

RISK ASSESSMENT

VENUES WEST

PURPOSE

The aim of this risk assessment is to guide the client focus towards key risks and provide support in identifying what is reasonably practicable to be done as required by applicable legislation or standards.

The level of complexity of this document shall not be seen as an indication that the activity or event poses acceptable risks. Duty holders shall commit attention to this document and ensure they apply the required risk controls to effectively reduce risk exposures and the impacts of these risks.

Clients shall share this document with other duty holders and interested parties and seek to consult about risk and the listed controls. It is imperative that duty holders implement processes to ensure that relevant risk controls are actually applied and function as intended. Persons responsible for the implementation of these controls shall sign the risk register for every control they have personally verified. This is an important assurance process aligned with duty of care obligations of any enterprise.

Completed risk assessment documents shall be kept on file as evidence of activities and events supported by this process.

This risk assessment was prepared in accordance with AS/NZS ISO 31000 Risk management - Principles and guidelines.

VenuesWest accepts no responsibility for the use of this document.

PROJECT DETAILS

CLIENT:

ACTIVITY/EVENT TITLE:

ACTIVITY/EVENT DATE(S):

DESCRIPTION OF WORKS:

LOCATION(S):

KEY RISK AREAS IDENTIFIED:

SCOPE OF ASSESSMENT:

PREPARED BY

NAME:

ROLE:

COMPANY:

CONTACT:



APPROVED BY

NAME:

SIGNATURE:

DATE:

CONSULTATION

RESEARCH



CONSEQUENCE

Consequence table used for this risk assessment

SEVERITY	SAFETY AND HEALTH	EXAMPLE
5	Multiple fatalities or permanent disability/ill health to one or more persons	Electrocution, explosion, fire, permanent loss of vision, hearing or mobility
4	Single death, serious injury or illness requiring immediate hospital admission via ambulance (in-patient)	Serious head injury, eye injury, burns, laceration, loss of consciousness, infection, amputation or spinal injury
3	Illness requiring hospitalisation via ambulance (out-patient)	Fractures, minor head injuries (i.e. concussion, minor burns, dislocation)
2	Injury or temporary ill health requiring treatment by medical practitioner	Sprains, strains, musculoskeletal disorders and food poisoning
1	First aid treatment on site	Minor cuts, ice or band aids

LIKELIHOOD

Likelihood table used for this risk assessment

A	Almost Certain	The risk will occur
B	Likely	The risk will probably occur
C	Moderate	The risk might occur
D	Unlikely	The risk is not expected to occur
E	Rare	The risk is not known to occur in most circumstances

RISK MATRIX

Risk level scoring table used for this risk assessment

CONSEQUENCE		LIKELIHOOD				
		1	2	3	4	5
		RARE	UNLIKELY	MODERATE	LIKELY	ALMOST CERTAIN
1	Insignificant	1	2	3	4	5
2	Minor	2	4	6	8	10
3	Moderate	3	6	9	12	15
4	Major	4	8	12	16	20
5	Catastrophic	5	10	15	20	25

HIERARCHY OF CONTROL

Where it is not reasonably practicable for the risk to be eliminated, you must minimise risks so far as is reasonably practicable.

HIGHEST	LEVEL OF SAFETY AND HEALTH PROTECTION			LOWEST
LEVEL 1		LEVEL 2	LEVEL 3	
· Eliminate the hazards		· Substitute the hazard with something safer · Isolate the hazard from people · Reduce the risks through engineering control	· Reduce exposure to the hazards using administrative action · Use personal protective equipment	
MOST	RELIABILITY OF CONTROL MEASURES			LEAST

RISK IMPLEMENTATION PROCESS

REVIEW

Review this risk assessment, the identified hazards, risks and controls



CONSULT

Discuss this risk assessment with your co-workers and check that key hazards have been identified



EDIT

Update the risk assessment with any new or emerging hazards and risks



ASSESS

Adjust the consequences and likelihood scores



RE-CONSULT

Distribute this risk assessment to your contractors for further comment



RE-EDIT

Update the risk assessment based on feedback and comments from your contractors/workers



ALLOCATE

Assign risk owners from your team to manage identified risks



MONITOR

Ensure all risks are managed and the risk assessment is signed-off and used as a checklist



REVIEW

Review the effectiveness of risk controls and note for future activities (file completed risk assessment)

