

# NAMBUCCA VALLEY COUNCIL

HELPING YOU MANAGE YOUR RISKS  
TO ENSURE YOUR EVENT IS CONDUCTED IN SAFETY

## RISK ASSESSMENT TOOL

Event Name \_\_\_\_\_

Brief Description of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Street Address \_\_\_\_\_

Locality \_\_\_\_\_

Date/s of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

NOTE: This Tool 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 Safework NSW and other consultants (legal, financial etc) who can provide recommendations or professional advice.



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**Office Use**

CM9: SF2193  
(20524/2016)

July 2023

# RISK ASSESSMENT TOOL – RATING TABLE

CM9: 20524/2016

July 2023

## RISK ASSESSMENT MATRIX

<b>Step 1: Determine Likelihood</b>		
What is the possibility that the effect will occur?		
	Criteria	Description
<b>Almost certain</b>	Expected in most circumstances.	Effect expected to occur most times during normal operations
<b>Likely</b>	Will probably occur in most circumstances	Will probably occur at some stage based on evidence of previous incidents
<b>Possible</b>	Might occur at some time	Not generally expected to occur but may under specific circumstances
<b>Unlikely</b>	Could occur at some time	No evidence of previous incidents or have not heard of incident occurring
<b>Rare</b>	May occur only in exceptional circumstances	Effect is practically impossible/Act of God

<b>Step 2: Determine Consequence</b>	
What will be the expected effect?	
Level of Effect:	Example of each level:
<b>Insignificant/Acceptable</b>	No effect – or so minor that effect is acceptable, minimal complaint, minimal loss to the organisation.
<b>Minor</b>	First Aid treatment only; minor financial loss (\$10,000 - \$50,000), contain complaint with short term significance medium loss to organisation
<b>Moderate</b>	Medical treatment; serious injuries, temporary partial disability; significant financial loss (\$50,000 - \$250,000), significant complaint statutory authorities involved high loss to organisation
<b>Major</b>	Hospital admittance; extensive injuries; Permanent Total Disability injury; death major financial loss (\$250,000 - \$1 million) Major complaint with litigation & long term significance very high loss to organisation.
<b>Catastrophic</b>	Multiple Permanent Total Disability injuries; multiple deaths, extensive financial loss (\$1M+), Extensive litigation, possible class action, worse case loss to organisation.

<b>Step 3: Determine the Risk Score</b>					
Consequence					
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost certain</b>	<b>3 High</b>	<b>3 High</b>	<b>4 Extreme</b>	<b>4 Extreme</b>	<b>4 Extreme</b>
<b>Likely</b>	<b>2 Moderate</b>	<b>3 High</b>	<b>3 High</b>	<b>4 Extreme</b>	<b>4 Extreme</b>
<b>Possible</b>	<b>1 Low</b>	<b>2 Moderate</b>	<b>3 High</b>	<b>4 Extreme</b>	<b>4 Extreme</b>
<b>Unlikely</b>	<b>1 Low</b>	<b>1 Low</b>	<b>2 Moderate</b>	<b>3 High</b>	<b>4 Extreme</b>
<b>Rare</b>	<b>1 Low</b>	<b>1 Low</b>	<b>2 Moderate</b>	<b>3 High</b>	<b>3 High</b>

<b>Step 4: Record Risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)</b>	
Score	Action
<b>4 E: Extreme</b>	<b>DO NOT PROCEED.</b> Risk rating is unacceptable! Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
<b>3 H: High</b>	<b>Develop &amp; implement a specific Risk treatment/Action plan.</b> Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
<b>2 M: Moderate</b>	<b>Maintain control measures.</b> Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
<b>1 L: Low</b>	<b>Record and monitor.</b> Accept & Monitor low risks. Review regularly, and if any equipment/people/materials/work processes or procedures change.

## RISK ASSESSMENT TOOL – RATING TABLE (please complete)

Start:	Step 1: Determine Likelihood	Step 2: Determine Consequence	Step 3: Determine the Risk Score	Step 4: Record Risk Score on Worksheet
What are the hazards relating to your event?	<i>What is the likelihood of the hazard occurring?</i>	<i>What are the possible consequences?</i>	<i>What is the Risk Score?</i>	<i>List the actions do you propose to take, to control the hazard and minimise risk.</i>

<b>Start:</b>  What are the hazards relating to your event?	<b>Step 1: Determine Likelihood</b>  <i>What is the likelihood of the hazard occurring?</i>	<b>Step 2: Determine Consequence</b>  <i>What are the possible consequences?</i>	<b>Step 3: Determine the Risk Score</b>  <i>What is the Risk Score?</i>	<b>Step 4: Record Risk Score on Worksheet</b>  <i>List the actions do you propose to take, to control the hazard and minimise risk.</i>