

Targeted Risk Assessment

TRA-01



Event details

NAME OF EVENT

EVENT VENUE

DATE OF EVENT - -

**TYPE OF
WORK BEING
PERFORMED**

*e.g. refuelling, flag waving,
walking to work area*

Risk Identification

RISK MATRIX

Likelihood	Consequence			
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major
A - Almost Certain	High	High	Extreme	Extreme
B - Likely	Medium	High	High	Extreme
C - Possible	Low	Medium	High	Extreme
D - Unlikely	Low	Low	Medium	High

ACTIONS REQUIRED FOLLOWING ASSESSMENT OF RISK

Extreme risk Immediate actions required
 High risk Senior Management (Senior Event Official) attention needed
 Medium risk Management (Organiser) responsibility must be specified
 Low risk Manage by current procedures/continue current process

*Note: "Management" and "Official" are considered to be like terms
 See reverse for descriptions of Likelihood and Consequence outcomes*

IDENTIFIED RISKS

Description of Identified Risks	Likelihood (A-D)	Consequence (1-4)	Resultant Risk (Low-Extreme)	Controls/Treatment performed What has been done about it?	Who Will Implement?	Who Will Check?	Who Confirmed Actions Were Completed? (signature)
<i>Example: spectator could be hit by debris from car</i>	C	3	High	<i>Debris fence, move spectators further back, additional crowd control officials</i>	<i>Organiser Marshals</i>	<i>Race Sec</i>	x

Likelihood/Consequence Descriptions

Likelihood	
Item	Description
A - Almost Certain	Action will probably occur numerous times or in many circumstances
B - Likely	Action may occur occasionally or in some circumstances
C - Possible	Action may occur in exceptional circumstances and has been known to occur elsewhere
D - Unlikely	Whilst theoretically possible is not known to have occurred

Consequence		
Item	Personal Injury - Description	Administrative - Description
4 - Major Consequence	Death, permanent or extensive injury requiring hospitalisation to one or more people	Significant hardship to Organisation
3 - Moderate Consequence	Serious injury requiring hospitalisation; broken limbs or stand down for duration of event	Significant rejigging of organisational plans required
2 - Minor Consequence	Medical attention on-site or ongoing attention to injury may be required	Minor rearrangement of plans required to address the situation
1 - Insignificant Consequence	Minor first aid, if at all. No ongoing medical attention	Localised assessment of affected issue to be considered

Points to Remember

WHAT CAN CAUSE INJURY OR DEATH?

- Slips/trips
- Collapse of structures
- Dangerous or flammable materials
- Electrical cables
- Heavy equipment
- Public access/egress/behaviour
- Weather (e.g. rain/hail/wind/thunderstorms)
- Projectiles

FOUR RISK TREATMENTS

- **Avoid:** Don't do the activity
- **Treat:** Reduce by use of controls
- **Accept:** If low or if consequences can be tolerated
- **Transfer:** (Caution – not possible to transfer duty of care)

LEVELS OF CONTROL METHODS

- **Avoid** (Try to start here)
- **Substitute**
- **Isolate**
- **Reduce by physical controls**
- **Reduce by admin warning and rules**
- **Use Personal Protection Equipment** (Last resort)

Declaration

WHO DID YOU TALK TO IN ASSESSING AND IDENTIFYING THIS RISK?

Date	Name	Position	Signature

TRA COMPLETED BY

SIGNED

SIGN HERE

DATE