

RISK ASSESSMENT GUIDE AND CHARTS

Risk assessment guide

The following table is a guide for completing the “Risk management worksheet” (TRN H&S 3b).

STEPS	COLUMN	EXPLANATION
1 Identification of hazards and risks	Hazards and possible risks	Hazards = List anything, including a person’s behaviour that is an actual or potential cause or source of harm or damage. Risk = List any exposure to the hazard as action or event.
2 Risk analysis	Potential harm	List the type of injury, illness, or damage that could occur as a result of the hazard & risk.
	Influencing factors	Anything that could impact on the risk, increasing the chance of it occurring.
	Likelihood	The chances of the risk occurring (refer to the Table A below)
	Consequence	The degree of harm that could occur (refer to the Table B below)
3 Evaluation of risks	Risk score	Using Table C below list the risk score. (Note Table D guides the type of actions that need to be taken given the risk score).
	Significant risk	Enter “Y” (yes) if the risk score is “high” or “critical” (a significant risk). On-going significant risks should be included in the Theatre Royal risk register.
4 Risk controls planning	Proposed controls	List what is going to be done to reduce the risk, following the “hierarchy of control” (Table E below). NOTE: There are often several controls required to manage a risk effectively.
	Level of control	Enter the level of each control, on the “hierarchy of control” (Table E below).
5 Reassessment	Residual risk	Reassess the risk once the controls are decided (steps 4 – 6) to see if you have reduced the risk and/or need to apply more controls.
6 Application of controls	Resources required	List all the resources required to apply the proposed controls. This may include equipment, people, training, briefings, time, first aid etc.
	Applied by	List who will be responsible for applying the controls.
7 Monitoring	Monitored by	List who will be responsible for ensuring the controls are in place and working.

Example

ASSESSMENT AREA: <i>LADDER USE</i> (example of layout only)			LIKELIHOOD / CONSEQUENCE	RISK SCORE	SIGNIFICANT RISK?
#	HAZARD AND POSSIBLE RISK	POTENTIAL HARM			
1	<i>Working at height</i> • <i>Fall from the ladder</i>	<i>Broken bones, strains & sprains</i> <i>Height of ladder, footwear, experience, age, fatigue</i>	<i>C4</i>	<i>H</i>	<i>Y</i>

PROPOSED CONTROLS	LEVEL OF CONTROL	RESIDUAL RISK	RESOURCES REQUIRED (People, time, equipment, training, barriers, signage, PPE/C)	APPLIED BY	MONITORED BY
<i>1. Remove all ladders over 3m in height and use EWP instead.</i>	<i>2</i>	<i>M</i>	<i>1. Training</i>	<i>All workers</i>	
<i>2. Include ladder safety in crew training, and briefings</i>	<i>3</i>		<i>2. Signs</i>		
<i>3. Supervise ladder and give instructions on the job.</i>	<i>3</i>		<i>3. EWP</i>		<i>VT</i>
<i>4. Post safe ladder use posters on backstage notice boards</i>	<i>3</i>				

Risk assessment charts

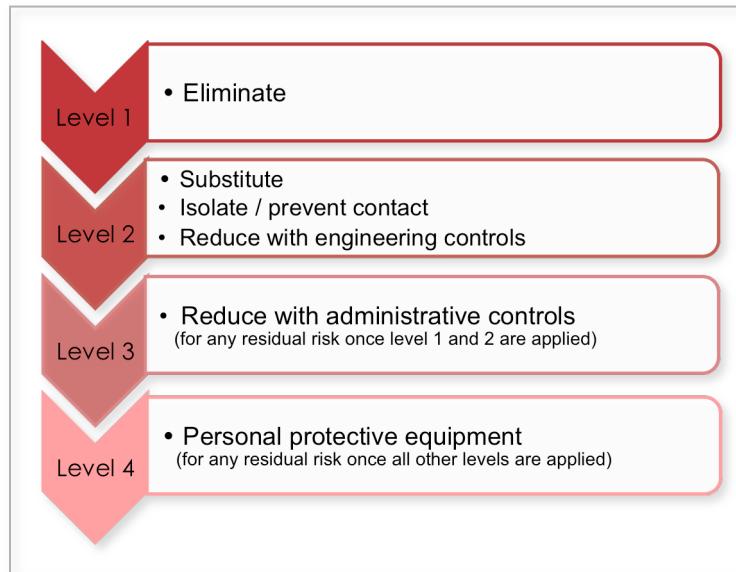
TABLE A: LIKELIHOOD KEY	
Level	Description guideline
A Highly unlikely	The possible risk could only occur in exceptional circumstances.
B Unlikely	The possible risk is not expected to occur but has been known to occur before in the industry.
C Possible	The possible risk may occur, or is known to occur from time-to-time in the industry.
D Likely	The possible risk will probably occur during a show season (including pack-in and pack-out) or an activity period, or is known to often occur in the industry.
E Highly likely	The possible risk is expected to occur during a show season (including pack-in and pack-out) or an activity period.

TABLE B: CONSEQUENCE KEY	
Level	Description guideline
1 Insignificant	Minor First Aid (“one band aid”)
2 Minor	First Aid (more than “one band aid”) or non-urgent medical treatment.
3 Moderate	Urgent medical treatment (out-patient level), ACC claim likely.
4 Major	Hospitalisation or on-going medical treatment or notifiable harm.
5 Severe	Fatality or permanent disability or multiple major level injuries / harm.

TABLE C: RISK RATING MATRIX						
LIKELIHOOD		CONSEQUENCE				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Highly unlikely	A	VL	L	M	M	H
Unlikely	B	VL	L	M	H	H
Possible	C	L	L	M	H	C
Likely	D	L	M	H	C	C
Highly likely	E	L	M	H	C	C

TABLE D: RISK RATING		
	Risk tolerance	Risk management guidelines
C Critical	Intolerable	Critical risks are unacceptable. All senior managers and the Trustees must be informed of the risk. Every effort should be made to eliminate the risk if possible. If not eliminated, activity must not proceed without controls in place to significantly reduce the risk, senior manager approval, and structured supervision. Monitoring of the controls is required.
H High	Unacceptable	High risks are to be avoided. All senior managers and the Trustees must be informed of the risk. Where possible the risk should be eliminated. If not eliminated, activity must not proceed without controls in place to reduce the risk, senior manager approval, and structured monitoring of the controls.
M Medium	Acceptable with management in place	Medium risks need to be managed. The relevant senior manager should be informed of the risk. Controls are required to eliminate the risk if possible. If it is not possible to eliminate, then the risk must be minimised. Monitoring of the controls is required.
L Low	Acceptable	Risk levels are generally acceptable. Risks are managed by routine planning and industry good practice. PPE is an acceptable control. Monitored is in place to ensure that the risk doesn’t increase with additional external influences (fatigue, injury, illness, environmental conditions etc.)
VL Very low	Acceptable	Risk levels are generally acceptable. No specific management of risks is required.

TABLE E: HIERARCHY OF CONTROL



Key for hierarchy of control

- Eliminate = remove the hazard causing the risk altogether.
- Substitute = replace all or part of the hazard with something that has less risk.
- Isolate = physically prevent people from coming into contact with the hazard (e.g. protective guards on equipment, barriers to stop people entering a site, locked doors)
- Engineering controls = a physical, mechanical device that reduces exposure to the hazard (e.g. a safety cut-off switch).
- Administrative controls = controls that don't remove the hazard but reduce the risk of exposure through non-physical means (e.g. instructions, procedures, rules, signs, spotters). These controls are more vulnerable to human error than level one or two.
- Personal protective equipment (PPE) = clothing or equipment that reduces the harm caused by exposure to a hazard.

RISK ASSESSMENT WORKSHEET

ASSESSMENT AREA:			LIKELIHOOD / CONSEQUENCE	RISK SCORE	PROPOSED CONTROLS	LEVEL OF CONTROL	RESIDUAL RISK	RESOURCES REQUIRED (People, time, equipment, training, barriers, signage, PPE/C)	APPLIED BY MONITORED BY
#	HAZARD AND POSSIBLE RISK	INFLUENCING FACTORS							
					1.			1.	
					1.			1.	
					1.			1.	
					1.			1.	

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#	HAZARD AND POSSIBLE RISK	POTENTIAL HARM INFLUENCING FACTORS							
					1.			1.	
					1.			1.	
					1.			1.	
					1.			1.	