

Risk Assessment and Management Guide

Completing a Risk Assessment creates a Risk Management Plan and is an essential process that must be completed for Council to be satisfied that your project will be delivered in a safe manner with potential risks having been considered and controlled in some manner.

Council Officers have created the following risk assessment template to support you in identifying and documenting risks related to your project. The document includes the following:

- Risk Assessment Matrix and associated qualitative measures of Consequence and Likelihood
- An example Risk Management Plan to help show what we are looking for
- Risk Management Template for your completion

We recommend that you complete this document in detail, distribute to all relevant members of your project team/organisation and obtain their feedback prior to finalising.

To complete the Risk Management Template, you will need to:

- Identify who your Risk Management Officer is, ie. who will have overall responsibility for preparation and implementation of your Risk Management Plan.
- List who is involved in compiling the Risk Management Plan and the date.
- List all the steps/processes or contributors involved in your project that may present hazards. Document in Column 1
- Consider what hazards and/or risks are present in each of the steps you've identified in column 1 and document these potential hazard/risk in Column 2
Note: hazards can present risk to people, the environment, buildings or equipment. It is important to try and capture all risks. **Consider anything that can cause harm or damage.**
- Now you need to consider the likelihood of each of your risks occurring and the consequences should it occur. Using Table 2 and 3 below consider each of your risks and assign a likelihood rating and a consequence rating.
- Record the expected consequence of the risk in Column 3. This will range from A to E with A being Catastrophic through to E being Insignificant.
- Then record the likelihood of the risk happening in Column 4. This will range from 1 to 5 with 1 being Almost Certain through to 5 being rare.
- Once you have the two ratings for each of your risks you can identify the overall risk rating by using Table 1. Risk Assessment Matrix
- Record the risk rating in Column 5. The rating will either be E for Extreme, H for High, M for Medium or L for low.
- Now that you have your risk rating for each of the risks identified you will need to consider what control(s) you can put in place to eliminate or minimise the risk occurring. Document your controls in Column 6

- In Column 7 – Rate the risk again to see how the control you have identified has improved the situation. You should see a reduction in the likelihood and/or the consequence and therefore a lower risk rating overall
- In Column 8 – Nominate the person(s) responsible for putting the control in place.
- In Column 9 – Nominate the date the control will be in place.
- In Column 10 – Note when the control was put in place. Your Risk Management Plan is a living document and should be used to monitor effective risk management throughout the lifecycle of your project.
- Ensure the Risk Management Plan is communicated to all stakeholders.

Table 1. Risk Assessment Matrix

Consequence	Likelihood				
	(1) Almost Certain	(2) Likely	(3) Possible	(4) Unlikely	(5) Rare
(A) Catastrophic	E	E	E	H	H
(B) Major	E	H	H	H	M
(C) Moderate	H	M	M	M	L
(D) Minor	M	M	L	L	L
(E) Insignificant	L	L	L	L	L
E = extreme risk; immediate action required. If personal injury is imminent, do not proceed.					
H = high risk; senior management attention needed					
M = medium risk; management responsibility must be specified					
L = low risk; manage by routine procedures					

Table 2. Qualitative measures of Consequence (refer Risk Management Strategy for full description)

Level	Descriptor	Example detail description
A	Catastrophic	Death; >\$500K loss; toxic release off-site with huge detrimental effect; widespread irreparable loss of habitat; serious national media outcry.
B	Major	Extensive injuries; \$50K - \$500K loss; loss of production capability; off-site toxic release with significant detrimental effects; significant irreparable loss of habitat; serious public or local media outcry.
C	Moderate	Medical treatment required; \$10K - \$50K loss; on-site toxic release contained with outside assistance; considerable irreparable loss of habitat; high financial loss; significant adverse media.
D	Minor	First aid treatment; \$1K - \$10K loss; on-site toxic release immediately contained; minor loss of habitat; attention from media; concern by community.
E	Insignificant	No injuries; low financial loss; no community concern.

Table 3. Qualitative measures of Likelihood (refer Risk Management Strategy for full description)

Level	Descriptor	Description
1	Almost certain	<ul style="list-style-type: none"> Is expected to occur in most circumstances, or Risk is occurring now, or Could occur within “days to weeks”
2	Likely	<ul style="list-style-type: none"> Will probably occur in most circumstances, or Could occur within “weeks to months”
3	Possible	<ul style="list-style-type: none"> Might occur at some time, or Could occur within “months to years”
4	Unlikely	<ul style="list-style-type: none"> Could occur at some time, or May occur but not anticipated, or Could occur in “years to decades”
5	Rare	<ul style="list-style-type: none"> May only occur in exceptional circumstances, or Only occur as a “100 year event”

Table 4: Risk Management Plan Example

Note: the list of hazards may be extensive depending on the activities within the event. Further information relating to hazards is available through Council's Risk Officer 1800 065 993 or from the Work Safe publication www.worksafe.vic.gov.au

RISK MANAGEMENT PLAN – Example Only									
Name of Project	<i>Implementation of town walking group</i>								
Name of Risk Management Officer	<i>Mr Walk</i>	Organisation	<i>GetFitNow</i>	Mobile	<i>0412 345 678</i>				
People involved in compiling this plan	<i>E Manager, A Helper, A Walker</i>			Today's date	<i>15th June 2023</i>				
Project description	<i>Creation of town walking group, to meet once a week to walk or hike. Route will rotate between 3 different locations. Including two town routes and one hill route. Routes will be sign posted</i>								
Location	<i>Gruff Hill Recreation reserve and Kildack township</i>			Date of event	<i>Weekly from 1st July 2023</i>	Time / duration	<i>Start - 10:00am. Finish – 11:00am</i>		
Expected crowd	<i>10 adults</i>			Types of activities	<i>Walking/hiking</i>				
1	2	3	4	5	6	7	8	9	10
Activity/ process/ contributor	Hazard / Risk	C consequence	L likely-hood	Risk rating	Control	Risk rating after control in place	Control implemented by	Control to be in place by	Control actually in place
<i>Walking/Hiking</i>	<i>Participant is injured by fall on uneven surfaces</i>	<i>D</i>	<i>3</i>	<i>Low</i>	<i>Review walking track route on day to ensure surface has not recently been damaged and place warning sign if required or change walking route. Brief participants prior to walk to ensure they follow guidelines and remain on designated track</i>	<i>Low</i>	<i>E Manager</i>	<i>On day</i>	<i>On day</i>

	<i>Participant incurs major medical emergency while walking or hiking</i>	<i>A</i>	<i>1</i>	<i>High</i>	<p><i>Dedicated lead walker assigned to group with first aid training</i></p> <p><i>Emergency defib carried on walks and hikes</i></p> <p><i>All members will be required to register and provide emergency/next of kin contact details</i></p>	<i>Low</i>	<i>E Manager</i>	<i>Prior and on day of event</i>	<i>On day</i>
	<i>Participant unable to continue due to injury, sunstroke, dehydration</i>	<i>D</i>	<i>3</i>	<i>Low</i>	<p><i>Lead walker to carry first aid kit and hydration to attend to minor injuries.</i></p> <p><i>If unable to continue one walker will stay behind with injured until help arrives to transport back to start line</i></p>	<i>Low</i>	<i>E Manager</i>	<i>On day of event</i>	<i>On day</i>
	<i>Participant gets separated from group and lost on hike</i>	<i>B</i>	<i>3</i>	<i>High</i>	<p><i>Group will have a lead walker and a tail walker to ensure group stays together.</i></p> <p><i>Lead walker to conduct headcount at regular intervals of hike</i></p>	<i>Low</i>	<i>E Manager</i>	<i>Prior and on day of event</i>	<i>On day</i>
<i>Weather</i>	<i>Inclement weather can cause risk to health and safety of walkers</i>	<i>A</i>	<i>2</i>	<i>Extreme</i>	<p><i>Lead walker to review BoM morning of the work, looking at weather patterns for the intended period of the walk and an additional 2 hours.</i></p> <p><i>If weather is deemed to be dangerous walk/hike will be called off.</i></p> <p><i>No walking or hiking will be done on Code Red days</i></p>	<i>Medium</i>	<i>E Manager</i>	<i>Prior and on day of event</i>	<i>On day</i>

Traffic	Vehicles have potential for serious injury or death to walkers.	A	3	Extreme	<p>Ensure walking route is kept to walking tracks where possible with minimal road sharing during the walking session.</p> <p>Should there be a requirement to cross roads lead walker will guide group to safely cross</p>	Medium	Mr Parking Coordinator	On day	On day
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Table 4: Risk Management Plan template

RISK MANAGEMENT PLAN										
Name of Project						Organisation		Mobile		
Name of Risk Management Officer								Today's date		
People involved in compiling this plan										
Project description										
Location						Date of event		Time / duration		
Expected crowd						Types of activities				
1	2	3	4	5	6	7	8	9	10	
Activity/ process/ contributor	Hazard / Risk	C consequence	L likelihood	Risk rating	Control	Risk rating after control in place	Control implem- ented by	Control to be in place by	Control actually in place	

<p>Other Hazards may include:</p> <p>(consider things that can cause harm or damage)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Temporary structures – must have a Council permit <input type="checkbox"/> Gas appliances – must be Energy Safe Victoria compliant and have a Gas Safety, Self-checklist (www.esv.vic.gov.au) on site and available for inspection <input type="checkbox"/> Powered equipment including amusement rides – provider must have own Risk Management Plan if risk is greater than Low <input type="checkbox"/> Hazardous Substances & Dangerous Goods <input type="checkbox"/> Working at Height (ie >2m) – must be qualified and obtain Council Permit <input type="checkbox"/> Noise <input type="checkbox"/> Fireworks – must have WorkSafe permit <input type="checkbox"/> Contractors – must have own Risk Assessment or Job Safety Analysis <input type="checkbox"/> Entertainers – may need own Risk Management Plan depending on risk level <input type="checkbox"/> Code Red days – event should be postponed / cancelled to eliminate the risk <p>Note: most of these hazards have the potential for serious injury or death and therefore likely to score an ‘Extreme’ risk. Controls must be put in place to reduce the risk</p> <p>Refer WorkSafe document Advice for Managing Major Events Safely available on www.worksafe.vic.gov.au for more information on hazards</p>			
<p>If a security firm has been contracted, provide details below</p>				
<p>Name of company</p>			<p>Contact phone</p>	
<p>Number of security personnel at event if applicable</p>				