

Applicants are responsible for conducting their own risk assessments for activities/events being held on Council land.

This template is to be used in conjunction with the Terms and Conditions provided with the 'Application Form – Special Use Licence'.

How do I risk assess my activity?

- 1) **Risk:** Think about the event that you are planning to hold and list all the activities related to this event- Then think about the things or events that could occur that could go wrong. These often unforeseen events can be described as risks, record them in the first column in the Risk Assessment table below.
- 2) **Control Measures:** Think about the measures (controls) you already have in place that minimises the chance and severity of the risk eventuating and record it in column 2 under 'Control Measures'
- 3) **Rating:** Using the table on page 3 think about what likelihood there is of the risk eventuating, even with the controls in place, and what the consequences would be. For example, if the risk eventuating is deemed possible (might occur at some time) and the consequences are Moderate then the risk rating would be Moderate (M). Whereas if the likelihood of the risk eventuating is deemed likely (will probably occur in most circumstances) and the consequences are Moderate (M) then the risk would be rated High (H). Record the risk ratings in column 3 of the Risk Assessment Table.
- 4) **Additional Control Measures:** If the rating in column 3 is High (H) or Extreme (E) additional measures (controls) will need to be recorded in column 4.
- 5) **Rating:** Keeping the additional measures (controls) recorded in column 4 in mind, record the remaining risk rating in column 5. This rating will often be lower than the rating in column 3 because additional measures have been put in place.

RISK ASSESSMENT TABLE

Column 1	Column 2	Column 3	Column 4	Column 5
RISK	CONTROL MEASURES	RATING (H, M or L)	ADDITIONAL CONTROL MEASURES (if initial rating is high or extreme)	RATING AFTER ADDITIONAL CONTROLS (H, M or L)

Column 1	Column 2	Column 3	Column 4	Column 5
RISK	CONTROL MEASURES	RATING (H, M or L)	ADDITIONAL CONTROL MEASURES (if initial rating is high or extreme)	RATING AFTER ADDITIONAL CONTROLS (H, M or L)

INSTRUCTIONS:

Calculate the Risk Rating by using the matrix to determine the Likelihood and Consequence.

Likelihood – The probability of the risk event happening

Consequence – The seriousness of the risk event when it occurs

				CONSEQUENCE				
				Insignificant	Minor	Moderate	Major	Catastrophic
				1	2	3	4	5
				No injuries, low financial loss	First Aid Treatment, on site release, immediately contained, medium financial loss	Medical treatment required, on site release, contained with outside assistance, high financial loss	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss	Death, toxic release off site with detrimental effect, huge financial loss
LIKELIHOOD	Almost Certain	Is expected to occur in most circumstances	A	M	H	H	E	E
	Likely	Will probably occur in most circumstances	B	M	M	H	H	E
	Possible	Might occur at some time	C	L	M	M	H	E
	Unlikely	Could occur at some time	D	L	L	M	H	H
	Highly Unlikely	May occur only in exceptional circumstances	E	L	L	L	M	H