EVENT OPERATIONS RISK ASSESSMENT WORKSHEET

OVERVIEW

A risk assessment is a careful examination of what could cause harm to people in your workplace, in this case at ICC Sydney.
Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures. You are legally required to assess the risks in your workplace so that you can put in place a plan to control the risks.

STEP 1 — **Identify the hazards.**

STEP 2 — **Decide who might be harmed, and how.**

STEP 3 — **Evaluate the risks and decide on precautions.**

STEP 4 — **Record your findings and implement them.**

STEP 5 — **Review the risk assessment and update if necessary.**

WHAT AREAS SHOULD BE RISK ASSESSED?

You are required to identify any significant risk presented by your workplace, working practices, products etc. Therefore, all of your activities, services, operations and premises need to be assessed. In addition, you also need to judge whether the current control measures are suitable and sufficient to either eliminate, or adequately control, the risks identified. Please note an Event Operations Risk Assessment Worksheet needs to be completed in addition to your event specific COVID safe plan.

WHO SHOULD CONDUCT A RISK ASSESSMENT?

A competent person with a suitable and sufficient knowledge of the activities, services, operations and premises would be ideal. Understanding of health and safety legislation and principles of risk assessment would be sufficient for a person to be considered suitable.

REFERENCES

HSE five steps to risk assessment.

There are many free risk assessment tools and resources available online in addition to the ICC Sydney template and two links are provided below:

- https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/risk-assessment
- https://www.safeworkaustralia.gov.au/risk
- https://www.myriskassessment.co.uk/

For more information, please see ICC Sydney's Safety Guidelines.

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EVENT OPERATIONS RISK ASSESSMENT WORKSHEET

EVENT DETAILS – Client to complete

Event name:

Event no: (ICC Sydney to complete)

Event date:

Stand no:

Event location:

ASSESSMENT DETAILS – Client to complete

Description of Event/ Activity Assessed:

Risk ID: (ICC Sydney to complete)

Assessed by:

Email:

Title/Organisation:

Contact no:

Example:

ACTIVITY, PRODUCT OR SERVICE (or steps in process)	RISK CATEGORY S- Safety E- Environment SY- Security FS- Food Safety O- Other	HAZARD / IMPACT (What can cause harm or damage and result of hazard)	INHERENT RISK ANALYSIS (Without controls implemented) refer page 4			CONTROL STRATEGY	CONTROLS IMPLEMENTED?	RESIDUAL RISK ANALYSIS (Controls implemented) refer page 4		
			Conse-quence	Likeli-hood	Risk Level		Yes or No	Conse-quence	Likeli-hood	Risk Level
COVID-19	S E SY O	Possible case on site	4	3	12	• ICC Sydney contact tracing • Advise ICC Sydney of possible case and why • Assist ICC Sydney in Code Dark Blue (COVID on site process) • ICC Sydney terms and conditions • Event terms and conditions • COVID process written and communicated to event team • Follow NSW Health guidance	Y	3	3	9

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			Conse-quence	Likeli-hood	Risk Level		Yes or No	Conse-quence	Likeli-hood	Risk Level

PERSON RESPONSIBLE FOR IMPLEMENTATION OF THE CONTROL STRATEGY

Name: **Position:**

Signature: **Implementation date:**

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ICC SYDNEY REVIEW/ACCEPTANCE

The risks and control strategies contained in this document have been reviewed.

ICC Sydney accepts the level of residual risks and how they are to be managed. Yes No (Residual risks rated extreme or high are not acceptable)

Further controls to be implemented. Yes No

Name:		**Title:**	
Signature:		**Date:**	
Comments:			

VERIFICATION OF CONTROLS

The control strategy has been implemented as identified above. Yes ☐ No ☐

Name:		**Title:**	
Signature:		**Date:**	
Comments:			

ICC SYDNEY USE ONLY

Event No:		**Risk ID:**		**Uploaded to SN by:**	

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EVENT OPERATIONS RISK ASSESSMENT WORKSHEET

RISK ASSESSMENT MATRIX

Risks are assessed using a consequence and likelihood approach. The risk assessment matrix is used to determine the risk score, risk rating and actions required.

RISK MATRIX	Consequence Rating				
Likelihood	**Catastrophic (5)**	**Major (4)**	**Moderate (3)**	**Minor (2)**	**Insignificant (1)**
Almost certain - 5	25	20	15	10	5
Likelihood - 4	20	16	12	8	4
Possible - 3	15	12	9	6	3
Unlikely - 2	10	8	6	4	2
Rare - 1	5	4	3	2	1

Any risk with a score of 10 or above that has been rated as extreme or high is considered to be a **significant** risk.

RISK SCORE	Risk Rating	Action Required
> 20	Extreme	Immediate action required.
10 - 19	High	Action plan required to be implemented, management attention needed.
4 - 9	Moderate	Specific control and/or monitoring procedures required, responsibility to be specified.
1 - 3	Low	Manage through routine procedures.

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ICC SYDNEY

CONSEQUENCE

Description	Safety	Food Safety	Security	Environment
Catastrophic	Death of one or more people. Significant impact to the business with closure and investigation.	Death of one or more persons. Significant impact to the business with closure of food related activities.	Significant security breach with impact across all operations/precinct-wide. Significant impact on events with cancellation likely.	Environmental disaster. Permanent detrimental impact on the environment.
Major	Extensive or multiple injuries, hospitalisation required.	Multiple cases of food related illness/injury with serious public health concern. Investigation from external authorities and major impact to operations. Immediate recall of product.	Security impact across some operations. Impact on events with completion unlikely.	Severe environmental damage. Medium to long-term environment impact. Significant remediation work required.
Moderate	Medical treatment required and/or lost time injury.	Isolated case of a food related illness/injury. Potential public health concern in some sections of the population (e.g. vulnerable persons). Withdrawal action dependent on specific issue.	Isolated and contained security impact. Potential for impact on some events.	Moderate environmental damage. Short term environmental impact with some remediation work required.
Minor	First aid treatment required.	Minor food safety/ contamination incident – non-reportable. Negligible public health/safety concern. Removal of suspect product as soon as practicable with little or no impact to events.	Minor security breach with immediate rectification.Little or no impact on events.	Contained environmental incident. Minimal adverse environmental impact. Immediate remediation.
Insignificant	Minor injury, no first-aid required	Minor isolated food safety/ contamination incident with no impact to events. No public health/safety concern. Continue operations.	Identified security incident only. No impact on events.	Contained environmental incident. No apparent environmental impact.

HIERARCHY OF CONTROL

1. **Elimination**
2. **Substitution**
3. **Isolation**
4. **Engineering**
5. **Administrative**
6. **Personal Protective Equipment (PPE)**

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LIKELIHOOD	
Description	**Indicative Frequency**
Almost certain	Could occur multiple times per year.
Likely	Could occur once or twice per year.
Possible	Could occur every two or three years.
Unlikely	Known to occur – could occur every four or more years.
Rare	Not known to occur – may happen in exceptional circumstances.