



ROCKHAMPTON

RISK ASSESSMENT FORM FOR OUTDOOR VENUES

Coordinators should look at venue, complete risk assessment and forward it to the Safety Management Team at least 2 weeks before the activity

Activity:		Venue:		
Coordinator:	Email:	Phone:	Date:	

Activities will be conducted in accordance with this risk assessment, implementing the control measures outlined below.

Brief description of venue

Hazards, including but not limited to -	Description of hazards - put cross in the box of those that apply	Risk level before control	Control measures- put cross in the box of those that apply	Risk level after control
Biological (e.g. hygiene, disease, infection)				
Virus/disease Food handling	<input type="checkbox"/> Covid and other viruses <input type="checkbox"/> Food handling		<input type="checkbox"/> Follow Covid Safe Plan <input type="checkbox"/> Wear masks if required by Qld Health <input type="checkbox"/> Bring your own chair and other personal items <input type="checkbox"/> Do not share equipment <input type="checkbox"/> Do not share food and drinks	
Critical incident – resulting in:				
Lockdown Evacuation Disruption	<input type="checkbox"/> Evacuation		<input type="checkbox"/> Plan for emergency medical assistance. Check mobile phone reception is available. Phone 000 in case of emergency <input type="checkbox"/> Have ICE installed on mobile or provide coordinator with next of kin details	
Environment				
Sun exposure Temperature Animals/insects Weather – wet/dry	<input type="checkbox"/> Sunburn <input type="checkbox"/> Heat stress <input type="checkbox"/> Bee stings, insect bites, snake bites <input type="checkbox"/> Swooping magpies		<input type="checkbox"/> Apply sunscreen and insect repellent. <input type="checkbox"/> Wear a hat, long pants and shirt with long sleeves, closed in shoes, carry water <input type="checkbox"/> People with allergies bring own EpiPen. <input type="checkbox"/> Keep a lookout for snakes. <input type="checkbox"/> Carry First aid kit with snake bite kit and instructions for treating snake bite.	

Hazards, including but not limited to -	Description of hazards - put cross in the box of those that apply	Risk level before control	Control measures- put cross in the box of those that apply	Risk level after control
Environment (continued)				
Paths, trails, ground surfaces	<input type="checkbox"/> Trips, slips and falls <input type="checkbox"/> Other – give details		<input type="checkbox"/> Watch for uneven ground. Walk on paths if possible. Note any protruding hazards. Wear suitable footwear.	
Vehicles				
Vehicles	<input type="checkbox"/> Injury in car park		<input type="checkbox"/> Watch out for moving vehicles in car park or on the street. Take care to look for pedestrians when reversing	
Manual tasks/ergonomics				
Manual tasks	<input type="checkbox"/> Injury while relocating of furniture		<input type="checkbox"/> Any furniture should be moved by two or more able-bodied persons	
Other hazards – give details:				


Risk assessment prepared by:	
Name:	Date:
Email:	Phone:
Name:	Date:
Email:	Phone:
Risk assessment reviewed and approved by Safety Management Team	
Name:	Signature.....Date:.....
Risk assessment approved by Management Committee and authorised by:	
Name:.....	Signature:.....Date:.....

Likelihood	Description of likelihood
5. Almost certain	Almost certain to occur within the foreseeable future..
4. Likely	Likely to occur within the foreseeable future.
3. Possible	May occur within the foreseeable future.
2. Unlikely	Not likely to occur within the foreseeable future.
1. Rare	Will occur only in exceptional circumstances.

Consequence	Description of consequence
A. Insignificant	No treatment required.
B. Minor	Minor injury requiring first aid treatment (e.g. minor cuts, bruises, bumps).
C. Moderate	Injury requiring medical treatment.
D. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation.
E. Critical	Loss of life, permanent disability or multiple serious injuries.

Risk Assessment Matrix					
Likelihood	Consequence				
	A.Insignificant	B.Minor	C.Moderate	D.Major	E.Critical
5. Almost certain	Medium	Medium	High	Extreme	Extreme
4. Likely	Low	Medium	High	High	Extreme
3.Possible	Low	Medium	Medium	High	High
2.Unlikely	Low	Low	Medium	Medium	High
1.Rare	Low	Low	Low	Low	Medium

Assessed risk level		Description of risk level	Actions
<input type="checkbox"/>	Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/>	Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
<input type="checkbox"/>	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/>	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Hierarchy of controls	
Most effective (High level)  Least effective (Low level)	Elimination: remove the hazard completely from the area or activity.
	Substitution: replace a hazard with a less dangerous one.
	Redesign: changing equipment or process to make it safer.
	Isolation: separate people from the source of the hazard.
	Administration: putting rules, signage or training in place to make an area or activity safer.
	Personal protective equipment (PPE): protective clothing and equipment.