible for returning the event area back to pre-existing condition.

RISK ASSESSMENT TOOL – RATING TABLE

<u>Likelihood</u>	<u>Consequence</u>	<u>Rating</u>	<u>Consequence</u>	<u>Likelihood</u>				
				A	B	C	D	E
<p><i>A = Almost Certain: Expected to occur</i></p> <p><i>B = Likely: Will probably occur</i></p> <p><i>C = Possible: Might occur at sometime</i></p> <p><i>D = Unlikely: Not likely to occur</i></p> <p><i>E = Rare: Exceptional circumstances</i></p>	<p>1 = Catastrophic: Extreme pollution; Death or permanent disability; > \$500,000</p> <p>2 = Major: Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000</p> <p>3 = Moderate: Significant pollution; Medical attention & off work; \$10,000 to \$50,00</p> <p>4 = Minor: Low level pollution, First aid treatment; \$1,000 to \$10,000</p> <p>5 = Insignificant: Minimal pollution, No injuries; Loss < \$1,000</p>	<p>E = Extreme</p> <p>H = High</p> <p>M = Moderate</p> <p>L = Low</p>						
			1	E	E	E	E	H
			2	E	E	E	H	H
			3	E	H	H	M	M
			4	H	H	M	L	L
			5	H	M	L	L	L

BEFORE YOU START TO ORGANISE YOUR EVENT, PLEASE READ THE FOLLOWING

The NSW Occupational Health and Safety Act 2000, in conjunction with the consolidation of all associated regulations into the *Occupational Health and Safety Regulation 2001*, is the most significant reform to occupational health and safety laws in almost 20 years.

The changes introduce a move away from old-style laws which attempted to detail how hazards were to be controlled in every situation, to a position which requires employers to assess the risks posed by hazards in their workplace and to determine how best to modify their work processes to effectively eliminate or control the risks. This process is known as **risk management**.

You may be involved in an event that creates changes to your normal work practices/activities. You may have stock on the pavement, undertake outside cooking or food tasting, hold a street party, festival or have extra people in your business or home. You need to ensure you minimize the risk to Council, yourself, your fellow volunteers, your friends, customers, staff and your home or business.

As an 'event organizer' you will need to risk manage and ensure the safety of the event / function for attendees, volunteers and the general public.

The Risk Assessment tool on page 3 is very easy to use and is taken from the Australian & New Zealand Standard AS/NZS 4360 – 1999 Risk Management. On page 2 write in what you think the hazards or risks will be in what you are doing for the event. You need to assess the likelihood of this happening using the scale at the bottom of the page. Use the consequence table in the same way. The box at the bottom right of the Tool allows you to choose the rating based on the likelihood and consequence of the hazard. For example, a **consequence** of 1 and a **likelihood** of E, makes the **rating** High (H).

Once you have done this, write down what you will do to control the hazard. Always get someone to review your risk assessment, they may identify a further risk, or a risk control measure.

Additional information on Risk Management can be found in the WorkCover Guide to Risk Assessment at Work, and Standards Australia and Standards New Zealand document AS/NZS 4360 – 2001 Risk Management.