

Risk Rating Matrix

CONSEQUENCES					
Health & Safety	Fatality or permanent disability or cost of injury more than \$100,000	Serious Injury or illness resulting in more than 31 calendar days absence from work or cost of injury between \$10,000 and \$100,000	Significant injury or illness > 7 days to < 31 calendar days absence from work or cost of injury between \$1,000 and \$10,000	Moderate injury or illness < 7 calendar days absence from work or cost of injury between \$100 and \$1,000	Minor injury or illness first aid needed not time lost or cost of injury less than \$100.
Corporate Financial Loss	\$10 million to \$100 million	\$1 million to \$10 million	\$100,000 to \$1 million	\$12,000 to \$100,000	Up to \$12,000
Natural Environment	Catastrophic & irreversible environmental damage. Full clean up not possible.	Major but reversible environmental damage. Full clean up extremely difficult and expensive	Significant local impact on or off work site requiring longer term clean up.	Moderate environmental impact. Issue affects more than just the worksite. Quick clean up possible	Minor environmental damage. Contained on worksite. Quick clean up possible.
Social/Cultural/Heritage		Ongoing serious social issues. Significant damage to structures/sections of cultural significance		Ongoing social issues. Permanent damage to sections of cultural significance	Minor medium term social impacts on local population. Mostly repairable
Community/Government/Reputation/Media		Serious public or media outcry (international coverage)	Significant adverse national/media/public/Local Government attention	Attention from media and/or heightened concern by local community. Criticism by Local Government	Minor adverse local public or media attention or complaints
Legal	V. Serious breach. Prosecution including class actions and/or potential culpability/manslaughter implications. Loss of Licence to operate	Major breach of regulation. Major investigation by authority with litigation and/or potential criminal charges or major compensation implications	Significant breach of regulation with investigation or report to authority with possible prosecution and/or significant fine	Minor legal issues, non compliance and breaches of regulation	
	A	B	C	D	E
	Catastrophic /Fatality	Major/Serious	Significant	Moderate	Minor

LIKELIHOOD	A	Almost Certain (at any time)	EXTREME	EXTREME	HIGH	MEDIUM	LOW
	B	Very Likely (in most circumstances)	EXTREME	HIGH	HIGH	MEDIUM	LOW
	C	Likely (may happen at some time)	HIGH	HIGH	MEDIUM	LOW	LOW
	D	Unlikely (could happen)	HIGH	MEDIUM	MEDIUM	LOW	INSIGNIFICANT
	E	Very Unlikely (probably wont happen)	MEDIUM	MEDIUM	LOW	INSIGNIFICANT	INSIGNIFICANT



Risk Assessment Form

Event/Activity _____

Date of Risk Assessment: _____

Date of Event: _____

Prepared by: _____

Description of immediate environment (e.g. bushland setting): _____

Council's reference (file no.): _____

Ref No.	Activity	What can happen (taking into consideration any existing controls)	Consequences of an incident happening (refer to Matrix)			What controls can be implemented to manage situation	Adjusted rating with new controls			Person or Department responsible for implementing control	How will it be monitored
			Likelihood	Consequence	Rating		Likelihood	Consequence	Rating		



How to Complete the Risk Assessment Form

The information that needs to be entered into each section of the Risk Assessment form is detailed below.

Ref No.: Number each activity (from 1, 2, 3 etc.).

Activity: List the activity to take place. In most cases you will be organising an "event" or developing a project that will have a number of activities/tasks. For example, at an official opening you may have speakers on a stage, possibly giving a PowerPoint presentation, people seated in the audience, catering, etc. Each of these should be listed separately.

What can happen: Now that you have the activity list, you can start asking the questions "what can happen, what can go wrong?" These will be things that will have an impact on the event if they do occur. For example, the speaker may trip on his way on or off the stage, the presentation may not work due to a faulty PC or electrical wiring, an audience chair may collapse, the catering may contain nuts which cause an allergic reaction.

Consequences of an incident happening: Now you need to refer to the Risk Rating Matrix attached to the form.

Consequence – Look at the "Consequences" columns on the Matrix. There are multiple categories of consequences that could apply to each activity. The most important to pay attention to are the Health & Safety consequences. However, other consequence categories may also be relevant, e.g. Financial Loss, Reputation, Legal, etc. You need to determine the possible consequences of the activity you are analysing. Once you have decided on the consequences, go down the column and select the matching rating from **A** (most severe) to **E** (least impact). Write the letter in the Consequence box. An activity may fit into several categories of consequences, e.g. it may have Health & Safety consequences as well as Legal consequences. Each will need to be listed and rated separately.

Likelihood – What are the chances of the consequence identified above happening? It could be **A** (almost certain) through to **E** (rare). Write the letter in the Likelihood box.

Rating – To calculate the rating, place your finger on the Matrix and where the Consequence and Likelihood ratings meet, this will be the rating. For example, a Consequence of **B** and a Likelihood of **C** will give a **Medium** rating. Write the rating in the Rating box.

What controls can be implemented to manage situation: A "control" or "treatment" is what you will do to reduce or eliminate the risk you have identified. For example, have someone ready to assist the speaker on/off the stage, have a competent person check the PC and electrical wiring prior to the presentation, check all the chairs for visible faults when setting them up, advise the caterers not to include nuts in the menu and put up signs advising that nuts may be contained in the food.

As a rule, you must ensure that any High risk is treated so that the consequence and likelihood of it happening are reduced. The effectiveness of your controls is determined by how much the risk is reduced or eliminated. After the controls are in place, there should not be any risks that are still rated High. If there are, you must bring this to the attention of your manager/event organiser to confirm that it is still OK to proceed with the activity.

Adjusted rating with new controls: Once you have determined the controls to be implemented, you need to re-assess the activities. Has there been an acceptable reduction in risk? If yes, great. If not, in respect of High ratings, follow this up with your manager/event organiser.

Person or Department responsible for implementing control: Name the person or department responsible. This creates accountability and ensures that someone is responsible for implementing that control. For an "event", you are required to have a Site Controller who will oversee the whole event, but it is useful to designate other people to be responsible for individual activities in order to share the workload.

How will it be monitored: Most "events" as a whole will be monitored on the day by the designated Site Controller. You will need to determine and detail a timeframe and a system of monitoring for each activity listed.
