



RISK ASSESSMENT RECORD

NSW / CLUB EVENT		EVENT	
Date of assessment:			
Assessment team:			
Identify/describe activity, equipment, area or event you are assessing:			

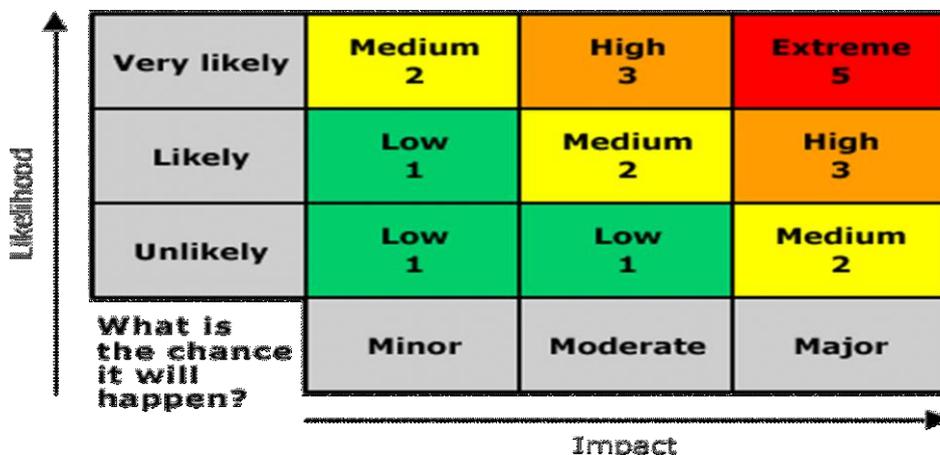
Item	Step 1: Identify the hazard/s	Step 2: Assess the risks - Note there may be several risks associated with each hazard List the Consequence (how bad would it be?), Likelihood & Risk rating for each risk . Refer to Risk Matrix			Step 3 & 4: List the controls needed to remove or reduce the risks and record the date additional controls are completed or due for completion.		Step 5: How will the risk be monitored and who has the responsibility? Record review date	
	What could cause harm?	What could go wrong?			Controls	Date completed	Review method & position/ person responsible	Review Date
1 Eg:	Example Environment – Cold Temperatures	Officials and volunteers could become ill from cold temperatures			Blankets Provided for all Officials Hot Water Bottles provided for all Officials Access to hot beverages for all Officials Hot Food items served for all Officials and Volunteers Officials and Volunteers advised prior to wear warm clothing		Competition Convenor Individual Referee's Catering Volunteer	

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Risk Assessment Matrix

This matrix and risk score system helps determine priority for corrective action.

1. Consider what can go wrong
2. Determine how bad the outcome would be - IMPACT
3. Determine how likely it is to happen - LIKELIHOOD
4. Calculate the risk level



IMPACT:

- Catastrophic
- Major
- Moderate
- Minor
- Insignificant

How severely could it hurt someone/cause damage?

- death or large number of serious injuries, environmental disaster, huge cost
- serious injury, extensive injuries, severe environmental damage, major cost
- medical treatment required, contained environmental impact, high cost
- first aid treatment required, some environmental and/or financial impact
- No injuries, low financial/environmental impact

LIKELIHOOD: How likely is it to happen?

- Almost Certain
- Likely
- Possible
- Unlikely
- Rare

- expected to occur in most circumstances
- will probably occur in most circumstances
- might possibly occur at some time
- could occur at some time
- may occur only in exceptional circumstances

Risk Score		What should I do?
5	Extreme	Immediate action required
3	High	Action plan required, senior management attention needed
2	Moderate	Specific monitoring or procedures required, management responsibility must be specified
1	Low	Manage through routine procedures