

RISK REGISTER

Event: _____ Compiled By: _____ Date: _____
 Date of Risk Review: _____ Reviewed By: _____ Date: _____

REFERENCE	HAZARDS	RISK	RISK CONTROLS	RESIDUAL RISK		LEVEL OF RISK
				Likelihood	Consequence	
SF 1.	BBQ, hot food cookers of any kind	Fire	<ul style="list-style-type: none"> Gas bottles, hoses and connections to be checked before used to ensure they are in good condition and without leaks. Only gas bottle which are in date <10 years old, are to be used. In the event of fire, isolate gas, and apply fire blanket or extinguisher if necessary. Ensure at least a fire blanket and dry powder extinguisher is supplied with each BBQ in operation. Ensure fat tray is empty prior to commencing and during operation to ensure no overflow. Ensure BBQs are positioned so as not to expose staff and members of the public to hot fat/surface. 	Unlikely	Moderate	Low 4
SF 2.	Demonstration of plant	Failure of demonstration device.	<ul style="list-style-type: none"> Operators must be able to demonstrate evidence of inspections prior to start-up. For display rides and demonstrations to be deemed as competent by their business. A safe barrier has been set to protect persons from out of control plant and at a sufficient distance for protection from flying particles dirt rocks etc. Signage advising patrons not to enter area. Only competent operators allowed to enter arena. Loudspeaker announcement advising patrons event about to commence and to keep behind fenced and roped areas (5 minutes prior and just before). Person allocated as the supervisor located near/inside arena with two way. 	Rare	Moderate	Negligible 1
SP 3.	Compressed Gas Cylinders	Fire, explosion	<ul style="list-style-type: none"> Compressed gas cylinders are to be clearly labelled; stored in the shade and secured in an upright position. Cylinders are to be secured to prevent the risk of being damaged. Cylinders to be checked for leaks. 	Rare	Major	Low 2
SF 4.	Alcohol	Public nuisance and breach of Licence agreement	<ul style="list-style-type: none"> Alcohol to be served in accordance with 'Responsible Service of Alcohol Guidelines'. Persons qualified to serve alcohol. Alcohol to be consumed only in designated areas. Minors not be supplied with Alcohol. 	Possible	Minor	Low 4
SF 5.	Electrical Equipment	Electric Shock or Electrocution, overload electrical parts.	<ul style="list-style-type: none"> All power outlets must be protected by RCD and tested within 12 months. All extension leads must be tested and tagged in accordance with AS3760. At least 35m 1.5 mm core duty leads. No joining leads of a lower rating. Power boards to be at least Australian standard approved. No domestic light weight boards. All electrical equipment owned by others and used at the event must be tested and tagged so that it complies with AS3760. Electrical leads to be moved away from where there is a risk that it may be damaged or exposed to the public. Ensuring that only a licenced electrical trades person completed the electrical system checks and repairs. Twice daily inspect each power outlet for overload. Monitor Stall use of the electrical supply to not overload in stall. 	Unlikely	Minor	Low 2

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SF 6.	Emergency Situations	Fire, explosion, bad weather	<ul style="list-style-type: none"> An emergency plan including assembly point and wardens to be developed prior to the event. Firefighting equipment to be readily available in high risk areas. Fire Authority to be informed of the event, possible access, probably 'hot spots'. Emergency contact details be developed prior to the event and be made available to all wardens and the organiser. PA system available for announcements. Care facility & contact point for lost children. Contingency plan and adverse weather procedure. Loud speaker system to communicate with visitors and stall holders. Two ways radios to be set to secure channel and monitored for unauthorised use. 	Unlikely	Moderate	Low 4
SF 7.	Food Handling	Food Poisoning	<ul style="list-style-type: none"> Cold food to be covered and refrigerated at all times. Food handling to be kept to a minimum and hygiene standard to be monitored to minimise the spread of bacterial. Hot food to be served hot and must not be allowed to sit for long periods of time. Persons to have a food handling certification/qualification. 	Rare	Moderate	Negligible 1
SF 8.	First Aid	Injury	<ul style="list-style-type: none"> First aid facilities and a qualified first aid attendant / registered nurse to be present at all time during the fair. First aid facilities to be clearly signed to ensure public are aware of its location. Radio access between first aid and office. Clear access maintained for ambulance access. First aid facilities to be clearly signed to ensure public are aware of its location. St Johns' personnel in attendance throughout the event. All hazardous areas/muddy areas will be roped off to prevent entry and slips, trips and falls etc. Minor injuries treated by St John's. Serious Injuries initially treated by St John's and Emergency services/ambulance called to treat and evacuate. 	Likely	Minor	Medium 8
SF 9.	Housekeeping	Injury – slips/trips/ falls	<ul style="list-style-type: none"> Event Grounds to be checked for hazards prior to setup and at twice daily. All areas to be kept tidy and free from rubbish. Enclosed recycle bins for cans and separate food bins. Placed in appropriate areas and collected regularly. On wheels, so easy to handle. Walk ways to be kept free from any obstructions. Exhibitors to not exceed the stall boundary. Sharp protrusions cutting surfaces to be protected from public. Walkways to be kept free from any obstructions. Toilets and wash areas to be clearly signed and regularly monitored throughout the fair. Event convener and/or Safety Person to be the point of contact for any issues. 	Possible	Minor	Low 2
SF 10.	Working at Height - Ladders	Falls from height	<ul style="list-style-type: none"> Ladders to be check before use. Aluminium ladders are not to be used for electrical work. No working above the third top rung. Ladders must not to be used for work above 2m. Work perfumed with 3 points of contact at all times and firmly secured at the bottom and/or top, footing a ladder at all times the person is on the ladder will suffice. 	Rare	Moderate	Negligible 1

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SF 11.	Manual Handling	Injury	<ul style="list-style-type: none"> Use mechanical aids where available. No staff to assist stall holders with loading unloading tasks. 	Unlikely	Moderate	Negligible 1
SF 12.	Sun Safety	Sun stroke, dehydration, sun burn	<ul style="list-style-type: none"> Provide adequate shade for both workers and participants. Encourage the use of hats and sunscreen. Ensure drinking water is readily available. 	Possible	Minor	Low 4
SF 13.	Unstable loaded vehicles entering / leaving the site	Loads falling, injury, property damage	<ul style="list-style-type: none"> All loads to be set to Load Restraint Guide. Vehicles checked for stability before entering, or unloaded off site and driven in. Vehicles checked for stability before leaving, or driven out and loaded off site. 	Unlikely	Moderate	Low 4
SF 14.	Vehicle movement	Collisions with other vehicles and pedestrians	<ul style="list-style-type: none"> Vehicle and pedestrian access and egress are separated. On-site vehicle access restricted to set-up and close-down times only. No on-site parking during event hours. Clearly marked on-site access for emergency vehicles during event. Emergency vehicles to be escorted into and through the event location to the injured person. Restricted vehicle access areas will be marked off, e.g. traffic cones. Helmet to be worn when using quad bike. Vehicle speed not to exceed 10km/h on site during setup and close down. 	Unlikely	Moderate	Low 4
SF 15.	Security	Breach of security, theft, assault	<ul style="list-style-type: none"> All staff and stall holders given event Managers number for emergencies. Police to be called for all reported cases. Office located in central and secure lockable area. Floats to be collected from food and Alcohol sites and secured discreetly. Stall holders are responsible for all floats and monies relating to their stall. Site to be monitored after hours to ensure no unauthorised entry. Ensure that security staff are briefed to monitor the visitors and advise the event manager of issues identified. 	Rare	Minor	Negligible 0.5
SF 16.	Inclement weather	High winds, lightning, excessive rain	<ul style="list-style-type: none"> Check weather conditions immediately prior to start of each day to determine course of action. Consider possible lightning and damaging winds from BOM. 	Possible	Moderate	Low 4
SF 17.	Conflict and issues with Stall holders	Temporary structures move in wind, conflicting exhibitors, excessive noise.	<ul style="list-style-type: none"> Ensure that all stallholders and contractors are well briefed prior to the event and are aware of Health & Safety and environmental expectations and requirements. Operation of plant that generates noise over 85db to be operated for less than 5 minutes in any 1 hour or moved to safe zone as agreed by event manager. 	Possible	Minor	Low 4
SF 18.	Chemicals on site	Spills, fire, injury	<ul style="list-style-type: none"> As part of the site planning exhibitors to submit sufficient information that relates to the safe operation of any plant, storage of chemicals including petrol and diesel. Sites with petrol diesel or other chemical are to have spills containment and clean up equipment 	Rare	Moderate	Negligible 1
SF 19	Contractors	Unlicensed, no insurance, not qualified	<ul style="list-style-type: none"> Develop a list of approved contractors for the event. Obtain list of Insurances, qualifications licences etc. prior to event. Only engage a contractor who can provide the required 			

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REFERENCE	HAZARDS				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
A (almost certain)	Low 4	Medium 16	High 32	Very High 64	Extreme 128
B (likely)	Low 2	Medium 8	Medium 16	High 32	Very High 64
C (possible)	Negligible 1	Low 4	Medium 8	Medium 16	High 32
D (unlikely)	Negligible 0.5	Low 2	Low 4	Medium 8	Medium 16
E (rare)	Negligible 0	Negligible 0.5	Negligible 1	Low 2	Low 4

SCORE	ACTION
≥64	Act on these risks immediately
8- 32	Act on these risks as soon as possible – 15 min
2-4	Act on these risks within 4 hours
0-1	These risks may not require immediate attention by end of day

HIERARCHY OF CONTROL OPTIONS	
Eliminate	A permanent solution, eliminate the process, material or substance completely.
Substitute	Replace the process, material or substance with a safer one.
Isolation	Isolate the person(s) from the process, material or substance.
Engineering	Design or re-design the process material or substance.
Administration	Limit exposure to the risk through job rotation, procedure or training.
PPE	Use protective equipment.

Some common hazards that may be present:

1. Are there access / egress hazards (mobile/fixed plant)?
2. Are there working at heights hazards?
3. Have all energy sources been locked out or tagged out (electrical, mechanical, air, high pressure fluids, inertia etc.)?
4. Is hot work being undertaken? Permit required?
5. Is this a confined space? Permit required?
6. Are there any traffic hazards?
7. Are there any overhead obstructions present?
8. Are there any underground obstructions present?
9. Do I have the right equipment to do the job safely?
10. Are personnel at risk of falling objects?
11. Is there a risk of explosion? (explosives, gases)
12. Is there a risk of fire from flammable liquids or gases?
13. Are there any elevated temperatures products?
14. Are all working surfaces level and stable?
15. Have manual handling hazards been mostly eliminated?
16. Are there any trip hazards present?
17. Have thermal risks been controlled (heat & cold)?
18. Are all personnel trained and competent to carry out the work safely?
19. Has contractor safety been managed accordingly?
20. Do persons have the correct PPE to do the work safely?
21. Have emergency and rescue requirements been considered?