RISK ASSESSMENT

|  |  |
| --- | --- |
| Project Title | Project |
| Company | Company/Artist Name |
| Venue | Venue and Address |
| Date/s | Dates |

## Project Contacts

|  |  |
| --- | --- |
| Mailing Address | Address |
| Contact Name | Contact |
| Contact Number | Mobile Number |
| Contact Email Address | Email |

##

## Project Overview

|  |  |
| --- | --- |
| Style of Project | Event |
| Venue | Venue |
| Bump-in/out Dates and Times | Dates |
| Event Date/s and Times | Dates |
| Estimated Daily Attendance  | Attendance |
| Duration  | Duration |

##

## Project Activity

|  |
| --- |
| Insert brief blurb describing event |

## Key Stakeholders

|  |  |
| --- | --- |
| Producer/Company | Client |
| Major Suppliers/Contractors | Stakeholders |
| Presenter/s and Venue/s | Venues/Presenters |

# RISK DETERMINATIONS

## Consequence

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Consequence | Negligible | Minor | Moderate | Major | Catastrophic |
| Category | 1 | 2 | 3 | 4 | 5 |
| Business Interruption | * Brief Loss/ Interruption to service (1-12 hrs)
 | * Brief Service Interruption
 | * Temporary, recoverable service failure
 | * Service, contractor or provider must be replaced
 | * Essential service failure
* Key source of revenue removed
 |
| Environmental | * Brief, non-hazardous, transient pollution
 | * Brief temporary pollution
 | * Residual pollution requiring clean up
 | * Harm requiring restorative work
 | * Irreversible Damage
 |
| Financial | * Consequence affects up to 5% of budget
 | * Consequence affects up to 10% of budget
 | * Consequence affects up to 25% of budget
 | * Consequence affects up to 50% of budget
 | * Consequence affects more than 75% of budget
 |
| Human | * Minor First Aid
 | * Injury
 | * Single minor disablement
* Multiple temporary disablements
 | * Single Death
* Multiple long-term or critical injuries
 | * Death(s)
* Many critical injuries
 |
| Public Image & Reputation | * Resolved on the ground in day-to-day management
 | * Customer Complaint
 | * Local Community Concern
 | * Statewide Concern/ Exposure
 | * Nationwide & International Concern/ Exposure
 |

## Likelihood

|  |  |  |
| --- | --- | --- |
| **Likelihood** | **Category** | **Description** |
| **Almost Certain** | **A** |  The event is expected to occur in most circumstances |
| **Likely** | **B** |  The event will probably occur in most circumstances |
| **Possible** | **C** |  The event should occur at some time |
| **Unlikely** | **D** |  The event could occur at some time |
| **Rare** | **E** |  The event may occur only in exceptional circumstances |

## Risk Matrix

|  |  |
| --- | --- |
| **Likelihood****Label** | **Consequence Label** |
| **1** | **2** | **3** | **4** | **5** |
|
| **A** | **M** | **H** | **H** | **E** | **E** |
| **B** | **M** | **M** | **H** | **H** | **E** |
| **C** | **L** | **M** | **H** | **H** | **H** |
| **D** | **L** | **L** | **M** | **M** | **H** |
| **E** | **L** | **L** | **M** | **M** | **M** |

## Toleration of Risk

|  |
| --- |
| **E – Extreme:** Risk cannot be justified, under any circumstances**H – High:** Risk cannot be justified, except in extraordinary circumstances**M – Medium:** As Low As Reasonably Practicable: Risk can be justified only if further risk reduction is impractical**L – Low:** Acceptable |

## Control Hierarchy

Similar to the risk identification phase, some risks will already possess controls and some controls may be inadequate. From this prioritised list, risks deemed too high or with inadequate controls may require additional controls (actions) to reduce the risks’ likelihood and/or consequences. The following hierarchy of controls is then applied, with 1 (Elimination) being the most effective control and 7 (PPE) being the least effective.

|  |  |  |
| --- | --- | --- |
| **Value** | **Category** | **Control Mechanisms** |
| **1** | **Elimination** | Eliminate the risk altogether if possible |
| **2** | **Substitution** | Substitute the risk with something of less risk |
| **3** | **Minimisation** | Minimise the exposure required to the risk |
| **4** | **Engineering Controls** | Develop an engineering solution  |
| **5** | **Administrative/Procedural Controls** | Develop a policy and supporting procedures |
| **6** | **Training/Supervision** | Train the staff or supervise members of the public |
| **7** | **Personal Protective Equipment** | Lowest level of the hierarchy |

One the risk control mechanisms are employed, the inherent risks should be eliminated or reduced to an acceptable level, and a residual risk rating can be calculated as per the Risk Matrix above.

If the risk level cannot be reduced to ALARP or Acceptable, the risk controls must be revisited and additional control measures implemented to further reduce the risk.

## Event Specific Risks

|  |  |
| --- | --- |
| HAZARD | INSERT Hazard |
| INHERENT RISKS | INSERT risks that exist because of the hazard above |
| INHERENT RISK RATING | INSERT | TOLERATION LEVEL | INSERT | ACCEPTABLE RISK? | **NO** |
| CONTROLS TO BE IMPLEMENTED TO REDUCE RISKS | * INSERT all control methods
 |
| RESIDUAL RISK RATING | INSERT | TOLERATION LEVEL | INSERT | ACCEPTABLE RISK? | **YES** |
| RESPONSIBILITY | * Project Team
* Venue
* Staff
 |